

APA Referencing Style Guide

Books

Books	Reference List	In-text Citation	Zotero
1. One Author	<p>Gaston, T. E. (2009). <i>Historical issues in the book of Daniel</i>. Oxford, England: Taanathshiloh.</p> <p>Note the hanging indent for reference list items.</p> <p>In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or em dash (--), and proper nouns (APA, 2010, p. 101, para. 4.15).</p> <p>Where more than one place of publication is given, show only the first listed place.</p>	<p>APA allows three forms for in-text citations:</p> <ol style="list-style-type: none"> 1. The evidence is “admittedly meagre” (Gaston, 2009, p. 66). 2. Gaston (2009, p. 91) has suggested . . . 3. Gaston (2009) argues that “. . .” (p. 119). <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. Full stop goes at the end of the quote, not after the citation.</p>	<p>Select <i>Book</i> as the Reference Type. Enter Title, Author, Place, Publisher and Date.</p> <p>For a Publisher: Do NOT add the words <i>Publishing, Company, Org, Inc.</i> etc after a publisher’s name. The only words you should ever add are either <i>Press</i> or <i>Books</i>. For instance you would have <i>Yale University Press</i> but not <i>Praeger Publishers</i> – this would just be <i>Praeger</i>.</p>
2. Two authors	<p>Murphy, E., & Lewers, R. (2000). <i>The hidden hurt</i>. Ballarat, Australia: Wizard Books.</p>	<p>(Murphy & Lewers, 2000, p. 453).</p> <p>Murphy and Lewers (2000) describe bullying as “devastating” (p. 453).</p> <p>Cite both names every time the reference occurs in text.</p>	<p>Enter author names one under the other in the <i>Author</i> field. Click the plus sign to the right to add more authors.</p> <p>Ed Murphy Rob Lewers</p>
3. Three, four or five authors	<p>List all authors.</p> <p>Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). <i>The craft of research</i>. Chicago, MI: University of Chicago Press.</p> <p>Note the space before a second initial.</p>	<p>First in-text citation: Cite all names (Booth, Colomb, & Williams, 1995, p. 25)</p> <p>Second and subsequent citations: (Booth et al., 1995, p. 25)</p>	<p>Zotero will automatically shorten the citations in your document for second and subsequent citations.</p>
4. Six or seven authors	<p>List all authors</p>	<p>Cite only the first author, followed by et al. (James et al., 2004, p. 53)</p>	<p>Zotero will add the ‘et al’ for you.</p>

Books (cont.)	Reference List	In-text Citation	Zotero
5. Eight or more authors	<p>Include the first six authors' names, then insert an ellipsis and add the last author's name.</p> <p>Churchill, R., Ferguson, P., Godinho, S., Johnson, N. F., Keddie, A., Letts, W. Vick, M. (2011). <i>Teaching: Making a difference</i>. Milton, Australia: John Wiley & Sons.</p>	<p>Cite only the first author, followed by et al.</p> <p>(Churchill et al., 2011, p. 53)</p>	<p>Enter ALL author names one under the other in the <i>Author</i> field.</p> <p>Zotero will automatically shorten the citations in your document but it also adds 'et al' to your Reference List which is incorrect. Change manually.</p>
6. No author or editor	<p><i>Investigating Gallipoli: A resource for primary schools</i>. (2010). Woden, Australia: Department of Veterans' Affairs.</p> <p>As there is no author, the title appears in the author position.</p>	<p>(<i>Investigating Gallipoli</i>, 2010, p. 21)</p>	<p>Select <i>Book</i> as the Item Type and enter details. Add "Investigating Gallipoli" to <i>Short Title</i>. Do this for any long titles to shorten them for the citation.</p>
7. No author or editor and an edition other than the first	<p><i>Mosby's medical dictionary</i>. (8th ed.). (2009). St Louis, MO: Mosby/Elsevier.</p> <p>As there is no author, the title appears in the author position.</p>	<p>(<i>Mosby's medical dictionary</i>, 2009, p. 45)</p>	<p>Zotero <u>cannot</u> produce a correct result if the book has an edition number – it enters the edition information <u>after</u> the date. Omit the edition from the record and add manually later.</p>
8. Corporate author	<p>Victorian Department of Education. (1994). <i>Schools of The future</i>. Melbourne, Australia: Author.</p> <p>In this case the author and the publisher are the same and you will list the publisher as "Author".</p>	<p>(Victorian Department of Education, 1994, p. 23)</p>	<p>Select <i>Book</i> as the Item Type. Enter 'Victorian Department of Education,' in the <i>Author</i> field (change to one bar). Fill in the Title, Place and Date fields. Enter 'Author' in the <i>Publisher</i> field.</p>
9. Edited book	<p>Prinstein, M. J., & Dodge, K. A. (Eds.). (2008). <i>Understanding peer influence in children and adolescents</i>. New York, NY: Guilford Press.</p>	<p>(Prinstein & Dodge, 2008, p. 13)</p>	<p>Select <i>Book</i> as the Item Type. Change authors to editors. Add title, place, publisher and date.</p>

