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

Further information on APA (7th edition) referencing

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

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

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

1. Variations in authors, dates, editions

1.1 Single author ***In-text:*** *write the author's surname only. Do not use academic credentials and professional titles except for religious officials and nobility e.g. Pope Francis* ***References:*** *use surname followed by initials*	**In-text** Business & Linguistics use p. or pp. or para.	The idea of progress is much overrated (Addington, 1994). Addington (1994) states that the idea of progress is much overrated. ***Business & Linguistics examples*** The idea of progress is much overrated (Addington, 1994, pp. 32-33). Addington (1994, pp. 32-33) states that the idea of progress is much overrated.
	References	Addington, H. (1994). *Cultural cringe: A study of change.* Routledge.
1.2 Two authors ***In-text:*** • *always cite both surnames* • *use 'and' between authors that are not in brackets* • *use ampersand (&) between authors that are in brackets.* ***References:*** *use & between authors*	**In-text** Business & Linguistics use p. or pp. or para.	Holper and Torok (2008) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008). ***Business & Linguistics examples*** Holper and Torok (2008, p. 23) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008, p. 23).
	References	Holper, P. N., & Torok, S. (2008). *Climate change: What you can do about it at work, at home, at school.* Pan Macmillan Australia.
1.3 More than two authors ***In-text:*** • *name the FIRST author in-text followed by 'et al.' (which means and others) after the first author's name* ***References:*** • *name all authors up to and including 20th author with an '&' preceded by a comma for last author* • *if MORE than 20 authors, name the first 19 followed by three dots … then the last author on the list*	**In-text** Business & Linguistics use p. or pp. or para.	MacKay et al. (2006) demonstrate that … . OR (MacKay et al., 2006) ***Business & Linguistics examples*** MacKay et al., (2006, p. 67) demonstrate that . . .OR (MacKay, et al., 2006, p. 67)
	References	**Up to 20 authors** MacKay, I., Clarke, C., Fleming, M., Collins, M., & Sue, J. (2006). *Food the focus for our future.* Oxford University Press. **More than 20 authors** Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., . . . Nelson, T. P. (2018). Article title. *Journal title, 12*(1), 12-35. https://doi.org/10..... ***NOTE****: use the exact order of authors on the publication*
1.4 Multiple works by the same author ***In-text:*** • *use a, b, c to differentiate between works written in the same year by the same author; use alphabetical order according to the title of the work* • *use author and date in-text for whole of study summaries* ***References:*** *for the year, use same format as the in-text reference*	**In-text** Summaries do not require p. or pp. or para.	In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.
	References	Sheldon, S. (1996). *Language Limits.* Duckworth. Sheldon, S. (1999a). Morphemic resonance: A new dimension. *Discourse Studies, 23*(2), 67-72. Sheldon, S. (1999b, Spring). Rules and tools. *Journal of Semantics, 43*(1), 23-45.
1.5 Authors with the same surname **(a) co-authors of one work** **(b) separate works** ***In-text (b):*** *for surnames repeated in different references, use initials in-text to tell the authors apart. Reproduce author names in the exact order given on the text* ***References:*** *use initials for alphabetical order*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Scollon, Scollon, and Jones (2011) argue that . . . **(b)** A recent report (R.W. Jones, 1991) indicated . . . , but D.J. Jones (1993) has refuted the findings.
	References	**(a)** Scollon, R., Scollon, S. W., & Jones, R. H. (2011). *Intercultural communication* (3rd ed.). Wiley-Blackwell. **(b)** Jones, D. J. (1993). *Review of social needs in the North West region.* FACS. **(b)** Jones, R. W. (1991). *Report to the CARE centre.* DOCS.

1.6 Citing authors of several different sources ***In-text:*** *authors' names are listed alphabetically and each reference is separated by a semicolon (;)* ***References:*** *all authors are represented in the reference list*	**In-text** Summaries do not require p. or pp. or para.	Policy makers argue that the connection between science and business should not be viewed critically (Branscomb, 1997; Noble, 1993; Stokes, 1997).
	References	Branscomb, I. (1997). *Investing in innovation.* Routledge. Noble, B. (1993). *America by design.* Knopf. Stokes, D. (1997). *Pasteur's quadrant.* Brookings Institution Press.
1.7 Author unknown **(a) use name of the organisation** **(b) use title of work** ***In-text (b):*** *if no organisation, use a 'short' title in* <u>double quotation marks</u> *for articles, a chapter, web page, but use* <u>italics</u> *for* <u>stand-alone</u> *periodicals, books, brochures, reports, websites* ***References:*** *if no organisation, use title in sentence style without quote marks*	**In-text** Summaries do not require p. or pp. or para.	**(a)** The NSW Board of Studies (2006) advocates an . . . **(b)** Vaccine efficiency is six times more efficient . . . ("New Child Vaccine", 2001). ***Business & Linguistics examples*** **(a)** The NSW Board of Studies (2006, p. 35) advocates an . . . **(b)** Vaccine efficiency is six times more efficient . . . ("New Child Vaccine", 2001, para. 4).
	References	**(a)** NSW Board of Studies (2006). *Syllabus development handbook.* NSW Government. http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_hbook.pdf **(b)** New child vaccine gets funding boost. (2001). 9News. http://news.ninemsn.com.au/health/story_13178.asp
1.8 No publication/copyright date ***In-text:*** n.d. *means 'no date'. Avoid works without a date as most authentic academic sources are always dated* ***References:*** *use* (n.d.) *No space between n. and d.*	**In-text** Business & Linguistics use p. or pp. or para.	One study (Shaw, n.d.) suggests . . . Shaw (n.d.) finds that . . . ***Business & Linguistics examples*** Shaw (n.d., p. 187) finds that . . . One study (Shaw, n.d.**,** p. 187) suggests . . .
	References	Shaw, O. (n.d.). *Reflective learning.* Faber.
1.9. Edition ***References:*** *if a source is 2nd or later edition, state the edition after the title inside brackets in this format using plain text* (xx ed.)	**In-text** Business & Linguistics use p. or pp. or para.	Writers need to consider . . . (Heffernan et al. 2001).
	References	Heffernan, J. A. W., Lincoln, E. J., & Atwill, J. (2001). *Writing, a college handbook* (5th ed.). W.W. Norton.

