The Charles Sturt University APA Referencing Summary

Based on the *Publication Manual of the American Psychological Association* (7th ed.)

This summary gives examples of the APA referencing style for a number of commonly used information sources. If the work you want to cite does not match any example, choose the group, category, and type that are most similar and adapt the format using the elements shown in the relevant template (APA, 2020, section 9.1). Otherwise, refer to the *APA Publication Manual* (7th ed.), in particular Chapter 10. Other resources to assist with your referencing can be found on the referencing page and through posting a question on the Academic Skills Adviser Forum. You could explore using the *EndNote* software, which you can download for free from the library website. *EndNote* helps you to cite your sources correctly and organise your research and notes. Go to the CSU library guide for Endnote.

The Reference List	In-text Citations	Page and Paragraph Numbers

(APA, 2020, sections 2.21, 9.43, 9.44, Chapter 10)
 	
See page 18 for an [example reference list](#).
 	
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 **References** (centred, bold, not in italics, and not underlined).
 	
Each item on your list has a hanging indent of 1 cm. (Highlight text + Ctrl T). See the examples on the following pages. No bullets or numbers. Double space all reference entries.
 	
The basic form of a reference list entry displays the following: author: Who is responsible for this work? Date: When was this work published? Title: What is this work called? Source: Where can I retrieve this work?
 	
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.
 	
1. Names of authors appear in the order listed on the title page. An ampersand (&) joins the last two names in the series.
 	
2. When you have more than one source with the same author and date, put a lower-case letter to differentiate between them and use the corresponding letters for the in-text citation e.g. (Brown, 2018a) and (Brown, 2018b).
 	
3. When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name (see p. 7).
 	
4. Format according to [this table](#) if you have missing source information.
	(APA, 2020, Chapter 8)
	
	In-text citations should correspond to the author-date information of that source in the reference list. Insert citations as you write. If you wait until later, you may forget the details.
	
	1. When a work has one or two authors, always cite each name every time the reference occurs in the text.
	
	2. When a work has more than two authors include only the surname of the first author followed by "et al." and the year of publication.
	
	3. Within a paragraph, when the author's name is outside the parentheses, you do not need to include the year in subsequent references so long as this does not lead to confusion.
	
	   e.g. McLean (2004, p. 32) has shown that the effect of the drought on rural towns . . . McLean also demonstrated . . . .
	
	4. When you use the exact words (direct quote) from a source, you must enclose these in double quotation marks ". . ." and follow immediately with an in-text citation, including page number or other section identifier. If the citation is at the end of the sentence, the punctuation goes after the parentheses, as the citation is part of the sentence.
	
	5. Quotations of 40 or more words are set as a block quotation, indented about 1 cm. Do not use quotation marks or italics. The citation is given after the full stop at the end of the quotation. APA has sample block quotes [here](#).
	
	6. To cite multiple sources within parentheses, list citations in alphabetical order separated by a semi-colon e.g. (Cox et al., 2019; Jones, 2017).
		(APA, 2020, sections 8.25-8.28)
		
		Whether quoting an author directly, or paraphrasing, you **must** credit the source.
		
		1. For direct quotations, the author, year, and page number are given (APA, 2020, p. 270).
		
		   Many electronic sources do not provide page numbers. When using direct quotations in such cases give a section identifier and/or paragraph number instead, like this:
		
		   (Leech, 2006, para. 13)
		
		   (Boland, 2001, Conclusion section, para. 2).
		
		   Alternatively, for audio-visual material, provide a timestamp (e.g. 1:02) for the beginning of the quotation instead of a page number. For religious or classical work use the name of the book, chapter, verse, line, and/or canto. For plays, cite the act, scene, and line(s).
		
		Although section identifiers are not required for paraphrased material, getting into the habit of quoting page numbers will help readers locate material in lengthy texts, and will assist in your revision (APA, 2020, p. 269).
		
		For a single page, the number is given thus: p. 27. For multiple pages use pp. e.g. for page range use pp. 245–246 or a selection of pages pp. 7, 12, 15. Notice that there is always a space between p. or pp. and the page number.

Books and Reference Works

The books category includes authored books, edited books, anthologies, religious works, and classical works. The reference works category includes dictionaries, encyclopaedias (including Wikipedia), and diagnostic manuals.

