

# **APA Style Guide**

**With notes for EndNote**



**AVONDALE  
LIBRARIES**

INFORMATION. INNOVATION. INTEGRATION.

## Table of Contents

<b>Books</b> .....	1
1. One author	
2. Two authors	
3. Three, four or five authors	
4. Six or seven authors	
5. Eight or more authors	
<b>Books (Cont.)</b> .....	2
6. No author or editor	
7. No author or editor and an edition other than the first	
8. Corporate author	
9. Edited book	
10. Long name – abbreviated title	
11. Single volume in a multi-volume work	
<b>Books (Cont.)</b> .....	3
12. Complete encyclopedia or dictionary	
13. Item from encyclopedia or dictionary – with author	
14. Item from encyclopedia or dictionary article – with no author	
15. Edition of a book	
16. Item in a series	
17. Article or chapter in an edited book	
18. A book or article quoted in another source	
<b>Books (Cont.)</b> .....	4
19. Classic works (e.g. Bible)	
20. Unpublished doctoral dissertation	
21. Unpublished manuscript	
22. Online master’s thesis	
23. Online doctoral dissertation	
24. Preface, introduction, foreword, epilogue or afterword	
25. Translated book	
<b>Books (Cont.)</b> .....	5
26. Reprinted book	
27. Published conference proceedings	
28. Unpublished conference proceedings	
29. Commentary	
<b>Periodicals: Articles in print</b> .....	6
30. One author	
31. Two authors	
32. Three, four or five authors	
33. Six or seven authors	
34. Eight or more authors	
35. No author	

<b>Periodicals (Cont.)</b> .....	6
36. Abstract	
37. Magazine article	
38. Newspaper article.....	7
39. Newspaper article – no author	
40. Letter to the editor	
41. Editorial in a newspaper	
42. Editorial – with no author	
43. Review	
 <b>Reports, manuscripts, fact sheets etc</b> .....	8
44. Research report	
45. Government report	
46. Fact sheet	
47. Brochure	
48. Pamphlet	
 <b>Reports (Cont.)</b> .....	9
49. Press release	
50. Lecture notes and personal communication e.g. interviews, letters, e-mails	
51. PowerPoint slides	
52. Course readers	
53. Map, graph, table or chart	
54. Artwork from a book	
55. A work of art	
56. Google maps	
 <b>Electronic Media</b>	
 <b>Electronic journal articles</b> .....	10
57. Article from a database	
58. Article from an online periodical	
59. Electronic article with a DOI	
60. Online magazine article	
61. Online newspaper article	
 <b>Electronic books</b> .....	11
62. Electronic book	
63. Electronic book found through a database	
64. Electronic book chapter	
65. Electronic book chapter from an edited online book	
 <b>Reference materials</b> .....	12
66. Online encyclopedia	
67. Online dictionary	
68. Australian Bureau of Statistics	

<b>Websites</b> .....	12
69. Webpage	
70. Webpage with author but no date	
71. Entire website	
72. Chapter or section in an internet document – with author .....	13
73. Internet document – no date or author	
74. Wikipedia entry	
75. Image from a webpage	
<b>Videos, podcasts etc</b> .....	14
76. Motion picture/video recording	
77. TV program	
78. Review of a motion picture	
79. Episode from a TV series	
<b>Videos (Cont.)</b> .....	15
80. Radio broadcast	
81. YouTube	
82. Podcast	
83. Software	
84. Online forum or discussion board posting	
85. Blog post	
86. Audio recording .....	16
87. Wikis	
Abbreviations for American States	
<b>Notes for using APA style</b> .....	17
1. Rules for writing citations	
2. Editing a citation using EndNote	
3. Undated web content, blogs and data.....	18
4. Date	
5. URL	
6. Editing functions	
7. Retrieval dates when citing a webpage	
8. Using brackets vs parentheses	
9. Manually correcting your reference list .....	19
10. Publisher	
11. Items from a database	
12. Electronic media	
13. More than one article or chapter from an edited book	
14. Information in titles	

# APA Referencing Style Guide

## Books

Books	Reference List	In-text Citation	EndNote
<b>1. One Author</b>	<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.</p> <p>*Where more than one place of publication is given, show only the first listed place. Only Books and Press in the name of the publisher – don't use Publisher, Publishing, Inc., Co., &amp; Sons etc.</p>	<p>APA allows three forms for in-text citations:</p> <ol style="list-style-type: none"> <li>1. The evidence is “admittedly meagre” (Gaston, 2009, p. 66).</li> <li>2. Gaston (2009, p. 91) has suggested . . .</li> <li>3. Gaston (2009) argues that “. . .” (p. 119).</li> </ol> <p>*Note the space between p. and 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 Author, Year, Title, Place Published and Publisher.</p> <p><b>For a Publisher:</b> 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>
<b>2. Two authors</b>	<p>Murphy, E., &amp; Lewers, R. (2000). <i>The hidden hurt</i>. Ballarat, Australia: Wizard Books.</p> <p>*Note the comma after the initial and before the '&amp;'</p>	<p>(Murphy &amp; 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, no commas or full stops at the end: Murphy, Ed Lewers, Rob</p>
<b>3. 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, MI: University of Chicago Press.</p> <p>*List all authors. Note the space between initials.</p>	<p><b>First in-text citation:</b> Cite all names (Booth, Colomb, &amp; Williams, 1995, p. 25) <b>Second and subsequent citations:</b> (Booth et al., 1995, p. 28)</p>	<p>EndNote will automatically shorten the citations in your document for second and subsequent citations.</p>
<b>4. Six or seven authors</b>	<p>List all authors</p>	<p>Cite only the first author, followed by et al. (James et al., 2004, p. 53)</p>	<p>Add as above</p>
<b>5. Eight or more authors</b>	<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: Wiley.</p>	<p>Cite only the first author, followed by et al. (Churchill et al., 2011, p. 36)</p>	<p>Enter ALL author names one under the other in the <i>Author</i> field.</p> <p>EndNote will automatically shorten the citations in your document.</p>

