



SNOWY
MOUNTAINS
GRAMMAR
SCHOOL
CHALLENGE **BELONG** EXPLORE

APA Referencing Style Guide

Governance



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Summary

This document details the referencing requirements for Staff and Students at Snowy Mountains Grammar School.

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1 Basics of Referencing

An important purpose of the reference list is to enable readers to locate sources. Therefore, details must be correct and complete. Each in-text citation and the related reference list entry should be identical in spelling and year.

Points to note:

- The reference list should contain all the works cited in the assignment and no works that are not cited.
- A work is listed only once in the reference list.
- Works should be listed in alphabetical order by surname name or name of organisation. Numbers and subheadings are not used.
- A work with no author is ordered alphabetically according to the first major word of the title (ignore a, an or the at the beginning of the title).
- Full bibliographic details (the key elements of a work) should be provided
- The state or country should be provided for a relatively unknown place of publication or production.

2 American Psychological Association (APA) Style

The APA style of referencing consists of two elements:

1. In-text citations, giving author, year and sometimes page number in the body of the paper
2. A reference list at the end of the assignment, providing complete details for each in-text citation

2.1 APA In-Text Citations

2.1.1 One author

When you refer to a single author, include the author's family name and year of publication using one of the forms shown here.

Example

Clay (2003) argues that having a planned approach to writing assignments can be of great benefit.

or

Assignment writing can be made much more manageable if a planned approach is taken (Clay, 2003).

2.1.2 Multiple authors

For two authors, include the family names of both authors and the year, as required.

Example

According to Antonakos and Kazanis (2003) there are advantages to keeping design and research methods.

or

There are advantages to keeping design and research methods simple (Antonakos & Kazanis, 2003).

Please note: use 'and' (in full) when family names are outside brackets and use an ampersand (&) when family names are inside brackets.

In the case of **three, four or five authors**, cite all authors the first time, then in subsequent citations of this work use the family name of the first-listed author plus 'et al.' and the year, as required.

Example

Gagliardi, Frederickson and Shanley (2002) argue that in order to provide consistent care, health care professionals often face the dilemma of finding similarities in patient responses to illness while at the

same time respecting the uniqueness of each individual patient. However, despite any apparent similarities in symptoms or limitations, [Gagliardi et al.](#) contend all patients should be treated differently. Furthermore, according to the Roy Adaptation Model ([Roy & Andrews, 1999](#)), nurses need to make comprehensive assessments of each patient.

After first citation, use family name of first author plus 'et al.'

For **six or more authors** use only the family name of the first-listed author plus 'et al.' in all citations including the first. Use date as appropriate.

Example

[Mahon et al. \(1997\)](#) reviewed how nursing diagnosis content is presented in nursing textbooks.

2.1.3 Repeat citations of a study within one paragraph

In any one paragraph, if you cite an author or authors more than once in the narrative (i.e. the author's name does not appear in parentheses) include the family name/s and year the first time. In subsequent citations in the narrative in the same paragraph you need to cite only the family name/s, provided studies cannot be confused.

Example

[According to Savage \(2004\)](#) little attention has been given to the way a nurse might identify and...[Savage](#) argues that in an environment of evidence-based practice...

In discussing ways of researching emotion, [Savage \(2004\)](#) highlights the importance of...

2.1.4 Secondary Sources

Sometimes you read one author (secondary) who cites another (primary). In the example that follows, you have read Savage who referred to a publication by Lupton, but you did not read Lupton yourself.

Example

[Lupton \(as cited in Savage, 2004\)](#) distinguishes between "emotional labour" and "emotional work".

2.1.5 Article or Chapter in an Edited Book

An edited book is one that consists of chapters or articles written by different authors.

You need to acknowledge the author of the chapter or article you used. This author is cited in text (that is, in the body of the paper) in the same way as for one or more authors.

In the example that follows, Naidoo has written a chapter in a book edited by Thorogood and Coombes. In the body of your assignment cite only Naidoo.

Example

Naidoo (2000) claims that risk factor simulation models...

Note: The entry in the reference list gives full details of the publication. Under the name of the author (Naidoo) you need to give the details of the chapter you read plus the details of the book.

2.1.6 Group or Organisation as Author

Where the author is a government agency, association, corporate body or the like, which has a familiar or easily understandable abbreviation, it is cited as below.

Example

Obesity in Australian men and women increased during the 1980s (National Health and Medical Research Council [NHMRC], 1997).

or

A single cause for obesity (NHMRC, 1997).

Note: The entry in the reference list is under National Health and Medical Research Council.

2.1.7 No Author Name Provided

If no author is designated, in text cite the first few words of the title, and the year. Full title details are provided in the reference list entry.

Example

Studies suggest that many IVF couples would donate excess embryos to scientific research (“Embryo study,” 2004).

Use double quotation marks around the title of an article, chapter, or web page. Use italics and no quotation marks in text for the title of a periodical, book, brochure, or report with no author.