Books(Cont.)	Reference List	In-text Citation	Zotero
10. Long name: abbreviated title	New South Wales Department of School Education. (1994). <i>Road safety education policy statement: Pre-school to year 12</i> . Sydney, Australia: Author. A cross-reference for an abbreviated title may be included in your reference list: DSE – see New South Wales Department of School Education. Enter this manually, not through EndNote.	First in-text citation: (Department of School Education [DSE], 1994, p. 7) Subsequent citations: . . . (DSE, 1994, p. 12)	Select <i>Book</i> as the Item Type and complete the fields, with the author as the New South Wales Department of School Education. Adjust citation manually.
11. Single volume in a multi-volume work	Ward, A.W., & Waller, A. R. (Eds.). (1932). <i>The Cambridge history of English literature: Vol. 2. The end of the Middle Ages</i> . Cambridge, England: Cambridge University Press.	(Ward & Waller, 1932, p. 32). Ward and Waller (1932, p. 32) maintain . . . Ward and Waller (1932) suggest “...” (p. 32).	Select <i>Book</i> as the Item Type. Change authors to editors. Enter full title in the title field.
12. Complete set of books, e.g. Encyclopedia or dictionary set	Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York, NY: McGraw-Hill. Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> . (6 th ed., Vols. 1-20). London, England: Macmillan.	(Koch, 1959-1963) (Sadie, 1980)	For Koch , select <i>Book</i> as the Item Type. Enter Title Editor, Place, Publisher and date. Enter ‘6’ in the # of Volumes field. Only one date will appear. Edit manually later. For Sadie , enter as above. Add 6 th to <i>Edition</i> field and 20 to # of Volumes field.
13. Item from encyclopedia or dictionary With author	Collins, R. F. (1983). Fundamentalism. In A. Richardson & J. Bowden (Eds.), <i>The Westminster dictionary of Christian theology</i> (pp. 223-224). Philadelphia, PA: Westminster.	(Collins, 1983, p. 223)	Select <i>Book Section</i> as the Item Type and complete as for a chapter in an edited book. (No. 17 on p. 4)
14. Item from encyclopedia or dictionary No author	German army. (1984). In J. Keegan (Ed.), <i>The Rand McNally encyclopedia of World War II</i> (Vol. 1, pp. 99-102). Sydney, Australia: Colporteur Press.	(“German army,” 1984, p. 101) Add quotation marks to citation manually.	Select <i>Book Section</i> as the Item Type. Enter ‘German army’ as the Author (change field to one bar). Enter Keegan as editor. Enter book title, Place Published, Publisher, Volume and pages.
15. Edition of a book	Harmer, J. (2001). <i>The practice of English language teaching</i> (3 rd ed.). Essex, England: Longman.	(Harmer, 2001, p. 521) If it is a revised edition, put ‘Rev.’ e.g. (Rev. ed.).	Select <i>Book</i> as the Item Type. Fill in Title, Author, Place Published, Publisher and date. Enter ‘3rd’ in the <i>Edition</i> field.

Books(Cont.)	Reference List	In-text Citation	Zotero
16. Item in a series	Nicholas, P. (Comp. & Ed.). (2004). Soil, irrigation and nutrition. In <i>Grape Production Series: No. 2</i> . Adelaide, Australia: South Australian Resource and Development Institute. <i>Add 'Comp. &' manually. Also add 'In' manually.</i>	(Nicholas, 2004, p. 17)	Select <i>Book Section</i> as the Item Type. Enter Title and Editor. Enter series title as the book title.
17. Article or chapter in an edited book	Lett, W. (1989). Creativity and giftedness. In P. Langford (Ed.), <i>Educational psychology</i> (pp. 64-89). Sydney, Australia: Longman Cheshire. Baker, C. (2010). Joan Littlewood. In A. Hodge (Ed.), <i>Actor training</i> (2 nd ed., pp. 101-119). New York, NY: Routledge.	(Lett, 1989, p. 72) (Baker, 2010, p. 110) Use the chapter authors in the citations, NOT the editors of the book.	Select <i>Book Section</i> as the Item Type. Note: The page number range includes the first and last page of the full chapter, not just the pages used. See No. 12 on p. 18 for more information.
18. A book or article that is quoted in another source – a secondary source	You have read a journal article written by George Parker. In the article, George Parker includes a quote from a book authored by James Little (which you have not used in your own research). You would like to include James Little's quote in your own paper, but you do not have access to his book, <i>Short problems</i> . Include the journal in your reference list and refer to the book in your citation.	For example: Little mentions in his book <i>Short problems</i> that "many people have issues with being too short" (as cited in Parker, 2009).	Select <i>Journal article</i> as the Item Type and enter the article by Parker as normal. Insert a citation as normal and then go to <i>Edit and manage citations</i> . Add the words "as cited in" to the Prefix of the citation. Make sure you put a space after 'in'.
19. Classic works (e.g. Bible)	Does not need to be cited in the references; be sure to include the version you used in the first in-text citation.	First citation: Acts 10:17 (King James Version) Subsequent citations: James 3:12 (KJV)	Do your citations manually.
20. Unpublished Doctoral Dissertation	Wilfley, D. E. (1989). <i>Interpersonal analyses of bulimia: Normal-weight and obese</i> . (Unpublished doctoral dissertation). University of Missouri, Columbia, MO.	(Wilfley, 1989)	Select <i>Thesis</i> as the Item Type. Enter Title, Author, University, Place and Date. Enter 'Unpublished doctoral dissertation' in the <i>Type</i> field.
21. Unpublished Manuscript	Blackwell, E., & Conrod, P. J. (2003). <i>A five-dimensional measure of drinking motives</i> . Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada.	(Blackwell & Conrod, 2003, p.5)	Select <i>Manuscript</i> as the Item Type. Enter Title, Authors, Type, ie 'Unpublished manuscript', Place and Date.