Books (cont.)	Reference List	In-text Citation	EndNote
<b>6. No author or editor</b>	<p><i>Macquarie concise dictionary: Australia's national dictionary.</i> (2006). North Ryde, Australia: Macquarie Library.</p> <p>*As there is no author, the title appears in the author position.</p>	( <i>Macquarie concise dictionary</i> , 2006)	Select <i>Book</i> as the Reference Type and enter details. Enter 'Macquarie concise dictionary' in the <i>Short Title</i> field for your citation to be shortened.
<b>7. No author or editor and an edition other than the first</b>	<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>	( <i>Mosby's medical dictionary</i> , 2009)	EndNote <u>cannot</u> produce a correct result if the book has an edition number – it enters the edition information <u>after</u> the date. <b>Highlight and adjust the reference before handing in your assignment.</b>
<b>8. Corporate author</b>	<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>	(Victorian Department of Education, 1994, p. 23)	Select <i>Book</i> as the Reference Type. Enter 'Victorian Department of Education,' in the <i>Author</i> field. You <b>MUST</b> put a comma at the end in EndNote. Fill in the Year, Title and Place Published fields. Enter 'Author' in the <i>Publisher</i> field.
<b>9. Edited book</b>	<p>Prinstein, M. J., &amp; Dodge, K. A. (Eds.). (2008). <i>Understanding peer influence in children and adolescents.</i> New York, NY: Guilford Press.</p>	(Prinstein & Dodge, 2008, p. 13)	Select <i>Edited Book</i> as the Reference Type. Enter editors (list one under the other) year, title, publisher and place.
<b>10. Long name: abbreviated title</b>	<p>New South Wales Department of School Education. (1994). <i>Road safety education policy statement: Pre-school to year 12.</i> Sydney, Australia: Author.</p> <p>*A cross-reference for an abbreviated title may be included in your reference list: DSE – see New South Wales Department of School Education. (Easiest to enter this manually, not through EndNote)</p>	<p><b>First in-text citation:</b> (Department of School Education [DSE], 1994)</p> <p><b>Subsequent citations:</b> . . . (DSE, 1994)</p> <p><b>Adjust citation using methods outlined in Note 2 on p. 17.</b></p>	Select <i>Book</i> as the Reference Type and complete the fields, with the author as the 'New South Wales Department of School Education.' Remember to put a comma after the author's name in EndNote.
<b>11. Single volume in a multi-volume work</b>	<p>Ward, A.W., &amp; 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.</p>	<p>(Ward &amp; Waller, 1932, p. 32). Ward and Waller (1932, p. 32) maintain . . . Ward and Waller (1932) suggest "..." (p. 32).</p>	Select <i>Edited Book</i> as the Reference Type. Type the whole title in the title field.

Books (cont.)	Reference List	In-text Citation	EndNote
<b>12. Complete set of books, e.g. Encyclopedia or dictionary set</b>	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> (6th ed., Vols. 1-20). London, England: Macmillan.	(Koch, 1959-1963)  (Sadie, 1980)	Select <i>Edited Book</i> as the Reference Type. Enter Editor, Year(s) and Title. Enter '(Vols. 1-6). New York, NY' in the <i>Place Published</i> field. or '(6th ed., Vols. 1-20). London, England' for the second example.
<b>13. Item from encyclopedia or dictionary</b> 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 Reference Type and complete as for a chapter in an edited book (see below).
<b>14. Item from encyclopedia or dictionary</b> 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)	Select <i>Book Section</i> as the Reference Type. Enter 'German army,' as the Author and Keegan as the Editor. Add book title and <b>add a space</b> at the end of the title to eliminate the full stop. Add '(Vol. 1, pp. 99-102). Sydney, Australia' in the <i>Place Published</i> .
<b>15. Edition of a book</b>	Harmer, J. (2001). <i>The practice of English language teaching</i> (3rd ed.). Harlow, England: Longman.	(Harmer, 2001, p. 521) *If it is a revised edition, put 'Rev.' e.g. (Rev. ed.).	Select <i>Book</i> as the Reference Type. Enter '3rd' in the <i>Edition</i> field.
<b>16. Item in a series</b>	Nicholas, P. (2004). <i>Soil, irrigation and nutrition</i> . In <i>Grape Production Series: No. 2</i> . Adelaide, Australia: South Australian Resource and Development Institute.	(Nicholas, 2004, p. 17)	Select <i>Unpublished Work</i> as the Reference Type. Enter 'In <i>Grape Production Series: No. 2</i> ' in the <i>Series Title</i> field. Put relevant sections in italics manually.
<b>17. Article or chapter in an edited book</b>	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> (2nd ed., pp. 101-119). New York, NY: Baker.  The order is:  Author/s of chapter. Date. Title of chapter. In Name of editor/s (Ed/s.), Title of book in italics (p. or pp.). Place of publication: Publisher.	(Lett, 1989, p. 72) (Baker, 2010, p. 110) *Use the chapter authors, NOT the editors of the book.  * <b>Note:</b> In the reference list, the page number range includes the first and last page of the full chapter, not just the pages used.	Select <i>Book Section</i> as the Reference Type. Enter 'Lett, W.' in the <i>Author</i> field and '1989' in the <i>Year</i> field. Enter 'Langford, P.' in the <i>Editor</i> field. Enter Book Title, Place Published and Publisher, and complete the Pages field.

