

# APA Referencing Summary

A guide to referencing based on the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.).

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This summary gives examples of the APA referencing style for a number of information sources that you will commonly use.

If you cannot find the relevant pattern here, then refer to or the *APA Publication Manual*. For references to electronic sources, see the *APA Style Guide to Electronic References* (2007), available at <http://www.csu.edu.au/division/library/ereserve/apa-style-guide.pdf>

Learning Skills highly recommends that you purchase a copy of Robert Perrin's *Pocket Guide to APA Style* (3<sup>rd</sup> ed.) from the Co-op Bookshop.

You should also explore using the *EndNote* software, available from the library website. *EndNote* helps you to reference correctly, and to organize your research and notes. Go to: <http://www.csu.edu.au/division/library/research/endnote/index.html>

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This *APA Referencing Summary* is located at: <http://www.csu.edu.au/division/studserv/learning/referencing/index.htm>

## Some Basic Principles

The Reference List	In-text Citations	Page Numbers
<p>(APA, 2001, pp. 224–225, ¶ 4.08; Perrin, 2009, p.88, ¶ 6b)</p> <p>A reference list is an alphabetically arranged list of sources used in a paper. It starts on a new page immediately after the last page of the paper. The list has the heading <b>References</b> (centred, not in italics, and not underlined).</p> <p>Each reference has a hanging indent of 1 cm. See the examples on the following pages. No bullets or numbers. It is helpful to add extra space (8 pts) after each entry.</p> <p>Hint: begin your reference list as you start work on your assignment, adding items as you locate each source. This will save time and energy later. <i>EndNote</i> will help with this.</p> <ol style="list-style-type: none"> <li>Names of authors appear in the order listed on the title page, not alphabetical order. The names of up to and including six authors are listed, with all of their names inverted (e.g. Smith, P. G.). An ampersand (&amp;) joins the last two names in the series.</li> <li>If a work has seven or more authors, the first six are listed in full, followed by the abbreviation <i>et al.</i> (Latin for “and others”), not italicized, and with a full stop after “al”.</li> </ol>	<p>(APA, 2001, pp. 208–209, ¶ 3.95; Perrin, 2009, pp. 71–73, ¶ 4e)</p> <p>Insert references as you write. If you wait until later, you will be likely to forget the details.</p> <ol style="list-style-type: none"> <li>When a work has two authors, always cite both names every time the reference occurs in the text.</li> <li>When a work has three, four, or five authors, cite all authors the first time; in subsequent citations, include only the surname of the first author followed by <i>et al.</i> (not italicized) and the year.</li> <li>When a work has six or more authors, cite only the surname of the first author followed by <i>et al.</i> and the year for the first and subsequent citations.</li> <li>Within a paragraph, you need not include the year in subsequent references so long as this does not lead to confusion.  e.g.: McLean (2004, p. 32) has shown the effect of the drought on rural towns. . . . McLean also demonstrated . . . .</li> </ol>	<p>(APA, 2001, pp. 120–121; Perrin, 2007, pp. 74–75, ¶ 4f)</p> <p>APA’s guidance on page numbers is clear: whether quoting an author directly, or paraphrasing, you must credit the source.</p> <p><i>For direct quotations</i>, the author, year, and page number are given (APA, 2001, p. 120, ¶ 3.39).</p> <p><i>When paraphrasing</i>, you are not required to give a page or paragraph number, but “are encouraged to do so” (APA, 2001, p. 121, ¶ 3.39).</p> <p>Getting into the habit of quoting page numbers will help readers locate material in lengthy texts, and will assist in your revision.</p> <p>For a single page, the number is given thus: p. 27. For a range of pages: pp. 245–246.</p> <p>If a page number is not provided (as is the case in many electronic sources), then give a section identifier and/or paragraph number instead, like this: (Boland, 2001, Conclusion section, ¶ 27). For a range of paragraphs: (Wilson, 1999, ¶¶ 31–32).</p> <p>The paragraph symbol ¶ is found in the Insert Menu under Symbol. The abbreviation para. may also be used.</p>