Books(Cont.)	Reference List	In-text Citation	Zotero
22. Preface, introduction, foreword, epilogue or afterword	<p>1. Introduction written by someone other than the author of the book. Fuller, R. B. (1971). [Introduction]. In V. Papanek, <i>Design for the real world</i> (pp. vii-xix). New York, NY: Pantheon.</p> <p>Take out (Eds.) after V. Papanek and add another 'p' to pages manually.</p> <p>2. Epilogue written by the author of the book. Waldburg, R. (1992). [Epilogue]. <i>A child like that</i> (pp. 170-177). New York, NY: Feldheim.</p>	<p>1. (Fuller, 1971, p. xi)</p> <p>2. (Waldburg, 1992, p. 173)</p>	<p>1. Select <i>Book Section</i> as the Item Type. Enter '[Introduction]' in the Title. Enter Author and 'V. Papanek' as Editor (change to one bar). Enter Book Title and other fields.</p> <p>2. Select <i>Book Section</i> as the Item Type. Enter '[Epilogue]' in the <i>Title</i> field. Enter Author, Book Title, Place, Publisher and Pages.</p>
23. Translated book	Bringmann, K. (2007). <i>A history of the Roman republic</i> . (W. J. Smyth, Trans.). Cambridge, England: Polity Press. (Original work published 2002).	(Bringmann, 2002/2007, p. 56) Adjust manually to include both dates in the citation.	Select <i>Book</i> as the item Type. Enter book details. Enter 'Smyth, J.' in the <i>Translator</i> field. Enter 'Polity Press. (Original work published 2002)' in the <i>Publisher</i> field.
24. Published conference proceedings	Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), <i>Sociology for the New Millennium</i> . Paper presented at The Australian Sociological Association, Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Australia: Celts. Add 'Paper' manually.	(Wilkinson, 1999, p. 282)	Select <i>Conference Paper</i> as the Item Type. Complete relevant fields. Enter 'Monash University...' onwards in the <i>Place</i> field. Enter 'Celts' in the <i>Publisher</i> field.
25. Unpublished conference proceedings	Gidley, V. (2000, October 11-13). <i>Working together to make the dream a reality</i> . Paper presented at the ATSIM Indigenous Health Conference, Wahroonga, Australia. Add 'October 11-13' and 'Paper' manually.	(Gidley, 2000)	Select <i>Conference Paper</i> as the Item Type. and fill in the fields. Omit Title. Enter Author, Date, Proceedings Title, Conference Name and Place.
26. Commentary	Longenecker, R.N. (1981). Acts. In F. E. Gæbelein (Ed.), <i>The expositor's Bible commentary with the New International Version</i> (Vol. 9. John and Acts, pp. 205-573). Grand Rapids, MI: Zondervan.	(Longenecker, 1981, p. 220)	Select <i>Book Section</i> as the Item type. Add details. Enter '9. John and Acts' in the <i>Volume</i> field.

Periodicals : Articles in Print

---- Journals, monthly and weekly magazines, and newspapers.

