

## Quick reference guide

# APA 6th Citing & Referencing style

**\*\*\**(For more comprehensive information consult the Citing & Referencing library guide)*\*\*\***  
**<http://guides.lib.monash.edu/citing-referencing/apa>**

APA style is an author-date citation style. It was developed mainly for use in psychology, but has also been adopted by other disciplines.

There are two major components to the APA author-date style: the in-text author-date citation at the appropriate place within the text of the document, e.g. (Smith, 2010), and the detailed reference list at the end of the document. All in-text citations must have a corresponding reference list entry, and conversely reference list entries must relate to a matching in-text citation.

This guide is based on more detailed information in:

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.). Washington, DC: Author.

**Frequently asked questions about APA style :** <http://www.apastyle.org/learn/faqs/index.aspx>

### In-text citations

- Insert an in-text citation:
  - when your work has been influenced by someone else's work, for example:
    - when you directly quote someone else's work
    - when you paraphrase someone else's work
- The in-text citation consists of:
  - author surname(s) (in the order that they appear on the actual publication), followed by the year of publication of the source that you are citing.
  - page or paragraph numbers for direct quotes e.g. (Weston, 1988, p. 45). Page numbers are not normally included when paraphrasing but may be included if desired.
- The in-text citation is placed immediately after the information being cited.
- If quoting or citing a source which has been cited within another document, mention the original source together with the secondary reference details, for example: (Smith, 2008, as cited in Jones, 2010). Only the secondary reference (i.e. Jones, 2010) should be included in the reference list.
- In-text citations are usually included in the word count of your document.
- If your citation is at the end of a sentence, ensure the full stop is placed after the reference.
- For citations in brackets with two authors the '&' symbol can be used. If the author citation forms part of your sentence the word 'and' must be used,
  - e.g. (Brown **&** Black, 2010) OR "Brown **and** Black (2010) indicate that..."

## In-text citation examples

<b>One author</b>	<b><i>Surname of author, no initials or suffixes such as Jr. The year of publication is also included</i></b>
<b>Citation examples</b>	..This was seen in an Australian study (Conger, 1979). OR Conger (1979) has argued that... OR In 1979, Conger conducted a study which showed that...
<b>2 authors</b>	<b><i>Cite both names every time the reference occurs in the text</i></b>
	...(Davidson & Harrington, 2002) OR Davidson and Harrington (2002) indicate that...
<b>3 to 5 authors</b>	<b><i>Cite all names and publication year the first time, thereafter only the first name followed by et al.</i></b>
	The first time cited: ...(Brown, Soo, & Jones, 1990). thereafter: ...(Brown et al., 1990). OR Brown, Soo and Jones (1990) note that... thereafter: ...Brown et al. (1990) also found...
<b>6 or more authors</b>	<b><i>Cite only the surname of the first author followed by et al. and the year.</i></b>
	.... (Girad-Perregaux et al., 2003). Girad-Perregaux et al. (2003)...
<b>Different authors same surname</b>	<b><i>Add initials to the authors names to distinguish them</i></b>
	P. R. Smith (1923) to distinguish from S. Smith (1945) ... (S. A. Brown & Jones, 1961) to distinguish from (W. O. Brown & Smith, 1985).
<b>Multiple authors: ambiguous citations</b>	<b><i>If a multiple (3+) author citation abbreviated with et al. looks the same as another in text citation similarly shortened, add enough surnames to make a distinction.</i></b>
	...(Brown, Shimamura, et al., 1998). to distinguish from (Brown, Taylor, et al., 1998).
<b>Multiple works: by same author</b>	<b><i>When cited together give the author's surname once followed by the years of each publication, which are separated by a comma.</i></b>
	... (Stairs, 1992, 1993). Stairs (1992, 1993)...