## Print Resources

### Books

	Reference List	In-text Citation
<b>One author</b>	<p>MacCulloch, D. (1996). <i>Thomas Cranmer: A life</i>. New Haven: Yale University Press.</p> <p>Where more than one place of publication is given, show only the first listed place.</p> <p>Note the hanging indent for reference list items.</p>	<p><b>APA allows three forms for in-text citations:</b></p> <ol style="list-style-type: none"> <li>1. Anne Bolyn died “with dignity” on 19 May 1536 (MacCulloch, 1996, p. 159).</li> <li>2. MacCulloch (1996, p. 386) has suggested . . .</li> <li>3. MacCulloch (1996) argues that “. . .” (p. 231).</li> </ol> <p>Note the space before page numbers.</p> <p>Quotations of 40 or more words are set off as a block quotation, indented about 1cm. Quotation marks and italics are not used in this case.</p>
<b>Two authors</b>	<p>Nelson, D. L., &amp; Cox, M. M. (2005). <i>Principles of biochemistry</i> (4th ed.). New York: Freeman.</p> <p>On publishers' names see APA (2001, p. 230, ¶ 4.14), or Perrin (2009, p. 67, ¶ 4c).</p>	<p>(Nelson &amp; Cox, 2005, p. 897).</p> <p>Nelson and Cox (2005) describe Buchner’s “pioneering discovery” (p. 45) in biochemistry.</p>
<b>Three, four, or five authors</b>	<p>Booth, W. C., Colomb, G. G., &amp; Williams, J. M. (1995). <i>The craft of research</i>. Chicago: University of Chicago Press.</p> <p>Note the space before a second initial.</p>	<p><b>First in-text citation:</b></p> <p>(Booth, Colomb, &amp; Williams, 1995, p. 25)</p> <p><b>Second and subsequent citations:</b></p> <p>(Booth et al., 1995, p. 25)</p>
<b>Six or more authors</b>	<p>See page 2. The first six authors are listed. Others are shortened to <i>et al.</i> (not italicized).</p>	<p>See page 2. Cite only the first author, followed by <i>et al.</i> (not italicized) for all citations.</p>
<b>No author or editor named</b>	<p><i>United Press International stylebook: The authoritative handbook for writers, editors, and news directors</i> (3<sup>rd</sup> ed.). (1992). Lincolnwood, IL: National.</p> <p>When no author or editor is named, place the title in the author position (See APA, p. 249, ¶ 26).</p>	<p>(United Press International, 1992)</p> <p>In-text, use a short title in place of the author name. The first and major (essential) words are capitalized. No quotation marks and no italics.</p> <p>On major words see APA, 2001, p. 95, ¶ 3.13.</p>