Periodicals	Reference List	In-text Citation	Zotero
27. One author	Crispin, G. (1996). Trial by fire. <i>Pottery in Australia</i> , 35(3), 8-10. The volume number (35) is italicized, but the issue number (3) is not.	(Crispin, 1996, p. 10)	Select <i>Journal Article</i> as the Item Type. Enter details into Author, Year, Title (of article), Journal (name of journal), Volume, Issue and Pages.
28. Two authors	Watts, M., & Walstad, W. (2010). Economic education in an international context. <i>Journal of Economic Education</i> , 41(4), 410.	(Watts & Walstad, 2010, p. 410)	Enter additional authors by hitting the plus sign to the right of Author.
29. Three, four or five authors	O'Connell, P., Pepler, D., & Craig, W. (1999). Peer involvement in bullying: Insights and challenges for intervention. <i>Journal of Adolescence</i> , 22(4), 437-452.	First in-text citation: Cite all names (O'Connell, Pepler, & Craig, 1999, p. 439) Subsequent citations: (O'Connell et al, 1999, p. 432)	Select <i>Journal Article</i> as the Item Type. Adjust to add 'et al' manually.
30. Six or seven authors	List all authors	For six or more authors, cite only the first author followed by et al. (James et al., 2011, p. 76)	Select <i>Journal Article</i> as the Item Type. Adjust to add 'et al' manually.
31. Eight or more authors	Liu, Y., Zhou, J., Yang, H., Yao, W., Yang, B., . . . Wang, X. (2007). Susceptibility and transmissibility of pigeons to Asian lineage highly pathogenic avian influenza virus subtype H5N1. <i>Avian Pathology</i> , 36(6), 461-465.	(Liu et al., 2007, p. 463) Zotero adds et al for you.	List ALL the authors. Zotero places 'et al' in the reference list instead of '...' Change manually.
32. No author named	A rose is a rose is a rose: Bullying in all of its disguises. (2011). <i>Journal of Psychosocial Nursing & Mental Health Services</i> , 49(10), 6-7.	("A rose is a rose is a rose," 2011, p. 6)	Select <i>Journal Article</i> as the item Type. Enter details. Enter 'A rose is a rose is a rose' to <i>Short Title</i> .
33. Abstract	Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison case studies [Abstract]. <i>British Journal of Learning Disabilities</i> , 36(1), 54-58.	(Paterson, 2008, p. 58)	Select <i>Journal Article</i> as the Item Type. Enter 'Abstract' at the end of the Title.
34. Magazine article	Tolson, J. (2005, October). The battle that changed the world. <i>U.S. News and World Report</i> , 139(15), 56-65.	(Tolson, 2005, p. 60) If it is a weekly magazine, enter the full date e.g.(2005, October 24) with citation as above.	Select <i>Magazine Article</i> as the Item Type. Enter '2005, October' into the <i>Date</i> field. Complete other fields.

Periodicals (Cont.)	Reference List	In-text Citation	Zotero
35. Newspaper article	Carolyn, A. (2011, November 29). Top award for designer who dressed Kate, <i>The Times</i> , p. 17.	(Carolyn, 2011, p. 17)	Select <i>Newspaper Article</i> as the Item Type. Enter '2011, November 29' into the <i>Date</i> field. Complete other fields.
36. Newspaper article, no author	GM to sell Saab to Dutch luxury-car maker Spyker. (2010, January 27). <i>The Ottawa Citizen</i> , p. E6. Non-consecutive pages appear as e.g. p. 1:18	("GM to sell Saab," 2010, p. E6)	Select <i>Newspaper Article</i> as the Item Type. Enter 'GM to sell Saab to Dutch luxury-car maker Spyker,' in the <i>Title</i> field. Enter '2010, January 27' into the <i>Date</i> field. Enter 'E6' into the <i>Pages</i> field. Enter 'GM to sell Saab' into <i>Short Title</i> field. Complete other fields.
37. Letter to the editor	Berkowitz, A. D. (2000, November). How to tackle the problem of student drinking [Letter to the editor]. <i>The Chronicle of Higher Education</i> , p. B20.	(Berkowitz, 2000, p. B20) Add B20 in <i>Pages</i> when you insert citation	Select <i>Newspaper Article</i> as the item Type. Enter title and '[Letter to the editor]' in the <i>Type of Article</i> field and 'p. B20' in the <i>Pages</i> field. Complete other fields
38. Editorial in a newspaper	Staples, B. (2008, September 22). Barack Obama, John McCain and the language of race [Editorial]. <i>New York Times</i> , p. A22.	(Staples, 2008, p. A22) Add A22 in <i>Pages</i> when you insert citation	Select <i>Newspaper Article</i> as the Item Type. Enter title and '[Editorial]' in the <i>Title</i> field and 'p. A22' in the <i>Pages</i> field. Complete other fields.
39. Editorial, no author	Omnivore's delight [Editorial]. (2011, October 22). <i>Bismarck Tribune</i> , p. 8.	("Omnivore's delight," 2011, p. 8) Adjust citation manually to remove [Editorial]	Select <i>Newspaper Article</i> as the Item Type. Enter 'Omnivore's delight [Editorial]'.in the <i>Title</i> field and '8' in the <i>Pages</i> field. Complete other fields.
40. Book review	Clark, J. (2012, May 15). Thriller shows no remorse [Review of the book <i>No remorse</i> by Ian Walkely]. <i>Bayside Bulletin</i> , p. 41.	(Clark, 2012, p. 41)	Select <i>Newspaper Article</i> as the item Type. Enter 'Thriller shows no remorse [Review of the book <i>No remorse</i> by Ian Walkely]' in the <i>Title</i> field. Complete <i>Publication, Date</i> and <i>Pages</i> fields.