This category includes both print and electronic versions. If a book has a digital object identifier (DOI,) or is from most academic research databases, it is presented the same for print or electronic versions. The platform or device (e.g. Kindle) is not included in the reference. If an ebook does not come from a database (all ebooks from the Charles Sturt library are from academic databases), then include a URL. If you retrieved an ebook elsewhere (e.g. Kindle book) use model 22 in chapter 10 of the manual. Where an author wrote the whole book, reference the book in its entirety; there is no need to provide entries for individual chapters.

Book Type	Reference List	In-text Citation

One author
 	
(Basic form)
	Apostolides, N. (2016). *Management accounting for beginners*. Routledge.
	
	The title is in italics, with sentence-style capitalisation. This means in book and article titles, capitalise only the first word, the first word after a colon (:) or em dash (—), and proper nouns.
	
	If you are writing the source title within the body of your assignment, use italics and title case, e.g. The descriptions provided in *Management Accounting for Beginners* demonstrate that…(Apostolides, 2019, p. 45).
	
	In reference lists and in-text citations, a full stop is always followed by a space.
	
	If a book has a DOI, include it after the publisher. See page 6 for more information on how to present this.
	
	If you can find an electronic book in the library at Charles Sturt University, it comes from an academic research database and is presented in the same format as a printed book.
		(Apostolides, 2016)
		
		1) Parenthetical citation: both the author and date, separated by a comma, appear in parentheses.
		
		  The appropriation account tracks …(Apostolides, 2016, p. 25).
		
		2) Narrative citation: the author's name is included in the sentence:
		
		  Apostolides (2016, p. 25) suggests that…
		
		For either form, you can separate the page number, which follows the cited information:
		
		  Apostolides (2016) argues that…(p. 25).
		
		Note When using short direct quotations (less than 40 words), the words are enclosed within double quotation marks: ". . ." and there must be a page number or section identifier in the citation ().

Two authors	Nelson, D. L., & Cox, M. M. (2005). *Principles of biochemistry* (4th ed.). Freeman. Note the 1 cm hanging indent for each reference list entry. The publisher location is no longer a requirement in the seventh edition.	Buchner's work in biochemistry was a "pioneering discovery" (Nelson & Cox, 2005, p. 45). Cite both names every time the citation occurs in text. Use 'and' when author names are part of the sentence, or '&' when inside parentheses.

Book Type	Reference List	In-text Citation
Three or more authors	Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). *The craft of research*. University of Chicago Press. As noted on page 2, when there are 20 authors or fewer, include them all in the reference list entry. For 21 or more authors include the first 19 authors' names, then insert an ellipsis (three spaced periods / full stops), and add the last author's name. See the periodicals category for an example. **Note** the position of the authors' initials, the space before a second initial, and the punctuation.	(Booth et al., 2008) For three or more authors, cite only the first author, followed by 'et al.' for all citations.
Three or more authors (with subtitle)	Malcolm, L. R., Barlow, S., Leury, B., & Sale, P. (2009). *Agriculture in Australia: An introduction* (2nd ed.). Oxford University Press. Capitalise the start of a subtitle as though it were a new sentence.	(Malcolm et al., 2009)
Entire edited book (with DOI assigned)	Sleezer, C. M., Russ-Eft, D. F., & Gupta, K. (Eds.). (2014). *A practical guide to needs assessment*. John Wiley & Sons. https://doi.org/10.1002/9781118826164 Use '(Ed.)' if there is just one editor. If a print book has a DOI, include it at the end of your reference list entry. As shown in the above example, this should be in the hyperlink format https://doi.org/xxxxx Read more about this on page 6.	(Sleezer et al., 2014)
Article or chapter in an edited book (without a DOI, from most academic research databases or print version)	Goeser, A. L. (2009). Skin, hair, and nails. In R. M. Jones & R. M. Rospond (Eds.), *Patient assessment in pharmacy practice* (2nd ed., pp. 118–140). Lippincott Williams & Wilkins. **Please note:** • the edition number and page numbers are in the same parentheses; • the position of the editors' initials.	(Goeser, 2009, p. 119) Goeser (2009) writes that "hair follicles do not continuously produce hair" (p. 120). The full stop follows the closing parenthesis, because the citation is a part of the sentence.
Multi-volume work	Lynch, D. S., & Stillinger, J. (Eds.). (2012). *The Norton anthology of English literature: The Romantic period* (9th ed., Vol. D). Norton.	(Lynch & Stillinger, 2012, p. 4) Lynch and Stillinger (2012, p. 4) maintain . . . Lynch and Stillinger (2012) suggest ". . ." (p. 4).

