

Library Services

# APA Style Guide

Acknowledgements

Publication manual of the American Psychological Association

Mori, K. (2016). Swinburne Online APA 6<sup>th</sup> edition referencing style guide.

**1. The purpose of the APA Style**

APA Style is an academic citation system that allows you to use and then acknowledge other people's information and ideas in your own work. Using APA Style ensures that people who read your work can locate and read the same sources you used. It also reduces the risk of being accused of plagiarism.

Using APA Style means acknowledging the author of an information source and the date the source was published by inserting the author's family name/surname and year of publication in the body of your work each time you use their information and ideas. The author and date, together with other details (often called bibliographic details) are also listed at the end of your work. If you use more than one information source, arrange the sources in a list at the end of your work alphabetically by author surname.

Always be consistent when using APA Style. All information sources of the same type should be treated in the same way.

This guide supplements but does not replace the sixth edition of the publication manual of the American Psychological Association (APA 2010).

**Students are advised to check with their school, department or faculty which citation style guide is required, as not everyone in the University uses this style guide.**

**2. Acknowledging sources in the body of your work; to paraphrase and to quote**

The two most important details to acknowledge whenever you use someone's information are: a) the name(s) of the author, authors or organisation who created it, and b) the year they created it. You must insert them each time you use their information in your own work. The details are usually placed at the end of the sentence and are called 'in-text references', because you are placing them in the text (the body) of your work.

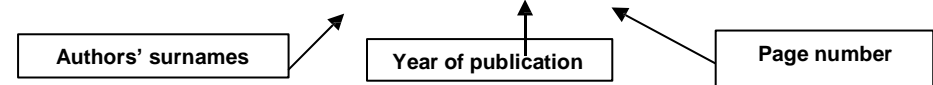
The two main ways of using an information source are either to paraphrase it or to quote from it. To paraphrase is to look at someone's information and then write it using your own words. To quote is to use the exact words someone has written and insert it into your work. You should only quote when you feel that the author's words are perfect and that trying to paraphrase them would weaken their message and power. When you quote, always include the page number or page numbers in the in-text reference, placed after the year it was published. When you quote less than 40 words, enclose the text in double quotation marks: ". If you quote more than 40 words, then do not use double

quotation marks – instead, place the quoted material on a new line, indent the quote and finish with the in-text reference. New text after that quote should start on a new line and not be indented.

For example, this sentence from a book: *Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill.*

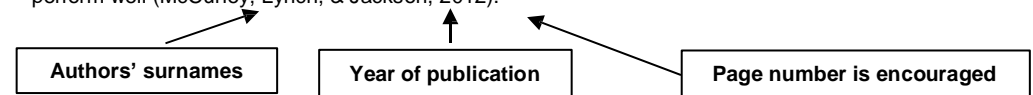
If you copy it from the book and insert it into your work, the in-text reference could look like this:

"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley, Lynch, & Jackson, 2012, p. 78).



If you paraphrase it by rewriting the information using your own words, the sentence and the in-text reference could look like this:

If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch, & Jackson, 2012).



**Although page numbers are not necessary when paraphrasing, they are encouraged, especially when it helps a reader find the passage in the text.**

If the author of the work is very well known in their subject field, you may want to use their name as part of your writing. If you do so, you must still include the year of publication (and the page number too, if you are quoting or paraphrasing them). For example:

Dawkins (2012, p. 226) states that the universe cannot do good or bad things to humans because it is not a sentient force.

If a source does not have a page number (some sources, such as webpages and YouTube videos, do not), just insert the author's name and year of publication. If a source has section numbers instead of page numbers (eg. some ebooks; legislation), use 's' (short for section) instead of 'p' (short for page) and list the section number in the in-text reference.

You can still make an in-text reference even if an information source doesn't have an author (check carefully first, though). The author is replaced by the title of the information source, and the title is also italicised. Year of publication and page number are unchanged. For example:

Decapsulation of brine shrimp cysts is not necessary but has been carried out by dedicated aquarists for many years as they claim it improves hatching rates (*Hatching and raising brine shrimp* 2010).

### 3. Your Reference List or Bibliography

Each time you find a useful information source, keep a record of all its bibliographic details. As well as author and year, other bibliographic details might include the name of the company who published the source; the state, town or suburb; the edition number if the source is not the first; the web address (if you found it on the web), and the date that you first found it (if you found it on the web); and other details depending on the type of source. These details all help someone locate and read the same information source you used. These bibliographic details, arranged in the correct order, are called an entry. Arrange entries in a single alphabetical list, alphabetically by author surname/family name. Each entry should be double-spaced and have a hanging indent. This list is either a Reference List or a Bibliography and it is placed at the end of your work.

A Reference List is a list of all the information sources you refer to in your work. A Bibliography is a list of all the information sources you refer to in your work as well as all other sources you have looked at while preparing your work, but did not actually use in it. Ask your course convenor which one they require; in most cases it will be a Reference List.

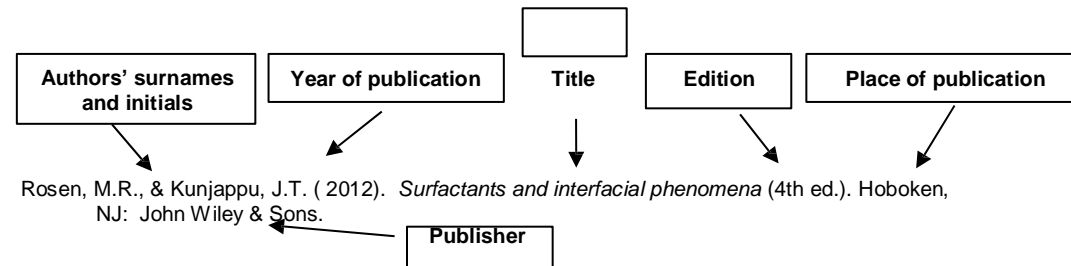
### 4. Books: bibliographic details required

For books, include the details in this order:

1. Author(s) – either a person(s) or an organisation – or editor(s). Names are presented surname first, initial(s) stop next.
2. (Year of publication) in brackets.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. Both are *italicised*.
4. Title of series and volume number, if applicable.