Reports, theses, manuscripts, fact sheets etc

	Reference List	In-text Citation	Zotero
41. Research Report	Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991). <i>Comparability of computer and paper-and-pencil scores for two CLEP general examinations</i> (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.	First in-text citation: Cite all names (Mazzeo, Druesne, Raffeld, Checketts, & Muhlstein, 1991) Subsequent citations: (Mazzeo et al., 1991)	Select <i>Report</i> as the Item Type. Enter title and authors. Enter '91-5' in <i>Report Number</i> and 'College Board Rep.' in <i>Report Type</i> field. Enter 'Princeton, NJ' in <i>Place</i> and 'Educational Testing Service' in <i>Institution</i> .
42. Government Report	U.S. Department of Health and Human Services. (1992). <i>Pressure ulcers in adults: Prediction and prevention</i> (AHCPH Publication No. 92-0047). Rockville, MD: Author.	(U.S. Department of Health and Human Services, 1992)	Select <i>Report</i> as the Item Type. Change Author to one bar and enter 'U.S. Department of Health and Human Services' Enter <i>Title</i> , <i>Report Number</i> and <i>Report Type</i> , <i>Place</i> and <i>Date</i> . Enter 'Author' in the <i>Institution</i> field.
43. Fact Sheet	NSW Department of Health. (2007, September 24). <i>Solarium safety</i> [Fact sheet]. Retrieved April 24, 2012, from http://www.health.nsw.gov.au/factsheets/general/solarium.html	(NSW Department of Health, 2007, Causes of cancer, para. 2) Adjust citation manually.	Select <i>Web Page</i> as the item Type. Enter 'NSW Department of Health,' as the <i>Author</i> . Enter '<i>Solarium safety</i> [Fact sheet]' in the <i>Title</i> field. Enter other details.
44. Brochure	California Board of Psychology. (2005). <i>For your peace of mind</i> [Brochure]. Retrieved March 3, 2012, from http://www.Psychboard.ca.gov/formspubs/brochure.pdf	(California Board of Psychology, 2005)	Select <i>Web Page</i> as the item Type. Enter 'California Board of Psychology,' as the <i>Author</i> . Enter '<i>For your peace of mind</i> [Brochure]' as the <i>Title</i> . Enter other details.
45. Press Release	NSW Department of Primary Industries. (2008, November 14). <i>NSW helps Tasmania put the lid on foxes</i> [Press Release]. Retrieved from http://dpi.nsw.gov.au	(NSW Department of Primary Industries, 2008, para. 5) Adjust citation manually.	Enter as above.
46. Master's Thesis	Hedrich, K. (2011). <i>A design for synergistic learning in higher education</i> (Master's thesis). Retrieved from ProQuest Dissertations & Theses database. (UMI No. 1502940).	(Hedrich, 2011)	Select <i>Thesis</i> as the Item Type. Enter 'Master's thesis' in <i>Type</i> . Enter 'Proquest Dissertations database. (UMI No. 1502940).' In <i>URL</i> field.

Reports, etc	Reference List	In-text Citation	Zotero
47. Doctoral Dissertation	Notgarnie, H. (2011). <i>Critical thinking skills of United States dental hygiene students</i> (Doctoral dissertation, University of Phoenix). Retrieved from http://gradworks.umi.com/34/55/3455557.html	(Notgarnie, 2011)	Select <i>Thesis</i> as the Item Type. Enter as above.
48. Lecture notes and personal communication e.g. interviews, letters, e-mails	Personal communication may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, e-mail or messages etc. They are only cited within the text and not included in the Reference List.	For a lecture given by Dr Ross Cole: "Job's trials " (R. Cole, personal communication, March 14, 2012)	Do this manually.
49. PowerPoint slides	Heise, L. (2010). <i>Christian living</i> [PowerPoint slides]. Retrieved February 13, 2012, from http://moodle.avondale.edu.au/course/view.php?id=997	A PowerPoint or published lecture notes are in a more permanent format and need to be referenced. In-text According to Heise (2010) OR Research indicates ... (Heise, 2010)	Select <i>Web Page</i> as the Reference Type. Enter '<i>Christian living</i> [PowerPoint slides]' in the <i>Title</i> . Enter other details.
50. Course reader	Your course reader is made up of different types of sources. Do not reference the reader as a whole. Cite them according to the source.	For example, if it is a journal article within the reader, it should be cited as a journal article.	

Electronic media

Retrieval dates: Not included if the content is not likely to be changed, for example if the article has come from a Database or reputable source.