Books(Cont.)	Reference List	In-text Citation	EndNote
<b>18. A book or article that is quoted in another source – a secondary source</b>	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).  The journal article by George Parker must be in your reference list.	Select <i>Journal article</i> as the Reference 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’.
<b>19. Classic works (Bible)</b>	Does not need to be cited in the references; be sure to include the version you used in the first in-text citation.	<b>First citation:</b> Acts 10:17 (King James Version) <b>Subsequent citations:</b> James 3:12 (KJV)	Do your citations manually.
<b>20. Unpublished Doctoral Dissertation</b>	Wilfley, D. E. (1989). <i>Interpersonal analyses of bulimia: Normal-weight and obesity</i> (Unpublished doctoral dissertation). University of Missouri, Columbia, MO.	(Wilfley, 1989)	Select <i>Unpublished Work</i> as the Reference Type. Enter ‘(Unpublished doctoral dissertation)’ in the <i>Type of Work</i> field.
<b>21. Unpublished Manuscript</b>	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>Unpublished Work</i> as the Reference Type. Enter Author, Year and Title of Work. Enter ‘Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada’ in the <i>Type of Work</i> field.
<b>22. Online Master’s Thesis</b>	Gray, P. C. (2002). <i>Public learning and the art museum: Future directions</i> (Master's thesis). Retrieved from <a href="http://opac.acer.edu.au:8080/ert/index.html">http://opac.acer.edu.au:8080/ert/index.html</a> (ID: 134448).	(Hedrich, 2011)	Select <i>Thesis</i> as the Reference Type. Enter Author and Year. Enter the title and Thesis Type. Enter URL with (ID:13448). Put a full stop at the end.
<b>23. Online Doctoral Dissertation</b>	Notgarnie, H. (2011). <i>Critical thinking skills of United States dental hygiene students</i> (Doctoral dissertation, University of Phoenix). Retrieved from <a href="http://gradworks.umi.com/34/55/3455557.html">http://gradworks.umi.com/34/55/3455557.html</a>	(Notgarnie, 2011)	Select <i>Thesis</i> as the Reference Type. Enter Author and Year. Enter the title and ‘Doctoral dissertation, University of Phoenix’ all in the <i>Thesis Type</i> field. Complete the <i>URL</i> field.



Books(Cont.)	Reference List	In-text Citation	EndNote
<b>24. Preface, introduction, foreword, epilogue or afterword</b>	<p><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, NY: Pantheon.</p> <p><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, NY: Feldheim.</p>	<p>(Fuller, 1971, p. xi)</p> <p>(Waldburg, 1992, p. 173)</p>	<p>1. Select <i>Generic</i> as the Reference Type. Enter Author and Year. Enter '[Introduction]'. In V. Papanek,' in the <i>Title</i> field. Enter 'Design for the real world' in the <i>Secondary Title</i> field. Enter Place Published, Publisher and Pages.</p> <p>2. Select <i>Generic</i> as the Reference Type. Enter Author and Year. Enter '[Epilogue]' and title in the <i>Title</i> field. Italicise title. Enter Place Published, Publisher and pages.</p>
<b>25. Translated book</b>	<p>Bringmann, K. (2007). <i>A history of the Roman republic</i> (W. J. Smyth, Trans.). Cambridge, England: Polity Press. (Original work published 2002)</p> <p>*Note: there is no period after the parenthesis at the end of the record.</p>	<p>(Bringmann, 2002/2007, p. 56)</p> <p>*Include both dates in the citation. To do this go to <i>Edit &amp; Manage Citations</i>, exclude date, and type '2002/2007' in suffix. Put a space before 2002.</p>	<p>Select <i>Book</i> as the Reference Type. Enter book details. Enter 'W. J. Smyth' in the <i>Translator</i> field. Enter '(Original work published 2002)' in the publisher field and enter a space at the end to omit the full stop.</p>
<b>26. Reprinted book</b>	<p>Kimmel, A. J. (2007). <i>Ethical issues in behavioural research: Basic and applied perspectives</i>. Malden, MA. Blackwell. (Original work published 1966)</p> <p>*Note: there is no period after the parenthesis at the end</p>	<p>(Kimmel, 1966/2007)</p> <p>As above.</p>	<p>As above.</p>
<b>27. Published conference proceedings</b>	<p>Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, &amp; 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.</p>	<p>(Wilkinson, 1999, p. 282)</p>	<p>Select <i>Book Section</i> as the Reference Type. Complete relevant fields. Enter 'Paper presented ...' onwards in the <i>Place Published</i> field.</p>
<b>28. Unpublished conference proceedings</b>	<p>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.</p>	<p>(Gidley, 2000)</p>	<p>Select <i>Conference Proceedings</i> as the Reference Type and fill in the fields.</p>
<b>29. Commentary</b>	<p>Longnecker, 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.</p>	<p>(Longnecker, 1981, p. 220)</p>	<p>Select <i>Book Section</i> as the Reference type. Add details. Enter '9. John and Acts' in the <i>Volume</i> field.</p>

## Periodicals : Articles in Print

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

Periodicals	Reference List	In-text Citation	EndNote
<b>30. One author</b>	Crispin, G. (1996). Trial by fire. <i>Pottery in Australia</i> , 35(3), 8-10. *Note that the volume number (35) is italicized, but the issue number (3) is not. * Note that the title of the <b>journal</b> has capital letters for each word and is italicised, but the title of the <b>article</b> does not.	(Crispin, 1996, p. 10)	Select <i>Journal Article</i> as the Reference Type. Enter details into Author, Year, Title (of article), Journal (name of journal), Volume, Issue and Pages.
<b>31. Two authors</b>	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 authors under each other eg M. Watts W. Walstead
<b>32. Three, four or five authors</b>	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.	<b>First in-text citation: Cite all names</b> (O'Connell, Pepler, & Craig, 1999, p. 439) <b>Subsequent citations:</b> (O'Connell et al, 1999, p. 432)	Select <i>Journal Article</i> as the Reference Type. EndNote will shorten subsequent citations for you.
<b>33. Six or seven authors</b>	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 Reference Type. EndNote will shorten citations automatically.
<b>34. Eight or more authors</b>	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)	List ALL the authors. EndNote will arrange these in the correct format for you.
<b>35. No author named</b>	A rose is a rose is a rose: Bullying in all of its disguises. (2011). <i>Journal of Psychosocial Nursing &amp; 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 Reference Type. Enter details. Enter Short Title for your references.
<b>36. Abstract</b>	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 Reference Type. Enter details with [Abstract] at the end of the title.
<b>37. Magazine article</b>	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) Take out 'October' by <i>Excluding Year</i> & adding '2005, p. 60' to the suffix. Put a space <b>before</b> the date or it won't show.	Select <i>Journal Article</i> as the Reference Type. Enter '2005, October' into the <i>Year</i> field. Complete other fields.