<b>Multiple works: by same author AND same year</b>	<b><i>If more than one reference by an author in the same year, suffixes (a, b, c, etc.) are added to the year. Allocation of the suffixes is determined by the order of the references in the reference list, where they are listed alphabetically by title.</i></b>
	Stairs (1992b)... later in the text ... (Stairs, 1992a) or ...(Stairs, 1992a, 1992b).
<b>Author given as anonymous</b>	<b><i>Use Anonymous as the author's name.</i></b>
<b>Unknown author</b>	<b><i>Give the first few words of the title. If the title is from an article or a chapter use double quotation marks. If the title is from a periodical, brochure or report, then use italics.</i></b>
<b>Corporate or group of authors</b>	<b><i>If organisation is recognised by abbreviation, cite the first time as follows:</i></b>
	... (Australian Institute of Health and Welfare [AIHW], 2005). thereafter ... (AIHW, 2005).  If abbreviation not widely known, give the name in full every time. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the reference list without difficulty.
<b>Multiple references used in a citation</b>	<b><i>List citations in alphabetical order and separate with semicolons</i></b>
<b>Citing specific parts of a source</b>	<b><i>For a direct quote the page number(s) must be given. Indicate page, chapter, figure, table, etc. as specifically as possible. Use accepted abbreviations, i.e. p. for page, para. for paragraph.</i></b>
	...(Weston, 1988, p. 3). or from an electronic source ...(Black, 2003, para. 5).
<b>Quote from electronic source</b>	<b><i>Where page numbers are not provided use paragraph numbers.</i></b>
<b>Citation of secondary source: i.e source referred to in other work</b>	<b><i>In the reference list ONLY include the details of the source you actually read - not the original source. In the example below, the original source would be Farrow (1968), which you saw cited in a paper by Ward and Decan (1988).</i></b>
	... (Farrow, 1968, as cited in Ward & Decan, 1988). Farrow (1968, as cited in Ward & Decan, 1988) ... Ward and Decan (1988) cited Farrow (1968) as finding...

## Reference List

- An **example of a reference list** can be found on the Citing and Referencing Library guide
- Begin your reference list on a **new page** and title it **References** and **Centre** the title on the page.
- **Double-space** your reference list and have a **hanging indent**
  - Left align the first line of each reference with subsequent lines indented to the right to a width by 5 -7 spaces or 1.25 cm.
- All references cited in text must also be included in the reference list (unpublished items, such as personal correspondence, are an exception).
- List references in alphabetical order by author - surname/family name or organisation name.
- Check the reference details against the actual source - you are indicating that you have read that source.
- Keep your referencing style consistent across the document.
- The word 'Author' is used as the publisher when the author and publisher are the same.
- Follow the capitalisation and italicisation in the examples.
  - Book, and article titles – Only first word, all proper nouns, and first word of a subtitle are capitalised
  - Book titles and journal titles are *italicised*. Journal titles are proper nouns so they are also capitalised.

## Author layout guidelines

<b>Where a publication has:</b>	<b>List authors in the reference list as:</b>
One author	<b>Author, A. A.</b>
	Krechevsky, M. (2013). <i>Visible learners: Promoting Reggio-inspired approaches in all schools</i> . San Francisco, CA: Jossey-Bass.
Two authors	<b>Author, A. A., &amp; Author B. B.</b>
	Hadgkiss, E. J., & Renzaho, A. M. (2014). The physical health status, service utilisation and barriers to accessing care for asylum seekers residing in the community: A systematic review of the literature. <i>Australian Health Review</i> , 38, 142-159. <a href="http://dx.doi.org/10.1071/AH13113">http://dx.doi.org/10.1071/AH13113</a>
Three to seven authors	<b>Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., &amp; Author, G. G.</b>
	Given, H., Kuh, L., Leekeenan, D., Mardell, B., Redditt, S., & Twombly, S. (2009). Changing school culture: Documentation to support collaborative inquiry. <i>Theory into Practice</i> , 49(1), 36-46. doi: 10.1080/00405840903435733
Eight or more authors - list first six authors, add a three dot ellipse, then last author	<b>Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... Author, Z. Z.</b>
	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ... Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i> , 68, 843–856.

	doi:10.1037//0022-006X.68.5.843
No author	<b>Transfer the title to the author space</b>
	Panadeine forte (Paracetamol-Codeine). (2013, February). In <i>MIMS Online</i> (Australian ed.). Retrieved from <a href="https://www.mimsonline.com.au">https://www.mimsonline.com.au</a>
Two or more works by same author	<b>Use author's name for all entries and list entries by year - earliest year comes first.</b>  <b>If they are published in the <u>same year</u>, list alphabetically by title, assigning a suffix of a, b, c, d, etc. after the year (e.g. 2011a, 2011b)</b>
A group or corporate author	<b>Spell the name out</b>
	Australian Bureau of Statistics. (2008). <i>Childhood education and care</i> (No. 4402.0). Retrieved from <a href="http://www.abs.gov.au">http://www.abs.gov.au</a>

### Scholarly journal articles

- Follow these examples closely for all layout, punctuation, spacing and capitalisation.
- There is no need to include the retrieval date.
- Do not write "p" before the page number. Do not write "vol" before the volume number but do *italicise* it.
- Include the issue number if it is available. Do not include the issue number for journals with continuous pagination (ie. the page numbers of each issue, follow on from the page numbers of the previous issue).
- Do not italicise the issue number but put it in brackets. Leave no space between volume and issue number.
- For electronic articles that do not have issue or page numbers an article number may be included if there is one. The DOI remains the primary identifier.
- A diagram of referencing elements is available from the Citing and Referencing library guide.

