APA REFERENCING GUIDE 6\textsuperscript{TH} EDITION

Available from: https://huntertafe.libguides.com/ReferencingSystems

This guide will assist you with using the APA referencing style which is a \textbf{standardised method} of acknowledging your information sources. Always check with your teacher to find out the preferred referencing style for your course.

\begin{table}
\centering
\begin{tabular}{|l|l|l|}
\hline
\textbf{Print Material} & \textbf{In-text} & \textbf{Reference List} \\
\hline
& \textit{or} (Wittmer, 2010) & \textbullet{} References that are more than one line should be indented 5 space \\
& \textbullet{} Cite the name every time the reference occurs & \\
\hline
& \textbullet{} Use the title of the book, chapter, or article. No quotation marks or italics & \\
\hline
\textbf{3. Two Authors} & This was seen in the music activities (Herr & Swim, 2003)… OR Herr and Swim (2003) claim… & Herr, J., & Swim, T. (2003). \textit{Making sounds, making music and many other activities for infants: 7 to 12 months}. Clifton Park, NY: Delmar Learning. \\
& \textbullet{} Cite both surnames every time the reference occurs in text & \\
& \textbullet{} Use an ‘&’ when in brackets but ‘and’ at other times & \\
\hline
& \textit{Subsequent citations}: Greenman et al. (2008, p.400) also found “… or (Greenman et al. 2008, p.400) & \\
& \textbullet{} Use all authors in the first in-text citation & \\
& \textbullet{} Use an & when in brackets but ‘and’ at other times & \\
& \textbullet{} For subsequent citations use only the first author followed by ‘et al’ & \\
& \textbf{Six to seven authors} & \\
& (Baker et al., 2014) \textit{or} …Baker et al. (2014) present … & \\
& \textbullet{} Only cite the surname of the first author, followed by ‘et al’ and then the year of publication & \\
\hline
\end{tabular}
\end{table}
| 5. Eight or more authors | In-text | It was argued that... (Jameson et al., 2006)  
- Cite only the first authors name followed by ‘et al’  
- For 8 or more authors record the first six authors in the order they appear on the title page, followed by 3 dots ... and the last author. |
| 6. No publication date | In-text | Findings (MacPherson, n.d., p.92) show that “....”  
- n.d. means ‘no date’ |
| 7. Edited book | In-text | Makin, Diaz, & McLachlan (2007) maintain...  
- Use Ed. for one editor, and Eds. for multiple editors |
| 8. Corporate author (publications by an institution or organisation including Government Departments) | In-text | Department of Education, Employment and Workplace Relations (2009, p. 44) recommends “...”  
 or  
(Department of Education, Employment and Workplace Relations [DEEWR], 2009)  
Subsequent citations (DEEWR, 2009)  
- If the organisation is recognized by abbreviation, cite for the first time in full, afterwards abbreviate.  
- In this case the author and the publisher are the same |
| 9. Encyclopedia or Dictionary (author known and unknown) | In-text | Author is known  
Barber (2009, p. 429) defines...  
When author unknown use subject title  
When looked at in the light of recent research (“Play”, 2005, p. 344) ...  
| 10. Citing several sources at once | In-text | Research concludes that ... (Australian Breastfeeding Association, 2001; Dodge, Rudick & Berke, 2006; Herr & Swim, 2003).  
- Authors names are written alphabetically and separated by a semicolon (;)  
- All authors are represented alphabetically as normal |
|   | 11. Multiple publications by the same author (including works published in the same year) | In-text | Lubaway (2010b) found it was...  
It was suggested (Lubaway, 2010a, p. 14) “...  
- Distinguish works by ‘a’ or ‘b’, etc after publication date |
|---|---|---|---|
- List earliest works first  
- List works written in the same year in alphabetical order and add an alphabetic suffix. |
|   | 12. Book chapter article or essay in a book | In-text | It has been argued (Dearing, Berry, & Zaslow, 2008, p.78) “...  
- Use the chapter authors NOT the editors of the book |
- Use Ed. for one editor, and Eds. for multiple editors |
|   | 13. Secondary citation (when one author refers to another) | In-text | Wright’s study (as cited in Hendrick, 2010) shows ...  
- Acknowledge both the primary and secondary source of information. Include the primary source then insert “as cited in” for the secondary source. |
- Cite where the information was found (secondary source) not the original source (primary source) |
|   | 14. Editions other than the first | In-text | Marotz and Allen (2013) suggest “...” (p. 240). |
|   | 15. Multi - volume work or Series | In-text | Multiple volumes from a multi-volume work (J.O.E. Clark, 2006)  
Single volume from a multi volume work so much to learn about our country (C.M.H. Clark, 1978, p. 42)  
- Both the above in-text citations are the same as the citations for single volume book publications  
- In the above examples the authors initials are used only because they have the same surname  
Series  
Docket (1995) maintains ... |
Series  
| 17. Translation | In-text | Studies (Ylinen, 2008) show...
- If the work has been reprinted into English, give both dates in chronological order, separated by a slash (/). (e.g. Ylinen, xxxx/2008)