Type of book or reference material	Reference List	In-text Citation
Item in a series	Nicholas, P. (Comp. & Ed.). (2004). Soil, irrigation and nutrition. In *Grape Production Series: No. 2*. South Australian Resource and Development Institute. **Note:** "Comp." = "Compiled by".	(Nicholas, 2004, p. 17)
Republished book, ebook, or audiobook	Shakespeare, W. (1990). *The tragedy of Macbeth* (N. Brooke, Ed.). Oxford University Press. (Original work published 1623)	(Shakespeare, 1623/1990)
Encyclopaedia or dictionary article (author known)	Porta, M. (2018). Kurtosis. In J. M. Last (Ed.), *A Dictionary of Public Health* (2nd ed.). Oxford University Press. http://doi.org/10.1093/acref/9780191844386.001.0001	(Porta, 2018)
Entry in a dictionary, thesaurus, or encyclopedia, with a group author	MIMS. (n.d.). Rivaroxaban. In *MIMS Online*. Retrieved November 15, 2019, from https://www-mimsonline-com-au.ezproxy.csu.edu.au/Search/FullPI.aspx?ModuleName=ProductInfo&searchKeyword=Rivaroxaban&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=81970001_2 When an online reference work is continually updated and the versions are not archived, use 'n.d.' as the year of publication and include a retrieval date.	(MIMS, n.d.) If you have more than one source with the same author and no date, put a dash and a lower-case letter to differentiate between them and use the corresponding letters for the in-text citation, e.g. (MIMS, n.d.-a) and (MIMS, n.d.-b).
Wikipedia entry (author unknown)	Yellow fever. (2019, 4 November). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Yellow_fever&oldid=924612955 When the author is unknown, the title of the work is moved to the author position. Cite the archived version of the page so that readers can retrieve the version you used. Select the archived version by clicking on "view history". If a wiki does not provide permanent links to archived versions of the page, include the URL for the entry and the retrieval date.	("Yellow fever", 2019) When the author is unknown, the title of the work is placed in the author's position in double quotation marks.

Periodicals

Periodicals are generally published on a continuous basis and include journals, magazines, newspapers, newsletters and even blogs, and other online platforms that publish articles (see APA, 2020, section 10.1).

Journal Articles

Most 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 cite.

For these reasons, the following approach is highly recommended:

1. **use the university library's databases** to find reliable, peer-reviewed (academic-quality) articles;
2. **select the pdf versions** of articles whenever possible;
3. **cite the articles** using the models given below.

Digital Object Identifier (DOI):

- Many scholarly publishers assign a Digital Object Identifier (DOI) to journal articles and other documents. Include a DOI for all works (see APA, 2020, 9.34) that have a DOI, regardless of whether you used the online version or the print version.
- The DOI is a unique string of numbers that identifies content and provides a lasting link to its location on the Internet.
- The DOI is usually located on the first page of an article. It may also be listed on the full record display of the database you used to find the article.
- Present a DOI in the standardised format: https://doi.org/xxxxx. For example, use https://doi.org/10.1037/a0040251 in your reference even though an article may have presented the number in an older format.
- When a DOI or URL is long or complex, you can you the shortDOI service if desired (http://shortdoi.org/).

Retrieval dates: The retrieval date is NOT included when electronic content is in its final form, and is not likely to be changed.

Database name: In general, it is NOT necessary to include a database name in a reference list entry.

Periodical Type	Reference List	In-text Citation
Article with DOI assigned	McDougall, K. L. (2007). Grazing and fire in two subalpine peatlands. *Australian Journal of Botany, 55*(1), 42–47. https://doi.org/10.1071/BT06096 If a DOI is available, include it in https://doi.xxxxxxxxx form at the end of your reference list entry.	(McDougall, 2007, p. 43)