2. Variations in writing web links

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

2.1 DOI (Digital Object Identifier) *A DOI provides a permanent link to the document's location on the Internet. The DOI is located on the first page of the electronic article*	**DOI** – For DOIs use this format only; e.g. if you see doi:10.1177/1084822305284310, it becomes https://doi.org/10.1177/1084822305284310 (URL with a doi embedded) - IF a source has a DOI, use the DOI reference even if you are using the print version - IF an online work has both a DOI and a URL, use only the DOI. - <u>It is permissible to <u>leave hyperlinks live</u> in reference list entries</u> - There is no full stop at the end of a doi reference.
2.2 URL *(Uniform Resource Locator)* - *URL is next choice if there is no DOI.* - *a source from an academic research database or a site requiring a login (e.g. the library website) which has NO DOI, do not include a URL or database information in the reference. Instead, write a reference that is the same as a print version of the work* - *if a URL no longer works, do not put the source in the reference list*	**DO NOT USE A URL FOR WORKS RETRIEVED FROM DATA BASE** Examples of academic research databases and platforms include APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCO*host*, Google Scholar, JSTOR, Ezyproxy,), MEDLINE, Nexis Uni, Ovid, ProQuest, PubMed Central, Science Direct, Scopus, Web of Science e.g**.** Source downloaded from library website with **EZYPROXY** link - NO URL required at all Aarts, B., Chalker, S., & Weiner, E. (1998). In *The Oxford dictionary of English grammar* (2nd ed). Oxford University Press. ~~https://www-oxfordreference-com.ezproxy.une.edu.au/view /10.1093/acref/9780199658237.001.0001/acref-9780199658237~~
2.3 CHANGING WEBSITES *if the webpage content is designed to change over time put* ***n.d.*** *for the year.* ***Add a retrieval dat***e BEFORE the URL.	e.g. Information on this site is frequently updated, so changes over time. Center for Bioethics. (n.d.). *Ethics and pharmaceutical marketing.* **Retrieved January 23, 2020 from** http://www.ahc.umn.edu/bioethics/research/pharm/home.html

3. Textual works – print & online

PERIODICALS	Textual material published on a continuous basis (print & online) e.g. journals, newspapers (blogs, editorials)	
3.1 Journal articles **(a) article in a journal (print)** **(b) article in an electronic journal (Internet)** **(c) article with the DOI** *In-text:* use author (see variations in authors) *References:* • *italicise the volume number after the title e.g. 7, (volume by itself in italics)* • *if (and only if) the journal is one that restarts the page numbering at 1 for each issue, include the issue number in parentheses after the volume number e.g. 7*(3), *but do not italicise the issue number* • *use the DOI when citing electronic versions of journal articles (or URL if no DOI)* ***Format:*** *See* APA (7th ed.) Quick Reference Guide ***DOIs/URLs:*** *see Variations in writing web links (Item 2.1, 2.2 on page 2)*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Reid and Sand (1987) comment that . . . **(a)** An earlier study (Reid & Sand, 1987) suggests that . . . **(b)** Collins (2010) argues that opposition to the development of the rule of law occurred first within bureaucratic states. **(b)** Opposition to the development of the rule of law occurred first within bureaucratic states (Collins, 2010). **(c)** Nutrition is an "integral part of effective healing" (Stefanski & Smith, 2006, p. 4). ***Business & Linguistics examples*** **(a)** Reid and Sand (1987, p. 26) comment that . . . **(a)** An earlier study (Reid & Sand, 1987, p. 26) suggests that . . . **(b)** Collins (2010, para. 9) argues that opposition to the development of the rule of law occurred first within bureaucratic states. **(b)** Opposition to the development of the rule of law occurred first within bureaucratic states (Collins, 2010, para. 9). **(c)** Nutrition is an "integral part of effective healing" (Stefanski & Smith, 2006, p. 4).
	References	**(a)** Reid, J., & Sand, R. (1987). The wood and the grove. *Journal of Mythology*, *9*, 23–34. **(b)** Collins, R. (2010). Geopolitical conditions of internationalism, human rights, and world law. *Journal of Globalization Studies, 1,* 29-45. https://www.socionauki.ru/journal/files/jogs/2010_1/geopolitical_conditions_of_internationalism.pdf **(c)** Stefanski, L. S., & Smith, K. J. (2006). The role of nutrition intervention in wound healing. *Home Health Care Management Practice, 18*(4), 293-299. https://doi.org/10.1177/1084822305284310

3.2 Newspaper / Magazine article
(a) specified author
  i. Print newspaper
  ii. Online newspaper
(b) unspecified author
(c) editorial
In-text:
• *use the author name, if no name move the short title in quote marks into the author position.*
• *always use a locator (e.g. p.23, para. 5) for direct quotes*
 	
References:
• *use italics for the title of the newspaper.*
• *print newspaper: Write page number after the title of newspaper.*
• *for an editorial, put [Editorial] in square brackets after the title (unless the word "Editorial" is included in the title).*
	In-text
	Business & Linguistics use p. or pp. or para.
		(a) *i. ii.* Target funding is not being met (Leech, 2002).
		  i. ii. Leech (2002) suggests that . . .
		(b) Debt levels have fallen ("Computer Industry Blamed", 2007) . . .
		
		(c) Lehmann (2020) claims that the Australian prime minister was "balancing the health of the public against the health of the economy" (p. 2).
		
		Business & Linguistics examples
		
		(a) *i. ii.* Target funding is not being met (Leech, 2002, p. 13).
		  i. ii. Leech (2002, para. 2) suggests that . . .
		
		(b) Debt levels have fallen ("Computer Industry Blamed", 2007, para. 16) . . .
		
