

Chapter 10: Add References (PELA Feedback Tool)

Use the APA Reference Guide (pp. 98–112)

To reference a source correctly, you need to know what type it is (e.g., a web page, a photograph, a hard copy book, an electronic journal). Study the APA referencing pattern for that source as the patterns are different depending on the source type. The following examples are based on, or taken from, the 7th edition (2020) APA style guide. They are expressed as both a reference list entry and an in-text citation. Make sure you accurately follow the formatting and punctuation of the given examples as this is part of academic writing culture. Read the “Extra Tips” for more details. If you cannot find the source type you need in these notes (as not every type has been included), type a question (e.g., “APA 7th edition How do I reference a song?”) into the bar of your search engine.

Many references are electronic and contain either a DOI or URL. The following table explains what these are, with rules regarding their inclusion in a reference.

How To Reference Sources With DOIs and URLs	
What does DOI mean?	DOI stands for “ <i>digital object identifier</i> ... a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet” (APA, 2020, 9.34, p. 298).
What does URL mean?	URL stands for “ <i>uniform resource locator</i> ... [and] specifies the location of digital information on the internet” (APA, 2020, 9.34, p. 298).
How do I format DOIs and URLs?	Follow these rules (APA, 2020, pp. 299–300): • Start the address with <code>http://</code> or <code>https://</code> • Do not add the words “Retrieved from” or “Accessed from” before the hyperlink (see Dictionary entry for an exception). • The hyperlink can be in “blue font, underlined or plain text that is not underlined.” • “Links should be live [in blue font, underlined] if the work is to be published or read online.” • “Do not add a [full stop] after the DOI or URL because it may interfere with link functionality.” • “Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.”

Capitalisation rules for reference list entries vary depending on the type of source. For

names of periodicals (i.e., journals, magazines, and newspapers) use title case. For everything else, use sentence case. These cases, along with examples, were explained in a previous section of this chapter titled “Understand Capitalisation: APA References.” The following examples should help.

Article in an Electronic Journal With a DOI (based on APA, 2020, p. 317)
Extra Tips • The pattern is: author (surname/s and initial/s), year of publication, name of article, name of journal (in italics), volume number (in italics), issue number (in brackets with no space after the volume number), page numbers the article runs over (with an en dash between the numbers), and link (with doi). • If your journal link looks like this “doi 10.1017/jie.2016.32,” add https:// to it. • Use “and” between author surnames in a sentence but “&” inside brackets. Reference List Entry (two authors) Baird, C., & Dooley, P. (2017). Using images to facilitate writing for skills assessment: A visual PELA. <i>The Australian Journal of Indigenous Education</i>, 46(2), 160–172. https://doi.org/10.1017/jie.2016.32 In-text Citation (two authors) Narrative: According to Baird and Dooley (2017), ... Parenthetical: Some researchers have used pictures as a prompt (Baird & Dooley, 2017).

Article in an Electronic Journal (No DOI; a Nondatabase URL) (from APA, 2020, p. 317)
Extra Tips • The pattern is: author (surname/s and initial/s), year of publication, name of article, name of journal (in italics), volume number (in italics), issue number (in brackets with no space after the volume number), page numbers the article runs over (with an en dash between the numbers), and link (with https://). • For an in-text citation including more than two authors, write the first surname with the words “et al.” (meaning: “and the others”). Reference List Entry (more than two authors) Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. <i>Journal of Postsecondary Education and Disability</i>, 31(1), 17–39. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31

In-text Citation (more than two authors)

This concept was introduced by Ahmann et al. (2018).

Article in a Hard Copy Journal (based on APA, 2020, p. 317)**Extra Tips**

- The pattern is: **author** (surname/s and initial/s), **year of publication**, **name of article**, **name of journal** (in italics), **volume number** (in italics), **issue number** (in brackets with no space after the volume number), and **page numbers the article runs over** (with an en dash between the numbers).

Reference List Entry (one author)

Pearce, E. (2017). Functional predicates in Unua. *Australian Journal of Linguistics*, 37(1), 19–36.

In-text Citation (one author)

Narrative: Pearce (2017) explains that Unua is a language spoken in Vanuatu.

Parenthetical: Unua is a language spoken in Vanuata (Pearce, 2017).

Article in an Online Magazine or Newspaper (from APA, 2020, p. 320)

(Compare with “Webpage on a News Website.”)