5. Edition – include only if this is not the first edition of the book. Edition is abbreviated in the entry as (3<sup>rd</sup> ed.).
6. Place of publication – state or city or suburb. Extra information may be provided if there is more than one place with the same name.
7. Publisher.

For example:



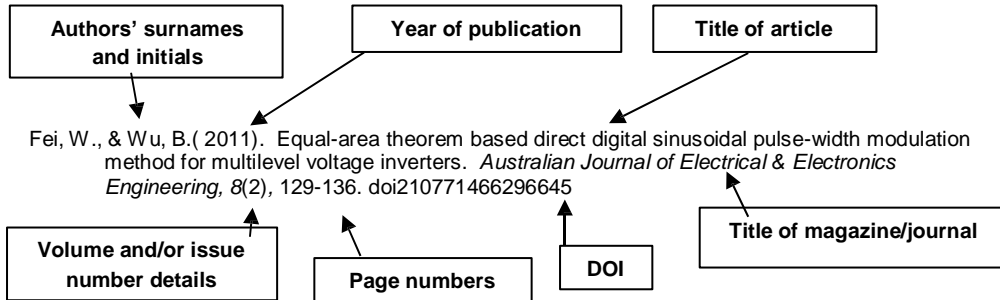
### 5. Articles from magazines and journals (except those freely available on official magazine or journal web sites): bibliographic details required

Many students obtain newspaper, magazine and journal articles via Swinburne Library databases. Some extra details (like a doi) are required for those compared to articles found in print sources (eg.. a newspaper purchased in a shop):

1. Author(s) – if given.
2. Year of publication (in brackets).
3. Title of article.
4. Title of newspaper/magazine/journal. Title should be italicised.
5. Volume and/or issue number. If there is an issue number, it should be in brackets. Please note that issue numbers are not required for journals that continue page numbers across issue numbers in a given volume.
6. Day and month, or season in brackets– if volume and/or issue number are not provided, or if needed to precisely identify an article.
7. Page number(s), if they are included. Note: this is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database.

8. DOI. If you are referencing an article from a library database the doi (document object identifier) needs to be included. If no doi is available, write **Retrieved from** and include the URL. You can shorten the URL.

For example:



**6. Information from the web: recommendation**

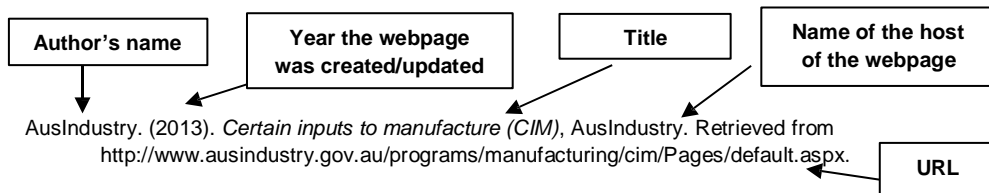
Information sources found on the web can sometimes be difficult information sources to acknowledge and create entries for. Carefully examine the guidelines and examples at the APA Style webpage - you may find an example there that matches what you are trying to acknowledge. You can also build a hybrid entry by combining the guidelines for books and for other sources. For more information about hybrid entries and an example of one, see Section 8.

**7. Information from the web: bibliographic details required**

Include as many of the following details in the entry as possible:

1. Author(s) or organisation responsible for the webpage – if given. If there is no clearly identifiable author, do not use the name of the Copyright owner or website host/website sponsor, as they may not be the same organisation. If no author can be found, then use the title, and the title should be italicised.
2. Year the information was created or year of the most recent update. Use the Copyright date of a webpage if there is no date of creation. If a range of dates is given (e.g. © 2010 – 2012), use the latest date shown. If there is no date available, use n.d.. (Short for no date).
3. Title of the webpage/document. The page title is usually shown at or near the top of the page.
4. Name of the organisation hosting the webpage on their website or the name of the sponsor of the webpage. Do not confuse a group hosting or sponsoring a webpage with the author, unless they clearly are the same.
5. URL. The URL (website address) should be included with the prefix “retrieved from”.

Example of an entry for a web page from an organisation:

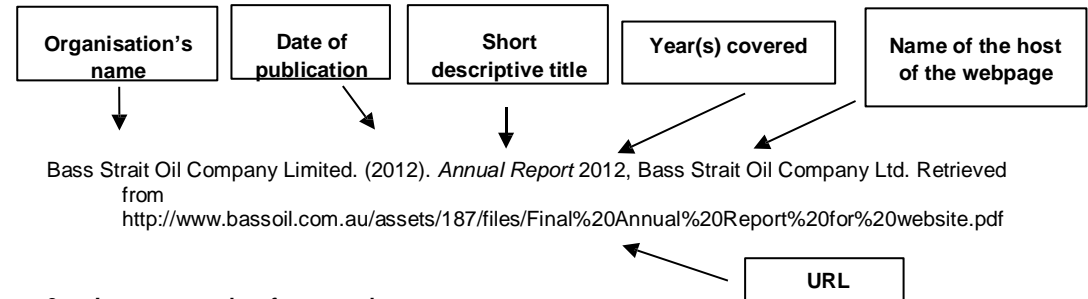


**8. Hybrid entries**

If you need to blend guidelines to create a hybrid entry for an unusual information source, remember: always be consistent in the application of APA throughout your work.