		(c) Lehmann (2020) claims that the Australian prime minister was "balancing the health of the public against the health of the economy" (p. 2).
		
		NOTE: *editorials are opinion pieces and may appear in journals, magazines, newspapers, and other publications. Follow the format of the publication type.*

	References	**(a)** i. Leech, G. (2002, September 19). Call for research shake-up. *The Australian*. **(a)** ii. Leech, G. (2002, September 19). Call for research shake-up. *The Australian*. http://www.theaustralian.news.com.au **(b)** Computer industry blamed. (2007, July 7). *The Sydney Morning Herald*, p. 3. **(c)** Lehmann, J. (2020). The sheer scale of it. [Editorial]. *The Saturday Paper*. https://www.thesaturdaypaper.com.au/opinion/editorial
3.3 News website *use this format for articles published in online news sources such as ABC News, The Conversation, Reuters, CNN, HuffPost* *References:* • *include the month and day after the year* • *title is in italics* • *name of news website after title, no italics*	**In-text** Business & Linguistics Use para.	Facial recognition technology … (Hutchens, 2020). ***Business & Linguistics examples*** Facial recognition technology … (Hutchens, 2020, para. 13).
	References	Hutchens, G. (2020, June 28). *Facial recognition technology prevents crime, but at what cost to human rights and privacy?* ABC News. https://www.abc.net.au/news/2020-06-28/facial-recognition-technology-prevents-crime-but-at-what-cost/12400628

BOOKS & REFERENCE WORKS	Available in hard copy and online. Both follow the same referencing rules. e.g. books, textbooks, ebooks, audiobooks, online dictionaries, theses, conference presentations	
3.4 Book (including textbook) **(a) print** **(b) online (URL)** **(c) online (DOI)** *In-text: use author (see variations in authors). Use timestamp for audiobooks.* *References:* • *use the DOI if available, otherwise use the URL of the electronic book unless it is from an academic database* • *include the publisher; if there is more than one publisher, list them all in the exact order separated by a semicolon* • *see Variations in writing web links Item 2 on page 2 for more information on the DOI or URL*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Barrett and Roberts (2002) suggest that the concept . . . **(b)** Several levels of consciousness were found (Tart, 1997). **(c)** Sawyer (2010) suggests that the influence of peers was . . . *Business & Linguistics examples* **(a)** Barrett and Roberts (2002, p. 4) suggest that the concept . . . **(b)** Several levels of consciousness were found (Tart, 1997, para. 4). **(c)** Sawyer (2010**,** p. 91) suggests that the influence of peers was . . .
	References	**(a)** Barrett, M., & Roberts, L. (2002). *Working communication*. John Wiley & Sons. **(b)** Tart, C.T. (1997). *States of consciousness.* Schaffer Library. http://www.druglibrary.net/special/tart/soccont.htm **(c)** Sawyer, A. (2010). *Language socialization in multilingual societies*. Routledge. https://doi.org/10.1037/1076293722 *FORMAT: See* APA (7th ed.) Quick Reference Guide *NOTE: use the copyright date (not year of publication)*
3.5 Chapter in an edited book *Each chapter is written by different authors and compiled by an editor.* *In-text: author of the chapter & date of publication.* *References:* • *provide a separate reference for each author that you used in the edited book* • *acknowledge the editor/s in the reference Ed. (single) Eds. (multiple) and place initials of given name/s before the surname* • *place edition in plain text in brackets after the title if it is not first edition. Put page numbers in same bracket* • *include DOI or the URL in the retrieval statement for electronic versions. If there are no page numbers in the electronic book, omit (pp. X-Y)* • *include publisher before doi for works with a doi. Include publisher and no URL for works with no doi accessed from a database or library website.*	**In-text** Business & Linguistics use p. or pp. or para.	Stories are an essential aspect of therapy (Phillips, 1999). Phillips (1999) argues that . . . *Business & Linguistics examples* Stories are an essential aspect of therapy (Phillips, 1999, p. 114). Phillips (1999, p. 114) argues that . . .
	References	**Book version** Phillips, J. (1999). The psychodynamic narrative. In G. Roberts & J. Holmes (Eds.), *Healing stories: Narrative in psychiatry and psychotherapy* (2nd ed., pp. 7–15). Oxford University Press. **Electronic version variations** Gillen, J., & Hall, N. (2013). The emergence of early childhood literacy. In J. Larson & J. Marsh (Eds.), *The SAGE handbook of early childhood literacy* (pp. 3-17). SAGE Publications. https://doi.org/:10.4135/9781446247518.n1 Thompson, J. B. (2012). The media and politics. In E. Amenta, K. Nash, & A. Scott (Eds.), *The Wiley-Blackwell companion to political sociology* (pp. 263-272). John Wiley & Sons.
3.6 Dictionaries, Thesauruses & Encyclopedias **(a) dictionary (author or editor)** **(b) encyclopedia (author)** **(c) dictionary (no author)** *In-text:* • *use name/s of author/s or company name* • *page or paragraph numbers may not apply to the in-text reference* • *no author, place the title of the publication in author position* • *to quote a dictionary definition from a source with no page numbers, provide a section name, e.g., Definition 1.* *References: use "In" before the title If an online reference work is updated over time and not archived, include a retrieval date in the reference*	**In-text** Does not require p. or pp. or para.	**(a)** A primary verb is one of the three verb types (Chaulker & Weiner, 1998). **(b)** AC/DC, formed in 1973, became one of Australia's best known rock groups (McFarlane, 1999). **(c)** 'Tmesis' involves separating syllables of a word with other intervening words, for example, fan-damn-tastic (Oxford dictionary of English, n.d.).
	References	**a)** Chalker, S., & Weiner, E. (1998). In *The Oxford dictionary of English grammar*. http://www.oxfordreference.com **(b)** McFarlane, I. (1999). In *Encyclopedia of Australian rock and pop*. Allen & Unwin. **(c)** Oxford Dictionary of English. (n.d.). Tmesis. In *Oxford dictionary of English* (3rd ed.). Retrieved May 29, 2020 from https://doi.org/10.1093/acref/9780199571123.001.0001 *NOTE: When an online reference work is continuously updated, use 'n.d.' as the year of publication and include a retrieval date.*

