

APA (American Psychological Association) Referencing Style

This guide provides information on using the APA method of acknowledging (or citing) sources of information for assessment tasks.

It is also available as a chapter in *The ACU study guide*. It is based on the *Publication manual of the American Psychological Association* (5th ed.).

This guide explains:

- [The main points about APA referencing](#)
- [How to cite a source in your work](#)
- [How to format sources: selected examples](#)
- [How to construct a reference list](#)

THE MAIN POINTS ABOUT APA REFERENCING

The APA referencing system consists of two parts

In text citations:	These citations identify the author and publication date of the ideas used in your assignment. Citations are usually placed at the beginning or end of sentences within paragraphs.
Reference list:	The list of all sources cited in the assignment is provided on a separate page at the end of the assignment. The list (titled References) is in alphabetical order and contains complete publication details for all of the sources.

Citations

There are two main types of citations

Direct quote:	Ideas that are copied exactly from another writer's work. It includes the exact words and sentence structure as the original author's work.
Paraphrase:	Ideas taken from another writer. The student summarises and expresses in his/her own words the ideas of another writer. This is much more common in academic work.

HOW TO CITE A SOURCE IN YOUR WORK

The APA referencing system provides the author's surname, date, and page number for a direct quote; and the author's surname and date for a paraphrase.

When citing the same source within the same paragraph

First citation: the author's surname and date of publication

Subsequent citations: author's surname only

Brooks (2000) maintains that adults influence an adolescent's spiritual and emotional development. Parents, grandparents, teachers, for example, play a major role in shaping an adolescent's behaviour (Brooks).*[Students, please note this is not a complete paragraph]*

There are various ways to cite a source; some examples are listed below.

How to Include a Direct Quote:

When you provide a direct quotation, place the quote within "quotation marks" and acknowledge the author's surname, date of publication, and page number(s).

Brooks (2000) stated, "Both biological and environmental factors jointly influence an individual's personality development" (p. 28).

Recent research shows that "children who are read to at home have a greater awareness of language and text" (Smith, 2001, p. 24).

When the direct quote extends over two pages, list the page on which the quote starts and the page on which it ends.

Brooks (2000) stated, "Both biological and environmental factors influence an individual's personality development. These influences raise questions about factors that affect human behaviour" (pp. 28-29).

When a direct quote is more than 40 words, indent the quote five to seven spaces, leave out the "quotation marks" and single spacing may be used :

In adolescence, peer relationships contribute greatly to self-knowledge and self-evaluations. Peers provide social comparison information and social support. Egalitarian friendships featuring acceptance and trust enable individuals to disclose emotional experiences to others, which promotes inner dialogues and self-understanding. Boys and girls are differentially likely to experience such relationships. (Capara & Cervone, 2000, p. 204)



How to Include an Electronic Direct Quote

Professionally printed copy:

When you cite from an electronic document that is exactly the same (e.g., same layout, text & page numbering) as the professionally printed copy, identify the author, date of publication, and page number.

Although the students "were determined to do well, this determination was very vulnerable" (Page, Farrington, & DiGregorio, 1999, p. 6).



Non-professionally printed copy:

When you cite from an electronic document that is different (e.g., different text, layout, page numbering) from the professionally printed copy, identify the author, date of publication, and paragraph number. An article or a report or may include a section title and its number:

"The government regards higher education as contributing to the attainment of individual freedom, the advancement of knowledge and social progress" (DETYA, 2000, 1.1.2 Purposes and objectives, para. 1).



How to Include a Paraphrase:

When you use the author's ideas but not his/her exact words, provide the author's surname and date of publication.

One Author

Biological and environmental factors influence human development (Brooks, 2000).

Brooks (2000) observed that human development is influenced by biological and environmental factors.

Two or More Authors

Human development is a complex issue (Brooks, Adams, & Clarke, 1999).

Green and Brooks (2001) noted that human development is a complex issue.

Several Sources

Research shows that human development is a complex and multifaceted issue (Brooks, Adams, & Clarke, 1999; Green & Brooks, 2000; Harvey, Smith, Brooks, & Adams, 1998).