Periodicals	Reference List	In-text Citation	EndNote
<b>38. Newspaper article</b>	Anderson, A. (2011, November 29). Top award for designer who dressed Kate. <i>The Times</i> , 17.	(Anderson, 2011, p. 17)  *Take out 'November 29' by <i>Excluding Year</i> & adding '2011, p. 17' to the suffix. Put a space before the date or it won't show.	Select <i>Journal Article</i> as the Reference Type. Enter '2011, November 29' into the <i>Year</i> field. Complete other fields. Enter '17' in the pages field.
<b>39. Newspaper article, no author</b>	GM to sell Saab to Dutch luxury-car maker Spyker. (2010, January 27). <i>The Ottawa Citizen</i> , pp. E6, E8.  *Note: Non-consecutive pages appear as 6:8 but if the pages have letter sections, they will be pp. E6, E8.	("GM to sell Saab," 2010, p. E6)  *Take out 'January 27' by <i>Excluding Year</i> & adding '2010, p. E6' to the suffix. Put a space before the date or it won't show.	Select <i>Newspaper Article</i> as the Reference Type. Enter '2010, January 27' into the <i>Year</i> field, 'E6, E8' into the <i>Pages</i> field and add a shortened title in the <i>Short Title</i> field.
<b>40. Letter to the editor</b>	1. 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.  2. Jones, M. D. (2013, April). [Letter to the editor]. <i>Smithsonian</i> , 40(3), 8.	(Berkowitz, 2000, p. B20) *Take out 'November' by <i>Excluding Year</i> & adding '2000, p. B20' to the suffix. Put a space before the date.  (Jones, 2013, p. 8)	Select <i>Journal Article</i> as the Reference Type. Enter title and '[Letter to the editor]' in the <i>Title</i> field and 'p. B20' in the <i>Pages</i> field.
<b>41. Editorial in a newspaper</b>	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)  *Take out 'September 22' by <i>Excluding Year</i> & adding '2008, p. A22' to the suffix. Put a space before the date.	Select <i>Journal Article</i> as the Reference Type. Enter title and '[Editorial]' in the <i>Title</i> field and 'p. A22' in the <i>Pages</i> field. Complete other fields.
<b>42. Editorial, no author</b>	Omnivore's delight [Editorial]. (2011, October 22). <i>Bismarck Tribune</i> , 8.	("Omnivore's delight," 2011, p. 8) *Take out 'October 22' by <i>Excluding Year</i> & adding '2011, p. 8' to the suffix. Put a space before the date.	Select <i>Journal Article</i> as the Reference Type. Enter 'Omnivore's delight [Editorial]' in the <i>Title</i> field but omit [Editorial] in the <i>Short Title</i> field.
<b>43. Review</b>	Clark, J. (2012, May 15). Thriller shows no remorse [Review of the book <i>No remorse</i> by Ian Walkely]. <i>Bayside Bulletin</i> , 41.  *This could also be a review of a movie, music recording, car, computer game etc. Enter any of these terms instead of 'book'.	(Clark, 2012, p. 41)  *Take out 'May 15' by <i>Excluding Year</i> and adding '2012' to the suffix. Put a space before the date.	Select <i>Journal Article</i> as the Reference Type. Enter 'Thriller shows no remorse [Review of the book <i>No remorse</i> by Ian Walkely]' in the <i>Title</i> field. Italicise as necessary. Complete <i>Journal</i> fields. Enter '41' in the <i>Page</i> field.

## Reports, manuscripts, fact sheets etc

	Reference List	In-text Citation	EndNote
<b>44. Research Report</b>	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.	<b>First in-text citation: Cite all names</b>  (Mazzeo, Druesne, Raffeld, Checketts, & Muhlstein, 1991)  <b>Subsequent citations:</b>  (Mazzeo et al., 1991)	Select <i>Report</i> as the Reference Type. Enter authors and year. Enter ' <i>Comparability of computer and paper-and-pencil scores for two CLEP general examinations</i> (College Board Rep. No. 91-5)' in the <i>Title</i> field. Manually italicise as needed. Enter 'Princeton, NJ' in <i>Place Published</i> and 'Educational Testing Service' in <i>Institution</i> .
<b>45. Government Report</b>	U.S. Department of Health and Human Services. (1992). <i>Pressure ulcers in adults: Prediction and prevention</i> (AHCPR Publication No. 92-0047). Rockville, MD: Author.	(U.S. Department of Health and Human Services, 1992)	Select <i>Report</i> as the Reference Type. Enter 'U.S. Department of Health and Human Services,' in the <i>Author</i> field (include comma) Enter Year and title and publication number in the <i>Title</i> field (italicise as needed). Enter 'Rockville, MD' in the <i>Place Published</i> field. Enter 'Author' in the <i>Institution</i> field.
<b>46. Fact Sheet</b>	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>	(NSW Department of Health, 2007, Causes of cancer, para. 2)  <b>Adjust citation using methods outlined in Note 2 on p. 17.</b>	Select <i>Computer Program</i> as the Reference Type. Enter 'NSW Department of Health,' as the <i>Programmer</i> . Enter Year and Title (manually italicise). Enter 'Fact sheet' as the Type. Enter URL.
<b>47. Brochure</b>	California Board of Psychology. (2005). <i>For your peace of mind</i> [Brochure]. Retrieved from <a href="http://www.Psychboard.ca.gov/formspubs/brochure.pdf">http://www.Psychboard.ca.gov/formspubs/brochure.pdf</a>	(California Board of Psychology, 2005)	Select <i>Computer Program</i> as the Reference Type. Enter 'California Board of Psychology,' as the <i>Programmer</i> . Enter Year and Title (manually italicise). Enter 'Brochure' as the Type. Enter URL.
<b>48. Pamphlet</b>	Gable, S. (2008). <i>Nurturing children's talents</i> [Pamphlet]. Columbia, MO: University of Missouri. (Original work published 1999)	(Gable, 1999/2008)	Select <i>Computer Program</i> as the Reference Type. Enter 'Gable, S' as the <i>Programmer</i> . Enter Year and Title (manually italicise). Enter 'Pamphlet' as the Type. Enter everything after 'University' in the <i>Publisher</i> field.