3.7 Dissertations or theses *Distinguish between published and unpublished theses* **References:** *(a) published – available on a database, so put the university in square brackets after the title* *(b) unpublished – not available online and must be retrieved from the institution so give the university name as the source*	**In-text** Business & Linguistics use p. or pp. or para	**(a)** A study by Da Silva (2011) demonstrates that . . . **(b)** Coal mining in the Hunter region had its beginnings . . . (Ryan, 2018).
	References	**(a)** Da Silva, A. B. (2011). *FRETILIN popular education 1973-1978 and its relevance to Timor-Leste today.* [PhD thesis, University of New England]. Research UNE. https://rune.une.edu.au/web/handle/1959.11/11405 **(b)** Ryan, M. (2018). Coal, colonials and capitalism: A history of coal mining in the Hunter region of New South Wales, 1797-1862 [Unpublished Master's thesis]. University of Cambridge.
3.8 Paper presented at a conference, seminar, workshop **(a) published** **(b) unpublished** *In-text: Use usual author format* **References:** *(a) published conference proceedings are similar to an edited book and papers by presenters are treated much like chapters of edited books* *(b) not formally published in proceedings, note (date, month)* *Use types of contribution in square brackets after title e.g.* [Conference session]*,* [Paper presentation], [Poster presentation], [Keynote address], [Symposium].	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan, 2005). **(a)** Williams and Taji (1990) believe . . .
	References	**(a)** McGowan, U. (2005, December 2-6). *Educational integrity: A strategic approach to anti-plagiarism* [Keynote address]. 2nd Educational Integrity Conference. Newcastle, Australia: University of Newcastle. http://www.newcastle.edu.au/conference/apeic/booklet /APEIC05proceeding.pdf **(b)** Williams, R. R., & Taji, A. M. (1990, June 16). *Factors affecting vitrification — cytokinin and shoot growth* [Paper presentation]. International Congress on Plant Cell and Organ Culture. Amsterdam, The Netherlands. ***NOTE:*** *Symposia have a different format: Contributor/s. (year, month, day). Title of contribution [type]. In Chairperson name (Chair), Title of symposium [Symposium]. Conference name, Location.*
REPORTS	There are lots of different report types by government agencies and other organisations. Some are peer reviewed while others are called grey literature.	
3.9 Government publications **(a) government reports** **(b) parliamentary publications** **(c) Australian Bureau of Statistics (ABS)** *(see Help: How to cite ABS sources, but apply APA format)* *In-text: if there is no identified author, cite government publications by giving the name of the ministry or agency issuing the publication or report. This is known as the 'group author'.* *For first citation, give the full name with abbreviation in brackets.*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** The Department's report (Department of Defence, 2009) contains . . . **(b)** A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends . . . **(c)** In Australia, statistics show can both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006). ***Business & Linguistics examples*** **(a)** The Department's report (Department of Defence, 2009, p. 3) contains . . . **(b)** A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008, para. 25) recommends . . . **(c)** In Australia, statistics show both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006, para. 3).
References: *(a) when the author and publisher are the same e.g. group author, omit the publisher* *(b) include the website name unless the website name is the same as the author* *(c) write full name of the government department (without the abbreviation)*	**References**	**(a)** Department of Defence. (2009). *The loss of HMAS Sydney II.* https://www.defence.gov.au/sydneyii/finalreport/ **(b)** Close the Gap Campaign Steering Committee. (2018). *A ten-year review: The Closing the Gap strategy and recommendations for reset.* Australian Human Rights Commission. https://www.humanrights.gov.au /sites/default/files/document/publication/CTG%202018_FINAL-WEB.pdf **(c)** Australian Bureau of Statistics. (2006). *Alcohol consumption in Australia: A snapshot, 2004-05* (No. 4832.0.55.001). http://www.abs.gov.au
3.10 Report (other than government) **(a) business** **(b) society, group, committee** *Reports from businesses, groups, committees and societies may provide concrete evidence in your writing.* *In-text: if no person/s as author, cite the name of the group or business (group author)* **References:** *if no person/s as author, use the name of the group or business (group author) in the author position*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** In this financial report, Diabetes Australia (2010) clarifies the purpose . . . **(b)** GM Holden (2010) proposes that the future will lie . . . ***Business & Linguistics examples*** **(a)** In this financial report, Diabetes Australia (2010, p. 5) clarifies the purpose . . . **(b)** GM Holden (2010, p. 9) proposes that the future will lie . . .
	References	**(a)** Diabetes Australia. (2010). *Financial report for the year ended 30 June 2012.* http://www.diabetesaustralia.com.au/ **(b)** GM Holden. (2010). *Holden business report: Writing our own future.* http://www.holden.com.au/resources/documents/2010_Holden_Business_ Report.pdf

3.11 Unpublished sources (grey literature) *These publications are generally not peer viewed. The term grey literature refers to research that is either unpublished or has been published in non-commercial form. Use usual reference format with a description in square brackets after the title.*	**In-text** Business & Linguistics use p. or pp. or para.	The Australian Institute of Health and Welfare (AIHW, 2020) claim that . . .
	References	Australian Institute of Health and Welfare. (2020). *Child protection Australia 2018-19* [Report]. https://www.aihw.gov.au/getmedia/3a25c195-e30a-4f10-a052-adbfd56d6d45/aihw-cws-74.pdf.aspx?inline=true

