



Referencing is a standard convention used by academic and professional communities to inform readers of the sources of information used in a piece of written work. There are many referencing formats (e.g. Harvard, APA, MLA, Vancouver) and it is critical that you use the one prescribed by the people you are writing for. Check what style your school / topic requires. **This guide covers the APA system.** For more detailed information see the *Publication Manual of the American Psychological Association* (6th edn, 2010).

OVERVIEW

You must cite all your references in order to:

- **acknowledge** your sources
- allow the reader to **verify** the data / information
- allow the reader to **consult** your sources independently for their own purposes
- **show** the reader the depth and breadth of your reading.

References must be provided wherever you **quote** (use exact words), **paraphrase** (use other people's ideas using your own words), **summarise** (use main points of someone else's opinions, theories or data) or **use** other people's data or figures. Your references may be sources of information such as books, periodicals, websites, newspapers, government reports, legal cases, electronic recordings (CD, DVD, television) or brochures. Note that some of these sources are considered more credible than others.

The APA system of referencing consists of two components, **both** of which are required:

1) THE IN-TEXT CITATION: This is the short in-text reference to the source of the information e.g. Walker (1985).

2) THE REFERENCE LIST: This is a list at the end of the written text of all references cited within. In this case it contains all the details of the reference rather than the short version used in the in-text citation. One item might look like this:

Walker K.F. (1985). A review of the ecological effects of river regulation in Australia. *Hydrobiologia* 125, 111-129

IN-TEXT CITATIONS

The APA's in-text citations provide at least the author's family name and the date of publication. For direct quotations, a page number is also given. This is also *encouraged* (but not required) if it will assist a reader to locate a paraphrased passage in a long work such as a book. Otherwise, a page number is not required. The location of this reference depends on the form of the citation – see the first example on the following page.

In-text citations can take one of two forms - they can be a necessary part of the sentence, or they can stand separate from it. Depending on which way you are using the citation, there is a subtle change – the placement of the brackets changes. If the citation is a necessary *part of the sentence* then the brackets go around the year only. For example “Smith (2003) emphasised the need for an understanding of soil condition”. Alternatively, it could be written with the citation tacked on the end; “There is a critical need to understand soil condition (Smith 2003).”. In this form the brackets go around both the name and the year. There is no requirement to use only one of these formats in your writing.

The following section shows how in-text citations are used under different circumstances.



BASIC FORMAT FOR A QUOTATION

Ordinarily, introduce the quotation with a signal phrase that includes the author's family name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.

Hart (1996) wrote that some primatologists "wondered if apes had learned language, with a capital L" (p. 109).

If the signal phrase does not name the author, place the author's family name, the year, and the page number in parentheses after the quotation. Use commas between items in the parentheses:

Some primatologists "wondered if apes had learned language, with a capital L" (Hart, 1996, p. 109).

BASIC FORMAT FOR A SUMMARY OR A PARAPHRASE

Include the author's family name and the date either in a signal phrase introducing the material or in parentheses following it.

According to Hart (1996), researchers took Terrace's conclusions seriously, and funding for language experiments declined.

Researchers took Terrace's conclusions seriously, and funding for language experiments soon declined (Hart, 1996).

A WORK WITH TWO AUTHORS

Name both authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use "&" between the authors' names; in the signal phrase, use "and".

Greenfield and Savage-Rumbaugh (1990) have acknowledged that...

Kanzi's linguistic development was slower than that of a human child (Greenfield & Savage-Rumbaugh, 1990).

A WORK WITH THREE TO FIVE AUTHORS

Identify all authors in the signal phrase or parentheses the first time you cite the source.

The chimpanzee Nim was raised by researchers who trained him in American Sign Language by moulding and guiding his hands (Terrace, Petitto, Sanders, & Bever, 1979).

In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.

Nim was able to string together as many as 16 signs, but their order appeared quite random (Terrace et al., 1979).

A WORK WITH SIX OR MORE AUTHORS

Use only the first author's name followed by "et al." in the signal phrase or the parentheses.

The ape language studies have shed light on the language development of children with linguistic handicaps (Savage-Rumbaugh et al., 1993).

ORGANISATION AS AUTHOR

If the author is a government agency or other corporate organisation, name the organisation in the signal phrase or in the parenthetical citation.

According to the Language Research Centre (2000), linguistic research with apes has led to new methods of treating humans with learning disabilities such as autism and dyslexia.

If the organisation has a familiar abbreviation, you may include it in brackets the first time you cite the source (National Health and Medical Research Council, 2001) and use the abbreviation alone in later citations (NHMRC, 2001).