Reports, etc	Reference List	In-text Citation	EndNote
<b>49. Press Release</b>	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://dpi.nsw.gov.au">http://dpi.nsw.gov.au</a>	(NSW Department of Primary Industries, 2008, para. 5) <b>Adjust citation using Note 2 on p. 17</b>	Enter as above, with 'Press Release' as the <i>Type</i> .
<b>50. Lecture notes and personal communication e.g. interviews, letters, e-mails</b>	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.
<b>51. PowerPoint slides</b>	Heise, L. (2010). <i>Christian living</i> [PowerPoint slides]. Retrieved from <a href="http://moodle.avondale.edu/au/view.php?id=997">http://moodle.avondale.edu/au/view.php?id=997</a>	A PowerPoint or published lecture notes are in a more permanent format and need to be referenced. <b>In-text</b> According to Heise (2010) OR Research indicates ... (Heise, 2010)	Select <i>Computer Program</i> as the Reference Type. Fill in fields, putting 'PowerPoint slides' under <i>Type</i> . Manually italicise the Title.
<b>52. Course reader</b>	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.	
<b>53. Map, graph, table or chart</b>	Magocsi, P. R. (2003). Population movements, 1944-1948 [map]. 1:8 890 000. In P. R. Magocsi, <i>Historical atlas of central Europe</i> (Rev. & ex. ed.). Seattle, WA: University of Washington Press.	(Magocsi, 2003)	Do this manually
<b>54. Artwork from a book</b>	Smith, D. (2009). Garden of Chinese snapdragons in autumn. In C. Jones (Ed.), <i>Art at the midpoint of our century</i> (p. 117). Boston, MA: Paul Revere Press.	(Smith, 2009)  Note: When artists give a painting a title it is italicised. Do not italicise titles that others have given to the work.	Select <i>Electronic Book Section</i> as the Reference Type. Enter p. 117 at the end of the title if there is only one page, otherwise they can be added in the <i>Pages</i> field.
<b>55. A work of art</b>	Hopper, E. (1930). <i>Early Sunday morning</i> [Oil on canvas]. Whitney Museum of American Art, New York, NY.	(Hopper, 1930)	Select <i>Manuscript</i> as the Reference Type. Enter [Oil on canvas] in the <i>Type of Work</i> .
<b>56. Google maps</b>	Nooksack, WA. (2010, April 22). Google Maps. Google. Retrieved from <a href="http://maps.google.com/maps?f=q&amp;source=s_q&amp;hl=en&amp;geocode=&amp;q=Nooksack">http://maps.google.com/maps?f=q&amp;source=s_q&amp;hl=en&amp;geocode=&amp;q=Nooksack</a>		Select <i>Blog</i> as the Reference Type. Enter <i>Year</i> and 'Nooksack, WA' as the <i>Title of Entry</i> . Enter 'Google Maps. Google.' as the <i>Type of Medium</i> . Enter URL.

# Electronic media

## Journal Articles

Online Journal Articles	Reference List	In-text Citation	EndNote
<b>57. Article from a Database</b>	Woodward, M. (2012). Sleep in older people. <i>Reviews in Clinical Gerontology, 22</i> (2), 130. Retrieved from <a href="http://search.proquest.com/docview/926713412?accountid=26359">http://search.proquest.com/docview/926713412?accountid=26359</a>  <b>*Retrieval dates:</b> Not included if the content is not likely to be changed, for example if the article has come from a Database or reputable source. Include for sites such as wikis.	(Woodward, 2012, p. 130)	Select <i>Electronic Article</i> as the Reference Type. Enter article details. Enter the URL.
<b>58. Article from an online periodical</b>	Petrys, D. (2011). Ensuring vaccine safety. <i>Health Voices, 9</i> (10), 12. Retrieved from <a href="https://www.dhf.org.au/pdfs/chf/Voices-October-2011.pdf">https://www.dhf.org.au/pdfs/chf/Voices-October-2011.pdf</a>	(Petrys, 2011, p. 12)	Select <i>Electronic Article</i> as the Reference Type and enter details with the URL.
<b>59. Electronic article with a DOI</b>	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  <b>*Note:</b> Use a doi in preference to a url if both are given	(Klimoski, 1993, p. 29)	Select <i>Electronic Article</i> as the Reference Type and enter details including the DOI field.
<b>60. Online magazine article</b>	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology, 39</i> (6). Retrieved from <a href="http://www.apa.org/monitor/">http://www.apa.org/monitor/</a> .	(Clay, 2008)	Select <i>Electronic Article</i> as the Reference Type and fill in the relevant fields
<b>61. Online Newspaper article</b>	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>	(Brody, 2007)	Select <i>Electronic Article</i> as the Reference Type and fill in the relevant fields

