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2. Two authors
3. Three, four or five authors
4. Six or seven authors
5. Eight or more authors

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8. Corporate author
9. Edited book
10. Single volume in a multi-volume work

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50. Course readers
51. Map, graph, table or chart
52. Artwork from a book
53. A work of art
54. Google maps

Electronic Media

Electronic journal articles

55. Article from a database
56. Article from an online periodical
57. Electronic article with a DOI
58. Article from a nursing database
59. Online magazine article
60. Online newspaper article

Electronic books

61. Electronic book
62. Electronic book from an online retailer
63. Online dissertation
64. Electronic book chapter from an online book

Reference materials

65. Online dictionary
66. Australian Bureau of Statistics
Websites
67. Webpage
68. Board of Studies curriculum
69. Webpage with author but no date
70. Entire website
71. Chapter or section in an internet document – with author
72. Internet document – no date or author
73. Wikipedia entry
74. Image from a webpage
75. Online forum post/comment
76. Blog post
77. Quality Standards

Videos, podcasts etc
78. Motion picture/video recording
79. TV program
80. Review of a motion picture
81. Episode from a TV series
82. Multivolume DVD

Videos (Cont.)
83. Radio broadcast
84. YouTube
85. Podcast
86. Software
87. Audio recording
88. Wikis

Abbreviations for American States

Notes for using APA style
1. Rules for writing citations
2. Editing a citation using EndNote
3. Undated web content, blogs and data
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
10. Publisher
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12. Electronic media
13. More than one article or chapter from an edited book
14. Information in titles
### APA Referencing Style Guide

#### Books

<table>
<thead>
<tr>
<th>1. One Author</th>
<th>Template: Reference list and in-text</th>
<th>Examples: Reference list and in-text</th>
<th>Endnote fields needed</th>
<th>Notes incl. Endnote notes</th>
</tr>
</thead>
<tbody>
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<td>Surname, Initial. (Year). Title. City or Suburb of publication, State or Country of Publication: Publisher.</td>
<td>Stanton, B. (2015). <em>Humans of New York: Stories</em>. New York, NY: St. Martin’s Press.</td>
<td>Reference type: Book Author Year Title City/Suburb &amp; Country or State Publisher</td>
<td>If an author has more than one initial, you must include them e.g. Lewis, C. S.</td>
<td></td>
</tr>
<tr>
<td>(Surname, Year)</td>
<td>(Stanton, 2015)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2. Two authors | Surname, Initial. & Surname, Initial. (Year). Title: *Include a subtitle if there is one*. City or Suburb of publication, State or Country of Publication: Publisher. | Edelman, S., & Remond, L. (2017). *Good thinking: A teenager’s guide to managing stress and emotion using CBT*. Sydney, Australia: HarperCollins. | Reference type: Book Author1 Author2 (on a separate line) Year Title City/Suburb & Country or State Publisher | Use an ampersand (&) rather than ‘and.’ |
| (Surname1 & Surname2, Year) | (Edelman & Remond, 2017) | | |

| 3. Three, four or five authors | Surname, Initial., Surname, Initial., Surname, Initial., Surname, Initial., & Surname, Initial. (Year). Title: *Include a subtitle if there is one*. City or Suburb of publication, State or Country of Publication: Publisher. | Langfield-Smith, K., Smith, D., Andon, P., Hilton, R., & Thorne, H. (2018). *Management accounting: Information for creating and managing value* (8th ed.). Sydney, Australia: McGraw-Hill Education. | Reference type: Book Author1 (all authors on separate lines) Author2 Author3 Author4 Author5 Year Title City/Suburb & Country or State Publisher |
| (Surname1, Surname2, Surname3, Surname4, & Surname5, Year) | | | |