2.1.8 Two or More Publications by the Same Author in the Same Year

If an author has published two or more works in the same year, the lower case letters a,b,c and so forth are used after the date to distinguish between them. Letters are assigned according to the alphabetical order of the title.

However, it has also been noted that ... (McDonald, 2007b). McDonald (2007a) suggested ...

According to McDonald (2007c) ...

2.1.9 No Year of Publication Provided

If there no year is given for a source, use 'n.d.' (which stands for no date) after the author's name.

Example

In a detailed analysis, Jones (n.d.) argues ...

2.1.10 Personal Communication

Personal communications can include letters, emails, personal interviews, telephone conversations and the like. It is important to get the permission of the person referred to in your assignment and it could be appropriate to indicate the role of the person.

Cite personal communications in text only; they are not included in a reference list.

Example

J. Robinson (personal communication, May 11, 2010) indicated...

or

... (L. Frazer, Manager, Heathville Community Centre, interview, June 4, 2009).

2.1.11 Electronic Sources

The principles for in-text citation of print sources also apply to electronic sources. All electronic sources should therefore be cited according to the name of the author/s. As for print sources, cite by title if there is no author.

Many online articles are pdf files (i.e. copies of print documents) so they usually indicate page numbers. Use these page numbers when you cite information from such sources.

Some articles are not pdf files and do not have page numbers. In these cases, use paragraph numbers, if these are provided.

Example

Smith (2003, para. 3) claims...

If page numbers or paragraph numbers are not provided and the document includes headings, use these headings and count the number of paragraphs.

Example

Smith (2003, Conclusion section, para. 3) claims...

2.1.12 Quotes

Short quotes (fewer than 40 words) should run on as part of a sentence with double quotation marks to signal where the quote starts and finishes. The page number indicating where the quote comes from must be included. Quotes are not typically included in word counts for assignments.

Example

Clay (2003) argues that students experience writer's block because "they have not given sufficient thought to reviewing course content and developing their ideas" (p. 47).

or

Students experience writer's block because "they have not given sufficient thought to reviewing course content and developing their ideas" (Clay, 2003, p. 47).

Long quotes, known as 'block quotes' (40 or more words), should:

- start on a new line
- be indented about 5 spaces from the left-hand margin
- be double spaced
- omit quotation marks.

An important stage in assignment writing is planning. Clay (2003) comments that:

Some students are tempted to plunge into writing their assignment, beginning with the introduction, but soon find that they experience "writer's block" and cannot decide what to write next. The problem occurs because they have not given sufficient thought to reviewing course content and developing their ideas about relating the theory to their practice. (p. 47).

3 American Psychological (APA) Reference List

An important purpose of the reference list is to enable readers to locate sources. Therefore, details must be correct and complete. Each in-text citation and the related reference list entry should be identical in spelling and year. A work is listed only once in the reference list, regardless of how many times it is cited in text. Works not cited in the text should not appear in the reference list.

In compiling your APA reference list, you should:

- list references on a new page with a centred heading titled ‘References’
- include books, journal articles, online sources etc. in one alphabetical listing
- order entries alphabetically by family name of author or name of organisation
- list works with no author under the first significant word of the title
- indent second and subsequent lines of each entry (5–7 spaces)
- use double spacing.

Note: the examples are separated and placed under subheadings here to show each form. In a reference list, however, they would be all together in alphabetical order with no subheadings.

3.1 Book

Author, A., & Author, B. (year). Title of book (edition if not first). City: Publisher.

Capitalise only the first letter of the first word of a book title and any proper nouns. The first letter of the subtitle (if any) is capitalised also.

Burton L. J. (2010). An interactive approach to writing essays and research reports in psychology (3rd ed.). Milton, Qld: John Wiley & Sons.

3.2 Article or chapter in an edited book

Author, A., & Author, B. (year). Title of chapter. In C. Editor & D. Editor (Eds.), Title of book (pp. xx–xx). City: Publisher.

Capitalise only the first letter of the first word of an article or chapter title, and any proper nouns.

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M. Thorogood & Y. Coombes (Eds.), Evaluating health promotion: Practice and methods (pp. 99–109). Oxford: Oxford University Press.

3.3 Book (online)

Author, A., & Author, B. (year). Title of book. [details about the format if available]. doi OR Retrieved from web address

If a digital object identifier (DOI) is provided then it should be given; if no DOI is available then the web address, or uniform resource locator (URL), should be given. Date of retrieval is not required.

Munsterberg, H. (1916). The photo play: A psychological study. Retrieved from <http://www.gunenberg.org/files/15345>

3.4 Journal article

3.4.1 Print article

Author, A., & Author, B. (year). Title of article. Title of Journal, volume number (issue number), page numbers.

- The issue number should be indicated only if each issue of a journal begins on page 1.
- Capitalise only the first letter of the first word of an article title and subtitle, and any proper nouns.
- Capitalise the first letter of every main word in the journal title.
- Include a digital object identifier (DOI) if provided.

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences: A focus on methods. *Research and Theory for Nursing Practice*, 17, 257–264.