Extra Tips

- The pattern is: **author** (surname/s and initial/s); **year, month, and day of publication**; **name of article**; **name of newspaper or magazine** (in italics); **volume number** (in italics); **issue number** (in brackets with no space after the volume number); **page numbers the article runs over** (with an en dash between the numbers); and **link** (with doi or https://).
- The in-text citation does not need to include the month unless you are citing from more than one article by the same author in the same year.

Reference List Entry

Bergeson, S. (2019, January 4). Really cool neural plasmas. *Science*, 363(6422), 33–34.
<https://doi.org/10.1126/science.aau7988>

In-text Citation (direct quote)

Narrative: Bergeson is emphatic, “plasmas are supposed to be hot” (2019, p. 33).

Parenthetical: One researcher emphasises, “plasmas are supposed to be hot”
(Bergeson, 2019, p. 33)

Article in a Hard Copy Magazine or Newspaper (based on APA, 2020, p. 317)
Extra Tips - The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of article; and name of newspaper or magazine (in italics). - The in-text citation does not need to include the month unless you are citing from more than one article by the same author in the same year. Reference List Entry Brookes, S. (2019, December 5). Carpark goes up for sale. <i>Southern Gazette</i>. In-text Citation Now is not a good time to be selling, according to Brookes (2019).

Authored Book With a DOI (taken from APA, 2020, p. 321)
Extra Tips The pattern is: author (surname/s and initial/s), year of publication, name of book (in italics), number of edition (if needed) (in brackets), publisher, and link (with doi). Reference List Entry (edition) Brown, L. S. (2018). <i>Feminist therapy</i> (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000

Authored Book Without a DOI (based on APA, 2020, p. 321)
Extra Tips - The pattern is: author (surname/s and initial/s), year of publication, name of book (in italics), number of edition (if needed) (in brackets), and publisher. - For an in-text citation including more than two authors, write the first surname with the words “et al.” (meaning: “and the others”). Reference List Entry (more than two authors, edition) Wood, J., Zeffane, R., Fromholtz, M., Wiesner, R., Morrison, R., Factor, A., & McKeown, T. (2016). <i>Organisational behaviour: Core concepts and applications</i> (4th ed.). John Wiley & Sons Australia, Ltd. In-text Citation (more than two authors) These theories, which Wood et al. (2016) have summarised, remain unchallenged.

Authored Ebook (e.g., Kindle Book) or Audiobook Without a DOI, With a Nondatabase URL (from APA, 2020, p. 321)
Extra Tips The pattern is: author (surname/s and initial/s), year of publication, name of book (in italics), type of book (in square brackets), publisher, and link (with https://). Reference List Entry Cain, S. (2012). <i>Quiet: The power of introverts in a world that can't stop talking</i> (K. Mazur, Narr.) [Audiobook]. Random House Audio. http://bit.ly/2GOBpbl In-text Citation Narrative: In a fresh way, Cain (2012) celebrates the insightfulness of introverts. Parenthetical: In this book, the insightfulness of introverts is celebrated (Cain, 2012).

Electronic Dictionary, Thesaurus, or Encyclopedia (based on APA, 2020, p. 324)
Extra Tips - The pattern is: author (surname/s and initial/s); year of publication; name of dictionary, thesaurus, or encyclopedia (in italics); retrieval date (if needed; see next point); and link (with https://). “When an online reference work is continually updated and the versions are not archived, use ‘n.d.’ as the year of publication and include a retrieval date.” - Edit a direct quote by placing your additions in square brackets. Reference List Entry Merriam-Webster. (n.d.). <i>Merriam-Webster.com dictionary</i>. Retrieved May 7, 2024, from https://www.merriam-webster.com/ In-text Citation (direct quote, edited, defined term in italics) Narrative: The Merriam-Webster dictionary (n.d.) defines <i>culling</i> as: “reduc[ing] or control[ling] the size of something.” Parenthetical: <i>Culling</i> can be defined as “reduc[ing] or control[ling] the size of something” (Merriam-Webster, n.d.).

Religious Work (from APA, 2020, pp. 264 & 325)
Extra Tips - The pattern is: name of religious work (in italics), year of publication, publisher, and link (with https://). - Abbreviate books of the Bible when quoting from them (see below). Reference List Entry <i>King James Bible</i>. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/(Original work published 1769) In-text Citation (Bible verse) Narrative: The <i>King James Bible</i> (2017) uses the word “charity” rather than “love” in 1 Cor. 13:13. Parenthetical: This Bible version uses the word “charity” rather than “love” in 1 Cor. 13:13 (KJB, 2017).