TABLES AND FIGURES	Tables & Figures are data sets placed in the text of an essay.	
3.12 Referencing data (Tables & Figures) in essays and reports *Data can be shown in your text: e.g. tables, graphic representations, images, maps, charts, drawings, photographs.* **In-text**: *refer to the table or figure in your paragraph, then place immediately below the paragraph with the in-text reference* • *tables and figures have separate numbering systems*. • *Above the data, write Table / Figure number in plain text with the Title in italics below* • *Below the data, put copyright information as a Note: (italics)* • *Your own/personal data does not require an author reference* **References**: *include type of source in square brackets*	**In-text** Does not require p. or pp. or para.	As shown in Figure 6, daily extremes in temperature in Australia (in the text) BELOW the paragraph, left aligned Figure 6. ↙ *Maximum Temperatures in Australia 2013* (Title in italics using title case) [DIAGRAM OR TABLE] *The in-text citation is in the 'Note.'* ↙ *Note.* Reprinted from *Daily maximum temperature extremes graph of Australia*, by Australian Government Bureau of Meteorology (BOM), 2013, http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi ***NOTE:** See [ASO factsheet Tables & Figures.](#)*
	References	Australian Government Bureau of Meteorology (BOM). (2013). *Daily maximum temperature extremes graph of Australia* [Graph]. http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi ***NOTE:** Provide full citation in the reference list, with type of source in square brackets next to the title e.g.* [Table], [Graph], [Image], [Map],.[Drawing], [Chart], [Photograph]

LEGAL REFERENCES	References to legal materials in Australia follow Australian referencing guidelines e.g. legislation and cases.	
3.13 Legal materials **(a) legislation / acts** **(b) cases** *Since APA only covers US legislation and legal sources, the [AGLC](#) has been adapted in this guide as a model for citing Australian legislation and case law* **In-text**: *use italics for legislation name and date and for case names* **References**: *follow basic instructions opposite and refer to the [AGLC](#) for more complex legal references*	**In-text** All students use section pinpoints: 's' or 'S' at start of a sentence	**(a)** As stated in tenancy legislation, a landlord has the right to evict tenants for a just cause (*Residential Tenancies Act 2010* (NSW), s 87) S 87 of the *Residential Tenancies Act 2010* (NSW) requires that a landlord has the right to . . . **(b)** According to the case of *King v Philcox* (2015), damages for . . .
	References	**a)** *Residential Tenancies Act 2010* (NSW). https://www.legislation.nsw.gov.au/#/view/act/2010/42/part5/div2/sec87 ▌*Act + year in italics - jurisdiction in round brackets - URL of electronic source* **(b)** *King v Philcox* (2015) 255 CLR 30. http://eresources.hcourt.gov.au/downloadPdf/2015/HCA/19 ▌*Case Name in italics - (year) - volume - report series - starting page. URL of electronic source*

SECONDARY REFERENCE, BROCHURES, PAMPHLETS, UNIT READING LISTS, LECTURES & LECTURE NOTES, PERSONAL COMMUNICATIONS		
3.14 Secondary reference *Acknowledge the work of one author that you have found in the work of another author.* **In-text**: *name the author of the idea (with date **if known**), then write (as cited in author, date)* **References**: *record only the work that you have actually seen in the list of references*	**In-text** Business & Linguistics use p. or pp. or para	Gombrich (1960) argues that both art and nature are needs of the mind (as cited in Norrington, 1989). Thus, there is a strong notion that art and literature are needs of the mind (Gombrich, 1960, as cited in Norrington, 1989) ***Business & Linguistics examples*** Gombrich (1960) argues that both art and nature are needs of the mind (as cited in Norrington, 1989, p. 22).
	References	Norrington, F. G. (1989). *New aesthetics: Life in art*. Faber & Faber.

3.15 Pamphlet/brochure/factsheet *Treat as you would a book.* **In-text:** *mostly, use group author or title with no page numbers required unless multi-paged* **References:** *place document type in square brackets next to title e.g.* [Brochure] or [Pamphlet]	**In-text** Does not require p. or pp. or para. unless multi-page work.	According to the High Country Urban Biodiversity Project (2012), a large diversity of native wildflowers grows on the New England Tableland. ***Business & Linguistics examples*** According to the High Country Urban Biodiversity Project (2012, para. 5) a large diversity of native wildflowers grows on the New England Tableland.
	References	High Country Urban Biodiversity Project. (2012). *Native plants of southern New England, New South Wales* [Brochure]. NSW Government Environmental Trust.
3.16 Reading on Reading List (Dixson Library) *Some of your unit readings are available with your Moodle unit materials. They provide online, copyright-compliant access to resource links, streamed videos, book chapters, electronic articles, books in the library, and eBooks.* *Treat the reference as you would any other reference of its type.*	Business & Linguistics use p. or pp. or para.	Galdas et al. (2011) conclude that "Individuals of South Asian origin (originating from India, Pakistan, Bangladesh, or Sri Lanka) have increased risk of coronary heart disease-related mortality and morbidity" (p. 1.).
	References	Galdas, P. M., Ratner, P. A., & Oliffe, J. L. (2011) A narrative review of South Asian patients' experiences of cardiac rehabilitation**.** *Journal of Clinical Nursing, 1-2(21)*, pp 149-159. https://doi.org/10.1111/j.1365-2702.2011.03754.x ***NOTE:*** *A citation disclaimer on each unit Reading List states that students must refer to their own referencing guide to follow the citation's correct formatting. So, you will need to use the information on the reading list items to transfer to the format required for APA style.*
3.17 UNE teaching material **(a) lecture notes** **(b) podcast of a lecture** *e.g. unit information, topic notes, assessment, presentation / powerpoint slides, podcast of lecture* *Use 'audio podcast' or 'video webcast'. Indicate the type of material in square brackets e.g.* [Video webcast]	**In-text** May require slide number or time stamp	**(a)** According to Adams (2020), there are two types of ethical concerns … **(b)** T. Battin (2019) argues that nationalism is . . .
	References	**(a)** Adams, J. (2020, February 22). *AFM101 Introduction to Financial Accounting* [Lecture notes]. School of Business*,* University of New England. **(b)** Battin, T. (Producer). (2019, July 15). Nationalism: Lecture 2. [Audio podcast]. In *PAIS102: Introduction to Political Ideology*. School of HASS*,* University of New England. http://www.une.edu.au
3.18 Personal communication *Information privately obtained e.g. a <u>live lecture</u>, personal conversation, interview, letter, email.*	**In-text** Does not require p. or pp. or para	Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2019). In an email communication on 3 May 2019, Peter Darnell explained . . .
	References	***NOTE:*** *Personal communications are not recorded in your reference list.*