Journal Articles

Online Journal Articles	Reference List	In-text Citation	Zotero
51. Article from a Database	Woodward, M. (2012). Sleep in older people. <i>Reviews in Clinical Gerontology, 22</i> (2), 130. Retrieved from http://search.proquest.com/docview/926713412?accountid=26359	(Woodward, 2012, p. 130) In general APA 6 th states that you do not need to include the name of the Database in your reference and you would reference the article as you would for a print article. Check with your lecturer.	Select <i>Journal Article</i> as the Item Type. Enter article details including the URL.
52. Article from an online periodical	Petrys, D. (2011). Ensuring vaccine safety. <i>Health Voices, 9</i> (10), 12. Retrieved from https://www.dhf.org.au/pdfs/chf/Voices-October-2011.pdf	(Petrys, 2011, p. 12)	Select <i>Journal Article</i> as the Item Type and enter details with the URL.
53. Electronic article with a DOI	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: practice and Research, 45</i> (2), 10-36. doi:10.1037/1061-4087.45.2.10	(Klimoski, 1993, p. 29)	Select <i>Journal Article</i> as the Item Type and enter details including the DOI field.
54. Online magazine article	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology, 39</i> (6). Retrieved from http://www.apa.org/monitor/	(Clay, 2008)	Select <i>Magazine Article</i> as the Item Type and fill in the relevant fields
55. Online Newspaper article	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from http://www.nytimes.com For an online newspaper article, give the URL of the newspaper's home page.	(Brody, 2007)	Select <i>Newspaper Article</i> as the Item Type and fill in the relevant fields

Electronic books

Online books	Reference List	In-text Citation	Zotero
56. Electronic book	Storey, K. (2004). <i>Functional metabolism: Regulation and adaptation</i> . Retrieved from http://netLibrary.com/urlapi.asp?action=summary&v=1&bookid=129390	(Storey, 2004, p. 23)	Select <i>Book</i> as the Item Type and fill in the relevant fields. Omit publishing details and add URL.
57. Electronic book found through a database	Forsyth, P. (2010). <i>Successful time management</i> (2 nd ed.). Retrieved from http://www.avondale.ebib.com.au	(Forsyth, 2010, p. 76)	Select <i>Book</i> as the Item Type and fill in the relevant fields. Omit publishing details and add URL
58. Electronic book chapter	Symonds, P. M. (1958). Human drives. In C. L. Stacey & M. DeMartino (Eds.), <i>Understanding human motivation</i> (pp. 11-22). doi:10.1037/11305-002	(Symonds, 1958, p. 11)	Select <i>Book Section</i> as the Item Type and fill in the relevant fields. Omit publishing details and add URL.
59. Electronic book chapter from an edited online book, not from a library database	Anderson, E. (2005). Dewey's moral philosophy. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall, 2008 ed.). Retrieved from http://plato.stanford.edu/entries/dewey-moral/	(Anderson, 2005, p. 39) Include the URL of the chapter, not the whole book.	Select <i>Book Section</i> as the Item Type and fill in the relevant fields. Enter '(Fall, 2008, ed.)' in the <i>Series</i> field.

Reference Materials

	Reference List	In-text Citation	Zotero
60. Whole online Encyclopedia	<i>Columbia encyclopedia</i> (2 nd ed., Vols. 1-45). (2000). Retrieved from http://www.columbia.com This will need to be edited manually to put date in the correct place and take away the full stop after the title.	(<i>Columbia encyclopedia</i> , 2000)	Select <i>Book</i> as the Item Type. Enter title, edition and date. Add '45' to # of Volumes. field. Enter URL.
61. Online Dictionary	Pluperfect. (2009). In <i>Oxford English dictionary online</i> . Retrieved from http://dictionary.oed.com/ Edit manually to add the word 'In'	("Pluperfect," 2009) Adjust citation using Note 2 on p. 17.	Select <i>Book Section</i> as the Item Type. Enter details including the URL.
62. Australian Bureau of Statistics	Australian Bureau of Statistics. (2011). <i>Australian demographic statistics</i> (No. 3101.0). Canberra, Australia: Author.	First in-text citation: (Australian Bureau of Statistics [ABS], 2011) Subsequent citations: (ABS, 2011) Add [ABS] manually to citation and adjust for future citations.	Select <i>Report</i> as the Item Type. Enter details. Enter '3101.0' in the <i>Report Number</i> field. Enter 'Author' in the <i>Institution</i> field.

Websites

	Reference List	In-text Citation	Zotero
63. Webpage	Morgan, J. (2004). Stretching forward to learn. Retrieved March 3, 2012, from http://www.corpun.com/solihull.htm	(Morgan, 2004)	Select <i>Web Page</i> as the Item Type and complete the required fields.
64. Webpage with author but no date	Field, E. M. (n.d.). Bully blocking. Retrieved February 5, 2012, from http://www.bullying.com.au	(Field, n.d.)	Select <i>Webpage</i> as the Item Type. Complete fields. Enter any Section and paragraph information (if required) in the <i>Suffix</i> field of your citation e.g. Multimedia section, para. 4.
65. Entire Web site	When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is given in the text of your paper.	e.g. "The Australian Institute of Architects enhances the professional standards of architects and provides support and encouragement to its members (http://www.architecture.com.au/)."	