Six or More Authors/Using et al. ("et al." means "and others")

If there are six or more joint authors, in first and subsequent citations cite the first author followed by et al.

First and subsequent citations:

Adams et al. (1994) state ...

It was further observed that this influence extends to those outside the local community (Adams et al., 1994).

Using 'et al.'

If there are three to five authors, cite all of the authors followed by the publication date for the first citation and on subsequent citations you use et al.

Human development is a complex issue (Brooks, Adams, & Clarke, 1999).

Moreover, a variety of influences, including biological and environmental influences, add to the complexity of individual development and behaviour (Brooks et al., 1999).



A Secondary Source-An Author Cited by Another Author

If you are reading a text that discusses another person's work, cite the surname of the person whose work was mentioned and then cite the surname of the author you are reading.

Bank (as cited in Jepp, 1991) noted that learning is a lifelong experience.

Learning is a lifelong experience (Bank, as cited in Jepp, 1991).

This tells the reader that you found out about Bank's work by reading Jepp's article. In the reference list you provide an entry for Jepp.

Two or More Works from the Same Author

When an author has written two or more pieces of work in the same year, distinguish each piece of work by sorting the titles of each book/article alphabetically and then identifying them as:

(Clarke, 2000a)

(Clarke, 2000b)

(Clarke, 2000c)

(Brooks, Adams, & Bond, 2001a)

(Brooks, Adams, & Bond, 2001b)



Authors With the Same Surname

When two authors have the same surname, use their initials to distinguish them:

S. Clarke (1999) and J. Clarke (1999) observed several differences in adolescent behaviour.

Research conducted by D. Brown confirms P. Brown's initial findings that peers influence adolescent behaviour (Harvey & Thomas, 1998).

Corporate Author

When an organisation or a group is the author:

First citation: (National Institute of Health [NIH], 1998)

Subsequent citations: (NIH, 1998)

Newspaper Article/Journal Article With No Author

When there is no author, cite the article title in quotation marks:

("South Australian premier resigns in tears," 1999)

Book No Author

When there is no author, cite the title of the book in italics and the publication date:

(*Science and Mythology*, 1932)

Anonymous Author

Only use anonymous when it appears on the publication:

(Anonymous, 1963)

No Date

When a work has no publication date put (n.d.) "no date", cite the author followed by the abbreviation for no date:

Clarke (n.d.) studied secondary students' classroom behaviour.

Statutes: Acts of Parliament

When citing an act of parliament give the name of the act and the year of the act as they appear in the title. No author is required.

Employee Relations Act 1992

Personal Communication

When you cite personal communication (e.g., conversations, interview data, lecture notes), cite the communicator's initial and surname, a title to explain the type of communication and the date of communication:

M. Carmody (personal communication, July 30, 2001) commented \hat{A} ...
The nursing process requires an on-going commitment (A. Jones, personal communication, August 4, 1999).

There is no entry for 'personal communication' in the reference list

HOW TO FORMAT SOURCES: SELECTED EXAMPLES

Book

- [One author](#)
- [Two to six authors](#)
- [More than six authors](#)
- [Edition other than the first edition](#)

Report

- [Authored report](#)
- [Organisation report](#)

Article/Chapter

- [Chapter or article in an edited book](#)
- [Chapter or article in an encyclopaedia](#)
- [Journal article](#)
- [Magazine article](#)
- [Newsletter article](#)
- [Newspaper article](#)
- [Conference proceedings](#)

Brochure

Audiovisual

- [Cassette recording](#)

- [Cassette recording: individual tape from a series](#)
- [CD Rom](#)
- [Email, Interviews and Telephone Conversations](#)
- [Video Recording](#)