Chapter in an Edited Book With a DOI (based on APA, 2020, p. 326)
Extra Tips The pattern is: author of chapter (surname/s and initial/s), year of publication, name of chapter, editor/s (with initials before surnames), volume number (in italics), name of book (in italics), page numbers the chapter runs over (with an en dash between the numbers), publisher, and link (with doi). Reference List Entry Read, J. (2019). Post-entry English language assessment in universities. In: X. Gao (Ed.). <i>Second handbook of English language teaching</i> (pp. 395–414). Springer Nature Switzerland: Springer International Handbooks of Education. https://doi.org/10.1007/978-3-319-58542-0 In-text Citation Narrative: Giving feedback and ongoing support are crucial for a PELA to be successful, Read (2019) comments, as the PELA is more than just a test. Parenthetical: The PELA is more than a test; giving feedback and ongoing support are crucial (Read, 2019).

Chapter in an Edited Book Without a DOI (based on APA, 2020, p. 326)
Extra Tips The pattern is: author of chapter (surname/s and initial/s), year of publication, name of chapter, editor/s (with initials before surnames), volume number (in italics), name of book (in italics), page numbers the chapter runs over (with an en dash between the numbers), and publisher. Reference List Entry Esler, J. (2017). Chinese Tibetan Buddhists and the Confucian revival in contemporary China. In D. W. Kim (Ed.), <i>Religious encounters in transcultural society: Collision, alteration, and transmission</i> (pp. 91–114). Lexington Books. In-text Citation According to Esler (2017), ...

Work in an Anthology (based on APA, 2020, p. 328)
Extra Tips The pattern is: author of work (surname/s and initial/s), year of publication, name of work, editor/s (with initials before surnames), name of book (in italics), page numbers the work runs over (with an en dash between the numbers), and publisher. Reference List Entry Leitão, N. C. (2024). Adjustment. In M. W. W. Lo & A. Dench (Eds.), <i>Seagift 2024</i> (pp. 33–34). Sheridan Institute of Higher Education. In-text Citation In this poem, Leitão (2024) expresses emotions felt when adult children leave home.

Report by a Government Agency or Other Organisation (from APA, 2020, p. 329)
Extra Tips The pattern is: author (surname/s and initial/s), year of publication, name of report (in italics), and link (with https://). Reference List Entry Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). <i>Strengthening trans-Tasman economic relations</i>. https://www.pc.gov.au/inquiries/completed/australia-new-zealand In-text Citation (direct quote) The authors outline 30+ initiatives to “promote beneficial integration” (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012, p. 2).

Conference Session (based on APA, 2020, p. 332)
Extra Tips The pattern is: author (surname/s and initial/s); year, month, and day of presentation; name of presentation (in italics); type of presentation (in square brackets); name of conference; name of organisers; and place of conference. Reference List Entry (two authors) Burlinson, A., & Dench, A. (2022, May 12–13). <i>Student reflection on learning outcomes: How does this influence their learning experience?</i> [Conference session]. Practical Applied Research Conference (PARC22), Dublin Business School, Dublin, Ireland. In-text Citation (two authors) As part of a pilot project on Sheridan’s campus, Burlinson and Dench (2022) had students answer a set of given questions about their unit learning outcomes.

Mobile App (from Columbia College, 2024; APA, 2020, p. 340)
Extra Tips - The pattern is: author (surname/s and initial/s) or name of company, year current version was released, name of application (in italics), version number (in brackets), mobile app (in square brackets), publisher or App Store, and link (with https://). “Only cite software and apps when they are not widely known or available. Citations are not needed for common apps such as Microsoft Word or Twitter” (Columbia College, 2024). “Because apps typically do not have page numbers, paragraph numbers or section headings, this information is left out of the in-text citation” (Columbia College, 2024). Reference List Entry National Geographic Society (2012). <i>National parks by National Geographic</i> (Version 1.2) [Mobile app]. App Store. http://www.apple.com/itunes/ In-text Citation This park is the largest in the area (National Geographic Society, 2012).