Books (cont.)	Reference List	In-text Citation
<b>Corporate author</b>	NSW Board of Studies. (2003). <i>Science years 7–10 syllabus</i> . Sydney: Author.  In this case the author and the publisher are the same.	Stage 6 students can “critically analyse the opinions of others” (NSW Board of Studies, 2003, p. 69).
<b>Long name—abbreviated title</b>	New South Wales Department of School Education. (1997). <i>Strategies for assessment and reporting: Primary schools</i> . Ryde: Author.  A cross-reference for an abbreviated title may be included in your Reference List:  DSE—see New South Wales Department of School Education.	<b>First in-text citation:</b> (Perrin, 2007, p. 85, ¶ 6d) (Department of School Education [DSE], 1997, p. 7).  <b>Subsequent citations:</b> . . . (DSE, 1997, p. 7).
<b>Edited book</b>	Burchfield, R. W. (Ed.). (1996). <i>The new Fowler’s modern English usage</i> (3 <sup>rd</sup> ed.). Oxford: Oxford University Press.	(Burchfield, 1996, p. 707).
<b>Multi-volume work</b>	Abrams, M. H., & Stilling, J. (Eds.). (2001) <i>The Norton anthology of English literature: Vol. 2A. The romantic period</i> (7 <sup>th</sup> ed). New York: Norton.	(Abrams & Stilling, 2001, p. 32).  Abrams and Stilling (2001, p. 4) maintain . . .  Abrams and Stilling (2001) suggest “. . .” (p. 57).
<b>Item in a series</b>	Nicholas, P. (Comp. & Ed.). (2004). <i>Soil, irrigation and nutrition</i> . In <i>Grape Production Series: No. 2</i> . Adelaide: South Australian Resource and Development Institute.	(Nicholas, 2004, p. 17)
<b>Edition other than the first</b>	Findlay, B. (2006). <i>How to write psychology research reports and essays</i> (4 <sup>th</sup> ed.). Frenchs Forest: Pearson Prentice Hall.	(Findlay, 2006, p. 51)
<b>Article or chapter in an edited book</b>	Rospond, R. M. (2003). Pain assessment. In R. M. Jones & R. M. Rospond (Eds.), <i>Patient assessment in pharmacy practice</i> (pp. 160–170). Baltimore: Lippincott Williams & Wilkins.	(Rospond, 2003)  Rospond (2003) writes that “The classic pain pathway consists of a three-neuron chain” (p. 85).

<b>Books (cont.)</b>	<b>Reference List</b>	<b>In-text Citation</b>
<b>Encyclopaedia or dictionary article</b> (author known)	Collins, R. F. (1983) Fundamentalism. In A. Richardson & J. Bowden (Eds.), <i>The Westminster dictionary of Christian theology</i> (pp. 223–224). Philadelphia: Westminster.	(Collins, 1983, p. 223)
<b>Encyclopaedia or dictionary article</b> (author not known)	Fluoxetine Hydrochloride [Prozac]. (1995). In <i>Nursing 96 drug handbook</i> (pp. 383–384). Springhouse, PA: Springhouse.  Begin with the subject title, followed by the date in parentheses. The rest of the entry follows the normal pattern.	("Fluoxetine Hydrochloride," 1995, p. 385)
<b>Preface, introduction, foreword, epilogue, or afterword</b>  See Perrin (2009, p. 96, ¶ 6p)	<b>1. Introduction written by someone other than the author of the book.</b>  Fuller, R. B. (1971). [Introduction]. In V. Papanek, <i>Design for the real world</i> (pp. vii–xix). New York: Pantheon.  <b>2. Epilogue written by the author of the book.</b>  Waldburg, R. (1992). [Epilogue]. <i>A child like that</i> (pp. 170–177). New York: Feldheim.	(Fuller, 1971, p. xi)   (Waldburg, 1992, p. 173)

**CSU Subject Outlines and Readings** (Not mentioned in APA, but the principles of the style are applied here.)

	<b>Reference List</b>	<b>In-text Citation</b>
<b>Subject outline</b>	Moore, E. (2006). <i>Politics and social policy in Australia</i> [SPE201 Subject Outline]. Wagga: Charles Sturt University.	(Moore, 2006, p. 27)
<b>Article or chapter in a university book of Readings</b>	Give only the original citation details for the article or chapter in APA style. Page numbers are those <i>of the original article</i> .  Do NOT give details of the book (or CD-ROM) of university readings.	Author, date, and page number of original article to be provided in in-text citation.

## Periodicals: Articles in Print

— journals, monthly and weekly magazines, and newspapers. For journal articles found electronically, see pages 8–9 below.