Clay, G. (2003). Assignment writing skills. *Nursing Standard*, 17(20), 47–52.

3.4.2 Journal article (online)

Author, A. (year). Title of article. Title of Journal, volume number (issue number), page numbers. doi OR Retrieved from web address

If a digital object identifier (DOI) is provided then it should be given; if no DOI is available then the home page web address of the journal, or uniform resource locator (URL), should be given. Date of retrieval is not required.

Ekwall, A., Gerdtz, M., & Manias, E. (2008). The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends and carers. *Journal of Clinical Nursing*, 17, 800–809. doi:10.1111/j.1365-2702.2007.02052.x

Midford, R. (2005). Australia and alcohol: Living down the legend. *Addiction*, 100, 891–896. Retrieved from <http://www.addictionjournal.org>

3.5 Newspaper articles

3.5.1 Print article with author

Author, A. (year, month day). Title of article. Title of Newspaper, p. x.

Wroe, D. (2004, June 24). Canberra enlists GPs in war on smoking.

The Age, p. 3.

3.5.2 Newspaper article, no author

Title of article. (year, month day). Title of Newspaper, p. x.

Embryo study nod, OK say IVF couples. (2004, May 31). Herald Sun, p.10.

3.5.3 Newspaper article, (online)

Author, A. (year, month day). Title of article. Title of Newspaper.

Retrieved from home page web address Nader, C. (2009, June 19). Mental health issues soar among children. The Age. Retrieved from <http://www.theage.com.au>

3.6 Document (online)

Author, A. (year). Title of document. Retrieved from web address

Retrieval date is given if it is believed the information could change over time.

Northern Territory Department of Justice. (2007). Step forward: Getting help about sexual violence. Retrieved from <http://www.nt.gov.au/justice/documents/stepforward.pdf>

3.7 Group or organisation as author

3.7.1 Typical citation

Organisation name. (year). Details of the work as appropriate to its form.

When the author and the publisher are the same, use the word Author as the name of the publisher.

Australian Bureau of Statistics. (2007). Migration Australia, 2005-06 (Cat. No. 3412.0). Canberra:

Author. Retrieved from

[http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC001813E8/\\$File/34120_2005-06.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC001813E8/$File/34120_2005-06.pdf)

3.7.2 Up to seven authors

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F.,
& Author, G. (year). Details of the work as appropriate to its form.

Provide family names and initials of all authors. **Eight or more authors**

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F.,
... Author, M. (year). Details of the work as appropriate to its form.

Provide the family names and initials of the first six authors followed by three ellipsis points and the last author's family name and initial.

3.8 Web page

Author, A. (year). Title of page. Retrieved month, day, year, from web address

The title of a web page is not italicised. Retrieval date is given if it is believed the information could change over time.

Diabetes Australia. (2010). Gestational diabetes. Retrieved July 22, 2010, from
<http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/Gestational-Diabetes/>

4 Sample Reference List in APA Style

References

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences: A focus on methods. *Research and Theory for Nursing Practice*, 17, 257–264.

Australian Bureau of Statistics. (2007). *Migration Australia, 2005–06* (Cat. No. 3412.0). Canberra: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/EOA79B147EA8E0B5CA2572AC00113E8/\\$FILE/34120_2005-06.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/EOA79B147EA8E0B5CA2572AC00113E8/$FILE/34120_2005-06.pdf)

Burton L. J. (2010). *An interactive approach to writing essays and research reports in psychology* (3rd ed.). Milton, Qld: John Wiley & Sons.

Clay, G. (2003). Assignment writing skills. *Nursing Standard*, 17(20), 47–52.

Crawford, P., Brown, B., & Nolan, P. (1998). *Communicating care: The language of nursing*. Cheltenham: Stanley Thornes.

Diabetes Australia. (2010). Gestational diabetes. Retrieved July 22, 2010, from <http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/Gestational-Diabetes/>

Ekwall, A., Gerdtz, M., & Manias, E. (2008). The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends, and carers. *Journal of Clinical Nursing*, 17, 800–809. doi:10.1111/j.1365-2702.2007.02052.x

Embryo study nod, OK say IVF couples. (2004, May 31). *Herald Sun*, p.10.

Midford, R. (2005). Australia and alcohol: Living down the legend. *Addiction*, 100(7), 891–896. Retrieved from <http://www.addictionjournal.org> Munsterberg, H. (1916). The photo play: A psychological study. Retrieved from <http://www.gutenberg.org/files/15383/15383-8.txt>

Nader, C. (2009, June 19). Mental health issues soar among children. *The Age*. Retrieved from <http://www.theage.com.au>

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M. Thorogood & Y. Coombes (Eds.), *Evaluating health promotion: Practice and methods* (pp. 99–109). Oxford: Oxford University Press.

Northern Territory Department of Justice. (2007). *Step forward: Getting help about sexual violence*. Retrieved from <http://www.nt.gov.au/justice/documents/stepforward.pdf> Wroe, D. (2004, June 24). Canberra enlists GPs in war on smoking. *The Age*, p. 3.