



# APA Referencing Guide

The following is to be used only as a guide to APA Referencing. For more comprehensive details see the Publication Manual of the American Psychological Association, held in the Reference section of the Library or visit [www.apastyle.org](http://www.apastyle.org)

This is the format that has been decided by Central Institute of Technology, if studying at another institution, please check their guidelines.

American Psychological Association (APA) Referencing is a style of referencing commonly used in the area of Behavioural and Social Sciences. Referencing is a method of acknowledging sources of information used in academic writing, to a prescribed format.

Referencing is done to:

- acknowledge sources used
- allow the reader to locate and verify the data
- show the range and depth of your research.

To copy work from another source without acknowledging the author of that work is plagiarism. This may result in a hold being placed on an assignment.

Referencing is composed of two parts; in-text referencing and the reference list placed at the end of the assignment. This allows the reader to follow the brief citation in-text to the full set of details in the reference list. Any citation given in-text must be included in the reference list, and vice-versa. The only variation to this is for personal communications, such as conversations, lectures or email. These are non-print and are cited in the body of the text only.

## In-text Referencing

Where information from another source has been used in the assignment, it is supported with the author's surname, year of publication and page number if using a direct quotation.

- quotations of less than 40 words are set out within the body of the text, enclosed with double quotation marks “ ”.
- quotations of more than 40 words should be set out in a block, commenced on a new line and indented 5 spaces from the left hand margin. Quotation marks are not used.
- page numbers are not included when you summarize or paraphrase someone's work.

## Reference List

The reference list at the end of the work contains the author's surname and initials, title and publication details. These include the edition, place and date of publication. For electronic resources, this can include website addresses, and the date the material was retrieved.

The reference list must be set out:

- in alphabetical order using the surname of the author
- if there is no author, use the title of the material
- *italics* are to be used for book and journal titles, websites, and also the volume number of journals. The issue number is not written in italics.
- lines following the first line of entry must be indented 5 spaces.

## Author

- Use the surname of the author, followed by the initials.
- Websites may have a sponsor, or be attributed to an organisation, which is then used as the author.

e.g. Martini, F.  
Diabetes Australia

**Date**

- Books: use the copyright date of the work.
- Journals: use the publication dates found on the item.
- WWW sites: use the copyright or update information.
- When a work is not dated it is noted as n.d. (no date).
- Retrieval dates must also be used for websites. This is the date the website was viewed online.

e.g. Retrieved Month Day, Year.  
Retrieved July 22, 2010.

**Titles**

- The first letter of the first word of the title is given in capitals, as is the first letter of a word following a colon (the subtitle).
- The first letter of each word of a journal title is written in capitals, not the title of the article within the journal.
- Proper names are written with a capital.

e.g. Diseases: A nursing approach to excellent care.  
Australian Nurses Journal

**Publisher's location**

- When providing place of publication use the city or town as given on the item.

e.g. London  
Melbourne

**Publishers**

- Give the name of the publisher as briefly as possible. Omit the words Publishers, Co. or Inc., as long as the name is understandable.
- If the author of the work is also the publisher, then write the word Author in the place for the publisher's name.

**Electronic resources**

- Provide the Digital Object Identifier (doi) where possible for online journal articles.
- The doi must be given in full.
- Where the doi is not given use the name of the online database.

e.g. doi: 10.1111/j.1540-4560.2007.00525.x  
CINAHL with Full Text

**Abbreviations**

chapter	chap.	edition	ed.	Editor (Editors)	Ed. (Eds.)
no date	n.d.	second edition	2 <sup>nd</sup> ed.	revised edition	Rev. ed.
page (pages)	p. (pp.)	paragraph	para.	Volume	Vol.