	Reference List	In-text Citation
<p><b>One author</b></p> <p>For all journal articles (both print and online) always include the journal issue number (if available) along with the volume number.</p>	<p>Crispin, G. (1996). Trial by fire. <i>Pottery in Australia</i>, 35(3), 18–19.</p> <p>The volume number is italicized, but the issue number (and its parentheses) are not.</p>	<p>(Crispin, 1996, p. 18)</p>
<p><b>Two authors</b></p>	<p>Klimoski, R., &amp; Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i>, 45(2), 10–36.</p>	<p>(Klimosky &amp; Palmer, 1993)</p>
<p><b>Three , four, or five authors</b></p>	<p>Corfield, G. S., Read, R. A., Nicholls, P. K., &amp; Lester, N. (2007). Gall bladder torsion and rupture in a dog. <i>Australian Veterinary Journal</i>, 85(6), 226–231.</p>	<p><b>First in-text citation:</b> (Corfield, Read, Nicholls, &amp; Lester, 2007)</p> <p><b>Subsequent citations:</b> (Corfield et al., 2007)</p>
<p><b>Six or more authors</b></p>	<p>See page 2. The first six authors are listed. Others are shortened to <i>et al.</i> (not italicized).</p>	<p>See page 2. Cite only the first author, followed by <i>et al.</i> (not italicized) for all citations. (Bloggs et al., 2000)</p>
<p><b>No author named</b></p>	<p>Improving ADR reporting. (2002). <i>The Lancet</i>, 360, 1435.</p> <p>When no author or editor is named, place the title in the author position.</p>	<p>(“Improving ADR Reporting,” 2002)</p> <p>In-text, use a short title. The first and major words are capitalized, and quotation marks are used. No italics. See APA, 2001, p. 242, ¶ 8.</p>
<p><b>Monthly magazine article</b></p>	<p>Reid, T. (2005, January). Caffeine. <i>National Geographic</i>, 207, 2–33.</p> <p>The volume number and the following comma are italicized.</p>	<p>(Reid, 2005, p. 31)</p>
<p><b>Weekly magazine article</b></p>	<p>Gasparino, C. (2005, July 25). Good news: You’re fired. <i>Newsweek</i>, 146, 48.</p>	<p>(Gasparino, 2005)</p>

Periodicals (cont.)	Reference List	In-text Citation
<b>Newspaper article</b>	Murray, L. (2006, September 26). PM at war with Telstra's \$9m man. <i>The Sydney Morning Herald</i> , p. 1.	(Murray, 2006)
<b>Letter to the editor</b>	Drennan, G. (2006, September 26). [Letter to the editor]. <i>The Sydney Morning Herald</i> , p. 14.	(Drennan, 2006)

**Audiovisual Media** (See APA, 2001, pp. 266–268; Perrin, 2009, pp. 101–106).

	Reference List	In-text Citation
<b>Motion picture</b>	Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.  The picture's country of origin <i>and</i> the name of the movie studio are given.	(Scorsese, 2000)
<b>DVD</b>	For a DVD recording of a movie, follow the pattern for a motion picture, giving details of the recording. Include the notation [DVD].	
<b>Television broadcast</b>	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.	(Crystal, 1993)
<b>Music Recording</b>	Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On <i>Title of album</i> [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date)  Shocked, M. (1992). Over the waterfall. On <i>Arkansas traveller</i> [CD]. New York: Polygram Music.	(Shocked, 1992, track 3)

## **Electronic Media** (See *APA Style Guide to Electronic References*, 2007)

### **Basic Principles:**

#### **Retrieval dates:**

The retrieval date is NOT included when the content is in its final form, and is not likely to be changed or updated.

#### **Publisher identity:**

If the publisher's identity is not clear from the author name, database name, or other information, include it as part of the retrieval statement . (See, for example, the first two examples on page 11 of this guide.)

#### **Digital Object Identifier (DOI):**

Many scholarly publishers now assign a Digital Object Identifier (DOI) to journal articles and other documents. The DOI is a unique string of numbers that identifies content and provides a lasting link to its location on the Internet.

When a DOI is available, use it instead of the URL in the reference.