## Electronic books

Online books	Reference List	In-text Citation	EndNote
<b>62. Electronic book</b>	Storey, K. (2004). <i>Functional metabolism: Regulation and adaptation</i> . Retrieved from <a href="http://netlibrary.com/urlapi.asp?action=summary&amp;v=1&amp;bookid=129390">http://netlibrary.com/urlapi.asp?action=summary&amp;v=1&amp;bookid=129390</a>	(Storey, 2004)	Select <i>Electronic Book</i> as the Reference Type and fill in the relevant fields. Enter the title into the <i>Secondary Title</i> field to make sure it is in italics. Omit publishing details.
<b>63. Electronic book found through a database</b>	Forsyth, P. (2010). <i>Successful time management</i> (2nd ed.). Retrieved from <a href="http://avondale.ebib.com.au/patron/FullRecord.aspx?p=538089">http://avondale.ebib.com.au/patron/FullRecord.aspx?p=538089</a>	(Forsyth, 2010)	Select <i>Electronic Book</i> as the Reference Type and fill in the relevant fields. Enter the title into the <i>Secondary Title</i> field to make sure it is in italics. Omit publishing details.
<b>64. Online dissertation</b>	AbuDagg, A. (2009). A multilevel analysis of organizational and market predictors of patient assessments of inpatient hospital care (Doctoral dissertation). Retrieved from Pennsylvania State University's electronic Theses and Dissertations Archive: <a href="http://etda.libraries.psu.edu">http://etda.libraries.psu.edu</a>	(Symonds, 1958, p. 11)	Select <i>Computer Program</i> as the Reference Type and fill in the relevant fields, with Type as Doctoral dissertation, and everything after 'Retrieved from' in the URL field.
<b>65. Electronic book chapter from an edited book</b>	Anderson, E. (2005). Dewey's moral philosophy. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall, 2008 ed.). Retrieved from <a href="http://plato.stanford.edu/entries/dewey-moral/">http://plato.stanford.edu/entries/dewey-moral/</a>	(Anderson, 2005, p. 39)  *Include the URL of the chapter, not the whole book.	Select <i>Electronic Book Section</i> as the Reference Type and fill in the relevant fields. Enter '(Fall, 2008, ed.)' in the <i>Place Published</i> field. Italicise the <i>Book Title</i> .

## Reference Materials

	Reference List	In-text Citation	EndNote
<b>66. Whole online Encyclopedia</b>	<i>Columbia encyclopedia</i> (2nd ed., Vols. 1-45). (2000). Retrieved from <a href="http://www.columbia.com">http://www.columbia.com</a>	( <i>Columbia encyclopedia</i> , 2000)  Adjust citation using <b>Note 2</b> on p. 17.	Select <i>Newspaper article</i> as the Reference Type. Enter title (italicise) and '(2 <sup>nd</sup> ed., Vols. 1-45)' in the Title field. Enter date and URL.
<b>67. Online Dictionary</b>	Pluperfect. (2009). In <i>Oxford English dictionary online</i> . Retrieved from <a href="http://dictionary.oed.com/">http://dictionary.oed.com/</a>  *The author is not named so place the title in the author position.	("Pluperfect," 2009)  Adjust citation using <b>Note 2</b> on p. 17.	Select <i>Electronic Book Section</i> as the Reference Type. Enter 'Pluperfect' as the Author. Enter 'In <i>Oxford English dictionary online</i> ' in the Title field and italicise. Enter Year and URL.
<b>68. Australian Bureau of Statistics</b>	Australian Bureau of Statistics. (2011). <i>Australian demographic statistics</i> (No. 3101.0). Canberra, Australia: Author.	<b>First in-text citation:</b> (Australian Bureau of Statistics [ABS], 2011) <b>Subsequent citations:</b> (ABS, 2011)  Adjust citation using <b>Note 2</b> on p. 17.	Select <i>Government Document</i> as the Reference Type. Enter details. Enter 'No. 3101.0' in the <i>Report Number</i> field.

## Websites

	Reference List	In-text Citation	EndNote
<b>69. Webpage</b>	Morgan, J. (2004). Stretching forward to learn. Retrieved March 3, 2012, from <a href="http://www.corpun.com/sol.htm">http://www.corpun.com/sol.htm</a>	(Morgan, 2004)	Select <i>Webpage</i> as the Reference Type and complete the required fields.
<b>70. Webpage with author but no date</b>	Field, E. M. (n.d.). Bully blocking. Retrieved February 5, 2012, from <a href="http://www.bullying.com.au">http://www.bullying.com.au</a>	(Field, n.d.)	Select <i>Webpage</i> as the Reference Type. Enter Author and 'n.d.' in the Year field. Enter Title and put a full stop at the end. Enter Access year and date and URL. <b>See Note 7 on p. 18 for information about access dates.</b> Enter any Section and paragraph information (if required) in the <i>Label</i> field, e.g. Multimedia section, para. 4.
<b>71. Entire website</b>	When citing an entire website (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 ( <a href="http://www.architecture.com.au/">http://www.architecture.com.au/</a> )."	



Websites	Reference List	In-text Citation	EndNote
<b>72. Chapter or section in an internet book – with author</b>	Ogilvie, D. (n.d.). Why I don't eat honey. In <i>Why be vegan</i> . Retrieved from <a href="http://www.vnv.org.au/WhyBeVegan.htm">http://www.vnv.org.au/WhyBeVegan.htm</a>	(Ogilvie, n.d.)	Select <i>Electronic Book Section</i> as the Reference Type. Enter 'n.d.' in the <i>Year</i> field. Enter Author and Title. Enter 'In <i>Why be vegan</i> ' in the <i>Book Title</i> field. (Manually italicise section). Enter URL.
<b>73. Internet document – no date or author</b>	GVU's 8th WWW user survey. (n.d.). Retrieved May 2, 2012, from <a href="http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/">http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/</a>	("GVU's 8th WWW user survey," n.d., para.2)	Select <i>Unpublished Work</i> as the Reference Type. Enter the title and italicise. Enter 'n.d.' in the <i>Year</i> field. Enter URL.
<b>74. Wikipedia entry</b>	Global warming. (2009, January 1). In <i>Wikipedia</i> . Retrieved January 8, 2010, from <a href="http://en.wikipedia.org/wiki/Global_warming">http://en.wikipedia.org/wiki/Global_warming</a>	("Global warming," 2009)	Select <i>Book Section</i> as the Reference Type. Look for the <i>Last date modified</i> on the webpage and enter this date in the <i>Year</i> field, including month and day. Enter the Wiki page name in the <i>Title</i> field. Enter 'Wikipedia' in the <i>Book Title</i> field. In the <i>Access Date</i> field enter both the date the page was accessed AND the URL (leave the URL field empty)
<b>75. Image from a webpage</b>	Scarlet Fever Rash [Image] (n.d.). Retrieved December 19, 2007 from <a href="http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html">http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html</a>	The image of the rash (Scarlet Fever Rash , n.d.)	Do this manually.