#### First in-text citation, cite all names: (Langfield-Smith, Smith, Andon, Hilton, & Thorne, 2018). **For all subsequent citations:** (Langfield-Smith et al., 2018)
| **4. Six or seven authors** | Surname1, Initial., Surname2, Initial., Surname3, Initial., Surname4, Initial., Surname5, Initial., Surname6, Initial., & Surname7, Initial. (Year). *Title: Include a subtitle if there is one.* City or Suburb of publication, State or Country of Publication: Publisher.  
(Surname1 et al., Year) | List all authors in reference list. | Reference type: **Book**  
Author1 (all authors on separate lines)  
Author2  
Author3, etc...  
Year  
Title  
City/Suburb & Country or State Publisher |
| --- | --- | --- | --- |
| **5. Eight or more authors** | Surname1, Initial., Surname2, Initial., Surname3, Initial., Surname4, Initial., Surname5, Initial., Surname6, Initial., . . . Surname8, Initial. (Year). *Title: Include a subtitle if there is one.* City or Suburb of publication, State or Country of Publication: Publisher.  
(Churchill et al., 2011, p. 36) | Reference type: **Book**  
Author1 (all authors listed on separate lines)  
Author2  
Author3, etc...  
Year  
Title  
City/Suburb & Country or State Publisher |
| **Books (cont.)** | Template: Reference list and in-text  
Examples: Reference list and in-text  
Endnote fields needed  
Notes incl. Endnote notes |
| **6. No author or editor** | Title: Include a subtitle if there is one. (Year).  
City or Suburb of publication, State or Country of Publication: Publisher.  
*(Mosby’s medical dictionary, 2009).* | Reference type: **Book**  
Title  
Year  
City/Suburb & Country or State Publisher |
| **7. An edition other than the first** | Surname, Initial. (Year). *Title* (Ordinal number ed.). City or Suburb of publication, State or Country of  
Author |

*As there is no author, the title appears in the author position.*  
*An ordinal number is a number defining the position of something in a*
### 8. Corporate author

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<tr>
<td>(Corporate author name, Year)</td>
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<tr>
<td>(Department of Education, 2017)</td>
</tr>
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<tr>
<td>Author (Corporate author name) Year Title City/Suburb &amp; Country or State Publisher</td>
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<tr>
<td>Put a comma directly after the author’s name in Endnote.</td>
</tr>
<tr>
<td>If the author is the same as the publisher, enter the word ‘Author’ in the publisher field.</td>
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### 9. Edited book

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<td>(Editor Surname, Year)</td>
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<td>(O’Higgins Norman, 2014)</td>
</tr>
<tr>
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</tr>
<tr>
<td>Editor/s (if more than one list on separate lines) Year Title City/Suburb &amp; Country or State Publisher</td>
</tr>
<tr>
<td>Ed. = One editor</td>
</tr>
<tr>
<td>Eds. = More than one editor</td>
</tr>
<tr>
<td>Ensure there is a full stop after (Ed). Manually add before submitting if needed.</td>
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### 10. Single volume in a multi-volume work

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<th>Surname, Initial. (Ed.). (Year). <em>Title of volume: Vol. no. Title of series.</em> City or Suburb of publication, State or Country of Publication: Publisher.</th>
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<td>(Ward &amp; Waller, 1932)</td>
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<td>Editor/s Full title info City/Suburb &amp; Country or State Publisher</td>
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#### Books (cont.)

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<td><strong>Notes incl. Endnote notes</strong></td>
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### 11. Item

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<tr>
<td>Reference type: <strong>Book section</strong></td>
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<tr>
<td>Item</td>
</tr>
<tr>
<td>Books(Cont.)</td>
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</tbody>
</table>
| **15. 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, *Short problems*. Include the journal in your reference list and refer to the book in your citation. | For example:
Little mentions in his book *Short problems* 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. | Reference type: **Journal article**
Author of article Year Title of article Title of Journal Volume Issue Pages | Insert a citation as normal and then go to Edit and manage citations. Add the words “as cited in” to the Prefix of the citation. Make sure you put a space after ‘in’. |
| **16. Classic works (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) | n/a | Do your citations manually. |
Author Year Title of work Place published (include institution here) Type of work | Select Unpublished Work as the Reference Type. Enter *(Unpublished doctoral dissertation)* in the Type of Work field. Manually remove full stop after title if required. |
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<td>(Bringmann, 2007)</td>
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<td>(Kimmel, 1966/2007)</td>
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<td>24. Published conference proceedings</td>
<td>Surname, Initial. (Year). Title. In Initial. Surname (Ed.), Title of book. Paper presented at The Conference Name, Where it was held, State or Country, Day and Month conference was held (page range). City or Suburb of Publication, State or Country of</td>
<td>Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, &amp; S. Russell (Eds.), Sociology for the New Millennium. Paper presented at The Australian Sociological Association, Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill,</td>
<td>Reference type: Book section Author/s Year Title Editor/s Book title</td>
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<td>Surname (Ed.), Title of book. Paper presented at The Conference Name, Where it was held, State or Country, Day and Month conference was held (page range). City or Suburb of Publication, State or Country of</td>
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<td>Include this information in the place published field: Paper presented at The Conference Name, Where it was held, State or Country, Day and Month conference was held (page range). City</td>
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Note there is no period after the parenthesis at the end of the record- manually edit this. Include (Original work published and the year) in the publisher field.

