**THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)**

- The **American Psychological Association** reference style uses the **Author-Date format**.
- Refer to the **Publication Manual of the American Psychological Association** (6th ed.) for more information. Check Library Search for call number and location(s).
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

### IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

1. Make it a part of a sentence or 2) put it in parentheses at the end of the sentence.

**Direct quotation** – use quotation marks around the quote and **include page numbers**

1. Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
2. "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

**Indirect quotation/paraphrasing/summarising** – no quotation marks

1. Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
2. According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

**Citations from a secondary source**

1. Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
2. Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

**N.B.** To cite a source you found in another source, you must acknowledge all the authors.

- The author(s) of the source referred to i.e. Gould, 1981
- The author(s) of the work which contains the original source i.e. Cohen & Lotan, 2014

In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.

### EXAMPLES OF REFERENCES BY TYPE

<table>
<thead>
<tr>
<th>In a reference list</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
| **1. Book with one author**
  *N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.* | (King, 2000) or
  King (2000) compares Frame … |

| **2. Book with two authors**
  Dancey and Reidy (2004) said…
  When paraphrasing in text, use *and*, not &. |

| **3. Book with three to five authors (see Library APA referencing webpage for six or more authors)**

  *N.B. Use & between authors’ names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.* | (Krause, Bochner, & Duchesne, 2006) then
  Krause et al., 2006 |
4. **Book or report by a corporate author e.g. organisation, association, government department**
   

   **N.B.** When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable.

   *(International Labour Organization, 2007) or (International Labour Organization [ILO], 2007), then (ILO, 2007)*

5. **Book chapter in an edited book**
   

   **N.B.** Include the page numbers of the chapter after the book title.

   *(Kestly, 2010) or Kestly (2010) compares educational settings of ...*

6. **Conference paper online – (see Library APA referencing webpage for alternative formats)**
   

   *(Bochner, 1996) or Bochner (1996) illustrates that...*

7. **Course handout/Lecture notes (electronic version)**
   

   **N.B.** Put format in square brackets - e.g. [Lecture notes][Panopto video]. This referencing format should be used only for your assignments.

   *(Archard, Merry & Nicholson, 2011 then subsequently, if 3-5 authors (Archard et al., 2011)*

8. **Film – (see Library APA referencing webpage for music and other media)**
   

   **N.B.** For films, DVDs or videorecordings use [Motion picture] in square brackets. Give the country of origin and the name of the motion picture studio.

   *(Preston, 2010)*

9. **Journal article (academic/scholarly) with DOI**
   

   **N.B.** DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication. The DOI’s code links to the article online.

   *(Germann, Ebbes & Grewal, 2015 then subsequently, if 3-5 authors (Germann et al., 2015)*

9a. **Journal article with no DOI**
   

   **N.B.** A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised). Online journal articles with no DOI no longer require a retrieval statement (i.e. Retrieved from... database).

10. **Magazine/Newspaper article – popular/trade/general interest**
    

    **N.B.** Full date is used if published weekly; month and year if monthly.

11. **Magazine/Newspaper article with no author**
    

    **N.B.** Article title comes first. In the text, abbreviate title and use double quotation marks. Include p. or pp. before the page number for newspapers, not magazines.

    *(“Report Casts Shadow,” 2007)*

12. **Personal Communication**
    
    (letters, telephone conversations, emails, interviews, private social networking)

    **N.B.** No reference list entry as the information is not recoverable.

    *(J. Bär, personal communication, March 19, 2004)*

14. **Webpage**
    

    **N.B.** (n.d) = no date. The basic format is: (1) Author (could be organisation), (2) Date (either date of publication or latest update), (3) Title, (4) URL.

    *(New Zealand Trade and Enterprise, n.d., para. 1) For direct quote, cite the paragraph number in text*

15. **Web Images**
    

    The basic format is: (1) Author (photographer), (2) Date of creation (if not provided, use n.d.), (3) Title of image (if no author is given, this comes first; include in brackets "Image", "Photograph" or "Painting"; if no title is given, describe the image yourself concisely), (4) URL.

    No author given:
    

    No title or date given:
    