### **Digital Object Identification (DOI) and URLs**

The digital object identifier (DOI) is a unique identifier, and should be provided in the reference where it is available. This alphanumeric string is usually located on the first page with other referencing elements in the article. More recent electronic journal articles will be displayed as permanent URL's. They will look something like this - <http://dx.doi.org/10.1037/a0024996>. Both formats are acceptable, use the form as it appears in your source.

Nursing Ethics  
2014, Vol. 21(8) 916-928  
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Reprints and permission:  
[sagepub.co.uk/journalsPermissions.nav](http://sagepub.co.uk/journalsPermissions.nav)  
10.1177/0969733014521095  
[nej.sagepub.com](http://nej.sagepub.com)  


0260-0317/14 - see front matter © 2012 Elsevier Ltd. All rights reserved.  
<http://dx.doi.org/10.1016/j.nedt.2012.12.006>

If a DOI is not available for an electronic article, provide the URL information in the reference (usually give the URL of the **home page for the journal**).

For help on how to locate the homepage of a journal, have a look at the document called 'Citing journal articles in APA style when no DOI is available'. (Available from the Citing and Referencing library guide)

<b>Article :</b> a.) with DOI OR b.) without DOI	a.) Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. doi:xxxx b.) Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. Retrieved from URL
	a.) Wilson, D. W., (2010). Culturally competent psychiatric nursing care. <i>Journal of Psychiatric and Mental Health Nursing</i> , 17(8), 715-724. doi: 10.1111/j.1365-2850.2010.01586.x b.) Trankle, S. A., & Haw, J. (2009). Predicting Australian health behaviour from health beliefs. <i>Electronic Journal of Applied Psychology</i> , 5(2), 9–17. Retrieved from <a href="http://ojs.lib.swin.edu.au/index.php/ejap/">http://ojs.lib.swin.edu.au/index.php/ejap/</a>

### Books and book chapters

- Editions: No edition information is required for first editions.
- Publication location: Publisher locations in the U.S.A. should include the city and the abbreviated version of the state (e.g. NY for New York); elsewhere in the world, include the city and country. Where more than one location is provided, use the first location listed.

<b>Book :</b> a.) Print book OR b.) Electronic book	a.) Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> . Location of publication: Publisher. b.) Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> (edition). doi:xxxx <u>OR</u> Retrieved from URL
	a.) Ibn Abdulaziz, T. (2004). <i>Classic experiments in psychology</i> . Westport, CT: Greenwood. b.) Bennett, P. (2006). <i>Abnormal and clinical psychology: An introductory textbook</i> (2nd ed.). Retrieved from <a href="http://www.ebilib.com/">http://www.ebilib.com/</a>
<b>Chapter :</b> a.) in a print book OR b.) in an electronic book	a.) Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location of publication: Publisher. b.) Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). doi:xxxx <u>OR</u> Retrieved from URL
	a.) Ramsey, J. K., & McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Pellegrini & P. K. Smith (Eds.), <i>The nature of play: Great apes and humans</i> (pp. 89-112). New York, NY: Guilford Press. b.) Branch, S., Ramsay, S., & Barker, M. (2008). The bullied boss: A conceptual exploration of upwards bullying. In A. Glendon, B. M. Thompson, & B. Myers (Eds.), <i>Advances in organisational psychology</i> (pp. 93-112). Retrieved from <a href="http://www.informit.com.au/humanities.html">http://www.informit.com.au/humanities.html</a>

## Government and other reports

<b>Government reports</b>	<b>Author, A. A. (year of publication). Title of publication (Report number). Retrieved from URL OR publisher information</b>
	Australian Institute of Health and Welfare. (2014). <i>Health expenditure Australia 2012-13</i> (No. 52). Retrieved from <a href="http://www.aihw.gov.au/publication-detail/?id=60129548871">http://www.aihw.gov.au/publication-detail/?id=60129548871</a>

## Dictionaries and encyclopaedias

- Follow these examples closely for all layout, punctuation, spacing and capitalisation.
- For a print copy indicate edition and number of volumes (if multi-volumes).
- Do not indicate edition if it is the first edition.
- For articles without author begin the reference with the title of the article.
- IF a DOI is available, add it at the end of the reference.
- Put page and volume numbers in brackets.