4. Audiovisual media

AUDIOVISUAL WORK	Visual and audio components e.g. film, video, television, TED Talks, YouTube/streaming video, webinars	
4.1 Film or video (stand alone) **(a) English language** **(b) another language** **In-text:** *use author (date) format, time stamp for direct quotes* **References:** **Author:** *credit the director or similar role* **Title:** *write title* [format] *For* **(b)** *translate the title in square brackets* **Source:** *production company*	**In-text** Business & Linguistics use time stamp	**(a)** In *The Third Man* (Korda & Wells, 1949), the protagonist . . . **(b)** *Le Grand Jeu* (Pariser, 2015) is an example of poetic realism in French cinema . . .
	References	**(a)** Korda, A. (Producer), & Wells, O. (Director). (1949). *The third man* [Film]. RKO Films. **(b)** Pariser, N. (Director) (2015). *Le grand jeu* [The great game] [Film]. Bizibi, Arte France CinemaFilms. ***NOTE:*** ***Examples of alternative brackets styles:*** **(author), [description]** **Author credit:** (Director) (Guest expert) (Host) (Executive producer) ***Description:*** [film] [film; educational DVD] use semicolon to specify version
4.2 Television **(a.) series** **(b) episode/webisode in a series** **In-text:** *use author (date) format, time stamp for direct quotes* **References:** **(a) Author:** *(Executive producer/s)* **(b) Author:** *(Writer), (Director)* **Year:** *put in year span (1998-2005) or 2018-present*	**In-text** Business & Linguistics use time stamp	**(a)** The Australian crime drama series*, Underbelly* (Monaghan & Silk, 2008-2013) was a landmark approach to . . . (b) Squizzy declares, "The police are there for . . ." (Packard, 2013, 6:30) ***NOTE:*** *TIME STAMP for citing an audio quote*
	References	**(a)** Monaghan, D. & Silk, Z. R. (Executive producers). (2008–2013). *Underbelly* [TV series]. Art Company; Screentime. **(b)** Packard, F. (Writer) & Caesar, D. (Director). (2013, May 28). *Squizzy puts one over*, (Season 6, Episode 2) [TV series episode]. In D. Monaghan & Z. R. Silk (Executive producers), *Underbelly*. Art Company; Screentime.

4.3 TED talk *In-text: use author (date) format with time stamp for direct quotes* *If speaker is not listed as the author, their name can go into the narrative: e.g. Brown discussed shame as a human experience (TED, year)* ***In-text & References:*** • *if you are on TED website, use the name of the speaker as the author.* • *if your talk is recorded on YouTube, list the owner of the YouTube account.*	**In-text** Business & Linguistics use time stamp	The effort to create a vaccine for COVID-19 will "require global collaboration" (Berkley, 2020, 21:37). Brown, B.(2011) – TED talk on TED website (use the speaker) TED (2011) – TED talk on YouTube use YouTube account of the owner; in this case here TED is the YouTube account owner
	References	Berkley, S. (2020, March 20). *The quest for the coronavirus vaccine* [Video]. https://www.**ted**.com/talks/seth_berkley_the_quest_for_the_coronavirus_vaccine Brown, B. (2011, Jan 3). *The power of vulnerability* [Video]. TED Conferences. https://www.**ted**.com/ TED. (2011, Jan 3). *The power of vulnerability* [Video]. https://www.**youtube**.com/watch?v=iCvmsMzlF7o
4.4 Webinar (recorded) *In-text: use author (date) format with timestamp for direct quotes* *References:* • *this format should be used only for recorded, retrievable webinars.* • *cite unrecorded webinars as personal communications.*	**In-text** Business & Linguistics use time stamp	Gallant (2018, 4:30) maintains that "Contract cheating is the most egregious form of cheating that can happen within educational institutions".
	References	Gallant, T. (2018*). What is contract cheating & what we can do about it?* [Webinar]. International Center for Academic Integrity. https://www.academicintegrity.org/webinar/what-is-contract-cheating-what-can-we-do-about-it/
4.5 YouTube (other streaming video) *In-text: author is (a) person or (b) grioup who uploaded the video* • *use the person's real name then [username] exactly as on the credits. No name, use username.* • *date: (year) posted* *References:* • ***Title & Identifier:*** *for stand-alone videos, use the* Title [Description] *format with the title in italics and sentence case.* • ***Source:*** *use the URL of the video*	**In-text** Business & Linguistics use time stamp	**(a)** Common Craft (2007) considers that blogs provide participatory social benefits for communities. **(b)** The identification of the media type is an essential step in referencing correctly in the APA style . . . (Breitenbach, 2011).
	References	**(a)** Common Craft. (2007, November 29). *Blogs in plain English* [Video]. http://www.youtube.com/watch?v=NN2I1pWXjXI **(b)** Breitenbach, A. (2011, December 29). *Citing PsychTHERAPY in APA style* [Video]. http://blog.apastyle.org/apastyle/2011/12/citing-a-streaming-video-database.html **(b)** UNE Centre for Rural Criminology. (2019, September 8). *Are many Australian farmers affected by crime?* [Video]. https://www.youtube.com/watch?v=zCRItITg5mI
AUDIO WORKS		**Mainly audio component e.g. music, speech recordings, podcasts**
4.6 Music album **(a) classical album/song/Composer** **(b) modern album/song/recording artist** *In-text: for (a) composer [recorder] as author (b) recording artist or group. Time stamp for direct quotes* *References: Not necessary to specify how the album was heard (e.g. Spotify).*	**In-text** Business & Linguistics use time stamp	**(a/b)** (Bach, 1721/2010; Beatles, 1970) **(a/b)** Bach (1721/2010) and Beatles (1970)
	References	**(a)** 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) **(b)** Beatles. (1970). *Let it be* [Album]. Apple.
4.7 Podcasts (episode) *In-text: list host/s as author. Time stamp for direct quotes* *References:* • *episode number/round brackets* • *type of podcast [audio] or [video]* • *URL if available*	**In-text** Business & Linguistics use time stamp	Newman, G. & Simms. D. (2015) analysed the individual strengths and weaknesses of film directors and found that. . .
	References	Newman, G. and Simms (Hosts). (2015, March 23). Blank check (No. 2) [Audio podcast episode]. In *Audioboom Originals Network.* https://www.esquire.com/entertainment/g26535406/best-podcasts-2019/ ***NOTE:*** *A video podcast or vodcast is a podcast with video content. Web television series are often distributed as video podcasts. Use [video] instead of audio.*
VISUAL WORKS		**Mainly visual component e.g. PowerPoint, art, photographs, maps, MORE**
4.8 (a) Powerpoint slides **(b) Lecture notes** *Lecture notes from courses of studies may be published for general student use. For direct quotes from PowerPoint, use slide number.* • *provide the name of the author and description of the title in square brackets* • *include the URL of the classroom site*	**In-text** Business & Linguistics use slide number	**(a)** Moreover, Akhatar (2019) points out that positive psychology coaching can make a "significant difference to patients who suffer from depression" (slide 9). **(b)** In his lecture notes, Lazki (2019-2020) lists a number of pathogens that cause disease . . .
	References	**(a)** Akhatar, M., (2019, July 16). *The positive of positive emotions* [Powerpoint slides]. SlideShare. https://positivepsychology.com/positive-psychology-ppt-powerpoint**/** **(b)** Lazki, I. (2019-2020). *Lecture 1- Immune system* [Lecture notes Immunology 91401]. University of Technology, Sydney. https://www.studocu.com/en-au/document/university-of-technology-sydney/immunology-1/lecture-notes/lecture-1-immune-system/7175147/view.