The DOI is usually published on the first page of an article. The safest way to include it in your reference is by copying and pasting whenever possible.

To find an article for which a DOI is given, go to: <http://www.crossref.org/>

—and enter the DOI string into the DOI Resolver

#### **Database name:**

With a few exceptions, the database name is no longer normally required in references.

#### **Notes:**

1. Some teachers do not require students to include retrieval statements for journal articles that have been located electronically and downloaded as a pdf file.

If your lecturer accepts this, then such articles should be referenced as if they were from a print journal.

2. APA continues to accept the use of the [Electronic version] notation for electronically retrieved journal articles (APA, 2005, p. 271, para. 71).

#### **Example:**

McDougall, K. L. (2007). Grazing and fire in two subalpine peatlands [Electronic version]. *Australian Journal of Botany*, 55(1), 42–47.

## Online journal articles:

Many journal articles (sometimes called periodicals) are available on the Web. Some have previously been published in print; others are only available electronically. *Peer reviewed* journals provide reliable information. In contrast, general websites are often unreliable, and can be difficult to reference.

For these reasons, the following approach is highly recommended:

1. **use the library's databases** to find reliable, peer-reviewed (academic-quality) articles;
2. **select the pdf versions** of articles that have already appeared in print;
3. **reference** the articles in the following way.

**Note:** If the electronic version of an article you are using is a draft version or not in its final form, then follow the APA's guidelines available at <http://www.csu.edu.au/division/library/ereserve/apa-style-guide.pdf>

	Reference List	In-text Citation
<b>Article with DOI assigned</b>	<p>McDougall, K. L. (2007). Grazing and fire in two subalpine peatlands. <i>Australian Journal of Botany</i>, 55(1), 42–47. doi:10.1071/BT06096</p> <p>No retrieval date is included because the final version of the article is being referenced.</p> <p>No database or URL is needed because the DOI functions as both a unique identifier of the content and a link to the content (taking the place of a URL).</p> <p>For articles accessed electronically, always include the issue number, if available, along with the volume number.</p>	(McDougall, 2007, p. 43)
<b>Article with no DOI assigned</b>	<p>Drury, V., Francis, K., &amp; Chapman, Y. (2009). Mature learners becoming registered nurses: A grounded theory model. <i>Australian Journal of Advanced Nursing</i>, 26(2), 39–45. Retrieved from <a href="http://www.ajan.com.au/ajan_26.html">http://www.ajan.com.au/ajan_26.html</a></p> <p>If a DOI is not assigned, give the URL of the journal home page if the content is accessible by subscription—as is the case when you use the CSU library databases. If the content is open-access, give the exact URL.</p> <p>A retrieval date is NOT required because the final version of the article is being referenced.</p>	(Drury, Francis, & Chapman, 2009, p. 41)

## Electronic Books

**Note:** “Retrieved from” and “Available from”.

When using the CSU catalogue, most of the electronic books you use are immediately available to you. In these cases use “Retrieved from” at the start of the retrieval statement.

However, there are times when material that that can be obtained through the Web is not immediately available to you. Some sites only show you a small part of the work and then require you to pay money or submit a special request before downloading the whole text. In these cases use “Available from”, as in the second example below.

<p><b>Entire book</b> (Book found through database)</p>	<p>Grant, G. (2008). <i>Family wars: Classic conflicts in family business and how to deal with them</i>. Retrieved from EBook Library.</p> <p>This book was accessed through a database, so the name of the collection, EBook Library, is given. Other commonly used collections are Safari Books Online, and PsychBOOKS database.</p>	<p>(Grant, 2008, p. 45)</p>
<p><b>Entire book</b> (Book found on public Web site)</p>	<p>O’Keefe, E. (n.d.). <i>Egoism &amp; the crisis in Western values</i>. Available from <a href="http://www.onlineoriginals.com/showitem.asp?itemID=135">http://www.onlineoriginals.com/showitem.asp?itemID=135</a></p> <p>O’Keefe’s book was found on a publicly accessible Web site, so the URL is given.</p> <p>Note the use of “Available from” in this example, as the whole text must be purchased, and so is not <i>immediately</i> available.</p>	<p>(O’Keefe, n.d.)</p>
<p><b>Book chapter</b> (Book found through database)</p>	<p>Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White &amp; S. E. Jelliffe (Eds.), <i>The modern treatment of nervous and mental diseases</i> (Vol. 1, pp. 287–330). Retrieved from PsychBOOKS database.</p>	<p>(Mitchell, 1913, p. 290)</p>