Note there is no period after the parenthesis at the end of the record, but there is one after the publisher’s name- manually edit this. Manually insert original date in your in-text citations prior to submitting.

If using Endnote, include (Original work published and the year) in the publisher field.
25. Unpublished conference proceedings

Surname, Initial. (Year, Month conference held). *Title*. Paper presented at the Conference Name, City or Suburb of Conference, State or Country of Conference.

(Surname, Year)


(Gidley, 2000)

Reference type: **Conference proceedings**

To remove ‘October, go to Edit & Manage Citations in Word, exclude date, and type ‘2000’ in suffix. Put a space before 2000.

26. Commentary

Surname, Initial. (Year). *Title*. In Initial. Surname (Ed.), *Title of commentary* (Vol. no. Title, pages). City or Suburb of Publication, State or Country of Publication: Publisher.

(Surname, Year).


(Longnecker, 1981)

Reference type: **Book section**

Notes incl. Endnote notes

Periodicals: Articles in Print

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

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<th>Periodicals</th>
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<td>Title of article</td>
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<td>Title of Journal</td>
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<td>(Crispin, 1996)</td>
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<td>(Surname1 &amp; Surname2, Year)</td>
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<td>(Watts &amp; Walstad, 2010)</td>
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Avondale College of Higher Education APA Style Guide (Updated October 2018)
<table>
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<th><strong>Title of Journal</strong></th>
<th><strong>Volume</strong></th>
<th><strong>Issue</strong></th>
<th><strong>Pages</strong></th>
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<td>(O’Connell et al, 1999, p. 432)</td>
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<tr>
<td><strong>31. Eight or more authors</strong></td>
<td><strong>Surname1, Initial., Surname2, Initial., Surname3, Initial., Surname4, Initial., Surname5, Initial., Surname6, Initial., &amp; Surname7, Initial. (Year). Title of article. Title of Journal, volume(issue), pages.</strong></td>
<td><strong>List all authors</strong></td>
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<td>(Surname1 et al., Year)</td>
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List ALL the authors. EndNote will arrange these in the correct format for you.
<table>
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<tr>
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<th>A rose is a rose is a rose: Bullying in all of its disguises. (2011). <em>Journal of Psychosocial Nursing &amp; Mental Health Services, 49</em>(10), 6-7.</th>
<th>Reference type:</th>
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<td>(“A rose is a rose is a rose,” 2011, p. 6)</td>
<td><strong>Journal article</strong></td>
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| **35.** | Surname, Initial. (Year, Month). Title of article. | Goldrick, C. (2018, Jan-Feb). Meet Sylvia Earle. *Australian Geographic,* | **To remove ‘Jan-**
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<tr>
<td>Surname, Initial. (Year, Month Day). Title of article. <em>Title of Newspaper</em>, pages.</td>
<td>(“Title of article,” Year)</td>
<td>(“GM to sell Saab,” 2010)</td>
<td>Reference type: Newspaper article Year (include month and day here) Title Newspaper Pages Short title To remove ‘January 27’, go to Edit &amp; Manage Citations in Word, exclude date, and type ‘2010’ in suffix. Put a space before 2010.</td>
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<td>Description</td>
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<td>Notes</td>
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<tr>
<td>(Surname, Year)</td>
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<td>(Jones, 2013, p. 8)</td>
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<td>(Staples, 2008, p. A22)</td>
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<td>(“Omnivore's delight,” 2011, p. 8)</td>
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<tr>
<td></td>
<td>(Surname, Year)</td>
<td>(Clark, 2012)</td>
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## Reports, manuscripts, fact sheets etc