## Examples to use as Guidelines for Referencing

	<i>In-text Citation</i>	<i>Reference List Citation</i>
<b>Books</b>		
Single author	Barry states that "all of us need reassurance occasionally" (2002, p. 77). <b>or</b> "all of us need reassurance occasionally" (Barry, 2002, p. 77).	Barry, P. (2002). <i>Mental health and mental illness</i> (7th ed.). Philadelphia: Lippincott.
2 authors	Staunton and Chiarella explain...(2003, p. 35). <b>or</b> The law is explained as "... " (Staunton & Chiarella, 2003, p. 35).  Use the ampersand within parentheses (&) and the word <b>and</b> in the sentence.	Staunton, P. J., & Chiarella, M. (2003). <i>Nursing and the law</i> (5th ed.). Marrickville: Elsevier.
3 – 5 authors	<b>First entry</b> "Classification of congenital malformation is difficult" (Forrester, Dick, McMenamin & Lee, 2002, p. 128). <b>or</b> Forrester, Dick, McMenamin and Lee describe why the "classification of congenital malformation is very difficult" (2002, p. 128).  <b>Subsequent entries</b> (Forrester, et al., 2002, p. 150)	Forrester, J., Dick, A., McMenamin, P., & Lee, W. (2002). <i>The eye: Basic sciences in practice</i> . Sydney: Saunders.
Book with 6 or more authors	The future of nursing (Bennett et al., 2001) ...  Et al. is used from the <b>first entry</b> in-text.	Bennett, M., de Young, R., Saunders, L., Carrapiett, D., Pressley, P., & Etridge, S., et al. (2001). <i>Nursing in the new millennium</i> . Perth, WA: Manning Press.  If there are more than 6 authors do not list any names after the 6 <sup>th</sup> , write et al. in their place.
Book without an author	False high blood pressure reading may be caused by "... " ( <i>Nursing Procedures</i> , 2002, p. 17).  When a work has no author, use the first few words of the title as written in the reference list. The title is given in italics, with capitals.	<i>Nursing procedures made incredibly easy</i> . (2002). Springhouse: Springhouse.
Book with an editor	Manubrium is described as "... " (Macpherson, 1995, p. 307).	Macpherson, G. (Ed.). (1995). <i>Black's medical dictionary</i> (38th ed.). London: A & C Black.
Dictionary	<i>A Dictionary of Nursing</i> (2003, p. 63) defines bradycardia as "... "	<i>A dictionary of nursing</i> (4th ed.). (2003). Oxford: Oxford University Press.
Entry in an encyclopaedia with an author	Stevens (2005) describes ...	Stevens, C. F. (2005). Nervous system. In <i>The World Book encyclopedia</i> (Vol. 14, pp. 132-136). Chicago: World Book.
Entry in an encyclopaedia without an author	The general features of the nervous system ("Nerves and Nervous Systems," 1984) ...	Nerves and nervous systems. (1984). In <i>The new encyclopaedia Britannica</i> (Vol. 12, pp. 975-993). Chicago: Encyclopaedia Britannica.

Citing a primary reference from a secondary source	Palfrey (2000, as cited in Talbot & Verrinder, 2005, p. 79) claims that health policies ...  Only the book that has been read is the one included in the reference list.	Talbot, L., & Verrinder, G. (2005). <i>Promoting health: A primary care approach</i> (3rd ed.). Marrickville: Elsevier.
Citing a number of authors at one time	Several studies (Hamilton, 2005; Stevens, 2003) have shown that ...  Put authors in alphabetical order, separated by a semicolon.	Each title is referenced individually.
<b>Journal Articles</b>		
Journal article, with subtitle, in print	Gregory and Verdouw (2005) explain the basic philosophy as ...	Gregory, S., & Verdouw, J. (2005). Therapeutic touch: Its application for residents in aged care. <i>Australian Nursing Journal</i> , 12(7), 23-25.
Journal article with no author	The use of mobile phones could be used by nurses in the community ("Mobile Phones", 2007).  If it is a long title you can include only the first few words of the article title, and enclose it in double quotation marks.	Mobile phones could monitor patient health. (2007). <i>Nursing Times</i> , 102(50), 2.
Journal article from an electronic database	Knezev claims there is a "diabetes epidemic" in the United States (2009, p. 1061).	Knezev, M. (2009). Estimating the long-term costs of diabetic kidney disease: An economic approach. <i>Applied Economic Letters</i> , 16(10), 1059-1064. Retrieved from Business Source Premier, EBSCOhost.
Journal article with DOI	Steele (2003) describes how a number of personalities ...	Steele, H. (2003). Unrelenting catastrophic trauma within the family: When every secure base is abusive. <i>Attachment &amp; Human Development</i> , 5(4), 353-366. doi: 10.1080/14616730310001633438
Journal article from the WWW	The survey by Gorman (1999) shows ...	Gorman, D. (1999). Cultural disadvantage of nursing students. <i>International Education</i> , 3(4). Retrieved December 1, 2008, from <a href="http://eprints.usq.edu.au/1623/1/ie12-Don.html">http://eprints.usq.edu.au/1623/1/ie12-Don.html</a>  Include the retrieval date if it is likely that the web address may change.