Websites (Cont.)	Reference List	In-text Citation	Zotero
66. Chapter or section in an internet document – with author	Ogilvie, D. (n.d.). Why I don't eat honey. In <i>Why be vegan</i> . Retrieved March 4, 2012, from http://www.vnv.org.au/WhyBeVegan.htm Add 'In' manually.	(Ogilvie, n.d.)	Select <i>Web Page</i> as the Item Type and complete fields.
67. Internet document – no date or author	<i>GVU's 8th WWW user survey</i> . (n.d.). Retrieved May 2, 2012, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/	("GVU's 8th WWW user survey," n.d., para.2) Add 'para. 2' as a suffix in the citation.	Select <i>Web Page</i> as the Item Type. Complete fields.
68. Wikipedia entry	Global warming. (2009, January 1). In <i>Wikipedia</i> . Retrieved January 8, 2010, from http://en.wikipedia.org/wiki/Global_warming	("Global warming," 2009)	Select <i>Web Page</i> as the Item Type. Look for the <i>Last date modified</i> on the webpage and use this date, including month and day. Complete other fields.

Videos, podcasts etc

	Reference List	In-text Citation	Zotero
69. Motion picture/ video recording	Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures. Take out the full stop after the title manually	(Scorsese & Lonergan, 2000) Normally you would select <i>Film or Broadcast</i> → as the Reference Type, but because this has a Writer/Director, you will need to manipulate the entry to get it right.	Select <i>Video Recording as</i> the Item Type. Enter <i>Title</i> . Change Author field to one bar and enter 'Scorsese, M. (Producer)' and 'Lonergan, K. (Writer/Director)' as Directors (click the + to add another director). Enter '[Motion picture]' in the <i>Series Title</i> field. Add Place, and 'Paramount Pictures' in the Studio field. Add date.
70. TV program	Anderson,R., & Morgan, C. (Producers). (2008, June 20). <i>60 Minutes</i> [Television broadcast]. Washington, DC: CBS News. Enter (Producers) manually.	(Anderson & Morgan, 2008)	Select <i>Computer Program</i> as the Item Type. Enter Title. Enter authors as Programmers. Enter '[Television broadcast]' in <i>Series Title</i> . Enter '2008, June 20' into <i>Date</i> Enter Place and 'CBS News' as Company.

Videos etc	Reference List	In-text Citation	Zotero
71. Review of a motion picture	Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i>]. <i>Contemporary Psychology</i> , 37, 1146-1147.	(Kraus, 1992, p. 1146)	Select <i>Journal Article as</i> the Item Type. Enter Author and Date. Enter 'Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i>].' in the Title field. Enter Publication, Issue and pages.
72. Episode from a TV series	Egan, D. (Writer), & J. Alexander, (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Producer), <i>House</i> . New York: Fox Broadcasting.	(Egan & Alexander, 2005)	Easiest to do this manually.
73. Podcast	Van Nuys, D. (Producer). (2007, December 19). <i>Shrink rap radio</i> [Audio podcast]. Retrieved from http://www.shrinkrapradio.com/	(Van Nuys, 2007)	Easiest to do this manually.
74. Software	Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.	("Comprehensive Meta-Analysis (Version2)")	Easiest to do this manually.
75. Online forum or discussion board posting	Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to http://groups.earthlink.com/forum/messages/25.html	(Frook, 1999, July 23)	Easiest to do this manually.
76. Blog post	MiddleKid. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php	(MiddleKid, 2007, January 22)	Select <i>Blog Post</i> as the Item Type. Enter title and author. Enter '[Web log comment]' in the <i>Website Type</i> field. Enter date and URL
77. Audio recording	Schwartz, S. (2003). Popular [Recorded by K. Chenoweth]. On <i>Wicked a new musical: original Broadway cast recording</i> [CD]. New York, NY: Decca Broadway (November 10, 2003).	(Schwartz, 2003, track 7) Adjust citation by adding 'track 7' in the suffix field.	Select <i>Audio Recording</i> as the Item Type. Enter 'Popular [Recorded by K. Chenoweth]. On <i>Wicked a new musical: original Broadway cast recording</i> [CD]' in the title. Enter Performer, Place, Label and Date.

Videos etc	Reference List	In-text Citation	Zotero
78. Wikis	Self-study: Broadening the concepts of participation and program support. (2007). Retrieved June 18, 2008, from the Adult Literacy Education (ALE) Wiki: http://wiki.literacytent.org/index.php/Self-Study:Broadening_the_Concepts_of_Participation_and_Program_Support	("Self-study," 2007)	Select <i>Web Page</i> as the Item type. Enter Title and Date. Enter <i>Access Year</i> and <i>Date</i> . Enter 'the Adult Literacy Education (ALE) Wiki:' and URL in the <i>URL</i> field. Enter date accessed. Enter 'Self-study' in the Short Title field.

APA Abbreviations for American States and Territories

Add two-letter abbreviations (see full list below) for the names of American states when entering place of publication details for American books in your references list (e.g. New York, NY; Washington, DC; Springfield, IL; Hillsdale, NJ; etc.).