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<th>Examples: Reference list and in-text</th>
<th>Endnote fields needed</th>
<th>Notes incl. Endnote notes</th>
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</thead>
</table>
Author  
Year  
Title  
Place Published  
Publisher  
Report Number | Manually remove month from in-text citation. |
|                                     | (Surname, Year)                       | First in-text citation: Cite all names  
(Mazzeo, Druesne, Raffeld, Checketts, & Muhlstein, 1991) |                            |                          |
|                                     |                                     | Subsequent citations:  
(Mazzeo et al., 1991) |                            |                          |
Author (corporate author)  
Year  
Title  
Place Published | Manually remove full stop after title prior to submitting. |
|                                     | (Author, Year)                        | (U.S. Department of Health and Human |                            |                          |

**Reports, etc.**

| 47. Press | Surname, Initial. (Year, Month Day). *Title* [Press] | NSW Department of Primary Industries. (2008, Reference type: Press) | To remove ‘November
### 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)

Reference type: Computer program

If using Endnote, add ‘PowerPoint slides’ under Type.

### 49. PowerPoint slides

Surname, Initial. (Year). *Title of presentation* [PowerPoint slides]. Retrieved from URL


Reference type: Computer program

Programmer (Author goes here)

Year

Title (italicise)

Type

URL

If using Endnote, add ‘PowerPoint slides’ under Type.

### 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.

Reference type: n/a

For example, if it is a journal article within the reader, it should be cited as a journal article.

### 51. Map, graph, table or chart

Surname, Initial. (Year). *Title* [Format]. In Initial. Surname, *Title*. City or Suburb of Publication, State or Country of

*Map in an atlas:*


Reference type: Do this manually

Format = map, graph, table, chart, etc.
## 52. Artwork from a book

**Publication:** Publisher.  
**Corporate name.** (Year). Title [Format]. Retrieved from URL

(Surname, Year).


(Magocsi, 2003)

**Reference type:** Electronic book section

When artists give a painting a title it is italicised. Do not italicise titles that others have given to the work.

### 53. A work of art

**Surname, Initial.** (Year). Title of artwork [Artwork medium]. Where the artwork is found, City or Suburb where the artwork is found, State or Country where artwork is found.

(Surname, Year)


(Hopper, 1930)

**Reference type:** Manuscript
(Klimoski & Palmer, 1993, p. 29) | Reference type: Electronic article  
Author/s Year  
Title of article Periodical title- title of journal Volume Issues Pages DOI  
(Klimoski & Palmer, 1993)  
Use a doi in preference to a URL if both are given. Remove ‘Retrieved from’ if required prior to submitting. |
|---|---|---|---|
(Komusky & Schub, 2013) | Reference type: Web page  
Author Year Title URL  
Italicise the database within Endnote. |
http://www.apa.org/monitor/  
(Clay, 2008) | Reference type: Electronic article  
Author Year (include month) Title of article Periodical title Volume Issue URL  
To remove ‘June’, go to Edit & Manage Citations in Word, exclude date, and type ‘2008’ in suffix. Put a space before 2008. |
### Online Newspaper Article

| Surname, Initial. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from URL |

#### Reference type: Electronic article

- **Author**: Brody, J. E.
- **Year**: 2007
- **Title of article**: Mental reserves keep brain agile.
- **URL**: http://www.nytimes.com

- **Reference** (Brody, 2007)

**Notes**

- If using Endnote, go to Edit & Manage Citations, exclude date, and type ‘2011’ in suffix. Put a space before 2011.

### Electronic Books

#### Electronic books

| Surname, Initial. (Year). Title. Retrieved from URL |

#### Reference type: Electronic book

- **Author**: Storey, K.
- **Year**: 2004
- **Title**: Functional metabolism: Regulation and adaptation.
- **URL**: http://site.ebrary.com/lib/avondale/docDetail.action?docID=10114132

**Notes**

- Use a doi if given in preference to a URL.