Periodical Type	Reference List	In-text Citation
Journal article with one author (no DOI)	Buxton, L. (2017). Ditching deficit thinking: Changing to a culture of high expectations. *Issues in Educational Research, 27*(2), 198–214. The title of the article is in plain text (i.e. not italics), with sentence-style capitalisation. The first word of the subtitle begins with a capital. The volume number is italicised, but the issue number (and its parentheses) are in plain text. There is no space between the volume number and the opening parenthesis.	(Buxton, 2017, pp. 203–204)
Journal article with two authors	Charman, R. E., & Vasey, J. R. (2008). Surgical treatment of carpal flexural deformity in 72 horses. *Australian Veterinary Journal, 86*(5), 195–199. https://doi.org/10.1111/j.1751-0813.2008.00275.x	(Charman & Vasey, 2008, p. 196)
Three or more authors	Mills, K. E., von Keyserlingk, M. A. G., & Niel, L. (2016). A review of medically unnecessary surgeries in dogs and cats. *Journal of the American Veterinary Medical Association*, *248*(2), 162–171. https://doi.org/10.2460/javma.248.2.162 This is a review article. These provide an overview of a topic, and are useful for finding other relevant sources.	(Mills et al., 2016, p. 169) For three or more authors, cite only the first author, followed by 'et al.' for all citations.
Twenty authors or fewer	List all authors in the reference list entry	As above
Twenty-one or more authors	Knuuti, J., Wijns, W., Saraste, A., Capodanno, D., Barbato, E., Funck-Brentano, C., Prescott, E., Storey, R. F., Deaton, C., Cuisset, T., Agewall, S., Dickstein, K., Edvardsen, T., Escaned, J., Gersh, B. J., Svitil, P., Gilard, M., Hasdai, D., Hatala, R., Mahfoud, F., . . . Bax, J. J. (2019). 2019 ESC Guidelines for the diagnosis and management of chronic coronary syndromes: The Task Force for the diagnosis and management of chronic coronary syndromes of the European Society of Cardiology (ESC), *European Heart Journal*, ehz425, https://doi.org/10.1093/eurheartj/ehz425 Include the first twenty authors' names, then insert an ellipsis (three spaced full stops), and add the last author's name.	(Knuuti et al., 2019)

Periodical Type	Reference List	In-text Citation
Monthly magazine article	Gibbens, S. (2018, April 4). Famous Japanese snow monkeys take baths to lower stress. *National Geographic*. https://www.nationalgeographic.com/news/2018/04/japanese-snow-monkey-macaques-bath-stress-spd/	(Gibbens, 2005, p. 31)
Weekly magazine article	Gasparino, C. (2005, July 25). Good news: You're fired. *Newsweek, 146,* 48.	(Gasparino, 2005)
Newspaper article (online)	Yeates, C. (2022, August 4). CBA, ANZ raise rates on home loans, some savings accounts. *The Sydney Morning Herald*. https://www.smh.com.au/business/banking-and-finance/cba-raises-rates-on-home-loans-key-savings-account-20220804-p5b785.html	(Yeates, 2022)
Letter to the editor (paper copy)	Rush, D. (2017, July 25). [Letter to the editor]. *The Sydney Morning Herald,* p. 14. When citing a newspaper, the page number is indicated with p. or pp.	(Rush, 2017)
Blog	Pratt, E. (2018, March 11). Times tables art. *Global Explorers*. https://madamepratt.edublogs.org/	(Pratt, 2018)

Audio-visual Media

Square brackets [   ] are used to describe the type of resource being cited, e.g. [Film], [TV series], [Audio podcast episode], or [painting].

The author may include the director for a film, producer for a television series, writer and director for a television episode, host or composer, artist, or uploader for other medium types. Include the role in brackets for the director, writer, producer, and host.

If you want to include an audio-visual work in your assignment rather than cite it (e.g. a photograph from a website), you may need to seek permission from the copyright owner and/or provide copyright attribution according to the terms of the image licence.

Audio-visual Medium Type	Reference List	In-text Citation
Film or video	Lonergan, K. (Director). (2000). *You can count on me* [Film]. Paramount Pictures. Use "Director" in the author position if known. If this role is unknown, include someone in a similar role to assist readers to retrieve the work. You need not distinguish between how you watched the film (e.g. DVD, theatre, streaming online). If you wish to include additional information, you can follow the word "film" with a semi-colon (;) when it includes a special feature that you used such as a commentary e.g. [Film; four-disc special extended ed. on DVD].	(Lonergan, 2000)
Television series	Taylor, J. (Producer). (1991–present). *Landline* [TV series]. ABC. https://www.abc.net.au/landline/ If a series is still airing and spans multiple years, show this as a range with an en dash (–) and write "present".	(Taylor, 1991–present)
Television episode or webisode	Mecklenburg, J. (Writer), & Levy, S. (Director). (2016, July 15). Chapter three: Holly jolly (Season 1, Episode 3) [TV series episode]. In M. Duffer, R. Duffer, S. Levy, & D. Cohen (Executive Producers). *Stranger Things*. 21 Laps Entertainment; Monkey Massacre. Include all production companies and separate these with a semi-colon (;).	(Meckleburg & Levy, 2016)