Here are the steps showing how to create a hybrid entry, in this instance an entry for an Annual Report found on a company website:

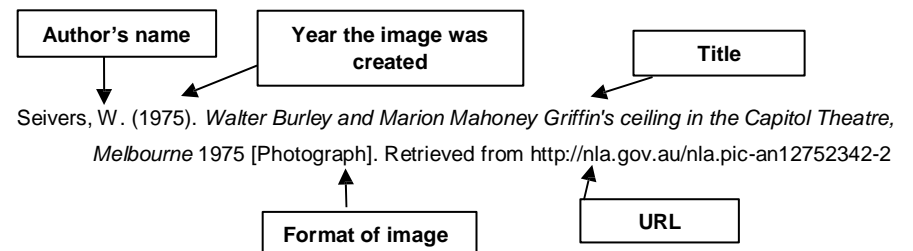
The details required by the guidelines for Annual Reports: Name of organisation, Year of publication in brackets, Short descriptive title (italicised), and Year(s) covered) are collected, and then some of the guidelines for web sources (Name of the group hosting the webpage, and URL are collected. The two are then blended together to make the following hybrid entry:



**9. Image example – from a webpage.**

Include as many of the following:

1. Author(s), or creator(s) of the image
2. Year the image was created
3. Title of the image in *italics*.
4. Format of the image. e.g. photograph. Put this information in [square] brackets.
5. URL. The URL can be shortened. Preface the URL with “Retrieved from.”



**Need help with the APA Style? Visit us at a campus library, or contact us:**

- Email: [library@swin.edu.au](mailto:library@swin.edu.au)
- Telephone: (03) 9214 8330 (International: +61392148330)

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Book with one author</b>	The universe cannot do good or bad things to humans because it is not a sentient force (Dawkins, 2012).  <b>Page number may be required</b>	“The universe has no mind, no feelings and no personality, so it doesn’t do things in order to hurt or please you” (Dawkins, 2012, p. 226), which leaves us having to examine other reasons for why events happen.	Dawkins, R. (2012). <i>The magic of reality</i> . London, England: Black Swan.
<b>Book with two authors</b>	A government minister’s performance will be influenced and affected by four factors: their personality; the government’s requirements; the portfolio; and lastly, their circumstances (Tiernan & Weller, 2010).	Tiernan and Weller (2010, p. 299) state that there are four factors that will determine a minister’s performance: “their personality, the requirements of the government, the expectations of their portfolio and the political circumstances in which they find themselves”.  <b>Hint:</b> Use <b>and</b> when family names are outside parentheses.	Tiernan, A., & Weller, P. (2010). <i>Learning to be a Minister: Heroic expectations, practical realities</i> . Carlton, Australia: Melbourne University Press.
<b>Book with three – five authors.</b> <b>Also,</b> <b>Book that is not the first edition</b>	If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch, & Jackson, 2012).  Cite all authors the first time. In subsequent citations use the surname of the first author followed by et al. and the year.	“Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill” (McCurley, Lynch, & Jackson, 2012, p. 78).  Subsequent citations: (McCurley et al., 2012, p.78)	McCurley, S., Lynch, R., & Jackson, R. (2012). <i>The complete volunteer management handbook</i> (3 <sup>rd</sup> ed.). London, England: Directory of Social Change.  <b>Hint:</b> An edition number is placed after the title of the work; this is not necessary for a first edition.
<b>Book with six, seven authors</b>	(Parrino et al., 2011).	Parrino et al. (2011, p. 244) observe that “The prices of two shares in a portfolio will rarely, if ever, change by the same amount and in the same direction at the same time”.  <b>Hint:</b> Use surname of the first author followed by et al. and the year for the <i>all</i> citations.	Parrino, R., Kidwell, D. S., Au Yong, H. H., Morkel-Kingsbury, N., Dempsey, M., & Murray, J. (2011). <i>Fundamentals of corporate finance</i> (Australian ed.). Milton, Qld: John Wiley & Sons Australia.
<b>Book with eight or more authors</b>	_____ (Hall et al., 2010, p. 6).  <b>Hint:</b> Cite only the surname of the first author followed by et al.	Hall et al. (2010, p. 6) puts forward an interesting scenario “_____.”	Hall, J., Powell, F., Seywell, L., Redman, M., Cargo, M., Wenley, M., ... Spencer, D. (2010). <i>Psychology: A student’s handbook</i> (7th ed.). Berlin, Germany: Springer.  <b>Hint:</b> Include the first six authors’ names, followed by an ellipsis, then add the last author’s name.
<b>Book with two editors and the contributing writers are identifiable</b>	While they may enforce regulations and create new ones, state governments do not have unlimited funds to do so (Connell, 2012).	This is an incorrect assumption: “States have substantial direct regulatory power but limited funds” (Connell, 2012, p. 80).	Connell, D. (2012). Flailing about in the Murray-Darling basin. In K. Crowley & K.J. Walker (Eds.), <i>Environmental policy failure: the Australian story</i> . (pp. 74-87). Prahran, Vic: Tilde University Press.
<b>Book where an organisation is the author</b>	A seller only needs a minimum level of insurance when CIF is used (International Chamber of Commerce, 2010).	The buyer cannot expect the seller to pay a premium level; “under CIF the seller is required to obtain insurance only on minimum cover” (International Chamber of Commerce, 2010, p. 105).	International Chamber of Commerce (2010). <i>Incoterms 2010: ICC rules for the use of domestic and international trade terms</i> . Paris, France: ICC Services.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Conference paper, published as a book</b>	Heat transfer coefficient values can only be approximately calculated because they are determined by the three factors of (a) quenching medium, (b) quenching process, and (c) part geometry (Wu & Makhlouf, 2011).	This cannot always be precise: “However, heat transfer coefficients are very much dependent on part geometry, quenching medium and quenching process and this makes their determination difficult and the values obtained are approximate at best” (Wu & Makhlouf, 2011, p. 836).	Wu, C.K. & Makhlouf, M.M. (2011). Predicting the response of Aluminium casting alloys to heat treatment. In <i>Light Metals 2011: Proceedings of the technical sessions presented by the TMS Aluminium Committee at the TMS 2011 Annual Meeting &amp; Exhibition, San Diego, California, USA, 27 February – 3 March, 2011</i> . Hoboken, NJ: Wiley.
<b>One author referring to a work by two authors. (Secondary source).</b>  <b>Also, this is a conference paper published in ebook format</b>	Another perspective is that of Vargo and Lusch (cited in Graham, 2011), who propose that it is the purchaser that gives a purchased item its value.	Monetary value is not the true value of a purchased item – Vargo and Lusch (cited in Graham, 2011, p. 145) “introduced the idea that value can only be created and acknowledged by the consumer in the act of consumption”.	Graham, G. (2011). Interaction space. <i>Workshop proceedings of the 7th international conference on intelligent environments</i> . (pp.145-154). IOS Press, EBSCOhost eBook Collection. Retrieved from <a href="http://web.a.ebscohost.com/ehost/">http://web.a.ebscohost.com/ehost/</a>  <b>Hint:</b> Supply DOI where available, or URL (shorten URL) in the absence of a DOI.
<b>Multiple works by the same author</b>	_____ (Gillard, 2015, p. 66).  <b>Hint:</b> if works were published in the same year, use lower case letters a,b,c etc to differentiate between them.	University research by Gillard (2014, p. 89) has indicated that “_____”	Gillard, C. (2014). <i>Essentials of terrorism: Concepts of controversies</i> . Los Angeles, CA: Sage Publications.  Gillard, C. (2015). <i>Understanding terrorism: Challenges, perspectives and issues</i> . Los Angeles, CA: Sage Publications.  <b>Hint:</b> Order chronologically in the reference list. Entries with one author precede multiple-author entries beginning with the same surname – even if the multiple author work was published earlier.
<b>Book with author and editor</b>	_____ (Austen, 1814/2005, p. 195)  <b>Hint:</b> Include the original publication date in the citation.	Austen (1814/2005, p. 195) “A large income is the best recipe for happiness I ever heard of.”	Austen, J. (1814/2005). <i>Mansfield Park</i> . In J. Wiltshire (Ed.). Cambridge, England: Cambridge University Press.
<b>Book with volume numbers</b>	_____ as this complex theory is dealt with in detail by Russell (2015, vol. 2, p. 23; vol. 3, pp. 17-36).  <b>Hint:</b> If more than one volume is given, separate with a semi-colon.		Russell, F. (2015). <i>The autobiography of John Doe</i> (Vols. 1-3). London, England: Allen & Unwin.