#### Electronic book from online retailer

| Surname, Initial. (Year). Title [E-reader version, if applicable]. Retrieved from URL |

#### Reference type: Webpage

- **Author**: Gladwell, M.
- **Year**: 2008
- **Title**: Outliers: The story of success [Kindle DX version].
- **URL**: Amazon.com

**Notes**

- Use a doi if given in preference to a URL.
### 63. Online dissertation


(AbuDagg, 2009, p. 11)

Reference type: **Thesis**
- Author
- Year
- Title
- Degree
- URL (include name of database here before URL)

Manually remove the full stop after the title prior to submitting.

### 64. Electronic book chapter from an edited book


(Anderon, 2005, p. 39)

Reference type: **Electronic book section**
- Author
- Year
- Title of chapter
- Editor of book
- Book title (in italics)
- URL

Include the URL of the chapter, not the whole book.

### Reference Materials

<table>
<thead>
<tr>
<th>Template: Reference list and in-text</th>
<th>Examples: Reference list and in-text</th>
<th>Endnote fields needed</th>
<th>Notes incl. Endnote notes</th>
</tr>
</thead>
</table>
- Author
- Year
- Title of article
- URL
- Author (use title of article)
- Year | If using Endnote, include the word ‘in’ before the book title. This is not to be in italics. |
### Websites, Social Media, Online Forums, Blogs, etc.

<table>
<thead>
<tr>
<th></th>
<th>Template: Reference list and in-text</th>
<th>Examples: Reference list and in-text</th>
<th>Endnote fields needed</th>
<th>Notes incl. Endnote notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Webpage with author but no date</strong></td>
<td><strong>from URL</strong></td>
<td><strong>2012, from <a href="http://www.bullying.com.au">http://www.bullying.com.au</a></strong></td>
<td><strong>Author/s n.d. in Year field</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>(Surname, Year)</td>
<td>(Field, n.d.)</td>
<td></td>
<td>Title URL</td>
<td></td>
</tr>
</tbody>
</table>

**70. Entire website**
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.

**Examples:**
```
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/).”
```

**n/a**

---

**Websites**

**Template: Reference list and in-text**

**Examples: Reference list and in-text**

**Endnote fields needed**

**Notes incl. Endnote notes**

**71. Chapter or section in an internet book – with author**
Surname, Initial. (Year). Title of chapter. In *Title of book*. Retrieved from URL (Surname, Year)

```
```

Ogilvie, n.d.)

**Reference type:** *Electronic book section*

**Author/s**

**Year**

**Title of chapter.**

**Title of book (italicise)**

**URL**

If using Endnote, include the word ‘In’ before the book title. This is not to be in italics.

**72. Internet document – no date or author**

```
```

(`“GVU’s 8th WWW user survey,” n.d., para.2)

**Reference type:** *Webpage*

**Title**

**Year (n.d.)**

**Access date (Month Day, Year)**

**URL**

If access date does not show, manually add it before submitting.
Year (Month, Day)  
Title  
Series Title  
URL (include Month Day, Year accessed here as well) | The date within the brackets is the date the article was written, the retrieved date is the date you read the article.  
Due to the nature of a wiki, there is no author listed, so the entry title goes in place of the author.  
Manually remove the first ‘from’ in your entry, and add ‘In’ before Wikipedia before submitting. |
(Eisele, 2014) | Reference type: **Web page**  
Author (artist goes here)  
Year  
Title [format in square brackets]  
URL | Include the format, e.g. photograph, image, painting, etc. in square brackets. |
(Frook, 1999) | Reference type: **Blog**  
Author  
Year (Month and Day)  
Title of entry  
Description  
Type of medium | Enter ‘Online forum comment, Msg 25’ in the **Description** field. Enter ‘Message posted to’ and the URL in the **Type of Medium** field.  
To remove ‘July 23’, go to **Edit & Manage**. |
### 76. Blog post

Name. (Year, Month Day). Title [Web log comment]. Retrieved from URL (Name, Year, Month Day)

| (MiddleKid, 2007, January 22) |

**Reference type:** Blog

Author (may be a screen name) Year (include month and day) Title of entry Description (Web log comment) URL