Personal Communication

Electronic Sources

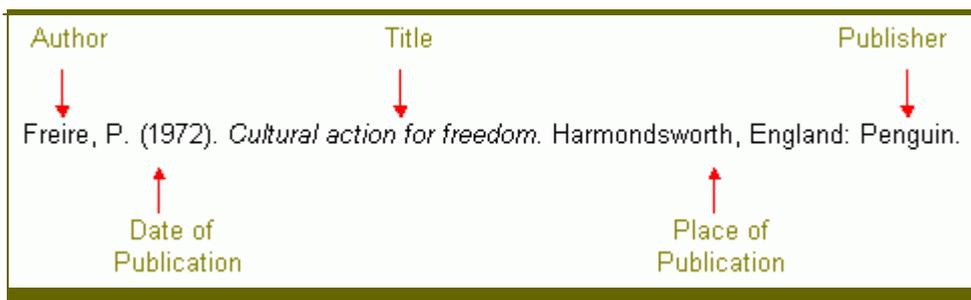
- [Abstract from an Electronic Database](#)
- [Electronic Journal Article](#)
- [Electronic Report](#)
- [Electronic Conference Proceedings](#)
- [ERIC Document](#)

Variations

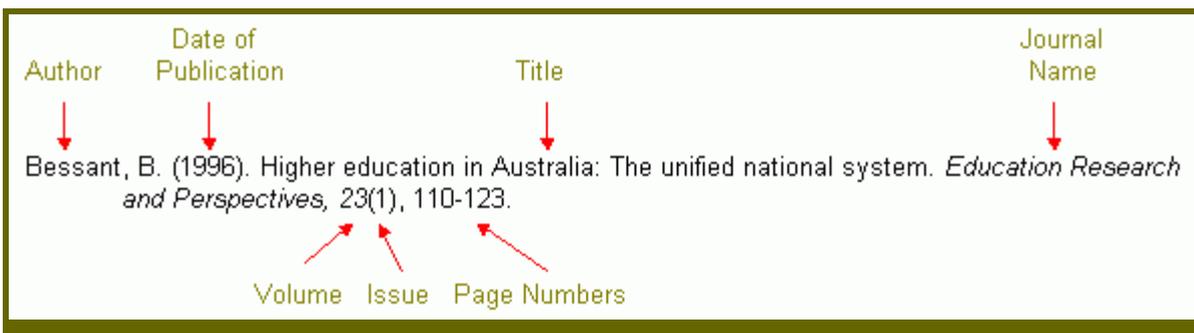
- [Author and Publisher are the same](#)
- [Corporate Author](#)
- [Same Author with Several Publications in the One Year](#)
- [Same Author with Different Year Publications](#)
- [No Date](#)
- [No Author](#)

For the list of References, the APA referencing system follows the:

Author. Date of publication. *Title*. Publisher details format for [books](#) and [reports](#).



Author. Date of publication. Title. *Journal Name*, Volume(Issue). Page numbers format for [journals](#).



Book

One Author

Freire, P. (1972). *Cultural action for freedom*. Harmondsworth, England: Penguin.

Two to Six Authors

West, L., Hore, T., Eaton, E., & Kermond, B. (1986). *The impact of higher education on mature age students*. Canberra: Commonwealth Tertiary Education Commission.

More Than Six Authors

Avery, H., Strath, L., Taylor, K., James-Caven, K., Taylor, C., Tromly, A., et al. (1995). *Thinking it through: A practical guide to academic essay writing* (rev. 2nd ed.). Peterborough, Canada: Trent University.

Edition Other Than the First Edition

Tennant, M. (1997). *Psychology and adult learning* (2nd ed.). London: Routledge.

Report

Authored Report

Candy, P., Crebert, R., & O'Leary, J. (1994). *Developing lifelong learners through undergraduate education*. Canberra: AGPS.

Organisation Report

National Health and Medical Research Council. (1990). *Learning difficulties in children and adolescents*. Canberra: AGPS.

Article

Chapter or Article in an Edited Book

Dart, B. (1997). Adult learners' metacognitive behaviour in higher education. In P. Sutherland (Ed.), *Adult learning: A reader* (pp. 30-43). London: Kogan Page.