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Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Ebooks—with page numbers (or numbered sections)</b>	Tanaka (2012) asserts that coastal nations, wanting to obtain and secure offshore deposits of natural resources for their own use, expanded their jurisdictional reach into the high seas.	Tanaka (2012, p. 19) notes this shift in law as being due to offshore exploration and drilling: “After World War II, however, coastal states increasingly extended their jurisdiction toward the high seas in order to control offshore resources”.	Tanaka, Y. (2012). <i>The International Law of the Sea</i> . Cambridge University Press. Proquest Ebook Central. Retrieved from <a href="https://ebookcentral.proquest.com">https://ebookcentral.proquest.com</a>
<b>Ebooks – no page numbers; chapter and section details only (chapter is abbreviated as ‘ch.’)</b>	ASEAN has given Malaysia ‘middle income country’ status (Bhasin, 2010).	“Malaysia is one of ASEAN’s more successful economies and has been declared a middle income country” (Bhasin, 2010, ch. 6: Malaysia: Economic system).	Bhasin, B.B. (2010). <i>Doing business in the ASEAN countries</i> . Business Expert Press. Books 24x7. Retrieved from <a href="http://www.library.books24x7.com">http://www.library.books24x7.com</a>
<b>Ebook with DOI</b>	_____ (Deegan, 2014).		Deegan, C. (2014). <i>Financial accounting theory</i> (4th ed.). Sydney, Australia: McGraw-Hill Education. doi:10.2452/12325 000  <b>Hint:</b> If the DOI is not available, provide the home page URL of the book publisher. No retrieval date is required.
<b>DVD</b>	Effective communication in a workplace can end if a problem is not dealt with ( <i>Don’t hesitate, communicate! Effective communication in the office</i> , 2010).	In other words, “Refusing to address the issues is one way to kill communication” ( <i>Don’t hesitate, communicate! Effective communication in the office</i> , 2010).	<i>Don’t hesitate, communicate! Effective communication in the office</i> . (2010). [DVD]. Bendigo, Australia: Video Education Australasia.
<b>DVD—feature film</b>	In this instance, a blank scroll is used as a metaphor for non-existent knowledge (Stevenson & Osborne, 2008).	The passing down from generation to generation of a chef’s skills is humorously summed up by this statement from Po’s adopted father: “We are noodle folk—broth runs through our veins!” ( <i>Stevenson &amp; Osborne</i> , 2008).	Stevenson, J. & Osborne, M. (Directors). (2008). <i>Kung Fu Panda</i> [Motion Picture]. Hollywood, Calif: Paramount Pictures.
<b>Newspaper article- print</b>	A charge of Trespass can be made once the defendant is 150m or closer to a timber harvesting site ( <i>Trespass laws tighten</i> , 2013).	Even going near a plantation can get you into trouble now, because “Anyone caught going within 150m of a harvesting site will be charged with trespassing, after the State Government brought in new “public safety zones”” ( <i>Trespass laws tighten</i> , 2013, p. 15).	Trespass laws tighten. (2013, January 18). <i>Herald Sun</i> . p.15.  <b>Hint:</b> For magazines, newsletters and newspapers, give the year and the exact date of the publication (month or month and day), separated by a comma.