---

### 77. Quality Standards

Organisation That Made the Standard. (Year). Title (Standard No. ??). Retrieved from URL (Organisation, Year)

| (International Organisation for Standardisation [ISO], 2016) |

**Reference type:** Web page

Author (corporate author) Year Title (include Standard here) URL

---

### Videos, podcasts etc

Template: Reference list and in-text

Examples: Reference list and in-text

<table>
<thead>
<tr>
<th>78. Motion picture/video</th>
</tr>
</thead>
</table>

**Reference type:** Journal article

Title (Enter producer, 
Title (Enter producer, 
Title (Enter producer, 

Notes incl. Endnote notes

Enter ‘Scorsese, M. (Producer), & Lonergan, K. (Writer/Director).’
<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>recording</strong></td>
<td>(Surname &amp; Surname, Year)</td>
</tr>
<tr>
<td><strong>79. TV program</strong></td>
<td>Surname, Initial. (Producers). (Year, Month Day). Title [Television series]. Place published: Publisher.</td>
</tr>
<tr>
<td>Videos etc</td>
<td>Template: Reference list and in-text</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>82. Multi-volume DVD</strong></td>
<td>Surname, Initial. (Year). <em>Title</em>. [DVD]. City or Suburb of Publication, State or Country of Publication: Publisher. (Surname, Year)</td>
</tr>
</tbody>
</table>
### 83. Radio broadcast
Surname, Initial. (Year, Month Day). [Radio broadcast]. City or Suburb of Publication, State or Country of Publication: Publisher.

(Murrow, 1940)


---

### 84. Youtube
Publisher. (Year, Month Day). Title [Video file]. Retrieved from URL

(Insanity88, 2007)


---

### 85. Podcast
Surname, Initial. (Producer). (Year, Month Day). Title [Audio podcast]. Retrieved from URL

(Van Nuys, 2007)

<table>
<thead>
<tr>
<th>86. Software</th>
<th>Reference type: Blog</th>
<th>Reference entries are not necessary for standard software and programming languages, such as Microsoft Word, Excel, or PowerPoint. In text, give the proper name of the software, along with the version number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname, Initial. (Year). Name of software [Format of Software]. Publisher</td>
<td>(Surname, Year)</td>
<td>(Surname, Year)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Videos etc</th>
<th>Template: Reference list and in-text</th>
<th>Examples: Reference list and in-text</th>
<th>Endnote fields needed</th>
<th>Notes incl. Endnote notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Composer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Title (include who recorded the song in Publisher field)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If using Endnote, add date e.g. ‘(November 10, 2003)’ in the Publisher field.</td>
<td></td>
</tr>
<tr>
<td>Surname, Year, track no.</td>
<td>Schwartz, 2003, track 7</td>
<td>square brackets) Album title Place published Form of item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88. Wikis</td>
<td>Title of wiki. (Year). Retrieved Month Day, Year, from the Wiki Name: URL</td>
<td>Adjust Endnote fields in-text so that name, date and track number (not month and day) are showing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(“Self-study: Broadening the concepts of participation and program support,” 2007)</td>
<td>Author (insert title here instead) Year URL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If using Endnote, enter title of the wiki page and URL in the URL field. Manually add retrieved date before submitting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.).