## Curriculum and Course Material

<b>Lecture notes</b>	Brieger, B. (2005). Lecture 3: <i>Recruitment and involvement of trainees</i> [PowerPoint slides]. Retrieved from Johns Hopkins Blomberg School of Public Health OpenCourseWare Web site: <a href="http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm">http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm</a>	(Brieger, 2004, slide 4)
<b>CSU Interact material</b>	Lipu, S. (2009). <i>The information society</i> [INF100 Module 2.3]. Retrieved January 20, 2009, from Charles Sturt University Web site: <a href="http://interact.csu.edu.au/portal/site/INF100_200910_W_D/page/40e08a17-4b31-45c7-00a7-e846ca5c7052">http://interact.csu.edu.au/portal/site/INF100_200910_W_D/page/40e08a17-4b31-45c7-00a7-e846ca5c7052</a>  The retrieval date is included here because CSU Interact sites are constantly changing.	(Lipu, 2009)

## Reference Materials

<b>Online encyclopaedia</b>	Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> . Retrieved January 28, 2007, from <a href="http://plato.stanford.edu">http://plato.stanford.edu</a>  The date of the most recent change or update may not be clear from the entry, so include the retrieval date.  Give the home or index page URL for reference works.  If the author of the entry is not named, place the title in the author position. See the following example.	(Graham, 2005)
<b>Online dictionary</b>	Pluperfect. (2009). In <i>Oxford English dictionary online</i> . Retrieved May 21, 2009, from <a href="http://dictionary.oed.com/">http://dictionary.oed.com/</a>  The author of the entry is not named, so the title is placed in the author position.	("Pluperfect," 2009)

## Gray Literature

According to the APA (2007, p. 18), “Gray literature is scientific information that falls outside the peer review process but is written by scholars or summarizes a body of scholarly work.” Gray literature is produced by a range of organizations including government departments, advocacy groups, trade groups, and corporations.

In the following examples a retrieval date is NOT necessary because the documents are dated and are not likely to be changed.

<b>Fact sheet</b>	<p>Nell, J. (2007, July). <i>Diseases of Sydney rock oysters</i> [Primefact 589]. Retrieved from NSW Department of Primary Industries Web site: <a href="http://www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/164182/Diseases-of-Sydney-rock-oysters.pdf">http://www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/164182/Diseases-of-Sydney-rock-oysters.pdf</a></p> <p>A description of the work is included in square brackets to aid in document identification and retrieval.</p>	<p>(Nell, 2007, p. 3)</p>
<b>Fact sheet</b>	<p>NSW Department of Health. (2007, September 24). <i>Solarium safety</i> [Fact sheet]. Retrieved from <a href="http://www.health.nsw.gov.au/factsheets/general/solarium.html">http://www.health.nsw.gov.au/factsheets/general/solarium.html</a></p>	<p>(NSW Department of Health, 2007, Causes of cancer, ¶ 2)</p>
<b>Information card</b>	<p>Beyond Blue. (2009). <i>Anxiety disorders</i> [Information card]. Retrieved from <a href="http://www.beyondblue.org.au/index.aspx?link_id=7.980&amp;http://www.beyondblue.org.au/index.aspx?link_id=6.1068&amp;tmp=FileDownload&amp;fid=1100">http://www.beyondblue.org.au/index.aspx?link_id=7.980&amp;http://www.beyondblue.org.au/index.aspx?link_id=6.1068&amp;tmp=FileDownload&amp;fid=1100</a></p>	<p>(Beyond Blue, 2009)</p>
<b>Consumer brochure</b>	<p>California Board of Psychology. (2005). <i>For your peace of mind: A consumer guide to psychological services</i> [Brochure]. Retrieved from <a href="http://www.psychboard.ca.gov/formspubs/consumer-brochure.pdf">http://www.psychboard.ca.gov/formspubs/consumer-brochure.pdf</a></p>	<p>(California Board of Psychology, 2005)</p>
<b>Press release</b>	<p>NSW Department of Primary Industries. (2008, November 14). <i>NSW helps Tasmania put the lid on foxes</i> [Press release]. Retrieved from <a href="http://www.dpi.nsw.gov.au/aboutus/news/recent-news/forests/put-the-lid-on-foxes">http://www.dpi.nsw.gov.au/aboutus/news/recent-news/forests/put-the-lid-on-foxes</a></p>	<p>(NSW Department of Primary Industries, 2008, ¶ 5.)</p>