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Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Newspaper article - website</b>	It's possible the legendary Kraken was derived from sightings of these giant squids (AFP, 2013).	It is evident that ancient mythologies of sea monsters may have been inspired by truisms: "The creature is thought to be the genesis of the Nordic legend of Kraken, a sea monster believed to have attacked ships in waters off Scandinavia over the past millennium" (AFP, 2013).	AFP. (2013, January 8). Shining and so beautiful: giant squid captured on film for the first time. <i>The Age</i> . Retrieved from <a href="http://www.theage.com.au/environment/animals/shining-and-so-beautiful-giant-squid-captured-on-film-for-the-first-time-20130108-2cdk3.html">http://www.theage.com.au/environment/animals/shining-and-so-beautiful-giant-squid-captured-on-film-for-the-first-time-20130108-2cdk3.html</a>
<b>Press or media release</b>	_____ (Prime Minister of Australia, 2015).	Prime Minister of Australia (2015) clarifies that "_____."	Prime Minister of Australia. (2015, August 6). <i>Gillard Government to boost resources to international border patrols</i> [Press release]. Canberra, Australia: AGPS.
<b>Journal article from a library database</b>  <b>DOI available</b>	It is much simpler to manage an optical network that has been arranged in a ring (Argibay-losada et al., 2010).	Argibay-losada et al. (2010, p. 263) identify that "The main reason to use ring topologies is not a high degree of connectivity or route diversity, but the opposite, namely simplicity of management (static routing and automatic recovery, for example)".	Argibay-losada, P., Suarez-Gonzalez, A., Lopez-Garcia, C., & Fernandez-Veiga, M. (2010). Flow splitting for end-to-end proportional QoS in OBS networks. <i>IEEE Transactions on Communications</i> , 58(1), 257-269. doi: 0.1109/TCOMM.2010.01.090058  <b>Hint 1:</b> Where the page numbers in the entire volume run consecutively, do not use issue number after the volume number.  <b>Hint 2:</b> A digital object identifier (DOI) is a unique persistent link to an article. A publisher assigns a DOI to an article when it is published and made available electronically. (American Psychological Association, 2015). When DOIs are available, include them for both print and electronic sources. The DOI is usually found on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. (American Psychological Association, 2015). If a DOI is available include it at the end of the citation. The database name, URL and date of retrieval are not needed when using a DOI.
<b>Journal article from a library database</b>  <b>DOI not available</b>	The structure of work and the capacity of an organisation to be guided by experience are crucial to productivity. (Martin, 2013)	"The two critical drivers of productivity in any production process are the way work is structured and the company's ability to capture the lessons of experience." (Martin, 2013, p.99)	Martin, R. L. (2013). Rethinking the decision factory. <i>Harvard Business Review</i> , 91(10), 96-104. Retrieved from <a href="http://web.a.ebscohost.com/">http://web.a.ebscohost.com/</a>

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<b>Information source</b>	<b>In-text (paraphrase)</b>	<b>In-text (direct quotation)</b>	<b>Reference List or Bibliography entry</b>
<b>Article from an open access online journal. Note: in this example, page number format is not standard</b>	A user may not know that their computer has become part of a botnet (Maurushat, 2012).	“Once a user’s machine is infected and part of a botnet, they are likely to be unaware that their computer has been compromised” (Maurushat, 2012, p. 61.6), so prevention via firewalls and detection and removal using antivirus programs are first lines of defence.	Maurushat, A. (2012). The role of Internet Service Providers in combating botnets: an examination of recent Australian initiatives and legislative reform. <i>Telecommunications Journal of Australia</i> , 62,(4), 61.1-61.18. Retrieved from <a href="http://tja.org.au/index.php/tja/article/view/318/703">http://tja.org.au/index.php/tja/article/view/318/703</a>
<b>Industry &amp; market reports from Library databases</b>	This commodity has been affected by government fees (Williams, 2012).	Australian governments took advantage of this - “The industry has also faced higher government charges” (Williams, 2012, p. 5).	Williams, M. (2012). <i>Gold ore mining in Australia</i> . Retrieved from <a href="http://clients1.iibisworld.com.au/reports/au/industry/default.aspx?entid=68">http://clients1.iibisworld.com.au/reports/au/industry/default.aspx?entid=68</a>
<b>Australian Standards Online</b>	It is permissible to simply identify multivalve model by affixing an adhesive label to the gas bottle (Standards Australia, 2009)	The rule from Standards Australia (2009, p. 23) is: “An adhesive label is an acceptable means of identifying the model of multivalve”.	Standards Australia. (2009). <i>LP Gas fuel vessels for automotive use</i> . (AS/NZS 3509:2009). Retrieved from <a href="http://www.saiglobal.com">http://www.saiglobal.com</a>
<b>Learning material in Canvas – in this example, Powerpoint slides of a lecture</b>	There are usually two types of systems: natural systems and artificial systems (Tipping, 2010).	“Systems can be natural or artificial, eg. The solar system; Australia; Swinburne University of Technology; a bicycle” (Tipping, 2010).	Tipping, R. (2010). <i>Lecture 1: HIT3423/8423 Enterprise system management</i> [Powerpoint slides]. Retrieved from <a href="http://swinburne.canvas.swinburne.tippy.enterprise?">http://swinburne.canvas.swinburne.tippy.enterprise?</a>
<b>Webpage with an author</b>	Differences of behaviour between various species of frog may affect the possibility of some species becoming extinct (Rowley, 2013).	Rowley (2013) is one Australian biologist researching “how interspecific differences in behaviour relate to vulnerability to extinction due to threats such as disease, habitat modification and over-harvesting”.	Rowley, J. (2013). <i>Home</i> . Retrieved from <a href="http://jodirowley.com/index.html">http://jodirowley.com/index.html</a> .  <b>Hint:</b> Where the document is part of a larger whole, do not italicize the title. Capitalise only the first word of the title.
<b>Webpage without an author</b>	Cells that produce hormones comprise the endocrine system ( <i>Neuroendocrine Tumor</i> , 2012).	A simple explanation of the endocrine system is that “The endocrine system consists of cells that make hormones” ( <i>Neuroendocrine Tumor</i> , 2012).	<i>Neuroendocrine tumor</i> . (2012). Retrieved from <a href="http://www.cancer.net/cancer-types/neuroendocrine-tumor">http://www.cancer.net/cancer-types/neuroendocrine-tumor</a>
<b>Webpage of a company or organisation</b>	Haigh’s see their company as being involved in consumer experiences (Haigh’s Chocolates, 2013).	Haigh’s mission is to be “Delivering a world class chocolate experience every time” to their consumers (Haigh’s Chocolates, 2013).	Haigh’s Chocolates. (2013). Vision and values. Retrieved from <a href="http://www.haighschocolates.com.au/about-us/vision-values/">http://www.haighschocolates.com.au/about-us/vision-values/</a>

