

APA Referencing Guide - Ali Dench

Question	Answer
What is APA?	It stands for American Psychological Association (APA). This organisation has produced a writing style guide , and we are using the latest version (7th edition, 2020) on our campus.
What is a reference?	It is the name of a source used to get information (for essays, reports, PowerPoint slides, and talks).
What do I reference?	You need to reference the words and ideas you use to develop your argument. These may come from: books, journals, newspapers, lecture notes and slides, YouTube downloads, interviews, web documents, photos, graphs, tables, movies, songs, poems, podcasts, TV programs ...
What if I read something and put it into my own words?	Great! This is what you are supposed to do! However, even if you take someone else's words or ideas and express them in your own words, you still need to include a reference .
Where does the reference go?	It goes in two places : next to the words/ideas you borrowed (an in-text citation) and at the end of your paper (the reference page).
How do I reference?	This depends on what kind of source you use. Have a look at the rest of this document for some different patterns and examples .
What if I don't have all the information?	<p>It is your job to find all the information needed to reference correctly, but if something is missing, follow these rules (APA, 2020).</p> <ul style="list-style-type: none"> • No copyright date? - Use (n.d.) = no date (9.17, p. 291) • No page number? - Web pages often have no page number, so - for a direct quote - include the paragraph number instead (e.g. para. 7) • No author? - Use the name of the editor followed by (Ed.) - where the author's name would be • No author or editor? - Use the name of the organisation (e.g. Department of Education) - where the author's name would be (9.7, p. 286) • No author, editor, or organisation? - Use the first few words of the source's title - where the author's name would be (9.12, p. 289)
What if the pattern I need is not on this sheet?	<ul style="list-style-type: none"> • Google your question (e.g. How do I reference a dictionary using APA?) • Follow this link: www.apastyle.apa.org
What if I forget to reference?	You may lose marks or even fail the assignment . Correct referencing is a skill you must pick up. Take the compulsory AW101 hands-on workshops. Ask Ali or another lecturer for help.

How To Do an In-Text Citation

A Direct Quote - Example A (APA, 2020, 8.25, p. 270; 8.13, p. 264)

- If you use the **exact words** of another person (in the same grammatical pattern), put those words in **double quotation marks**.
- After those words, write a reference that includes three elements: the author's **surname**, the copyright **date** of publication, and the **page** or **paragraph number**. The full stop goes after the reference.
- If your quote covers **more than one page**, add the abbreviation pp. before the numbers.

Example A	Because we all bring our own cultural perspectives to a discussion, "there are often more problems in cross-cultural / communication" (Richards & Schmidt, 2013, pp. 147-148).
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- **If there are no page numbers**, give other specific information to help the reader locate the exact material quoted. For example, after the author's surname and publication date write: Chapter 3, or Table 7, or para. 2 (short for paragraph), or Slide 10.

An Indirect Quote or Paraphrase - Example B (APA, 2020, 8.23, p. 269)

- If you use the **ideas** of another person and express this in your own words, write a reference that includes two elements: the author's **surname** and the copyright **date** of publication.

Example B	Sociolinguists explore how language is used in everyday situations (Richards & Schmidt, 2013).
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A Parenthetical Citation - Example A (APA, 2020, 8.11, p. 263)

- Put **commas** between reference elements and enclose these elements in **round brackets after the information** you quoted.

A Narrative Citation - Example C (APA, 2020, 8.11, p. 263)

- If you have already mentioned the author's surname in the text of the sentence, just include the date and page number in the brackets.

More Than Two Authors - Example C (APA, 2002, 8:17, p. 266)

- As soon as you get to three authors, cite only the first author's surname and then add the words et al. (meaning "and the others"). You can **use this shortcut even the first time you mention the source** in your essay. All the authors will be mentioned in the reference list.