<b>Article from online reference work</b>	<b>Article name. (year of publication). In Title of work. Retrieved from URL</b>
	Gestational diabetes mellitus. (2012). In <i>Encyclopædia Britannica</i> . Retrieved from <a href="http://www.britannica.com/EBchecked/topic/232126/gestational-diabetes-mellitus">http://www.britannica.com/EBchecked/topic/232126/gestational-diabetes-mellitus</a>
<b>Article from electronic drug guide</b>	<b>Author, A. A. (year of publication). Article name. In A. A. Editor (Ed.), Title of work. doi:</b>
	Jenkins, A. J. & Valentine, J. L. (2012). Antimicrobial drugs. In A. Mozayani & L. Raymon (Eds.) <i>Handbook of drug interactions: A clinical and forensic guide</i> . doi: 10.1007/978-1-61779-222-9_10

## Audio visual media

<b>DVD's</b>	<b>Producer, A. A. (Role in the production). (year of release). Title of film [Format]. Place of Publication: Publisher.</b>
	American Psychological Association. (Producer). (2000). <i>Responding therapeutically to patient expressions of sexual attraction</i> [DVD]. Washington, DC: Author.
<b>Video file e.g YouTube video</b>	<b>Author, A. A. (year, date of posting). Title of video [Format]. Retrieved from URL</b>
	Monash University Library. (2014, November 23). <i>A new nation goes to war</i> [Video file]. Retrieved from <a href="https://youtu.be/5D9MQ1KEU98">https://youtu.be/5D9MQ1KEU98</a>

## From the Internet

- A web document (not a journal article) will often be a Word or .pdf file, available from a website or webpage.
- *Italicise* the title of a standalone document found on the web. **Do not** italicise the titles of webpages or websites.
- Use the year of publication, or if the source undergoes regular revision use the most recent update. Use n.d. (no date) where no publication date is available.
- Where no author is available, transfer the organisation behind the website, or the title, to the author space
- How to cite something you found on a website in APA style – ( see the Citing and Referencing library guide)

<b>Document on web</b>	<b>Author, A. A. &amp; Author, B. B. (Year of publication). <i>Title of work</i>. Retrieved from URL</b>
	Huges, L., & McMichael, T. (2011). <i>The critical decade: Climate change and health</i> . Retrieved from <a href="http://www.climatecouncil.org.au/uploads/1bb6887d6f8cacd5d844fc30b0857931.pdf">http://www.climatecouncil.org.au/uploads/1bb6887d6f8cacd5d844fc30b0857931.pdf</a>
<b>Web page</b>	<b>Author, A. A., &amp; Author, B. B. (Year of publication). Title of work. Retrieved from URL</b>
	Anderson, L. (2012). Why communication in the nursing profession is important. Retrieved from <a href="http://www.nursetogether.com/why-communication-in-the-nursing-profession-is-important">http://www.nursetogether.com/why-communication-in-the-nursing-profession-is-important</a>
<b>Image from web</b>	<b>Artist last name, initial. (year). Title of work [Format]. Retrieved from URL</b>
	Sievers, W. (1966). Monash University [Photograph]. Retrieved from <a href="http://trove.nla.gov.au/work/15565401?q=monash&amp;c=picture&amp;versionId=18284000">http://trove.nla.gov.au/work/15565401?q=monash&amp;c=picture&amp;versionId=18284000</a>

## University course materials

**Note:** Not all lecturers approve the citation of unit materials, such as lecture slides, in assignments. Check with your lecturer first to see if these resources are acceptable

<b>Lecture notes on Moodle</b>	<b>Author, A. A. (publication date). <i>Title of lecture</i> [Lecture notes]. Retrieved from 'website address'</b>
	Cioe, J. (2012). <i>The normal distribution</i> [Lecture notes]. Retrieved from <a href="http://moodle.vle.monash.edu.au">http://moodle.vle.monash.edu.au</a> <b>Note:</b> These are treated like books if they are published, but like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the web with the instructor's permission.
<b>Custom textbook or unit reader</b>	<b>If the custom text book or unit reader contains previously published articles or chapters, cite them as if you found them in the original source.</b>