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Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Web document, Government department as author</b>  <b>(Include jurisdiction)</b>	_____ (Australia Department of Health and Family Support Services [DHFSS], 2014). _____ (DHFSS, 2014).	Australia Department of Health and Family Support Services (DHFSS, 2014, para. 6) defines the issues associated “_____.”	Australia Department of Health and Family Support Services. (2014). <i>Youth Suicide in Australia: The National Youth Suicide Prevention Strategy</i> . Retrieved from <a href="http://www.healthfamilysupportservices.gov.au/customer/services/cen-trelink/social-work-services">http://www.healthfamilysupportservices.gov.au/customer/services/cen-trelink/social-work-services</a>
<b>Web document: ABS</b>	_____ (Australian Bureau of Statistics, 2009). _____ (ABS, 2009).  <b>Hint:</b> The first in-text citation will need to include the authoring organisation name in full, along with the date of publication. For each subsequent citation, use the abbreviated or acronym form of the authoring body.	Australian Bureau of Statistics (ABS, 2009) “_____.” ABS (2009) “_____.”	Australian Bureau of Statistics. (2009). <i>Childhood education and care</i> (No. 4402.0). Canberra, Australia. Retrieved from <a href="http://www.abs.gov.au">http://www.abs.gov.au</a>  <b>Hint:</b> Include the ABS report’s catalogue number after the title.
<b>Australian curriculum documents: The early years learning framework (EYLF)</b>	Children can learn to make sense of social environments when they engage with the world around them (Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR], 2009, p. 6).  <b>Hint:</b> For each subsequent citation, you can use the acronym. For example; _____ (DEEWR, 2009, p. 6).	The Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments’ (DEEWR) Early Years Learning Framework for Australia (EYLF) states that play-based learning is “a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations” (DEEWR, 2009, p. 6).  <b>Hint:</b> For each subsequent citation, you can use the acronyms, for both the author and the curriculum names. For example; The EYLF states that “_____” (DEEWR, 2009, p. 6).	<b>Electronic/online</b> Australia Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR]. (2009). <i>Belonging, being and becoming: The early years learning framework for Australia</i> . Retrieved from <a href="https://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf">https://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf</a>  <b>Physical copy</b> Australia Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR]. (2009). <i>Belonging, being and becoming: The Early Years Learning Framework for Australia</i> . Canberra, ACT: Commonwealth of Australia.
<b>Thesis or dissertation-unpublished</b>	_____ (Summers, 2014). _____ (Peacock, 2013).	Summers (2014, p. 7) identifies that “_____.” Peacock (2013, p. 55) argues the point of “_____.”	Summers, K. (2014). <i>Developing a knowledge sharing model for the implementation of the learning organisation in New Zealand</i> (Unpublished doctoral dissertation). Victoria University, Melbourne, Australia.  Peacock, H. (2013). <i>Woman and career advancement: A case study in the Australian Federal Police</i> (Unpublished master’s thesis). Victoria University, Melbourne, Australia.  <b>Hint:</b> Do not repeat the city of location if it is part of the University’s name