Chapter or Article in an Encyclopaedia

Hore, T. (1992). Non-traditional students: Third age and part-time. In B. Clark & G. Neave (Eds.), *The encyclopedia of higher education: Analytical perspectives* (Vol. 3, pp. 1666-1674). Oxford, England: Pergamon.



Journal Article

Volume and Issue Number

Bessant, B. (1996). Higher education in Australia: The unified national system. *Education Research and Perspectives*, 23(1), 110-123.

Volume but No Issue Number

Biley, F., & Smith, K. (1998). Exploring the potential of problem-based learning in nurse education. *Nurse Education Today*, 18, 353-361.

Magazine Article

Author Known

Ashley, S. (2001, October). Driving the info highway: The internet has hit the road. *Scientific American*, 285(4), 44-50.

Author Unknown

The history of Rome. (1998, Spring). *Europe: Its Past and Future*, 24, 28-41.

Newsletter article

Author Unknown

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

Newspaper Article

Author Known

Murray, J. (2001, September 22-23). Faith built on solid pillars. *The Weekend Australian*, p. 24.

Author Unknown

South Australian premier resigns in tears. (2001, October 20). *The Courier*, p. 2.

Conference Proceedings

Published

Powell, J. (1978). *Higher education in a steady state: Proceedings of the third annual conference of HERDSA*. Sydney: HERDSA.

Unpublished

Clarke, T. (2000). *Access to academia: An accredited course for mature age students*. Paper presented at the Language and Academic Skills Conference-La Trobe University, Bundoora, VIC.

Statutes: Acts of Parliament

With a number

Health Act 1985, 6270 Parliament of Victoria (1995).

Without a number

Sex Discrimination Act 1984, Commonwealth of Australia (1994).

Brochure

Australian Catholic University, Equal Opportunity Unit. (2000). *Services for students with a disability* [Brochure]. Fitzroy, VIC: Author.

Audiovisual

Cassette Recording

Brown, M. (Singer). (1991). *A remembering heart* [Cassette recording]. Thornleigh, NSW: Emmaus Productions.

Cassette Recording: Individual Tape From a Series

Gawler, I. (Speaker). (1992). Deepening your meditation: Two profound exercises to practice [Cassette recording]. In *The meditation tapes* (Tape 12, Side B). Yarra Junction, VIC: Ian & Grace Gawler.

CD Rom

Brown, M. (1994). *Arthur's teacher trouble* [CD-ROM]. Novato, CA: Living Books.

Email, Interviews and Telephone Conversations

See: [Personal Communication](#)

Video Recording

Espar, D. (Producer), & Zimbardo, P. (Presenter). (1989). *Discovering psychology: 11 Judgement and decision making* [Videotape]. United States America: Intellimation for WGBH Boston in association with the American Psychological Association.

Personal Communication (e.g., conversations, email, interviews)

Personal communications are not included in the reference list, because the information cited is not retrievable.

Electronic Sources

Internet sources (e.g., articles, journals, reports) are obtained on-line, and these documents are cited and referenced according to the -'author-date'- format. If the reference was obtained from a database or a web site, the name of the database (e.g., ProQuest) or the website's URL address (e.g., www. ...) must be included.



Abstract from an Electronic Database

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.

Electronic Journal Article

Peters, M. (2000). Does constructivist epistemology have a place in nurse education? *Journal of Nursing Education*, 39(4), 166-170. Retrieved May 10, 2001, from CINAHL database.

Electronic Report

Department of Education, Training and Youth Affairs. (2000). *Higher education report for the 2000 to 2002 triennium*. Retrieved October 20, 2000, from DETYA Web site: www.detya.gov.au/highered/he_report/2000_2002/html1_1.htm

Electronic Conference Proceedings

Paasse, G. (1997). "You can't put the toothpaste back in the tube": *The impact of higher education on mature age women students*. Paper presented at the Australian Association for Research in Education Conference, Brisbane. Retrieved September 4, 2001, from <http://www.aare.97pap/paasg087.htm>

ERIC Document

Andrews, S. (1992). *Enhancing learning and scholarship in college classrooms: The role of learning teams*. Paper presented at the Annual Meeting of the American Association of Colleges for Teacher Education, Antonio, TX. (ERIC Reproduction Services No. ED 348 352)

For further information about referencing electronic resources see the [APA web site](#).