[When the place of publication is a country other than America, write the name of the city and the country (Birmingham, United Kingdom; Toronto, Canada; Sydney, Australia etc.).

Alabama AL	Alaska AK	American Samoa AS	Arizona AZ	Arkansas AR
California CA	Canal Zone CZ	Colorado CO	Connecticut CI	Delaware DE
District of Columbia DC	Florida FL	Georgia GA	Guam GU	Hawaii HI
Idaho ID	Illinois IL	Indiana IN	Iowa IA	Kansas KS
Kentucky KY	Louisiana LA	Maine ME	Maryland MD	Massachusetts MA
Michigan MI	Minnesota MN	Mississippi MS	Missouri MO	Montana MT
Nebraska NE	Nevada NV	New Hampshire NH	New Jersey NJ	New Mexico NM
New York NY	North Carolina NC	North Dakota ND	Ohio OH	Oklahoma OK
Oregon OR	Pennsylvania PA	Puerto Rico PR	Rhode Island RI	South Carolina SC
South Dakota SD	Tennessee TN	Texas TX	Utah UT	Vermont VT
Virginia VA	Virgin Islands VI	Washington WA	West Virginia WV	Wisconsin WI
Wyoming WY				

NOTES

1. Citations

If the work has **no author**, cite the first few words of the reference list entry (usually the title) and the year. Use quotation marks for the title of an article, chapter or webpage and italicize the title of a periodical, book, brochure or report e.g. ("Short-term memory," 2010) or (*Journal of Entertainment*, 2001)

Two or more works in the same parentheses: Order them the same way they appear in the reference list, separated by a semi-colon (Smith, 2002; Jones, 2004)

Authors with the same last name: Use first initials with the last names (E. Martin, 2010; L. Martin, 2011)

Two or more works by the same author in the same year: Use lower-case letters (a, b, c) after the year to arrange the reference list entries. Use the lower-case letters with the year in the citation e.g. Research by Carter (2000a) showed that ...

Two works by the same author in different years: Arrange by year of publication e.g. (Myers, 1998, 2003)

Anonymous: If a work is listed as "Anonymous" the citation and reference list will both cite as such e.g. (Anonymous, 2005)

2. Date

- Use date of copyright or date of edition if it is an edition other than the first
- Dates must be entered in "Month day" format, with the month spelled out in full e.g. (2012, March 16). The citation will only include the year (Black, 2012).
- If there is no date of publication use the abbreviation (n.d.). Use this in your citation as well: (Zahid, n.d.)
- Two or more works with the same author(s) and dates - alphabetize the entries by title and use *a, b*, etc in the dates:
Smith, D. (2006a) Smith, D. (2006b)
- Revised edition should be abbreviated to "Rev. ed." and "Abridged edition" to "Abr. ed." "Second edition, revised and enlarged would be "2nd ed."
- If the book is a reprint of an older book, reference it as:
Smith, John. (1920). *The sample book*. Reprint, New York, NY: Folley, 2010.

3. URL

The URL must NOT have the underlining that Word automatically applies. Correct this if it happens

e.g. <http://www.abs.gov.au/> Incorrect
<http://www.abs.gov.au/> Correct

If the URL does not fit onto a line, you may 'break' it to make it fit better. Do this before punctuation, such as the '/'.

5. Undated Web content, blogs, and data

The goal of a citation is to give the reader a clear path to the material you have used. For electronic and online materials, include stable URL or database name. Include the author, title and date published when available. For undated material, include the date the resource was accessed.

6. Publisher

Do NOT add the words *Publishing, Company, Org, Inc.* etc after a publisher's name. The only words you should ever add are either *Press* or *Books*. For instance you would have *Yale University Press* but not *Praeger Publishers* – this would just be *Praeger*.

7. Manually correcting your reference list

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No need to include if the content is not likely to be changed, for example if the article has come from a Database or reputable source.

9. Items from a Database

In general APA states that you do not need to include the name of the Database in your reference and you would reference the article as you would for a print article. This is because not everyone may have access to the database you are referring to. If the article is difficult to locate then you should provide database information. Check with your lecturer.

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E-mails and other personal communication such as letters, interviews, memos, unpublished lecture notes, etc should not be included in your reference section, but should be cited in-text e.g. (E. Smith, personal communication, February 16, 2002).

This is the preferred spelling for electronic terms in APA:

- e-mail
- e-journal
- Internet
- Web

11. Using brackets vs parentheses

In general, use brackets to indicate type of material e.g. [DVD] [Computer software] or if you are making an explanation within a quote e.g. “when he [John] exploded with fury” (Smith, 2010, p. 25).

12. More than one article or chapter from an edited book

If you quote from more than one chapter in the same book, with different authors, you will reference each chapter. This is easy to do in Zotero. Right click on the highlighted book and select ‘Duplicate selected item’. A duplicate copy of the reference will appear. Simply change the author and chapter title.