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Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>Thesis or dissertation-published</b>	_____ (Kilpatrick, 2012).	Kilpatrick (2012, p. 85) finds that “_____.”	Kilpatrick, P. R. (2012). <i>Brain, psyche, and self: A dialectic between analytic psychology and neuroscience</i> (Doctoral dissertation). Available from ProQuest Dissertations and Theses Global database. (UMI No. 3718592).
<b>Review of a book</b>	_____ (Richards, 2012).	Richards (2015, para. 6) identifies with “_____.”	Richards, B. R. (2015, November 22). Learning by text or context? [Review of the book <i>The social life of information</i> , by J. L. Stewart & S. Dendy]. <i>Science</i> , 290, 1342. doi:10.1126/science.290.5495.1304
<b>Review of video</b>	_____ (Conner, 2012)	Conner (2015) concludes “_____.”	Connor, G., & Garrett, L. J. (2015). Does the solution warrant the problem? [Review of the DVD <i>Brief therapy with adolescents</i> , produced by the American Psychological Association, 2007]. <i>Psycritiques</i> , 52(51). doi:10.1037/a0009036
<b>Peer commentary of an article</b>	_____ (Sanderson, 2012).	Sanderson (2015, para. 15) argues against “_____.”	Sanderson, T. R. (2015). <i>The future for deaf individuals is not that bleak</i> [Peer commentary on the paper “Decrease of deaf potential in a mainstreamed environment”, by T. R. Sanderson]. Retrieved from <a href="http://www.personalityresearch.org/papers/sanderson">http://www.personalityresearch.org/papers/sanderson</a>
<b>Legislation: Bill</b>	(Public Health Bill 2007, No. 117-1).		Public Health Bill 2007 (No. 177-1). <b>Hint:</b> Your reference should cite the print source unless an electronic source is designated as the official version. Alternative: Public Health Bill 2007 (No. 177-1). Retrieved November 22, 2011 from <a href="http://www.legislation.govt.nz/bill/government/2007/0177/latest/DLM1385800.html?search=ts_bill_health_rese&amp;p=1&amp;sr=1">http://www.legislation.govt.nz/bill/government/2007/0177/latest/DLM1385800.html?search=ts_bill_health_rese&amp;p=1&amp;sr=1</a>
<b>Statute/Act</b>	(Health and Safety in Employment Act 1992).  Include section number if required.		Health and Safety in Employment Act, New Zealand Statutes. (1992). <b>Hint:</b> If using a section, include it: Health and Safety in Employment Act, New Zealand Statutes s48 (1992).
<b>Case from a database</b>	(Hunt v Muollo [2003] 2 NZLR 322).		<i>Hunt v Muollo</i> (2003). 2 NZLR 322. Retrieved from Lexis Nexis database
<b>Case from the Internet</b>	(BP Australia Ltd v Federal Commissioner of Taxation [1965] 112 CLR 386).		<i>BP Australia Ltd v Federal Commissioner of Taxation</i> (1965). 112 CLR 386. Retrieved from <a href="http://www.austlii.edu.au/au/cases/cth/high_ct/112clr386.html">http://www.austlii.edu.au/au/cases/cth/high_ct/112clr386.html</a>

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<b>YouTube video</b>	<p>Cite as _____ (markapsolon, 2011).</p> <p>Or _____ (Courtney, 2011).</p>		<p>markapsolon. (2011, September 9). <i>Real ghost caught on video</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=9327dfj38fj4">http://www.youtube.com/watch?v=9327dfj38fj4</a></p> <p>Or Courtney, A. [markapsolon]. (2011, September 9). <i>Real ghost caught on video</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=9327dfj38fj4">http://www.youtube.com/watch?v=9327dfj38fj4</a></p> <p><b>Hint:</b> Use the screen name markapsolon as it appears online. If the user's real name is available, list it first followed by the screen name [markapsolon] in brackets.</p>
<b>Blog entry</b>	<p>The issue of sustainability in architecture can be addressed by using recycled materials (katzsj, 2009).</p> <p><b>Hint:</b> Use the screen name for the author of a post if the author has adopted one.</p>	<p>One way of including sustainability in architecture is “to use recycled products and objects in creative and innovative ways” (katzsj, 2009).</p>	<p>katzsj (2009, February 11). Water bottles as a design tool. [Blog post]. Retrieved from <a href="http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/">http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/</a></p> <p><b>Hint:</b> Do not italicize the title of a blog post.</p>
<b>Blog entry on a newspaper website (Note: this is not a hybrid entry (see page 4) - it uses the guidelines for Blogs, available on the Harvard Style webpage)</b>	<p>Even having a busy life does not automatically entail taking an additive to boost one's immune system (Newsome, 2011).</p>	<p>“The vast majority of us have perfectly robust immune systems, and the notion that having a busy, modern lifestyle can compromise the immune system is greatly overblown” (Newsome, 2011) – so, marketing is required to overcome this fact.</p>	<p>Newsome, B. (2011, March 10). Immune to science. Science. [Blog post]. Retrieved from <a href="http://www.theage.com.au/opinion/blogs/sceptic-science/immune-to-science-20110309-1bn9m.html">www.theage.com.au/opinion/blogs/sceptic-science/immune-to-science-20110309-1bn9m.html</a></p>
<b>Blogs/wikis on Learning Management System</b>	<p>_____ (Mori, 2015).</p>	<p>Mori (2015) points out that “_____.”</p>	<p>Mori, K. (2015, September 16). The importance of learning theories: Constructivism, behaviourism and cognitivism In COM10003 Learning and Communicating Online, Learning Group 4, Wiki Group 5. [Wiki message]. Retrieved from <a href="https://ilearn.swin.edu.au/webapps/Bb-wikibb_bb60/wikiView?course_id=_165391_1&amp;wiki_id=_70926_1&amp;page_guid=71bd61ed48bb4ca99f29140fe79a9a04">https://ilearn.swin.edu.au/webapps/Bb-wikibb_bb60/wikiView?course_id=_165391_1&amp;wiki_id=_70926_1&amp;page_guid=71bd61ed48bb4ca99f29140fe79a9a04</a></p>