Electronic Resources		
Document on the WWW with an author or sponsor	There are a number of concerns for gestational diabetes (Diabetes WA, 2006) ...	Diabetes WA. (2006). <i>Gestational</i> . Retrieved October 17, 2008, from <a href="http://diabeteswa.com.au/Default.aspx?f=pv&amp;ctr=Default&amp;mid=133&amp;pid=433&amp;page_id=436">http://diabeteswa.com.au/Default.aspx?f=pv&amp;ctr=Default&amp;mid=133&amp;pid=433&amp;page_id=436</a>
Document on the WWW without an author/sponsor	Some hoax sites can be difficult to distinguish at first glance ( <i>The Dog Island</i> , 2003) but closer inspection...	<i>The dog island</i> . (2003). Retrieved October 17, 2008, from <a href="http://www.thedogisland.com/">http://www.thedogisland.com/</a>
Document on the WWW without a date	This WA Deaf Society website explains the rights of deaf individuals (n.d.).	WA Deaf Society. (n.d.). <i>You have rights!</i> Retrieved October 17, 2008, from <a href="http://www.wadeaf.org.au/index.php?id=45">http://www.wadeaf.org.au/index.php?id=45</a>
Online encyclopaedia article without an author	The role of the sympathetic nervous system ... ("Autonomic Nervous System", 2008).	Autonomic nervous system. (2008). In <i>Microsoft Encarta online encyclopedia 2008</i> . Retrieved October 21, 2008, from <a href="http://au.encarta.msn.com/encyclopedia_761571281/Autonomic_Nervous_System.html">http://au.encarta.msn.com/encyclopedia_761571281/Autonomic_Nervous_System.html</a>
Online encyclopaedia article with an author	Westacott (2006) describes ...	Westacott, E. (2006). Relativism. In J. Feisen & B. Dowden (Eds.). <i>The Internet encyclopedia of philosophy</i> . Retrieved June 20, 2008, from <a href="http://www.iep.utm.edu/r/relativi/">http://www.iep.utm.edu/r/relativi/</a>
eBook	(Faull, Carter & Daniels, 2005)	Faull, C., Carter, Y.H., & Daniels, L. (2005). <i>Handbook of palliative care</i> (2nd ed.). Wiley-Blackwell. Retrieved from Central Institute of Technology eBook Library.
Image from a website	<i>Heart</i> , n.d.) Title under image.	<i>Heart</i> [Image]. (n.d). Retrieved November 3, 2010, from <a href="http://www.wpclipart.com/medical/anatomy/heart/heart_medical_diagram_3.png">http://www.wpclipart.com/medical/anatomy/heart/heart_medical_diagram_3.png</a>
Blackboard	(Cross, n.d.)	Cross, E. (n.d.). <i>Week three: The urinary system</i> [PowerPoint slides]. Retrieved from C9214 Contribute to Client Care, Central Institute of Technology e-courses: <a href="http://mywebct.westone.wa.gov.au/webct/urw/lc9140001.tp0/cobaltMainFrame.dowebct">http://mywebct.westone.wa.gov.au/webct/urw/lc9140001.tp0/cobaltMainFrame.dowebct</a>
PDF from a website (no URL)	(Department of Health, 2007)	Department of Health. (2007). <i>Smoking and mental health</i> . Retrieved October 20, 2011, from <a href="http://www.health.wa.gov.au/smokefree/docs/MH_Consumer_SMOKEFREE_factsheet1.pdf">http://www.health.wa.gov.au/smokefree/docs/MH_Consumer_SMOKEFREE_factsheet1.pdf</a>
YouTube with an author/producer	According to the Joslin Diabetes Center (2007) "blood pressure measurement is one of the most important tests" for patients that suffer from diabetes.	Joslin Diabetes Center. (2007, Nov 27). <i>Diabetes and blood pressure</i> [Video file]. Video posted to <a href="http://uk.youtube.com/watch?v=hBEuGPveOuc">http://uk.youtube.com/watch?v=hBEuGPveOuc</a>