TWO OR MORE WORKS IN THE SAME PARENTHESES

When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list (i.e. alphabetically), separated by semicolons.

Researchers argued that the apes in the early language experiments were merely responding to cues (Sebeok & Umiker-Sebeok, 1979; Terrace, 1979).

CHAPTERS WRITTEN BY DIFFERENT AUTHORS

Some books are put together by an editor or editors and consist of chapters written by different authors. In this case, cite the author(s) of the *chapter*, not of the book. So if you used a particular chapter which was written by Facelli which was part of a book edited by Conran and Duckhouse in 2015, the reference would be Facelli (2015).



PERSONAL COMMUNICATION	<p>Interviews, letters, e-mail, and other person-to-person communications should be cited as follows: One of Patterson's former aides, who worked with the gorilla Michael, believes that he was capable of joking and lying in sign language (E. Robbins, personal communication, January 4, 2000).</p> <p>Note: personal communication is not included in the reference list</p>
AN ELECTRONIC DOCUMENT	<p>When possible, cite an electronic document as you would any other document (using the APA style)</p> <p>Fouts and Fouts (1999) have explained one benefit of ape language research. It has shown us how to teach children with linguistic disabilities.</p> <p>Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). Here are APA's guidelines for handling sources without authors' names, dates, or page numbers.</p>
UNKNOWN AUTHOR / ANONYMOUS	<p>If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles and chapters are put in double quotation marks; titles of books and reports are italicised.</p> <p>Chimpanzees in separate areas of Africa differ in a range of behaviors. An international team of researchers has concluded that many of the differing behaviors are cultural, not just responses to varying environmental factors ("Chimps," 1999).</p> <p>In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.</p>
UNKNOWN DATE	<p>When the date is unknown, APA recommends using the abbreviation "n.d." (for "no date").</p> <p>Attempts to return sign-language-using apes to the wild have had mixed results (Smith, n.d.).</p>
NO PAGE NUMBERS	<p>APA ordinarily requires page numbers for direct quotations, and it recommends them for long summaries or paraphrases. When an electronic source lacks stable numbered pages, your citation should include (if possible) information that will help readers locate the particular passage being cited.</p> <p>When an electronic document has numbered paragraphs, use the paragraph number preceded by the symbol ¶ or by the abbreviation "para.":</p> <p>(Hall, 2001, ¶5) or (Hall, 2001, para. 5).</p> <p>If neither a page nor a paragraph number is given and the document contains headings, cite the appropriate heading and indicate which paragraph under that heading you are referring to:</p> <p>According to Kirby (1999), some critics have accused activists in the Great Ape Project of "exaggerating the supposed similarities of the apes [to humans] to stop their use in experiments" (Shared Path section, para. 6).</p> <p>Electronic files using portable document format (PDF) often have stable page numbers. For such sources, give the page number in the parenthetical citation.</p>
SECONDARY SOURCES	<p>If you use a source that was cited in another source (a secondary source), name the original source in your signal phrase. List the secondary source in your reference list and include it in your parenthetical citation, preceded by the words "as cited in". In the following example, Booth is the secondary source (i.e. the source that you have direct access to):</p> <p>Linguist Noam Chomsky has dismissed the studies on Kanzi with a flippant analogy: "To maintain that Kanzi has language ability is like saying a man can fly because he can jump in the air" (as cited in Booth, 1990, p. A3).</p>
TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR	<p>When your list of references includes more than one work by the same author in the same year, use lowercase letters ("a", "b" and so on) with the year to order the entries in the reference list. Use those same letters with the year in the citation:</p> <p>Research by Kennedy (2000b) has yielded new findings concerning...</p>



THE REFERENCE LIST

In APA style, the alphabetical list of works cited, which appears at the end of the paper, is titled "References". Every work cited in the text must be listed. Each entry usually contains four main elements: author(s), year of publication, title, and publishing data, in this order. The publishing data for a book or monograph consists of the

location and name of the publishing company, for a journal article it consists of the volume and issue numbers, page numbers, and Digital Object Identifiers (DOI) or Uniform Resource Locator (URL) if applicable.

Observe all details: capitalisation, punctuation, use of italics, and so on. Keep the list in alphabetical order by authors' family names; if a work has no author, alphabetise it by its title. The first element of each entry is important because citations in the text of the paper refer to it and readers will be looking for it in the alphabetised list. The date of publication appears immediately after the first element of the entry.