## General Interest Media and Alternative Presses

<b>Newspaper article</b>	Mannion, J. (2009, May 25). Military chiefs back Obama on Guantanamo. <i>The Sydney Morning Herald</i> . Retrieved from <a href="http://news.smh.com.au/">http://news.smh.com.au/</a>	(Mannion, 1999)
<b>Audio Podcast</b>	Rayner, M. (Executive Producer). (2009, May 3). Spooking the strategic imagination: Australia's defence policy. <i>Hindsight</i> . Podcast retrieved from <a href="http://mpegmedia.abc.net.au/rn/podcast/2009/05/hht_20090503.mp3">http://mpegmedia.abc.net.au/rn/podcast/2009/05/hht_20090503.mp3</a>	Rayner, 2009)

## Websites:

University teachers advise against using websites that are not associated with identifiable and reliable journals, scholars, universities, research organizations (such as the CSIRO), or government bodies (including the ABS).

All websites should be carefully evaluated. If you cannot find out who is responsible for a site, then you should avoid it.

If page numbers are not given on a website, then include a section identifier and/or paragraph number, thus: (Wilson, 2005, Introduction section, ¶ 3)

	Reference List	In-text Citation
<p><b>Chapter or section in an internet document</b></p> <p>See APA (2001, pp. 272–281) or Perrin (2009, pp.107–120) for further advice on referencing many other electronic sources.</p>	<p>Ogilvie, D. (n.d.). Why I don't eat honey. In <i>Why be vegan</i>. Retrieved November 27, 2006, from <a href="http://www.vnv.org.au/WhyBeVegan.htm">http://www.vnv.org.au/WhyBeVegan.htm</a></p> <p>(n.d.) means that the date of publication was unavailable. The name of the site, <i>Why be vegan</i>, is in italics. The article, or section (Why I don't eat honey), is not in italics.</p>	<p>(Ogilvie, n.d.)</p>
<p><b>Internet document—no author</b></p>	<p><i>Effects of global warming on whales</i>. (n.d.). Retrieved July 11, 2007, from <a href="http://www.stopwhaling.org/site/c.foJNIZOyEnH/b.2660179/k.BBA7/Stop_Whaling__Effects_of_Global_Warming_on_Whales__IFAW_US.htm">http://www.stopwhaling.org/site/c.foJNIZOyEnH/b.2660179/k.BBA7/Stop_Whaling__Effects_of_Global_Warming_on_Whales__IFAW_US.htm</a></p> <p>Begin the reference with the title of the document.</p>	<p>("Effects of Global Warming," n.d., ¶ 3).</p> <p>In-text, use a short title. The first and major words are capitalized, and quotation marks are used. No italics.</p>
<p><b>Australian Bureau of Statistics Bulletin</b></p>	<p>Australian Bureau of Statistics. (1999). <i>Disability, ageing and carers: Summary of findings</i> (No. 4430.0). Canberra: Author.</p> <p>The Australian Bureau of Statistics is both author and publisher.</p>	<p>(Australian Bureau of Statistics, 1999)</p>
<p><b>Australian Bureau of Statistics from AusStats database</b></p>	<p>Australian Bureau of Statistics. (2001). <i>Census of population and housing: B)1 selected characteristics (First release processing) postal area 6050</i>. Retrieved November 20, 2002, from AusStats Database.</p>	<p>(Australian Bureau of Statistics, 2001).</p>
<p><b>Document contained within a large and complex Web site</b></p> <p>(e.g. the CSIRO, ABS, Department of School Education, or a University)</p> <p>(APA, 2001, p. 274, ¶ 78)</p>	<p>Chou, L., McClintock, R., Moretti, F., &amp; Nix, D. H. (1993). <i>Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures</i>. Retrieved from Columbia University, Institute for Learning Technologies Web site: <a href="http://www.ilt.columbia.edu/publications/papers/newwine1.html">http://www.ilt.columbia.edu/publications/papers/newwine1.html</a></p> <p>Note that the URL is preceded by a colon.</p>	<p>(Chou, McClintock, Moretti, &amp; Nix, 1993)</p>