Example C	Pragmatics is a sub-field of semantics, and Fromkin et al. define it as "how a speaker uses ... literal meaning[s] in conversation" (2018, p. 198).
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How To Do a Reference List (APA, 2020, p. 303)

- Always start on a new page.
- The title 'References' should be in bold letters and centred; do not underline it.
- Every source you use in your paper should appear in your list of references.
- Place references in alphabetical order (according to the surnames of authors).
- **References should be double spaced**, with no extra line between each source - although my examples below are only single spaced.
- Indent any second and following lines of a reference by 0.5 of an inch (1.27 cm). You can just hit the tab button on your computer to enforce this, the same way you indent a paragraph.
- The following pages are a brief guide showing referencing patterns for common types of sources (APA, 2020, pp. 317-352).
- For more patterns and details, go to the APA website: www.apastyle.org

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, 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, p. 298).
How do I format DOIs and URLs?	<p>Follow these rules (APA, 2020, pp. 299-300):</p> <ul style="list-style-type: none"> • Start the address with http:// or https:// • Do not add the words "Retrieved from" or "Accessed from" before the hyperlink (see Dictionary entry on page 5 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"

Journal article with a DOI (10.1.1, p. 317)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). Name of article. <i>Title of journal in italics</i> , # of journal in italics, page numbers the whole article covers. https://doi + numbers - no full stop
Example	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology</i> , 24, 225-229. https://doi.org/10.1037/0278-6133.24.2.225

Journal, magazine, or newspaper without a DOI, from most academic research databases or print version (10.1.3, p. 317)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s (Year of publication). Name of article. <i>Title of journal, magazine, or newspaper in italics</i> , volume # of journal in italics - no space (issue # of journal - not in italics), page numbers the article covers.
Examples	Thomas-Tate, S., Daugherty, T. K., & Bartkoski, T. J. (2017). Experimental study of gender effects on language use in college students' email to faculty. <i>College Student Journal</i> , 51(2), 222-226. Jurewicz, J. (2015, September 1). Is Western Australia ready for driverless cars? <i>The Sunday Times</i> . https://www.perthnow.com.au/news/wa/is-western-australia-ready-for-driverless-cars-ngfa26c7716c)be8e2f0dbdf411c36f0cd/

Authored book with a DOI (10.2.20, p. 321)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). <i>Title of book in italics</i> (# edition if there is one.). Publisher. https://doi + numbers - no full stop
Example	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, from most academic research databases or print version (10.2.21, p. 321) (Do not include the database name or URL.)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). <i>Title of book in italics</i> (# edition if there is one.). Publisher.
Example	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.

Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL (10.2.22, p. 321)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). <i>Title of book in italics</i> (Initial. Surname of narrator, Narr.). [Audiobook]. Publisher. URL
Example	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

Dictionary, thesaurus, or encyclopedia (10.2.33, p. 324) “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.”	
Pattern	Name of author [sometimes publisher]. (Year of publication). <i>Title of book in italics</i> (# edition if there is one.). Retrieval date if needed [see comment above], from URL
Example	Merriam-Webster. (n.d.). <i>Merriam-Webster.com dictionary</i> . Retrieved May 5, 2019, from https://www.merriam-webster.com/

Religious work (10.2.35, p. 325)	
Pattern	<i>Title of work in italics</i> (# edition if there is one.). (Year of publication). Publisher. URL if needed (Original work published + year) - no full stop
Examples	<i>King James Bible</i> . (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769) <i>The Torah: The five books of Moses</i> (3rd ed.). (2015). The Jewish Publication Society. (Original work published 1962)

Chapter in an edited book with a DOI (10.3.38, p. 326)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). Name of the chapter. In Initial/s. Surname & Initial/s. Surname of editor/s (Ed. or Eds.), <i>Title of book in italics</i> (# edition if there is one., page numbers the whole chapter covers). Publisher. https://doi + numbers - no full stop
Example	Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P. A. Hays (Eds.), <i>Culturally responsive cognitive behavior therapy: Practice and supervision</i> (2nd ed., pp. 287-314.) American Psychological Association. https://doi.org/10.1037/0000119-012

Chapter in an edited book without a DOI, from most academic research databases or print version (10.3.39, p. 326)	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). Name of the chapter. In Initial/s. Surname & Initial/s. Surname of editor/s (Ed. or Eds.), <i>Title of book in italics</i> (# edition if there is one., page numbers the whole chapter covers). Publisher.
Example	Tibbetts, G. R. (2009). Arab navigation in the archipelago. In T. Hellwig & E. Tagliacozzo (Eds.), <i>The Indonesia reader: History, culture, politics</i> (pp. 48-53). USA: Duke university Press.