## Videos, podcasts etc

	Reference List	In-text Citation	EndNote
<b>76. Motion picture/ video recording</b>	Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.	(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>Journal Article</i> as the Reference Type. Enter 'Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000)' in the <i>Title</i> field. Enter ' <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures' in the <i>Pages</i> field.
<b>77. TV program</b>	Anderson,R., & Morgan, C. (Producers). (2008, June 20). <i>60 Minutes</i> [Television broadcast]. Washington, DC: CBS News.	(Anderson & Morgan, 2008)  <b>Adjust citation using methods outlined in Note 2 on p. 17.</b>	Select <i>Film or Broadcast</i> as the Reference Type. Enter authors under <i>Director</i> . Enter '2008, June 20' under <i>Year Released</i> . Enter Title and italicise. Enter Place Published, Distributor as 'CBS News' and Medium as 'Television broadcast' You will need to change 'Writers' to 'Producers' <b>Highlight and adjust before handing in your assignment.</b>
<b>78. Review of a motion picture</b>	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</i> as the Reference Type. Enter Author and Year. Enter 'Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i> ].' in the <i>Title</i> field. Enter journal title, volume and pages.
<b>79. Episode from a TV series</b>	Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Producer), <i>House</i> . New York, NY: Fox Broadcasting.  *You will find that EndNote automatically lists the authors as: Egan, D. (Writer), & J. Alexander (Director)  This is incorrect. The second author should be Alexander, J. not J. Alexander. <b>Highlight and adjust the reference before handing in your assignment.</b>	(Egan & Alexander, 2005)	Select <i>Film or Broadcast</i> as the Reference Type. Enter 'Egan, D.' in <i>Director</i> . Enter Year and Title. Enter 'Alexander, J.' in <i>Series Director</i> . Enter 'House' in <i>Series Title</i> . Enter Place Published and Distributor. Enter 'D. Shore' in the <i>Producer</i> field. Enter 'Television series episode' in the <i>Medium</i> field.

Videos etc	Reference List	In-text Citation	EndNote
80. Radio broadcast	Murrow, E. R. (1940, September 13). [Radio broadcast]. New York, NY: WCBS.	(Murrow, 1940)	Select <i>Film or Broadcast</i> as the Reference Type.
81. Youtube	Insanity88. (2007, March 13). <i>Arranged marriage funny commercial</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=b5HLsvwLPpQ&amp;feature=context-vrec">http://www.youtube.com/watch?v=b5HLsvwLPpQ&amp;feature=context-vrec</a>	(Insanity88, 2007)	Select <i>Film or Broadcast</i> . Place the author's name in the <i>Director</i> field. Enter the rest of the details in the <i>Year Released</i> field, italicising as necessary. include punctuation and brackets as necessary.
82. Podcast	Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [Audio podcast]. Retrieved from <a href="http://www.shrinkrapradio.com/">http://www.shrinkrapradio.com/</a>	(Van Nuys, Producer) <i>Adjust citation using methods outlined in Note 2 on p. 17.</i>	Select <i>Computer Program</i> as the Reference Type. Enter 'Van Nuys, D.' in the <i>Programmer</i> field. Enter 'Producer' in the <i>Year</i> field. Enter '(2007, December 19). <i>Shrink rap radio</i> ' in the <i>Title</i> field. Enter 'Audio podcast' in the <i>Type</i> field. Enter URL.
83. Software	Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.	("Comprehensive Meta-Analysis (Version2)") <i>Adjust citation using methods outlined in Note 2 on p. 17.</i>	Select <i>Blog</i> as the Reference Type. Enter 'Comprehensive Meta-analysis (Version 2)' in the <i>Title of Entry</i> field. Enter '[computer software]. Englewood, NJ: Biostat' in the <i>Type of Medium</i> field.
84. Online forum or discussion board posting	Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <a href="http://groups.earthlink.com/forum/messages/25.html">http://groups.earthlink.com/forum/messages/25.html</a>	(Frook, 1999, July 23)	Select <i>Blog</i> as the Reference Type. Enter <i>Author, Year, Title of Entry</i> . Enter 'Msg 25' in the <i>Description</i> field. Enter 'Message posted to' and the URL in the <i>Type of Medium</i> field.
85. Blog post	MiddleKid. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php">http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</a>	(MiddleKid, 2007, January 22)	Select <i>Blog</i> as the Reference Type. Enter <i>Author, Year, Title of Entry</i> . Enter 'Web log comment' in the <i>Description</i> field. Enter URL

Videos etc	Reference List	In-text Citation	EndNote
<b>86. Audio recording</b>	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 using methods outlined in <b>Note 2</b> on p. 17.	Select <i>Music</i> as the Reference Type. Enter Author, Date, Title 'Popular [Recorded by K. Chenoweth]', Album Title, Place Published and Publisher. Add 'CD' to <i>Form of Item</i> . Add date '(November 10, 2003)' in the <i>Publisher</i> field.
<b>87. Wikis</b>	Self-study: Broadening the concepts of participation and program support. (2007). Retrieved June 18, 2008, from the Adult Literacy Education (ALE) Wiki: <a href="http://wiki.literacytent.org/index.php/Self-Study:Broadening_the_Concepts_of_Participation_and_Program_Support">http://wiki.literacytent.org/index.php/Self-Study:Broadening_the_Concepts_of_Participation_and_Program_Support</a>	("Self-study: Broadening the concepts of participation and program support," 2007)  Adjust citation using methods outlined in <b>Note 2</b> on p. 17.	Select <i>Webpage</i> as the Reference type. Enter title in the <i>Author</i> field. Enter <i>Year</i> . Enter <i>Access Year</i> and <i>Date</i> . Enter 'the Adult Literacy Education (ALE) wiki' and URL in the <i>URL</i> 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. Author

- If an author has a suffix such as Junior or II in the name, list it as Beech, R., Jr. in your reference list, but not in the in-text citation (Beech, 2014).
- If the first name is hyphenated retain the hyphen (Lamour, J. –B., for Jean-Baptiste Lamour).
- If authors have the same surname and first initial - in the reference list them as:

Smith, P. [Peter].