Film or Video (taken from APA, 2020, p. 342)
Extra Tips • The pattern is: author/director (surname/s and initial/s), year of publication, name of film or video (in italics), type of work (in square brackets), and producer. • Capitalisation rules are different when mentioning titles in the body of your work (see the in-text citation, below). Reference List Entry Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film; four-disc special extended ed. On 10/1/2025VD]. WingNut Films; The Saul Zaentz Company. In-text Citation (name of work in text) In Jackson's film <i>The Lord of the Rings: The Fellowship of the Ring</i> (2001), he ...

TED Talk (taken from APA, 2020, pp. 343–344)
Extra Tips • The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of talk (in italics); type of source (in square brackets); publisher; and link (with https://). • “When the TED Talk comes from TED’s website [see below], use the name of the speaker as the author. When the TED Talk is on YouTube, list the owner of the YouTube account as the author to aid in retrieval” (p. 344). • The in-text citation does not need to include the month unless you are citing from more than one article by the same author in the same year. Reference List Entry Giertz, S. (2018, April). <i>Why you should make useless things</i> [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things In-text Citation Narrative: Giertz (2018) argues this point strongly. Parenthetical: This point is strongly argued (Giertz, 2018).

YouTube Video or Other Streaming Video (taken from APA, 2020, p. 344)
Extra Tips • The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of video (in italics); type of source (in square brackets); video platform; and link (with https://). • “The person or group who uploaded the video is credited as the author for retrievability, even if they did not create the work. Note the contributions of others who appear in the video in the text narrative if desired.” Reference List Entry Fogarty, M. [Grammar Girl]. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i> [Video]. YouTube. https://youtu.be/deiEY5Yq1ql In-text Citation Narrative: In this presentation, Fogarty (2016) explains the fundamentals of sentence diagramming. Parenthetical: The presenter explains the fundamentals of sentence diagramming (Fogarty, 2016).

Clip Art, Stock Image, Infographic, Map, or Photograph (based on APA, 2020, pp. 346–347)
Extra Tips • The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of work (in italics); type of source (in square brackets); and link (with https://). • “For an untitled photograph, include a description in square brackets in place of a title” (p. 347). Reference List Entry Parsons, Z. (2014). <i>These 9 maps reveal the differences in regional American dialects: What is your “general” term for the headwear of a baseball player?</i> [Map]. https://i.somethingawful.com/u/elpintogrande/14_june/dialect_maps/02_hat.jpg

PowerPoint Slides or Lecture Notes (based on APA, 2020, p. 347)
Extra Tips - The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of presentation (in italics); type of source (in square brackets); name of unit/course; name of institution/platform; and link (with https://). “If the slides come from a classroom website, learning management system (e.g., Canvas, Blackboard), or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL” Reference List Entry Dench, A. (2024, March 13). <i>Avoiding plagiarism / APA referencing</i> [PowerPoint slides]. RS191: Week 3, Sheridan Institute of Higher Education Canvas Online. https://canvas.sheridan.edu.au/courses/837/files/83590?module_item_id=48618 In-text Citation (direct quote, slide) In this presentation, Dench (2024, Slide 7) poses and answers the important question: “How do you incorporate other people’s claims (ideas and words) into your writing without plagiarising?”

There is sometimes confusion over terminology regarding the web. A *webpage* is a “document which can be displayed in a web browser such as Firefox [or] Google” whereas a website is a “collection of [webpages] which are grouped together and usually connected ...” (Mozilla, 1998–2024, paras. 4–5).

Webpage on a News Website (based on APA, 2020, p. 351) (Compare with “Article in an Online Magazine or Newspaper.”)
Extra Tips - The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of article; name of newspaper or magazine (in italics); and link (with https://). - The in-text citation does not need to include the month unless you are citing from more than one article by the same author in the same year. Reference List Entry Turnbull, S. (2016, November 1). Protecting humans from sharks: What are the options? <i>ABC North Coast</i>. https://www.abc.net.au/news/2016-11-01/protecting-humans-from-sharks-what-are-the-options/7979206 In-text Citation Narrative: Turnbull (2016) discusses what is mean by the term <i>culling</i>. Parenthetical (secondary source): Bucher (2016) argues against the culling of sharks (as cited by Turnbull, 2016).