Variations

Author and Publisher are the same

Advanced Education Council. (1982). *Future perspectives for advanced education: A discussion paper*. Canberra: Author.

Corporate Author

Department of Education, Training and Youth Affairs. (1998). *The characteristics and performances of higher education institutions*. Canberra: AusInfo.

Same Author With Several Publications in the One Year

List according to title and identify as 'a', 'b', or 'c'.

Department of Education, Training and Youth Affairs. (1999a). *Quality of Australian higher education*. Canberra: AusInfo.

Department of Education, Training and Youth Affairs. (1999a). *Quality of Australian higher education*. Canberra: AusInfo.

Same Author With Different Year Publications

List according to date

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

No Date

Pye, E. (n.d.). *First infant reader*. Melbourne: Robertson & Mullens.

No Author

Dictionary of computing (3rd ed.). (1991). Oxford, England: Oxford University Press.



HOW TO CONSTRUCT A REFERENCE LIST

- A reference list starts on a new page and is headed References
- List all citation entries alphabetically according to author, or if there is no author list according to title
- Use the hanging indent format where the first line of a citation is not indented while the second and any subsequent lines are indented five to seven spaces
- Single space within each citation entry in the list
- Double space between citation entries in the list

An Example of a Reference List

References

Advanced Education Council. (1982). *Future perspectives for advanced education: A discussion paper*. Canberra: Author.

Anonymous. (1973). *Go ask Alice*. London: Corgi Books.

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1990). *Understanding and facilitating adult learning*. San Francisco: Jossey-Bass.

Department of Education, Training and Youth Affairs. (1998). *The characteristics and performances of higher education institutions*. Canberra: AusInfo.

Department of Education, Training and Youth Affairs. (2000). *Higher education report for the 2000 to 2002 triennium*. Retrieved October 20, 2000, from DETYA Web site: www.detya.gov.au/highered/he_report/2000_2002/html1_1.htm

Employee Relations Act 1992, 83 Parliament of Victoria (1995).

Gawler, I. (Speaker). (1992). Deepening your meditation: Two profound exercises to practice. In *The meditation tapes* (Tape 12, Side B) [Cassette recording]. Yarra Junction, VIC: Ian & Grace Gawler.

Paasse, G. (1997). 'You can't put the toothpaste back in the tube': *The impact of higher education on mature age women students*. Paper presented at the Australian Association for Research in Education Conference, Brisbane. Retrieved September 4, 2001, from <http://www.aare.97pap/paasg087.htm>

Peters, M. (2000). Does constructivist epistemology have a place in nurse education? *Journal of Nursing Education*, 39(4), 166-170. Retrieved May 10, 2001, from CINAHL database.

Pitkala, K., Mantyranta, T., Strandberg, T., Makela, M., Vanhanen, H., & Varonen, H. (2000). Evidence-based medicine: How to teach critical scientific thinking to medical undergraduates. *Medical Teacher*, 22(1), 22-26.

West, L., Hore, T., Eaton, E., & Kermond, B. (1986). *The impact of higher education on mature age students*. Canberra: Commonwealth Tertiary Education Commission.

Wickert, R. (1991a). Maintaining power over the literacy agenda. *Open Letter: Australian Journal for Adult Literacy Research and Practice*, 2(1), 40-54.

Wickert, R. (1991b). *You can get them to listen but can you control what they hear? Maintaining power over the literacy agenda*. Paper presented at the 16th National Conference of the Australian Reading Association, Adelaide.

For further information refer to: *Publication manual of the American Psychological Association* (5th ed.) in your campus library.



The url for this page is:

<http://my.acu.edu.au/node.cfm/30877A04-38D0-4377-A62766D134F1BEB5?type=student>