- If the work has been reprinted into English, place the publication date in parenthesis after the publisher. (e.g. Churchill Livingstone. (Original work published xxxx)

| 18. Printed newspaper, journal or magazine article | In-text | Kissane (1998) reported...
- Use standard in-text referencing style
- Use the title of the article if there is no author

Reference List | Journal or magazine article:
- Note the volume number is italicized but the issue number is not

Newspaper article:


- If the paper is found online, include the words ‘Retrieved from’ followed by the URL (see online materials for examples of this)

| 20. Brochure or pamphlet | In-text | It can be argued (Miles, 2002) ...
- If an organization has authored the brochure use the full name for the first entry and an abbreviated version there after

First citation: Due to legal restrictions (Early Childhood Australia (ECA), 2005) ...

Second citation: Ethically child cares should “….” (ECA, 2005, p. 2).

- When information is missing use the following abbreviations:
  - N.p. = no place of publication
  - n.p. = no publisher
  - n.d. = no date
| 21. Legislation (Acts and Regulations) | In-text | The Children and Young Persons (Care and Protection) Act 1998 (NSW) demonstrates...

- No author is required

The Children and Young Persons (Care and Protection) Act 1998 (NSW) s. 8.2 demonstrates...

- Provide the section number and subdivision if you are citing a specific section of the Act.

Reference List

- In the citation, the Act name and year are italicised. The jurisdiction is in brackets in normal font.


- Provide the section number and subdivision if you are citing a specific section of the Act.

| 22. Lecture notes | In-text | It was identified (Lewis, 2011, ...) or

An established form of ...(Bond, 2009, slide 4)

Reference List

- Treat published lecture notes like a book. If unpublished treat like Personal Communication. Lecture notes are considered published if they are printed or distributed on the web with the lecturer’s permission


- Do not include state if listed in the University name

| 23. Theses (retrieved from a database & unpublished) | In-text | Retrieved from a database

Research (Bozeman, 2007) advises “...” (p. 100).

Unpublished

Imber (2003) reported ...

Reference List


| 24. Inserting data (figures, tables, graphs and maps) | In-text | Table

Table 1-3 (Allen & Marotz, 2012) summarises ...

Figures

Maslow (2007) established ...
### Online materials

Note: For articles available from Library subscription databases, APA requires you to use a DOI (if available) or the URL. Due to licencing agreements some URLs will not link directly to the article. In this case, include the database title in an ‘Available from’ statement.

| 25. Journal/magazine article (retrieved from an online information database) | In-text | Grocke (2005, p. 24) comments ...
| --- | --- | --- |

- Note the ‘Retrieved from’ statement before, DOI or URL
- When a database name is included in a URL, do not list the name separately, unless it is only an acronym e.g. APA instead of Australian Psychological Association.
- If you do not link directly to the article then use ‘Available from’ statement followed by the title of the database.

| --- | --- | --- |

- Copy the full URL for articles available free on the web
- When pasting a URL, do not start a new line. Paste it after ‘Retrieved from’, then use a ‘soft return’ (hold down ‘shift’ and tap ‘return’) to divide the URL. Try to do this before any punctuation marks

| 27. eBooks | In-text | It is argued (Gardner & Gardner, 2004) ...
| --- | --- | --- |

- The URL for eBooks available from the EBSCO database collection does not link to the eBook, when included in a reference list, due to the licensing agreement. Use an ‘Available from’ statement instead of ‘Retrieve from’ when not linking directly to the eBook.

---

Reference List


- Follow the title of the element with a descriptive label in square brackets e.g. Typical Movements of a Two Year Old [map].

