APA Referencing Style

Important: This document is meant for use as a guide only. To avoid losing marks, confirm the referencing requirements of your School with your lecturer, and consult the following reference on which this document is based for clarification and additional examples.


Rules when formatting the Reference list

- Place reference list at the end of the work, beginning on a new page, titled References or Reference List.
- Each reference list entry requires a specific format depending on the reference type, i.e. whether it is a book, book chapter, journal article, website, etc.
- The Reference List is arranged alphabetically by author, with family name followed by initial(s), and thereafter chronologically, starting with the earliest date.
- Apart from the place each element is separated from the others with a full stop.
- The second and subsequent lines of each reference must be indented (i.e. the hanging indent paragraph style).
- The reference list must be double-spaced (no line spaces between references).
- Single author entries precede references with multiple authors beginning with the same name.
- Book titles, journal names, volumes and webpage titles must be italicised.
- If two to seven authors, list all authors, separating the last two with an ampersand (&).
- If eight or more authors, list the first six authors followed by three ellipsis points (...), then the last author.
- DOIs and URLs are placed at the end of the reference. **Do not add a full stop** to complete the reference.
- Personal communication is cited in-text only, NOT in the reference list.
- Where an item has no author or organisation identified, it is cited by its title.
- Where several works have the same author and year of publication, add a lower-case letter of the alphabet to the publication date. The order of the listing of the alphabet letters a, b, c ... is based on the letter-by-letter alphabetical order of the title of the work.
- If the author and publisher are the same, use the word Author to indicate the publisher.
Using author and year in your written work (in-text citations)

| One author | It is argued that . . . (Carroll, 2012). Carroll (2012) argues that . . . |
| Direct quotes | If directly quoting from a work, use double quotation marks around the text being quoted and include the author’s name, date of publication and page number. “A major criticism of business is that it abuses its power” (Carroll, 2012, p. 26). Carroll (2012, p. 26) contends that “a major criticism of business is that it abuses its power.” |
| Multiple works by same author in same year | When an author has published more than one cited article in the same year, distinguish each article by using a lower case letter after the year within the brackets. (This is also used in the reference list.) According to Sullivan (2013a) there is . . . It is suggested that . . . (Sullivan, 2013b). |
| Two authors | Both authors are to be cited every time the reference occurs in the text. Note the use of an ampersand (&) in brackets and the full word ‘and’ in sentences. Goodman and Ley (2012) state that mental illness . . . Mental health issues can also be seen from a political perspective (Goodman & Ley, 2012). |
| Three, four or five authors | Cite all authors the first time the reference occurs. Note the use of an ampersand (&) in brackets and the full word ‘and’ in sentences. . . . as reported by Fawcett, Weber and Wilson (2012). Discussion centred on . . . (Fawcett, Weber & Wilson, 2012). For subsequent citations, use the first surname listed followed by et al. (Note the full-stop after et al.) Fawcett et al. (2012) conclude that . . . It was concluded that . . . (Fawcett et al., 2012). If cited again within that paragraph, omit the year: In claiming this, Fawcett et al. argue that . . . |
| Six or more authors | Cite the surname of only the first author followed by et al. for the first and subsequent citations. According to Dobozy et al. (2012) . . . . . (Dobozy et al., 2012). |
| Multiple references within the same parentheses | Order alphabetically and separate the citations with semicolons. Several studies (Miller, 1999; Shafranske & Mahoney, 1998) . . . . . (Carbonaro, 2012; Destounis et al., 2014; Marinovich et al., 2013). |
Secondary citations

When you refer to the work of one author cited by another, indicate the original source of the information and where you read it. In the reference list, only include the text you read, not the original source. In this example, Hosany and Martin would be in the reference list.

Early research indicated . . . (Heath & Scott, cited in Hosany & Martin, 2012).
Heath and Scott (cited in Hosany & Martin, 2012) claim that . . .

Personal communication

Information obtained through personal communication such as interviews, phone conversations and emails are not included in the reference list.
Ms Merrick (Melville Shire Council CEO) confirmed the details by email on April 25, 2014.

Act of parliament

When referring to a specific section of the legislation, use s. (meaning 'section'). The year is written in italics as it is considered to be part of the title of the Act. Include the jurisdiction in brackets (Cth) for Commonwealth or the (State abbreviation).
When citing in-text, include the year in the first instance only.
According to the Victorian Mental Health Act (2014, s.29) ..... Victoria’s Mental Health Act (2014, s.29) states that ..... The Medical Treatment Act 1988 (Vic) states......
by virtue of s. 25.1 of the Aged Care Act 1997 (Cth)..... "A restrictive intervention may only be used on a person...." (Mental Health Act 2014 (Vic), s. 105)

Examples

Book—one author

Book—two to seven authors
Note: List all authors, separating the last two with an ampersand (&).

Book—eight or more authors
Note: List the first six authors followed by three ellipsis points (. . .) then the last author.
Book chapter

E-book (from a database)

Journal article without DOI

Journal article — single author

Journal article — two to seven authors

Journal article - eight or more authors

Website documents

Act of Parliament
*Short Title of Act Year (Jurisdiction abbreviation) section if relevant.*

*When referring to a specific section of the legislation, use s. (meaning 'section').*

*The year is written in italics as it is considered to be part of the title of the Act. Include the jurisdiction in brackets (Cth) for Commonwealth or the (State abbreviation). Add a retrieval statement to the end of the reference if the citation is from an electronic source.*


*Copyright Act 1968 (Cth).*

*Anti-Discrimination Act 1991 (Qld) s. 15.*

*Crimes Act 1958 (Vic)*

*Pharmacy and Poisons Act 1953 (UK)*

Example of a Reference List


How to reference figures from a paged source

Citing figures
APA includes the following within the definition of figures:
- Graphs
- Charts
- Maps
- Drawings
- Photographs

If you include any figures in your work that you have obtained from another source, you need to reference them. They should be acknowledged both in the text and in the reference list.

General rules
- Number figures consecutively throughout your paper in the order in which they appear within the text, in italics. That is, the first figure is labelled Figure 1, the second Figure 2 and so on.
- Include the figure number directly below the figure itself, followed by a full-stop then a brief title.
- Place a caption below each figure describing its contents and defining any abbreviations used in the figure.

Reference list
For the Reference List, the citation is listed in correct APA style of the original source. See the following example.

In-text citation
When citing figures in the text of your paper, you need to acknowledge them in two locations:

1. **Within the written body of your paper**, as you would for a normal in-text reference. For example

   As shown in Figure 1... OR Figure 1 shows that...

2. **Below the figure (reproduced in your paper)**, containing the following information:
   - Label of figure: e.g. Figure 1. Followed by a brief but descriptive phrase.
   - Source details in the following order (Please note: the caption reference varies slightly from usual APA referencing style):
     - Article title in double quotation marks and beginning with the word From:
     - Authors initials followed by family name and beginning with the word by
     - Year of publication
     - Journal title (italicised)
     - Volume number (italicised)
     - Issue number
     - Page number eg. p. 453.

Example

![Figure 1](image)

*Figure 1.* Dose distributions for a left-breast tumor (a, b) at the level of surgical bed defined by titanium clips (arrows) and the corresponding DVH (c, d) for supine (left) and prone (right) positions.