## Secondary Sources

	Reference List	In-text Citation
<b>Book</b>	Truss, Lynne. (2003). <i>Eats, shoots, and leaves: The zero tolerance approach to punctuation</i> . London: Profile.  <b>Record the book that you actually read.</b>	According to Paul Robinson (as cited in Truss, 2003, p. 124) semi-colons are often used pretentiously.
<b>Journal article</b>	Bourke, C. A. (2005). A review of kikuyu grass ( <i>Pennisetum clandestinum</i> ) poisoning in cattle [Electronic version]. <i>Australian Veterinary Journal</i> , 85(7), 261–267.  <b>Record the journal that you actually read.</b>	Peet et al. (as cited in Bourke, 2005, p. 264), examined the stomachs of affected sheep . . .  . . . (Peet et al., as cited in Bourke, 2005, p. 264).

## Other Sources

	Reference List	In-text Citation
<b>Personal communication</b>  (Including letters, conversations, personal interviews, and e-mail messages.)	Not included in the reference list as they cannot be traced by the reader.	R. Smith reported that 27 mm of rain fell on the paddock last week (personal communication, July 11, 2007).  (B. G. Binns, personal communication, June 23, 2007)

### **Note on assignment layout:**

The *APA Publication Manual*, which offers guidance on many aspects of formatting and presentation, was written to provide guidance for authors preparing manuscripts to be submitted for publication in journals. Journal editors and typesetters receive copy manuscripts in their preferred style, but the final typeset product may differ from the original (APA, 2005, p. 321).

However, student assignments are not usually intended for publication; they are a “final” product. Consequently, the requirements for the presentation of university essays, theses, and reports—particularly in relation to questions of layout and structure—may differ from APA style. If in doubt, check your subject outline or ask your lecturer.

### **If all else fails . . .**

It is possible that this *APA Referencing Summary* may not provide a specific model for a source you need to reference. In such cases follow the examples and guidelines given in chapter 4 of the *Publication Manual* or Perrin (2009), and apply these to your situation. If in doubt, err on the side of giving too much information, rather than too little (APA 2001, p. 232).

The *APA Style Guide to Electronic References* (2007) provides updated models for referencing electronically sourced material.

## **References**

American Psychological Association. (2001). *Publication manual* (5th ed.). Washington DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington DC: Author.

Perrin, R. (2009). *Pocket guide to APA style* (3<sup>rd</sup> ed.). Boston: Wadsworth.

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