---

© TAFENSW Libraries

Updated: 07/01/2019

Page 6 of 9
<table>
<thead>
<tr>
<th>28. eBook: chapter or article in an edited eBook</th>
<th>In-text</th>
<th>Hundersmarck (1999) observes “…”</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>29. Online encyclopedia or dictionary</th>
<th>In-text</th>
<th>Morton (2013) demonstrates …</th>
</tr>
</thead>
</table>

- See Encyclopedia or Dictionary section above for variations in to this example, e.g. no author

<table>
<thead>
<tr>
<th>30. Webpage</th>
<th>In-text</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linke &amp; Leeson (2004) demonstrate …</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate author:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cybersmart (2014) has been promoting cybersafety …</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No author:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Mobile Phone Generations” (2009, para. 7) lists a number of stages in …</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- If there are no pages listed use the paragraph number. If no paragraph number, use the section title, if available, after the author and date.

<table>
<thead>
<tr>
<th>Reference List</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate author:</td>
<td></td>
</tr>
<tr>
<td>No author:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>31. Podcasts</th>
<th>In-text</th>
<th>Early childhood is … (Smith, n.d.)</th>
</tr>
</thead>
</table>
- Give the name and then their function in brackets (presenter, director, producer etc.)
- If using an audio podcast write [Audio podcast] instead of [Video podcast]

<table>
<thead>
<tr>
<th>33. Message posted to a newsgroup, electronic mailing list or online forum</th>
<th>In-text</th>
<th>Radich (2010) affirmed …</th>
</tr>
</thead>
</table>
- Give the full date of the post not just the year
34. **Online video, YouTube, and TV or Radio show**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

35. **Reference List**


- Write the media type in square brackets e.g. [YouTube video]
- Write the author’s name and their function in brackets, e.g. (presenter), (director) etc.
- For YouTube videos include the full date not just the year, e.g. (2011, June, 14)

36. **Blog posts**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

37. **Reference List**


- Include the full date of the post not just the year

38. **Wiki**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

39. **Reference List**


- Note the retrieval date is required due to the likelihood of the source material changing because sometimes anyone can contribute to or edit a wiki

40. **Facebook**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

41. **Reference List**


- Note the full date for the post and type of media in square brackets

42. **Twitter**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

43. **Reference List**

| NQS PLP@NQS_PLP. (2013, November 24). How do you encourage all children to try a range of experiences? [Twitter post]. Retrieved from https://twitter.com/NQS_PLP |

- Note the full date and the type of media in square brackets

44. **Personal communication (Email, telephone calls, unpublished lecture notes, etc.)**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

| The methods used to collect the data are under question (B. Bryant, personal communication, October, 16 2010). |

- Use the person’s initials along with the last name

| Reference List | Cited in the text, personal communication, such as emails, telephone conversations, lecture notes, memos, etc. are not included in the reference list

**Audio Visual materials**

45. **Motion picture, videos, and DVDs**

| In-text | It was determined (Early Childhood Australia (ECA), 2012) ... |

46. **Reference List**


- Use either Motion picture, Video recording or DVD for the appropriate media format in square brackets
- Write the author’s name and their function in brackets, e.g. (presenter), (director) etc.
### 43. Television program and Television series

<table>
<thead>
<tr>
<th>In-text</th>
<th>Crystal (1993) believes ...</th>
</tr>
</thead>
</table>

**Reference List**

**Television program:**


**Television series:**


### 44. CD-ROM

<table>
<thead>
<tr>
<th>In-text</th>
<th>Full CD-ROM:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fine tuning the vocal folds creates different voice qualities ... (Reid, 2004).</td>
</tr>
</tbody>
</table>

**Reference List**

**Full CD-ROM:**


- Note the date the track was written, after the author
- the date of recording is written at the end of the citation
- Note that the recording artist is also cited, as well as the track writer, if these are different

### 45. Radio broadcast and transcripts

<table>
<thead>
<tr>
<th>In-text</th>
<th>Research (Miller 2005) into this demonstrates ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>Burstow (2004) reports ...</td>
</tr>
</tbody>
</table>

**Reference List**

**Radio broadcast:**


More research help is available at your local TAFE NSW library and on your local eResources website available from [https://hunertafe.libguides.com/ReferencingSystems](https://hunertafe.libguides.com/ReferencingSystems)