YouTube with no author/producer	The Siamese cat is obviously annoyed when teased in Funny Angry Cat (2007).	<i>Funny angry cat.</i> (2007, August 19) [Video file]. Video posted to <a href="http://uk.youtube.com/watch?v=33bXF0T7etk&amp;feature=related">http://uk.youtube.com/watch?v=33bXF0T7etk&amp;feature=related</a> If you are unsure of who made the video use the title as the point of entry.
Video Podcast	In the north of Western Australia there is an obvious distinction between the lives of the indigenous population to ... (Carney, 2008).	Carney, M. (Reporter). (2008, August 18). The money pit. <i>Four corners</i> . Podcast retrieved from <a href="http://www.abc.net.au/4corners/content/2008/20080818_boom/interviews.htm">http://www.abc.net.au/4corners/content/2008/20080818_boom/interviews.htm</a>
Audio Podcast	There have been suggestions that IVF and other forms of assisted reproduction should be included in classroom teaching (Atkin, 2008).	Atkin, M. (2008, August 5). Meet the IVF kid in class. <i>Hack</i> . Podcast retrieved from <a href="http://mpegmedia.abc.net.au/triplej/hack/ivf_packag_m1625223.mp3">http://mpegmedia.abc.net.au/triplej/hack/ivf_packag_m1625223.mp3</a>
<b>Newspapers</b>		
Newspaper article with author	O'Leary reported "common painkillers ..." (2005, p. 1).	O'Leary, C. (2005, June 11). Painkillers raise heart attack risk. <i>The West Australian</i> , p. 1.
Newspaper article with no author	In a story from Virginia ("Chemist Refuses", 2008), it was found ... If the title of the article is long, just put in the first few words.	Chemist refuses to sell contraceptives. (2008, October 23). <i>The West Australian</i> , p. 36.
<b>Other</b>		
Videorecording	It was demonstrated in <i>Blood Pressure</i> (Dean & Creswick, 2002) how lifestyle factors ...	Dean, E. (Writer) & Creswick, J. (Producer/Director). (2002). <i>Blood pressure</i> [Video recording]. Hawthorn East: Business Essentials.
Television broadcast	The idea was first presented in the segment "Emission Impossible" (Carmichael, 1999).	Carmichael, A. (Executive producer). (1999, November 8). Emission impossible. <i>Four corners</i> [Television broadcast]. Sydney: ABC Television.
Brochure/Pamphlet	Alzheimer's Association WA (n.d.) notes that a confirmed diagnosis ...	Alzheimer's Association WA. (n.d.). <i>Early onset of Alzheimer's disease</i> . [Brochure]. Shenton Park: Author.
Learning guide with an author	Palmer explains that "people do not move straight from infancy to adolescence" (2004, p. 21).	Palmer, S. (2004). <i>Develop knowledge of human growth and development across the lifespan: Learning resource</i> . Bunbury: South West Regional College of TAFE.
Lecture notes (unpublished)	This is what might be expected on the first day at work (Brown, 2010).	Brown, Y. (2010). <i>The first day at work</i> . Lecture notes distributed in the course C9214 - Contribute to Client Care, at Central Institute of Technology, Mt Lawley, on July 12, 2010.
Lecture material: non-print (e.g. whiteboard, notes, lecture statements)	In a lecture (Contribute to the general nursing care of a client) presented at Central Institute of Technology, Mt. Lawley, on April 30, 2010, Jane Citizen explained that ...	Not included in the reference list.
Personal communication	The overseas practicum raised some concerns (S. Young, Personal communication, 16 July, 2004) that ...	Not included in the reference list.

## References

- Addendum on APA citation: Online resources.* (2008). Retrieved December 1, 2008, from [http://www.lib.sfu.ca/researchhelp/subjectguides/tech/apa\\_addendum.pdf](http://www.lib.sfu.ca/researchhelp/subjectguides/tech/apa_addendum.pdf)
- American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.
- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- Central Queensland University, Communications Learning Centre. (2007). *An abridged guide to APA referencing: An author date system*. Retrieved November 12, 2008, from <http://facultysite.cqu.edu.au/FCWViewer/getFile.do?id=5762>
- Curtin University of Technology, Library & Information Service. (2009). *APA referencing*. Retrieved September 14, 2010, from <http://library.curtin.edu.au/referencing/apa.pdf>
- Murdoch University, Library. (2008). *How to cite references-APA style*. Retrieved December 6, 2008, from <http://wwwlib.murdoch.edu.au/find/citation/apa.html>
- Purdue University Online Writing Lab (OWL). (2008). *APA formatting and style guide*. Retrieved November 22, 2008, from <http://owl.english.purdue.edu/owl/resource/560/01/>
- University of Notre Dame Australia. (2008). *APA referencing guide-health sciences, medicine and nursing*. Retrieved September 16, 2010, from <http://www.nd.edu.au/downloads/library/catalogue/Docs/healthaparefguide.pdf>
- University of Southern Queensland, Library. (2010). *APA referencing guide*. Retrieved September 16, 2010, from <http://www.usq.edu.au/library/help/referencing/apa.htm>