4.9 Photograph **(a) Published photo** **(b) Personal photograph** *Treat as a Figure. See item 3.12, p. 6 (must be referenced in-text & in the reference list).*	**In-text**	(a) Moore's (1966) iconic photograph reveals the emotional state of overseas migrants arriving in Sydney . . . (Figure 3). (b) Figure 2 shows the children arriving for their first day at XXX Opal Kindergarten.
	References	Moore, D. (1966). *Migrants arriving in Sydney* [Photograph]. Art Gallery of NSW. https://www.artgallery.nsw.gov.au/collection/works/429.1997/ ***NOTE:** Personal photographs are not recorded in your reference list*
4.10 Art work, clip art (stock image)**, infographics** (visual representation of information)**, map** *Treat as a Figure. See item 3.12, p. 6 (must be referenced in-text & in the reference list).*	**In-text & References**	• **All museum art work**: Artist. (date). *Title* [e.g. Sculpture], Museum, Location. • **Clip art:** Artist. (date). *Title* [Clip art], Website name. URL • **Infographics**: Artist. (date). *Title* [Infographic], Place displayed. URL • **Map:** Cartographer. (date). *Title* [Map], Company. URL

5. Online media

WEBSITES & WEBPAGES	A website is a collection interlinked webpages that share a single domain name e.g. Medicare, Ancestry A webpage is a single entity with its own title, date and URL.	
5.1 Individual pages from chapters or section links on a website *When you quote or paraphrase information from individual pages on a website, create a unique reference list item for each one*	**References**	American Psychological Association. (n.d.-a). Divisions. http://www.apa.org/about/division/ American Psychological Association. (n.d.-b). Exercise and Sport Psychology. http://www.apa.org/about/division/div47.aspx American Psychological Association. (n.d.-c). For division leaders. http://www.apa.org/about/division/officers/index.asp
5.2 Website / webpage *In-text:* *(a) Author, cite the person who wrote the material* *(b) Group author, if no individual author(s), use organisation, group or webpage name* *no date of publication, use n.d* *no page, use paragraph number (para.) OR the section title after the date* *website URL in text: ONLY if mentioned in general, but do NOT put in the reference list e.g. A survey was created using Survey Monkey (https://www.surveymonkey.com)* *References:* *(a) put website name before the URL* *(b) if website name is author, do not include website name before the URL* *(bi) document type: for out-of-the-ordinary formats, put format description in square brackets after the title* *no abbreviation - write full name of the website without the abbreviation in the reference list*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** McGourty (2008) states that effective strategies are available… **(b)** Dementia is expected to affect 82 million people worldwide by 2030 (World Health Organization [WHO], 2019). **(b)** Australian Nursing & Midwifery Federation (ANMF, 2020) claims that . . . *First citation as above; later citations* (WHO, 2019) or ANMF (2020) *Business & Linguistics examples* **(a)** McGourty (2008, para. 1) states that effective strategies are available… **(b)** Dementia is expected to affect 82 million people worldwide by 2030 (World Health Organization [WHO], 2019, para. 11). **(bi)** Australian Nursing & Midwifery Federation (ANMF, 2017, para. 5) claims that **. . .** *First citation as above; later citations* (WHO, 2019, para. 11) or ANMF (2020, para. 5)
	References	**(a)** McGourty, G. T. (2008, September). *Managing pests organically.* Wines Vines Analytics. https://winesvinesanalytics.com/features/article/58066/Managing-Pests-Organically **(b)** World Health Organization. (2019, September 19). *Dementia.* https://www.who.int/news-room/fact-sheets/detail/dementia **(bi)** Australian Nursing & Midwifery Federation. (2020, May). *Peace* [Position statement]. http://anmf.org.au/documents/policies/PS_Peace.pdf ***NOTE:** Only use website and single webpage category if your reference does not fit other categories online e.g. use "journal" format for online journal, NOT the website / webpage format.*
5.3 Entry in Wikipedia (webpage) *Academic writing usually requires the use of scholarly works that have been examined and approved by experts in the field. If it is acceptable to use Wikipedia, then follow these rules:* ***Author:** if no author is provided, use the title in the text and in the reference list.* ***Date:** use (n.d.) if no publication date can be determined* ***Title:** Write* 'In' (plain text) *Wikipedia (italics).* ***Address:** Include retrieval dates because this source is likely to change over time.*	**In-text** Business & Linguistics use p. or pp. or para.	Even in crowd-sourced articles such as "Essay" (n.d.), it is clear that public perceptions about the term "essay" have changed.
	References	Essay. (n.d.). In *Wikipedia*. Retrieved May 22, 2020, from http://en.wikipedia.org/wiki/Essay Avoid quoting or paraphrasing from *Wikipedia* in your assignment. However, the reference section in *Wikipedia* is useful for locating authentic sources of information that could assist you to generate ideas on a topic and direct you to acceptable sources.