Audio-visual Medium Type	Reference List	In-text Citation
Music album	Eilish, B. (2019). *When we fall asleep, where do we go* [Album]? Darkroom; Interscope. Include a URL in the reference if that location is the only means of retrieval (such as artists who only provide music online).	(Eilish, 2019)
Streaming video (e.g. YouTube video)	TED. (2019, November). *Lori Gottlieb: How changing your story can change your life* [Video]. YouTube. https://www.youtube.com/watch?v=O_MQr4lHm0c Benzine, C. [WheezyWaiter]. (2019, October 21). *Why do people like college?* [Video]. YouTube. https://www.youtube.com/watch?v=X_RNvO2q0xw The person who posted the video is credited as the author. If the person's real name and user name are both available, provide the real name in the format Author, A. A., followed by the user name inside square brackets. When the real name is not available, include only the user name, without brackets.	(TED, 2019) (Benzine, 2019)
Song or track	Coldplay. (2019). Trouble in town [Song]. On *Everyday Life*. Parlophone; Atlantic Records; Warner Music. Bach, J. S. (Composer). (2007). Italian Concerto in F Major, BWV 971 - 1. (Allegro) [Song recorded by Alfred Brendel]. On *Italian Concerto BWV 971; Chromatic Fantasia and Fugue BWV 903*. Philips. (Original work published in 1735) For a recording of a classical work, provide the composer as the author and write in square brackets who recorded the version you used. For all other recordings, provide the name of the recording artist or group as the author.	(Coldplay, 2019, track 3) (Bach, 2007, track 1)
Radio segment (book review)	O'Shaughnessy, G. (Host). (2017, August 8). Barb's book review: Kim Scott Taboo [Radio segment]. On *WA Afternoons*. Australian Broadcasting Corporation. https://www.abc.net.au/radio/perth/programs/wa-afternoons/book-review:-kim-scott-taboo/8789136	When you directly quote from an audio-visual work, use a timestamp. (O'Shaunessy, 2017, 1:12)

Audio-visual Medium Type	Reference List	In-text Citation
Podcast	Zaltzman, H. (2015–present). *The Allusionist* [Audio podcast]. https://www.theallusionist.org/ When a podcast spans multiple years, separate the years with an en dash (–). If the podcast is still airing, replace the second year with "present".	(Zaltzman, 2015-present)
Podcast episode	Longworth, K. (Host). (2019, October 21). Disney's most controversial film (six degrees of song in the south, episode 1) [Audio podcast episode]. In *You must remember this*. http://www.youmustrememberthispodcast.com/episodes/2019/10/21/six-degrees-of-song-of-the-south-episode-1-disneys-most-controversial-film	(Longworth, 2019)
Artwork in a museum or on a museum website	Cossington Smith, G. (1929). *The bridge in building* [Painting]. National Gallery of Australia, Canberra, ACT, Australia. https://artsearch.nga.gov.au/detail.cfm?irn=131114 Include the museum name and location.	(Cossington Smith, 1929)
Photograph	Nilsson, L. (1965). *Fetus, 18 weeks* [Photograph]. Time 100 Photos. http://100photos.time.com/photos/lennart-nilsson-fetus Cite photographs according to this format, but to reproduce images not connected to a museum, permission and/or a copyright attribution may be needed.	(Nilsson, 1965)
Photograph (no title given)	Chin, J. (2019). [Photograph of Alex Honnold climbing El Capitan's sheer face without ropes]. National Geographic. https://www.nationalgeographic.com.au/people/the-best-photos-of-2019.aspx For unnamed photos, include a description in square brackets in place of a title.	(Chin, 2019)

Charles Sturt Curriculum and Course Materials

This includes subject outlines and the content of Interact sites. If a source is accessible to the readers, such as class materials or material on a company's intranet, then a URL reference to the login page is acceptable. An article or chapter in a collection of readings is presented as if you read it in its original journal or book.