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<p><b>Personal communication Interview/ Email/Letter/ Telephone call/ Canvas discussion board posts</b></p>	<p>K. M. Ingraham (personal communication, October 5, 2014) stated that she found her career as an educational psychologist intellectually stimulating as well as emotionally fulfilling.</p> <p>Swinburne University (personal communication, April 18, 2015) “Illustrates breakthrough innovation is the product of teamwork. When we collaborate, creativity is a product of the ‘springboard’ effect that a team can have.”</p> <p>_____ (Hobbs, personal communication, September 24, 2015).</p> <p>Kali Clarke expressed sincere regret in her letter (personal communication, December 24, 2012).</p> <p>Sue Johnson’s statement was confirmed during a phone interview (personal communication, March 17, 2012).</p>	<p>Hobbs (personal communication, September 24, 2015) discusses the ideas of “_____.”</p> <p>Wallace (personal communication, July 10, 2015) noted that while “_____.”</p>	<p><b>Hint:</b> An interview conducted face to face or via email correspondence is considered a personal communication.</p> <p>This also applies to letters and telephone calls. <b>It is not included in the reference list</b>, however it is cited in-text by enclosing the phrase ‘personal communication’ and the date of the email in parentheses.</p> <p>Because your online classroom discussion posts and learning materials are not publicly accessible they are also personal communications.</p>

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<p><b>Images and figures</b></p> <p><b>APA includes the following within the definition of images and figures:</b></p> <p>Graphs Charts Maps Posters Drawings Photographs</p>	<p><b>General rules:</b> Number figures consecutively in italics, using Arabic numerals, 1,2,3 etc, taking care to order them as they appear in the text, Figure 1, Figure 2 etc.</p> <p>All Tables and Figures must be referred to in the main body of the text.</p> <p>Do not label figures with suffix letters such as Figure 5a. Use Figure 5.1.</p> <p>Directly below the figure include a caption that includes: 1. The figure number (italics), 2. Brief title of the image, 3. Citation details of where the image was reprinted from, 4. License statement if from a creative commons source.</p> <p>List the title of the item as it appears in the source material.</p> <p>In the text of your paragraph, refer to your images by their figure number, for example: figure 1 shows that....</p>		
<p><b>Artwork</b></p>	<p>(Pollock, 1952)</p>	<p>Blue Poles</p> <p>(Pollock, 1952).</p>	<p>Pollock, J. (1952). <i>Blue Poles</i> [Painting]. Retrieved from <a href="http://www.nga.gov.au">http://www.nga.gov.au</a>.</p>
<p><b>Artwork in museum / gallery.</b></p>	<p>(Pollock, 1952)</p>	<p>Blue Poles</p> <p>(Pollock, 1952).</p>	<p>Pollock, J. (1952). <i>Blue Poles</i> [Painting]. Canberra, Australia: National Gallery of Australia.</p>
<p><b>Image from a webpage</b></p>	<p>(Seivers 1975)</p>	<p>Walter Burley and Marion Mahoney Griffin's ceiling in the Capitol Theatre, Melbourne 1975</p> <p>(Seivers 1975)</p>	<p>Seivers, W. (1975). <i>Walter Burley and Marion Mahoney Griffin's ceiling in the Capitol Theatre, Melbourne 1975</i> [Photograph]. Retrieved from <a href="http://nla.gov.au/nla.pic-an12752342-2">http://nla.gov.au/nla.pic-an12752342-2</a>.</p>
<p><b>Image from a book</b></p>	<p>Figure 1. Interpretations of the painting Mona Lisa. Reprinted from "The story of art" by E. H. Gombrich, 1995, p. 203.</p>	<p>Figure 1. Interpretations of the painting Mona Lisa. Reprinted from "The story of art" by E. H. Gombrich, 1995, p. 203.</p> <p><b>Or</b></p> <p>Figure 2. The four corners. Reprinted from "The great race: Four corners of the globe" by M. Graham, 2015, p. 8.</p>	<p>Gombrich, E. H. (1995). <i>The story of art</i> (14th ed.). London, England: Phaidon.</p> <p>Graham, M. (2015). <i>The great race: Four corners of the globe</i>. Melbourne, Australia: Scribe Publications.</p>

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
<p><b>Figure/table from a book</b></p>	<p>Figure 7.4. Sizes of pub glassware.</p> <p><b>Caption under figure/table:</b>            Figure/caption number            Brief title            Reprinted [adapted] from <i>Title of book</i> (p. xx), by D. Littlefield, Year, Place of publication: Publisher.            Copyright Year by "Name of copyright holder".</p> <p><b>Hint:</b> A figure taken from a creative commons source MUST include a license statement.            List the title of the image, ie: Table, Figure etc as it appears in the source material.</p>	<p>Figure 7.4. Sizes of pub glassware p.17.</p> <p><b>Caption under figure/table:</b>            Figure/caption number            Brief title            Reprinted [adapted] from <i>Title of book</i> (p. xx), by D. Littlefield, Year, Place of publication: Publisher.            Copyright Year by "Name of copyright holder".</p>	<p>Littlefield, D. (Ed.). (2012). <i>Metric handbook: Planning and design data</i>. (4<sup>th</sup>ed.). London, England: Routledge.</p>
<p><b>Image from a Library Database</b></p>	<p><b>Include directly below the image/figure:</b>            Label of image in italics            Title of image            Title of library database preceded by: <b>Adapted/reprinted from</b>            Author(s) initial followed by family name, or organization, preceded with the word <b>by</b>            Year of image            Retrieval statement in the form of the library database homepage url</p>		<p>Beir, P. (2017). <i>Schoolroom antics</i> [Database image]. Retrieved from <a href="http://quest.web.com">http://quest.web.com</a></p> <p><b>Hint:</b> Date of retrieval may be required after the title, eg. Retrieved May 16,2018, from...</p>