SOCIAL MEDIA	Social media sites enable users to participate in social networking e.g. Twitter, Facebook, Reddit, Instagram

- Cite ONLY original content directly
- If you use information that you find on a social media site, use the site you find NOT the social media site.
- Citation may contain text only, text+audiovisuals, audiovisuals only
- Use descriptors in [ ] after the text of the post in reference list e.g. [Instagram photograph]
- Cite original content including text, audiovisuals, nonstandard spelling and capitalization, hashtags, links and emojis
- An emoji as one word in the word count

5.4 Social media **(a) Twitter (Tweet)** **(b) Facebook** **(c) Instagram photo or video** **(d) Blog post** **(e) Blog comment** ***In-text:*** *author, date (use year only)* ***References:*** ***Author (a) (b) (c):*** *name [user name]* ***Author (d) (e):*** *Use last name followed by initials. If a screen name (nickname or alias) is adopted instead of using a 'real name', then use the screen name exactly as it is written (e.g. LibraryNerd)* ***Date posted:*** *(year, month day) or (n.d.)* ***Title: (a) (b) (c):*** *use the page, picture or video title*s *+ [Description]* ***Title: (d) (e):*** *use the subject line of the message. Do not italicise and follow with an identifier e.g. [Blog post], [Blog comment], [Online forum comment]* ***Source:*** *Retrieved month day, year from URL – provide a retrieval date because the contents can change over time.*	**In-text** Does not require p. or pp. or para	**(a)** Universities Aust. (2020) claims that business benefits from investment in student education. **(b)** Psychologists consider communication with family and friends is critical for . . . (Mental Health Australia, 2020.) **(c)** Mountain climbing is an example of a risky sport which challenges skills and bravery (sakukorosuo, 2020) **(d)** Graham (n.d.) announced that the QuickSmart program for mathematics is finding a new audience . . . **(e)** Wedel (2020) highlights domestic tourism as essential for rebuilding economies in Bali and Thailand after the Corona virus pandemic.
	References	**(a)** Universities Aust [@uniaus]. (2020, April 12). *For each dollar that business invests in a collaboration with universities, there's an average return #clevercollabs. #higheredition* [Tweet]. Twitter. Retrieved May 2, 2020 from https://twitter.com/uniaus/status/1248128648764424193 **(b)** Mental Health Australia [AUMentalHealth]. (2020, March 25). *Calling or messaging people regularly can assist …* [Video]. Facebook. Retrieved May 2, 2020 from Facebook. https://www.facebook.com/AUMentalHealth/ **(c)** sakukorosuo [@mountainclimbers]. (2020, January 2100) *Who dares* [photographs]. Instagram. Retrieved May 2, 2020 from https://www.instagram.com/p/B-CeJiQD50D/ **(d)** Graham, L. (n.d.). QuickSmart a key component of award-winning pre-employment program [Blog post]. Retrieved March 18, 2019 from http://blog.une.edu.au/quicksmart/2013/02/20/quicksmart-a-key-component-of-award-winning-pre-employment-program/ **(e)** Wedel, P. (2020, May 26). Re: Have reports of Bali's death been greatly exaggerated? [Blog comment]. *New Mandala*. Retrieved June 18, 2020 from https://www.newmandala.org/have-reports-of-balis-death-been-greatly-exaggerated/

6. Software

COMPUTER SOFTWARE & MOBILE APPS	Provide the proper name and version number in-text only. Only put in reference list if you quote or paraphrase from the software or app.

6.1 Software/ Mobile app *Only use citations for paraphrased or quoted information from software/apps* **(a) Reference to common software e.g. Word, Excel, PowerPoint** **(b) Mobile app** **(c) Software** **(d) Entry from a reference work** ***Author:*** *the 'rightsholder' (If no author, use the title)* ***Date:*** *publication year of version used* ***Version:*** *downloaded software requires version and year* ***Publisher:*** *include the publisher* ***Title:*** *use Title (Version) [Description] format* ***Identifier:*** *e.g.* [Mobile app], [Computer software]	**In-text**	**(a)** NVivo (Version 12.4.0) was used to analyse…. **(b)** Solace Apps (2020) suggests that this device is most suitable for . . . **(c)** A mixed method approach is …. (QSR International, 2019). **(d)** The "Shakespeare Dictionary*"* (2011) describes an "augur" as a soothsayer
	References	**(a)** No reference required **(b)** Solace Apps (2020, January 27). *General science* (Version 1.5). [Mobile app]. Google Play Store. https://play.google.com/store/apps/details?id=com.solacelabs.generalscience **(c)** QSR International. (2019). *NVivo* (Version 12.4.0) [Computer software]. QSR International. https://www.qsrinternational.com/nvivo-qualitative-data-analysis-software/home **(d)** Augur. (2011). In *The Shakespeare dictionary* (Version 1) [Mobile application software]. Retrieved April 24, 2020 from http://itunes.apple.com **NOTE**: *In most cases, it is sufficient to mention the name of the program or app and the version used (if known) in the text, without providing an in-text citation or reference list entr*y.