Curriculum Type	Reference List	In-text Citation
Subject outline	Petzel, C. (2017). *Ruminant production and welfare* [Subject Outline]. Interact 2. https://interact2.csu.edu.au/	(Petzel, 2017, p. 9)
Lecture notes	Hunter, P. (2018). *Lecture 4: Consumer behaviour* [PowerPoint slides]. Interact 2. https://interact2.csu.edu.au A group author could also be listed, such as Charles Sturt University, if there are no individual authors listed.	(Hunter, 2018, slide 4)
CSU Interact material	Mills, P. (2017). Agricultural systems [Study notes]. *AHT101: Professional skills in horticulture and agriculture*. Interact 2. https://interact2.csu.edu.au	(Mills, 2017)
Discussion forum posting	Klein, K. (2017, July 15). *Warm welcome from the library* [Online discussion comment]. Interact 2. https://interact2.csu.edu.au	(Klein, 2017)

Technical and Research Reports

Technical and research reports "usually cover original research, but may or may not be peer reviewed" (APA, 2020, p. 329, 10.4). Such reports are produced by a range of organisations including government departments, advocacy groups, trade groups, and corporations, and are sometimes known as *grey literature*. It is optional, but often helpful, to describe what type of literature it is in square brackets.

The seventh edition no longer requires the use of the statement 'Retrieved from . . ." for the URL or the DOI. In the following examples a retrieval date is NOT necessary because the documents are dated and are not likely to be changed.

Type	Reference List	In-text Citation
Code of Conduct	Nursing and Midwifery Board of Australia. (2018). *Code of conduct for nurses*. http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx	**First mention:** (Nursing and Midwifery Board of Australia [NMBA], 2018, p. 10) **Subsequent citations:** (NMBA, 2018, p. 16)
Early Years Learning Framework	Department of Education, Employment and Workplace Relations. (2009). *Belonging, being & becoming: The early years learning framework for Australia*. https://www.acecqa.gov.au/sites/default/files/2020-05/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf	(DEEWR, 2009) If you have previously explained the acronym in the first mention, simply referring to the acronym thereafter is sufficient.
Information card (Group, or corporate author)	Beyond Blue. (2009). *Anxiety disorders* [Information card]. http://www.beyondblue.org.au/index.aspx?link_id=7.980&http://www.beyondblue.org.au/index.aspx?link_id=6.1068&tmp=FileDownload&fid=1100 A description of the work is included in square brackets to aid in document identification and retrieval.	(Beyond Blue, 2009)
Fact sheet (Group, or corporate author)	Department of Health. (2019). *The flu vaccine: Your best shot at stopping the flu* [Fact sheet]. https://www.health.gov.au/sites/default/files/the-flu-vaccine-information-for-consumers-in-2019-fact-sheet_0.pdf When the author is the same as the publisher, you can omit that section from the reference list entry. This is often the case with group authors.	(Department of Health, 2019, para. 2)
Type	**Reference List**	**In-text Citation**

Consumer brochure	California Board of Psychology. (2005). *For your peace of mind: A consumer guide to psychological services* [Brochure]. https://www.psychology.ca.gov/forms_pubs/consumer_guide.pdf	(California Board of Psychology, 2005)
Press release	NSW Department of Primary Industries. (2017, July 17). *Father-son duo fined for Narrabri irrigation breach* [Press release]. http://www.dpi.nsw.gov.au/about-us/media-centre/releases/2017/father-son-duo-fined-for-narrabri-irrigation-breach	(NSW Department of Primary Industries, 2017, para. 5)
Australian Bureau of Statistics bulletin	Australian Bureau of Statistics. (2019). *Disability, ageing and carers: Summary of findings, 2018* (No. 4430.0). https://www.abs.gov.au/ausstats/abs@.nsf/mf/4430.0 The Australian Bureau of Statistics is both author and publisher.	(Australian Bureau of Statistics, 2019)
Conference paper presented at a meeting, and retrieved electronically	Evans, L. (2007, August). *Observations on the changing language of accounting* [Paper presentation]. Accounting History Fifth International Conference, Banff, Alberta, Canada. http://www.commerce.usask.ca/special/5ahic/papers/5AHIC-62%20Final%20paper.pdf This conference paper was published informally online. See below if your source was published more formally.	(Evans, 2007)
Conference paper in published conference proceedings	Buchanan, G. R., McKay, D., & Makri, S. (2019). Take me out: Space and place in library interactions. In L. Azzopardi, M. Halvey and I. Ruthven (Eds.), *Proceedings of the 2019 conference on human information interaction and retrieval, Glasgow, UK, 10-14 March 2019* (pp. 45-53). Association for Computing Machinery. https://doi.org/10.1145/3295750.3298935 Alternatively, conference proceedings published in a journal should follow the models on presenting journal articles.	(Buchanan et al., 2019)

General Websites

University teachers advise against using websites that are not associated with identifiable and reliable journals, scholars, universities, research organisations (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. The library have resources to help you evaluate information.