<table>
<thead>
<tr>
<th>American States</th>
<th>American Territories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama AL</td>
<td>American Samoa AS</td>
</tr>
<tr>
<td>California CA</td>
<td>Arizona AZ</td>
</tr>
<tr>
<td>Delaware DE</td>
<td>Arkansas AR</td>
</tr>
<tr>
<td>District of Columbia DC</td>
<td>Connecticut CI</td>
</tr>
<tr>
<td>Idaho ID</td>
<td>Delaware DE</td>
</tr>
<tr>
<td>Kentucky KY</td>
<td>Hawaii HI</td>
</tr>
<tr>
<td>Michigan MI</td>
<td>Hawaii HI</td>
</tr>
<tr>
<td>Mississippi MS</td>
<td>Kansas KS</td>
</tr>
<tr>
<td>Missouri MO</td>
<td>Massachusetts MA</td>
</tr>
<tr>
<td>Montana MT</td>
<td>Maryland MD</td>
</tr>
<tr>
<td>Nebraska NE</td>
<td>Massachusetts MA</td>
</tr>
<tr>
<td>New Hampshire NH</td>
<td>Michigan MI</td>
</tr>
<tr>
<td>New Jersey NJ</td>
<td>Minnesota MN</td>
</tr>
<tr>
<td>New Mexico NM</td>
<td>Missouri MO</td>
</tr>
<tr>
<td>New York NY</td>
<td>Montana MT</td>
</tr>
<tr>
<td>North Carolina NC</td>
<td>Nebraska NE</td>
</tr>
<tr>
<td>North Dakota ND</td>
<td>New Mexico NM</td>
</tr>
<tr>
<td>Ohio OH</td>
<td>New Mexico NM</td>
</tr>
<tr>
<td>Oklahoma OK</td>
<td>North Carolina NC</td>
</tr>
<tr>
<td>Oregon OR</td>
<td>North Dakota ND</td>
</tr>
<tr>
<td>Pennsylvania PA</td>
<td>Ohio OH</td>
</tr>
<tr>
<td>Rhode Island RI</td>
<td>Oklahoma OK</td>
</tr>
<tr>
<td>South Dakota SD</td>
<td>Puerto Rico PR</td>
</tr>
<tr>
<td>Tennessee TN</td>
<td>Rhode Island RI</td>
</tr>
<tr>
<td>Texas TX</td>
<td>South Carolina SC</td>
</tr>
<tr>
<td>Utah UT</td>
<td>Tennessee TN</td>
</tr>
<tr>
<td>Washington WA</td>
<td>Vermont VT</td>
</tr>
<tr>
<td>West Virginia WV</td>
<td>Virgin Islands VI</td>
</tr>
<tr>
<td>Wisconsin WI</td>
<td>Virgin Islands VI</td>
</tr>
<tr>
<td>Wyoming WY</td>
<td>West Virginia WV</td>
</tr>
</tbody>
</table>
NOTES

1. Author
   • If an author has a suffix such as Junior or II in the name, list it as Beech, R., Jnr. 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)
   • If quoting word-for-word from a resource, those words must be enclosed in quotation marks if the quote has fewer than 40 words. See the relevant Assignment Style Guide, available here on the library website, or seek help from a Reference Librarian or Tutor, to ensure you are quoting correctly.

3. Date
   • Use date of copyright or date of edition if it is an edition other than the first
   • Dates for magazines, newspaper and newsletters must be entered as (Year, Month day) where known, with the month spelled out in full e.g. (2012, March 16) or (2008, May). 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.)
   • Works by the same author are arranged date, starting with the earliest date ie 1993, 2001, 2009 etc.
   • Works published by the same author in the same year are arranged alphabetically by title and are distinguished from each other by using a, b, etc in the dates: Smith, D. (2006a)… Smith, D. (2006b)… or (Smith, 2006a; Smith, 2006b)
   • 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:
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, DOI, 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.

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 21st 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 2nd, 3rd etc. Word will automatically raise the abbreviation e.g. 2nd.
    Highlight *nd* and hit the *nd* button to quickly change from 2nd to 2nd.
    *Revised edition* should be rev.ed.
  - Never put in the first (1st), 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 2nd 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. (Albright, 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.  

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**

For electronic resources such as journal articles and books in your reference list, include the same elements in the same order as you would for a non-electronic resource, then add as much electronic retrieval information as is needed for others to locate the resource.

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 dupilicate 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]
<table>
<thead>
<tr>
<th>Abstract</th>
<th>Press release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio podcast</td>
<td>Fact sheet</td>
</tr>
<tr>
<td>Datafile</td>
<td>Radio broadcast</td>
</tr>
<tr>
<td>Brochure</td>
<td>Television series episode</td>
</tr>
<tr>
<td>Motion picture</td>
<td>Video file</td>
</tr>
<tr>
<td>Lecture notes</td>
<td>DVD</td>
</tr>
</tbody>
</table>