BOOKS

BASIC FORMAT FOR A BOOK	Highmore, B. (2001). <i>Everyday life and cultural theory</i> . New York: Routledge.
EDITED BOOK	Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). <i>Consequences of growing up poor</i> . New York: Russell Sage Foundation.
EDITED BOOK WITH AUTHOR	Plath, S. (2000). <i>The unabridged journals</i> (K. V. Kukil, Ed.). New York: Anchor
TRANSLATION	Singer, I. B. (1998). <i>Shadows on the Hudson</i> (J. Sherman, Trans.). New York: Farrar, Straus and Giroux. (Original work published 1957)
EDITION OTHER THAN THE FIRST	Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). <i>The battered child</i> (5th ed.). Chicago: University of Chicago Press
ARTICLE OR CHAPTER IN AN EDITED BOOK	Meskell, L. (2001). Archaeologies of identity. In I. Hodder (Ed.), <i>Archaeological theory today</i> (pp. 187-213). Cambridge, England: Polity Press
MULTIVOLUME WORK	Womersley, H.B.S. (1984-2003.). (1973). <i>The marine benthic flora of South Australia</i> (Vols.1-3d.) Adelaide: South Australian Government Printing Division.

PERIODICALS (Paper copies)

JOURNAL PAGINATED BY VOLUME	Boehm, J. K., & Lyubomirsky, S. (2008). Does happiness promote career success? <i>Journal of Career Assessment</i> , 16, 101- 116.
JOURNAL PAGINATED BY ISSUE	Scruton, R. (1996). The eclipse of listening. <i>The New Criterion</i> , 15(3), 5-13.
MAGAZINE ARTICLE	Raloff, J. (2001, May 12). Lead therapy won't help most kids. <i>Science News</i> , 159, 292.
NEWSPAPER ARTICLE	Haney, D. Q. (1998, February 20). Finding eats at mystery of appetite. <i>The Oregonian</i> , pp. A1, A17.
LETTER TO THE EDITOR	Carter, R. (2000, July). Shot in the dark? [Letter to the editor]. <i>Scientific American</i> , 238(1), 8.
REVIEW	Gleick, E. (2000, December 14). The burdens of genius [Review of the book <i>The Last Samurai</i> by H. DeWitt]. <i>Time</i> , 156, 171.



ELECTRONIC SOURCES

ARTICLE FROM AN ONLINE PERIODICAL (DOI available)	Aldwin, C., & Greenberger, E. (1987). Cultural differences in the predictors of depression. <i>American Journal of Community Psychology</i> , 15, 789-813. doi:10.1007/BF00919803
ARTICLE FROM AN ONLINE PERIODICAL (no DOI)	Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. <i>Current Research in Social Psychology</i> , 6(9). Retrieved from http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm
NON-PERIODICAL WEB DOCUMENT	Cain, A., & Burris, M. (1999, April). <i>Investigation of the use of mobile phones while driving</i> . Retrieved from http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm
NON-PERIODICAL WEB DOCUMENT (no author)	<i>Evolutionary psychology: A primer</i> . (n.d.). Retrieved July 5, 2001, from the University of California, Santa Barbara, Center for Evolutionary Psychology Web site: http://www.psych.ucsb.edu/research/cep/primer.html
CHAPTER OR SECTION IN A WEB DOCUMENT	Heuer, R. J., Jr. (1999). Keeping an open mind. In <i>Psychology of intelligence analysis</i> (chap. 6). Retrieved from http://www.cia.gov/csi/books/19104/art9.html
ONLINE POSTING	Eaton, S. (2001, June 12). Online transactions [Msg 2]. Message posted to news://sci.psychology.psychotherapy.moderated .
COMPUTER PROGRAM (specialised)	Kaufmann, W. J., III, & Comins, N. F. (1998). <i>Discovering the universe</i> (Version 4.1) [Computer software]. New York: Freeman. N.B. Standard programs such as Word, SPSS, Photoshop, do not require a reference
ONLINE VIDEO	Shelton, C. (2015, June 4). <i>What is critical thinking?</i> [Video file]. Retrieved from https://www.youtube.com/watch?v=l6gaUNYK5pc