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

Website Type	Reference List	In-text Citation
Webpage - group author	ACT Raising Safe Kids Program. (n.d.). *About ACT raising safe kids program.* https://www-apa-org.ezproxy.csu.edu.au/act/about/ (n.d.) means that the date of publication was unavailable. When the author and publisher are the same, omit the publisher section.	(ACT Raising Safe Kids Program [ACTRSKP], n.d.)
Webpage - individual author	Nordquist, R. (2018). *Cohesion exercise: Combining and connecting sentences.* ThoughtCo. https://www.thoughtco.com/cohesion-exercise-combining-sentences-1692189	(Nordquist, 2018, para. 3).
Internet document—no author	Effects of global warming on whales. (n.d.). http://www.stopwhaling.org/site/c.foJNIZOyEnH/b.2660179/k.BBA7/Stop_Whaling__Effects_of_Global_Warming_on_Whales__IFAW_US.htm Begin the entry with the title of the document in lieu of the author.	("Effects of Global Warming," n.d., para. 3). In-text, use a short title. The first and major words are capitalised, and quotation marks are used to show the title rather than the author. No italics.

Personal Communications

Personal Communication	Reference List	In-text Citation
Personal communication (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 31, 2017). (B. G. Binns, personal communication, July 31, 2017) Please note the position of the author's initials.

Secondary Sources

Source Type	Reference List	In-text Citation
Book	Truss, L. (2003). *Eats, shoots, and leaves: The zero tolerance approach to punctuation*. Profile. **Cite the book that you actually read.** **Cite secondary sources sparingly and if possible find the primary source, and read and cite it, rather than citing a secondary source.**	According to Paul Robinson (2002, as cited in Truss, 2003, p. 124), semi-colons are often used pretentiously. If the year of publication from the primary source is known, include it in the citation.
Journal article	Bourke, C. A. (2005). A review of kikuyu grass (*Pennisetum clandestinum*) poisoning in cattle. *Australian Veterinary Journal, 85*(7), 261–267. https://doi.org/10.1111/j.1751-0813.2007.00168.x **Cite the journal that you actually read.**	Peet et al. (1990, as cited in Bourke, 2005, p. 264) examined the stomachs of affected sheep . . . . . . (Peet et al., 1990, as cited in Bourke, 2005, p. 264).

Legal materials, legislation and case law

Generally, legal materials within Australia are referenced according to the Australian Guide to Legal Citation (4th ed.) (AGLC4, 2018). However, you must check with your lecturer as to their requirements for referencing legal material, and you must use the referencing resources they provide.

Case law	Reference List	In-text Citation
Case law	Mabo v Queensland, 166 CLR 186 (1988). Carey v Price, 132 ALR 255 (2005). *Note.* The case name appears in standard type in the reference list, but in italics in the in-text citation. A URL can and should (where possible) be included after the year in the reference list to help your reader locate the relevant case online.	In the case of *Mabo v Queensland* (1988), the judgement... This was disputed by council for the plaintiff (*Carey v Price*, 2005)... The in-text case name is written in italics and the year is in brackets.

Legislation	Reference List	In-text Citation

Statutes, acts and regulations
 	
These may be produced by the Commonwealth and State governments. The AGLC4 also provides the format for international law.
	Law Enforcement (Powers and Responsibilities) Act 2002 (NSW) s 14.
	
	Anti-Discrimination Act 1991 (Qld) s 15 (2019).
	
	Copyright Act 1968 (Cth).
	
	Place reference list entries for legislation and case law after the general reference list, listed alphabetically and under their relevant title, as shown below. The titles 'References', 'Cases' and 'Legislation' should all be centred and presented in bold.
	