Work in an anthology (10.2.46, p. 328)	
Pattern	Surname, Initial/s of writer/poet. (Year of publication). Name of work. In Initial/s. Surname & Initial/s. Surname of editor/s (Ed. or Eds.), <i>Title of book in italics</i> (page numbers the prose/poem covers). Publisher. https://doi + numbers - if needed - no full stop (Original work published + year) - no full stop
Example	Timbery, J. (2009). The boomerang racket. In N. Jose (Ed.), <i>Macquarie pen anthology of Australian literature</i> (pp. 577-578). Allen & Unwin. (Original work published 1968)

Report by a government agency or other organisation (10.2.50, p. 329)	
Pattern	Name of organisation. (Year of publication). <i>Title of report in italics</i> . URL - no full stop
Example	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/report/trans-tasman.pdf

Test, scale, or inventory (10.11.82, p. 340)	
Pattern	Name of organisation. (Year of publication). <i>Title of test, scale, or inventory in italics</i> . URL - no full stop
Example	Project Implicit. (n.d.). <i>Gender-Science IAT</i> . https://implicit.harvard.edu/implicit/takeatest.html

TED Talk (10.12.88, pp. 343-344) “When the TED Talk comes from TED’s website, 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.”	
Pattern	Surname, Initial. of speaker. (Year, month of publication). <i>Title of talk in italics</i> [Video]. Name of site. URL - no full stop
Example	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

YouTube video or other streaming video (10.12.90, p. 344) “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.”	
Pattern	Surname, Initial. of person who uploaded the video. (Year, month + day of publication). <i>Title of video in italics</i> [Video]. Name of site. URL - no full stop
Example	Fogarty, M. [Grammar Girl]. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i> [Video]. YouTube. https://youtu.be/deiEY5Yq1qI

Clip art, stock image, infographic, map, or photograph (10.14.98-101, pp. 346-347) “For an untitled photograph, include a description in square brackets in place of a title.”	
Pattern	Surname, Initial/s., & Surname, Initial/s of author/s. (Year of publication). <i>Title of work in italics</i> [Clip art, Infographic, Map, or Photograph]. Name of publisher/organisation if different from author. URL - no full stop
Example	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 (10.14.102, p. 347) “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”	
Pattern	Surname, Initial/s of author. (Year, month + day of publication). <i>Title of slides/lecture in italics</i> [PowerPoint slides or Lecture notes]. Name of organisation/department if different from author. URL - no full stop
Example	Dench, A. M. (2019, February 6). <i>Morphology: The words of language</i> [PowerPoint slides]. LN101: Seminar 2, Sheridan College Canvas Online. http://canvas.sheridan.edu.au/courses/179

Webpage on a website with an individual author (10.16.112, p. 351)	
Pattern	Surname, Initial/s of author. (Year, month + day of publication). <i>Name of article in italics</i> . Name of organisation if different from author. URL - no full stop
Example	Martin Lillie, C. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193

Personal communications: (8.9, p. 260) “emails, text messages, online chats ... , telephone conversations, live speeches, unrecorded classroom lectures, memos, letters, ...”	
Pattern	Information from the sources listed under personal communications “cannot be recovered by readers,” so include an in-text citation but not a reference list entry.
Example (in-text citation)	According to Wong, the latest APA style manual is now available (2019, December 15, personal communication).

Quotations from research participants (8.36, p. 278)	
Pattern	“Because quotations from research participants are part of your original research, do not include them in the reference list or treat them as personal communications.” Instead, treat them as either short or block (more than 40 words) direct quotes. “You may need to assign participants a pseudonym” to protect their identity.
Example (in-text citation)	Participant “Fred,” a 20-year-old student at Sheridan College, said the Academic Writing module was “the most helpful class he’d taken in years!”

References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.
- Fromkin, V., Rodman, R., Hyams, N., Amberber, M., Cox, F., & Thornton, R. (2018). *An introduction to language* (9th ed.). Cengage Learning Australia Pty Limited.
- Richards, J. C., & Schmidt, R. (2013). *Longman dictionary of language teaching and applied linguistics* (4th ed.). Routledge.