OTHER SOURCES

DISSERTATION ABSTRACT	Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). Dissertation Abstracts International, 62, 7741A
THESIS	Hotchkiss, S.L. (2000). <i>Life history strategies of three species of Cystophora (Phaeophyta, Fucales) from a shallow subtidal community in South Australia</i> . (Doctoral thesis, University of Adelaide, Adelaide, Australia). Retrieved from http://hdl.handle.net/2440/19529
GOVERNMENT DOCUMENT	U.S. Census Bureau. (2000). <i>Statistical abstract of the United States</i> . Washington, DC: U.S. Government Printing Office.
REPORT FROM A PRIVATE ORGANISATION	American Psychiatric Association. (2000). <i>Practice guidelines for the treatment of patients with eating disorders</i> (2nd ed.). Washington, DC: Author.
CONFERENCE PAPER (Published in proceedings)	Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). <i>Proceedings of CSCL'95: The first international conference on computer support for collaborative learning</i> . Mahwah, NJ: Erlbaum.
CONFERENCE PAPER (Unpublished)	Melanti, B.G. (1982). <i>Programmers' attitudes toward computer crime: The case in Hong Kong</i> . Paper presented to 10th World Congress of Computer Technology. Kathmandu, 16-21 August.
MOTION PICTURE	Soderbergh, S. (Director). (2000). <i>Traffic</i> [Motion picture]. United States: Gramercy Pictures.
TELEVISION PROGRAM	Pratt, C. (Executive Producer). (2001, December 2). <i>Face the nation</i> [Television broadcast]. Washington, DC: CBS News.
TELEVISION SERIES	Janows, J. (Executive Producer). (2000). <i>Culture shock</i> [Television series]. Boston: WGBH.
COURSE BOOK	School of Humanities, Flinders University (2003). <i>Professional English course book, semester 2</i> . [ENGL 1001]. Adelaide: Flinders University.



EXAMPLES OF FORMAT FOR DIFFERENT TYPES AND NUMBERS OF AUTHORS

The format of the “author” part of the reference is dependent on a variety of factors. The examples below help identify these differences. Note that the full reference is not given here for the sake of brevity – only the author and date.

SINGLE AUTHOR	Conran, J. (2001).
MULTIPLE AUTHORS	<p>List up to seven authors by family names followed by initials. Use an ampersand (&) instead of "and"</p> <p>Walker, J. R., & Taylor, T. (1998).</p> <p>Sloan, F. A., Stout, E. M., Whetten-Goldstein, K., & Liang, L. (2000).</p> <p>If there are more than seven authors, list the first six, insert three ellipsis points (...) and add the final author's name.</p> <p>Gilbert, D. G., McClernon, F. J., Rabinovitch, B. A., Sugai, C., Plath, L. C., Asgaard, M.S., ... Botros, N. (2004).</p>
ORGANISATION AS AUTHOR	<p>When the author is an organisation, begin with the name of the organisation.</p> <p>American Psychiatric Association (2000).</p>
UNKNOWN AUTHOR	<p>Begin with the work's title. Titles of books are italicised. Titles of articles are neither italicised nor put in quotation marks.</p> <p>Oxford essential world atlas (1996).</p>
ONLINE POSTING	<p>Use the author's surname or username, followed by the date (year, month and day).</p> <p>Jones, C. (2001, January 15).</p>
TWO OR MORE WORKS BY THE SAME AUTHOR	<p>Use the author's family name for all entries. List the entries by year, the earliest first.</p> <p>Schlechty, P. C. (1997).</p> <p>Schlechty, P. C. (2001).</p>
TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR	<p>List the works alphabetically by title. In the parentheses, following the year, add "a", "b" and soon. Use these same letters when giving the year in the in-text citation. "a" is the one first cited.</p> <p>Kennedy, C. (2000a). <i>Group dynamics</i>.</p> <p>Kennedy, C. (2000b). <i>Share-taking in small groups</i>.</p>
JOURNAL ARTICLES FROM ONLINE DATABASES	<p>In general, it is no longer necessary to include database information, because this can change over time, and database aggregators further confuse the issue. However, some archival documents can only be found in certain electronic databases, such as ERIC or JSTOR. If the document is difficult to locate through its primary publisher, give the URL for the home page of the database.</p>
ONLINE SOURCES AND THE USE OF DOIS	<p>If you use a source you have found online, you must include information that will enable the reader to locate the same source. Until recently, this was done by stating the URL. Recently, DOIs (Digital Object Identifiers) have been introduced. These are attached to each document and stay with it, even if the URL of the document changes. All DOIs start with the number 10, followed by a dot, a four digit number, a slash, and then an alphanumeric string. Note that a full stop is not used after the DOI.</p> <p>Example: 10.1080/14622200410001676305</p> <p>If you have a DOI and you want to find the document, you can either go to http://www.crossref.org/ and enter it in the search box, or add the entire DOI string after http://dx.doi.org/. If a document has a DOI, you should use this in your reference list. If a DOI is used, no further retrieval information is needed.</p> <p>If the document does not have a DOI, you should state the complete URL of the home page of the journal or the publisher of the book or report. Make certain that this works.</p> <p>Do not include retrieval dates unless the source material may change over time (such as with wikis).</p>