	References
	
	Benesch, S. (2001). *Critical English for academic purposes: Theory,*
	
	   politics, and practice. Lawrence Erlbaum.
	
	Stallings, W. (2007). *Data and computer communications* (8th ed.).
	
	   Pearson Prentice Hall.
	
	Cases
	
	McIntyre v Regina, NSWCCA 305 (2009)
	
	https://www.caselaw.nsw.gov.au/decision/549feee43004262463c4a66e
	
	R v Lavender, 222 CLR 67 (2005) Legal database - View: Cases: R v.
	
	Lavender - (4 August 2005) (ato.gov.au)
	
	Legislation
	
	Crimes (Sentencing Procedure) Act 1999 (NSW)
	
	Law Enforcement (Powers and Responsibilities) Act 2002 (NSW)
		The Anti-Discrimination Act (1991, s 15) states that ...
		
		According to Section 3 of the Commonwealth Copyright Act (1968) ...
		
		Examples showing different ways of integrating legislation into sentences:
		
		According to section 14 of the Law Enforcement (Powers and Responsibilities) Act (2002), an officer may ask a driver and the passenger/s of a vehicle for the identities, which means their names and addresses.
		
		Law Enforcement (Powers and Responsibilities) Act (2002, s 14) stipulates that an officer may ask a driver and the passenger/s of a vehicle for their identities, which means their names and addresses.
		
		An officer may ask a driver and the passenger/s of a vehicle for their identities, which means their names and addresses (Law Enforcement [Powers and Responsibilities] Act 2002, s 14).

Example of a reference list in APA style

<div align="center">

References

</div>

Adelman, D. S., & Legg, T. J. (2009). *Disaster nursing: A handbook for practice*. Jones and Bartlett.

Hohol, A., Gilbert, J., & Johnston, M. (2016). Chronic obesity. In L. Deravin-Malone & J. Anderson (Eds.), *Chronic care nursing: A framework for*

practice (pp. 210–225). Cambridge.

McMurray, A., & Clendon, J. (2015). *Community health and wellness: Primary health care in practice* (5th ed.). Churchill Livingstone.

MIMS. (2019a). Central nervous system - antipsychotic agents. In *MIMS Online*. Retrieved December 18, 2019, from https://www-mimsonline-com-

au.ezproxy.csu.edu.au/MIMSData/en-AU/AbbrevXML/TCheadnotes/SH30300.htm

MIMS. (2019b). Rivaroxaban. In *MIMS Online*. Retrieved December 18, 2019, from https://www-mimsonline-com-

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Info&searchKeyword=Rivaroxaban&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=81970001_2

NSW Government Department of Health. (2018). *Medication handling in NSW public health facilities*.

http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2013_043.pdf

Nursing and Midwifery Board of Australia. (2016). *Registered nurse standards for practice*. http://www.nursingmidwiferyboard.gov.au/Codes-

Guidelines-Statements/Professional-standards.aspx

Nursing and Midwifery Board of Australia. (2018). *Code of conduct for nurses*.

http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx

Cases

McIntyre v Regina, NSWCCA 305 (2009) https://www.caselaw.nsw.gov.au/decision/549feee43004262463c4a66e

R v Lavender, 222 CLR 67 (2005) Legal database - View: Cases: R v. Lavender - (4 August 2005) (ato.gov.au)

Legislation

Crimes (Sentencing Procedure) Act 1999 (NSW) s 1.

Law Enforcement (Powers and Responsibilities) Act 2002 (NSW) s 14, s 99 (1)(b) & s 198.

Note on assignment layout:

The *APA Publication Manual* (7th ed.), 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. While student work may not be formally published, it still warrants the same care and attention to writing and referencing (APA, 2020, p. 3). 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. In all cases, the rules should be balanced with good judgement. If in doubt, check your subject outline or ask your lecturer.

Other Resources

- American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). https://doi.org/10.1037/0000165-000

- Chapter 10 of the *APA Publication Manual* (7th ed.) is available electronically through the library: https://primo.csu.edu.au/permalink/61CSU_INST/d67net/alma991013320469702357

- The official APA Style Blog (https://apastyle.apa.org/blog) is searchable and contains excellent advice for APA users

- The Academic Referencing Tool (ART), which is available at https://apps.csu.edu.au/reftool.

- The Academic Skills Discussion Forum in the Study Success site on Interact 2. This provides responses to referencing questions and can be searched.