Webpage on a Website With a Group Author (i.e., an organisation or institution) (based on APA, 2020, p. 351; Wintec, 2024)
Extra Tips - The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of webpage (in italics); and link (with https://). “As each webpage has a unique URL, create a separate reference list entry for each individual page. Alphabetise according to page title. If the pages have the same date, distinguish by adding lowercase letters after the date—e.g., (2014a) or (n.d.-a)” (Wintec, 2024, para. 1). - The in-text citation does not need to include the month unless you are citing from more than one article by the same author in the same year. Reference List Entry Sheridan Institute of Higher Education. (2021). <i>About Sheridan: Our core purpose</i>. https://sheridan.edu.au/index.php/about-us In-text Citation Narrative: At Sheridan Institute of Higher Education, we urge our students to “live an extraordinary life” (2021, para. 1). Parenthetical: We urge our students to “live an extraordinary life” (Sheridan Institute of Higher Education, 2021, para. 1).

Webpage on a Website With an Individual Author (based on APA, 2020, p. 351)
Extra Tips The pattern is: author (surname/s and initial/s); year, month, and day of publication; name of webpage (in italics); and link (with https://). Reference List Entry Atherton, A. (2024, May 3). <i>46% of people with below-average sleep quality rate their mental health as poor</i>. Sleep Foundation. https://www.sleepfoundation.org/sleep-news/sleep-quality-and-mental-health-connection In-text Citation (secondary source) Lack of sleep creates several different mental health issues (Peters, 2024, as cited in Atherton, 2024).

Personal Communications: (based on APA, 2020, p. 260)
Extra Tips • Personal communication includes: “emails, text messages, online chats ..., telephone conversations, live speeches, unrecorded classroom lectures, memos, letters, ...” • The in-text citation pattern is: author (initial and surname/s); personal communication; and month, day, and year of communication. Reference List Entry (not required) In-text Citation The latest APA style manual is now available (L. Wong, personal communication, December 15, 2019).

Quotations from Research Participants (based on APA, 2020, p. 278)
Extra Tips • A quotation from a research participant should not be treated as personal communication but place the participant’s exact words in double quotation marks (as for a direct quote). • Give each participant a false name if you need to protect their identity. • Do not include research participants in the reference list. Reference List Entry (not required) In-text Citation One participant, “Jack,” a 20-year-old student at Sheridan Institute of Higher Education, said the Academic Writing module was “the most helpful class he’d taken in years!”

Quoting or Reproducing Text Created by ChatGPT or Other AI Tools

(McAdoo, 2023)

Extra Tips

- **Only use AI tools for Sheridan assessments if your lecturer has given you permission to do so.**
- Sometimes an AI tool will make up information and references, so check every cited source to see if it really does exist.
- The pattern is: **author** (surname/s and initial/s), **year** (“of the version you used,” “**name of the model**,” **publisher** (if the publisher and author names are the same, do not include the publisher), and **link** (with https://).
- In your in-text citation, provide “the prompt you used and then any portion of the relevant text that was generated in response” (see below).
- “You may also put the full text of long responses from ChatGPT in an appendix of your paper or in online supplemental materials, so readers have access to the exact text that was generated” (see below).

Reference List Entry

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

In-text Citation

When given a ... prompt of “What is a more accurate representation?” the ChatGPT-generated text [stated] that “different brain regions work together to support various cognitive processes” and “the functional specialization of different regions can change in response to experience and environmental factors” (OpenAI, 2023; see Appendix A for the full transcript.).

References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.
- Columbia College. (2024, April 15). *APA citation guide (7th edition): Social media. Mobile application software (App)*. [https://columbiacollegeca.libguides.com/apa/SocialMedia#:~:text=as%20personal%20communications.-,Mobile%20Application%20Software%20\(App\),Publisher%20Name%20or%20App%20Store.](https://columbiacollegeca.libguides.com/apa/SocialMedia#:~:text=as%20personal%20communications.-,Mobile%20Application%20Software%20(App),Publisher%20Name%20or%20App%20Store.)
- McAdoo, T. (2023, April 7). *How to cite ChatGPT*. American Psychological Association (7th ed.). <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- Mozilla. (1998–2024). *What is the difference between web page, website, web server, and search engine?* https://developer.mozilla.org/en-US/docs/Learn/Common_questions/Web_mechanics/Pages_sites_servers_and_search_engines
- Wintec. (2024, May 9). *APA 7th edition Referencing Guide 1: How do I reference multiple pages from one website?* <https://libguides.wintec.ac.nz/APA7/faqs/web>