Smith, P. [Patty].

The in-text citation would be (Peter Smith, 2009; Patty Smith, 2014). Of course if there is a second initial e.g. P. R. Smith and P. T. Smith, this is not necessary.

- List the authors in the order in which they appear in a book or other item e.g. Smith, J., Brady, P., & Johns, T. Keep them in the same order in the in-text citation BUT arrange authors alphabetically within the in-text citation. (Cummins, 2009; Smith, Brady, & Johns, 2005; Ward & Evans, 2013).

### 2. In text 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 alphabetically, separated by a semi-colon (Jones, 2002; Smith, 2004; Trang, 2001).
- **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 ... or (Carter, 2000a; Carter, 2000b)
- **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)
- Use **&** NOT **and** e.g. (Jones & Smith, 2014)

### 3. 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 in-text 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 e.g. (*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)...* or (*Smith, 2006a; Smith, 2006b*)
- If works are published by the same author in the same year, arrange them alphabetically by title.
- Works by the same author are arranged alphabetically by title or if the title is the same, by date, starting with the earliest date ie 1993, 2001, 2009 etc.
- Revised edition should be abbreviated to *Rev. ed.* and *Abridged edition* to *Abr. ed.*  
*Second edition, revised and enlarged* would just be *2nd ed.*
- If the book is a reprint of an older book, use the date and details of the item you are using and reference it as:

Kimmel, A. J. (2007). *Ethical issues in behavioural research: Basic and applied perspectives*. Malden, MA: Blackwell. (Original work published 1966)      \*Note: there is no period after the parenthesis.

#### 4. 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.

#### 5. Retrieval dates when citing a webpage


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.

e.g. Diabetes Australia. (2015). Retrieved from <http://www.diabetesaustralia.com.au/>

#### 6. Title

- Capitalise only the first letter and the first letter after a colon, or any proper nouns e.g. *Western stories of American pioneers: A history* BUT if quoting the title in your assignment you will capitalise every word e.g. *When Western Stories of American Pioneers: A History* was first published it was ...
- If a title has more than one section use a colon, then a semi-colon.  
e.g. *Deception: Stories from the inside; A case study*
- Do not begin a title with a number.  
e.g. *The 3 horses from the 21st century* is correct  
*3 black horses in the 21<sup>st</sup> century* is not correct. Change to:  
*Three black horses in the 21st century.*
- Include both titles and subtitles, no matter how long they are. e.g. *The white rose: An anthology of garden poetry* NOT just *The white rose.*
- Journal titles must be in full and italicised e.g. *Journal of Theology* NOT *Jn Theol.*

#### 7. Edition

- Editions should be stated as 2<sup>nd</sup>, 3<sup>rd</sup> etc. Word will automatically raise the abbreviation e.g. 2<sup>nd</sup>. Highlight **nd** and hit the  button to quickly change from 2<sup>nd</sup> to 2<sup>nd</sup>.
- *Revised edition* should be *rev.ed.*
- Never put in the first ( 1<sup>st</sup> ), edition. That is understood.
- *Second edition, revised and updated* would just be *2nd ed.*
- If a book has multiple editions, use the edition that you have read

#### 8. Publisher

- In general, do not add the words *Publishing, Company, Org, Inc.* etc after a publisher's name. The only words you should add are either *Press* or *Books*.  
For instance you would have *Yale University Press* but not *Praeger Publishers* – this would just be *Praeger*.
- If no city is listed just use the country or look up the publisher on the Internet to see where their main office is located.
- If there is more than one city of publication use the first one mentioned.
- For cities in the United States use the two-letter abbreviation for the state, e. g. *New York, NY*:  
For any other country, specify the country, e.g. *Sydney, Australia:* or *Oxford, England:*
- Associations must be written in full e.g. *Board of Studies* NOT *BOS* or *B.O.S.*

#### 9. Reference list

- Begin the reference list on a new page with the heading **References** centred
- All references should be double spaced and indented on the 2<sup>nd</sup> and subsequent lines of an entry (as a hanging indent)

Do not include in the Reference List items such as:

- Personal communications (personal emails, letters, personal media posts etc)
- Classical works or major religious texts (e.g. the Bible)
- Web sites or Facebook or Twitter feeds when discussed as a whole

Cite these sources only in your assignment.

- Arrange entries in alphabetical order e.g. M, Mac, MacD, McD

## 10. Page numbers

- When **quoting** directly you must include page numbers in your in-text citation e.g. (Smith, 2014, p. 45).
- If you have **paraphrased** you are encouraged to supply a page number
- If there are **no page numbers** (web pages often have no pages) the section may be indicated using paragraph locations or headings e.g. (Allbright, 2013, para. 3) or (Green, n.d. "Living With Diabetes"). If the heading is very long you may shorten it e.g. (Martin, 2012, "Going Home," para. 5). The full heading was "Going Home to the Farm Where I Grew Up"
- List page numbers in full e.g. 245-249, *not* 245-9.

## 11. URL

The URL must NOT have the underlining that Word automatically applies. Correct this if it happens (right click on URL < Remove hyperlink)

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

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

## 12. Using brackets vs parentheses

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

## 13. 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.

## 14. Electronic media

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 or website or webpage (do not capitalise)

## 15. 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 EndNote. Right click on the highlighted book and select 'Copy'. Now right click anywhere in EndNote and select 'paste'. A duplicate copy of the reference will appear. Simply change the author and chapter title.

## 16. Information in titles

Provide extra information in brackets immediately after the title. Some common notations:

[Letter to the editor]	[CD]
[Special issue]	[Computer software]
[Special section]	[Video webcast]
[Monograph]	[Supplemental material]
[Abstract]	[Press release]
[Audio podcast]	[Fact sheet]
[Datafile]	[Radio broadcast]
[Brochure]	[Television series episode]
[Motion picture]	[Video file]
[Lecture notes]	[DVD]