American Psychological Association (APA) Style - Notes

These notes are based on the APA's style rules, which are set out in the *Publication Manual of the American Psychological Association*, (6th ed.). Copies are available in the University of Melbourne Library.

Before selecting a referencing style check with your tutor, lecturer or supervisor for the style preferred by the School or Department.

The APA 6th style is an author-date referencing system with two key components:
- Citations in the text: name of author and year of publication
- Reference list at end of paper: alphabetical listing of all references used in the text

References cited in text must be listed in the Reference List, and all references listed in the Reference List must be cited in text.

As the purpose of referencing is to acknowledge the source and to enable the reader to trace the sources, reference data must be accurate.

Reference List
- Order the Reference List alphabetically by Author surname.
- The APA style specifies that entries in the Reference List should have a hanging indent (the second and subsequent lines of the reference must be indented five spaces.), e.g.
- Where an item has no author, it is cited by its title, and ordered in the Reference List alphabetically by the first significant word of the title.
- Entries by the same single or multiple authors are arranged by year of publication, the earliest first: e.g.
- References with the same first author and different second or third author are arranged alphabetically by the surname of the second author, or if the same, third, and so on. e.g.
- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by the title excluding A or The) that follows the date. Lowercase letters- a,b,c, etc are placed immediately after the year in brackets. e.g.
For one author, list author before date.
For two to seven authors, separate authors with commas and use an ampersand (&) before the last author’s name, followed by the date.
For eight or more authors, separate the first six authors with commas, then use an ellipsis (three periods with a space before and after each) to connect the sixth author to the last author, followed by the date.
Journal and book titles are italicized, e.g. *Journal of Information Technology*
Journal titles in the Reference List must be spelled out fully - no abbreviated titles.
Inclusive page numbers for all articles and chapters in books should be included in the reference list.
List page numbers completely (e.g. 132-135, not 132-5)
Do not include personal communications, such as letters, informal email, in the Reference List. Cite personal communications only in text.
Give the publication date (the year the work was copyrighted) in brackets, e.g. (2009)
Acceptable abbreviations in the Reference List for parts of books and other publications include:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>chap.</td>
<td>chapter</td>
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<td>ed.</td>
<td>Edition</td>
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<tr>
<td>Rev. ed.</td>
<td>revised edition</td>
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<tr>
<td>2nd ed.</td>
<td>second edition</td>
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<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
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<tr>
<td>Trans</td>
<td>Translator(s)</td>
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<tr>
<td>n.d.</td>
<td>no date</td>
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<tr>
<td>p. (pp)</td>
<td>page (pages)</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume (as in Vol. 4)</td>
</tr>
<tr>
<td>vols</td>
<td>volumes (as in 4 vols.)</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
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</tbody>
</table>

In-text Citations

- If more than one reference is used in a set of brackets, these are ordered alphabetically by author name. Separate multiple citations using a semi-colon (Coats, 2005; McMinn, 2003; Ng, Leung, Kwok, & Chan, 2007)
- When citing one author, provide the author’s last name and the publication year separated by a comma.
- When citing two authors, use both authors names every time, along with the ampersand (&) when inside parentheses.
- When citing three, four, or five authors, cite all authors in the first reference citation; in subsequent citations, use only the last name of the first author followed by the Latin term *et al.*
- When citing work from six or more authors, always use only the last name of the first author followed by *et al.*
- Always give specific page numbers for quotations in the text and include a complete reference in the reference list. e.g.
(Miller, 1994, p. 276) or
Miller (1994) found that, “the ‘placebo effect’, …..in all participants” (p. 245).

- No distinction is made between print and electronic sources when citing in text.
- If quoting the full title of a reference in the text, the first word of titles and subtitles and all other major words are capitalized and italicized e.g. *The Handicap Principle: A Missing Piece of Darwin's Puzzle*.

**Specific Reference Types**

**Books**

- When a work has no author, cite a shortened version of the title and the year, or use the full title if it is short.
- Book titles are italicized.
- Capitalization - capitalize only the first word of the title and of the subtitle, if any, and any proper nouns.
- If the author is designated as "Anonymous" cite as (Anonymous, Year of publication) and in the reference list use Anonymous as the author.
- If pages are being directly referenced in the text, include the page number/s in the in text citation after the year.
- Edition is in parentheses and written as 2nd ed. or Rev. ed. for revised.
- Multiple authors: ‘And’ is used when written in text except when the authors’ names appear between brackets when an ampersand (&) is used. Ampersand is also used in the reference list.
- Secondary sources: Give the secondary source in the Reference List. In text name the original work, and give a citation for the secondary source. For example, if Freud's work is cited in Smith, Jones and Black and you did not read the work cited, list the Smith, Jones and Black reference in the Reference list. In the text use the phrase as cited in inside parentheses.
- Edited books: Use the abbreviation (Ed.) for editor and (Eds.) multiple editors
- Chapter in a book: Provide both the title of the chapter and the title of the book. Book titles are italicized, chapter titles are not. Give inclusive page numbers for the chapter in the reference list. If there is no chapter author, use the editor's name as author and do not repeat as author. If pages are being directly referenced in the text, include the page number/s in the in text citation after the year. Do not invert the editor's name (e.g. P. Maxwell, not Maxwell, P.)
- Group authors: The names of groups that serve as authors (e.g., Government agencies, corporations & associations) are usually spelled out each time they appear in text. However, if the name is long and the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. Additional information should include edition, report number, volume number or series volume as required for retrieval.

**Journals**

- Italicize the name of the journal/publication and volume number, but do not italicize issue number which is in parentheses and no space between volume and issue numbers.
- Capitalize the first and all major words of the publication name. Give the publication name in full. e.g. Journal of Immunology not J Immunol
- Capitalize the article title as follows - first word of title and subtitle and proper names and proper adjectives. e.g. Still moving: Between cinema and photography
- Give the volume number of journals, magazines and newsletters.
- If a journal or newsletter does not use volume numbers, include the month or season, or other designation with the year.
- Give inclusive page numbers.
- Include both article title and subtitle, regardless of length.
- Secondary source: Give the secondary source in the Reference List: In text name the original work, and give a citation for the secondary source. For example if Lakatos' study is cited in Gholson & Barker and you did not read the work cited, list the Gholson and Barker reference in the Reference List. In the text use the phrase as cited in inside brackets.

Magazines
- In the reference list, for monthly or bimonthly magazines, give the year and month separated by a comma.
- For weekly magazines, give the year, month and day separated by a comma, e.g. (2008, March 3). In the in text citation, give only first author surname and year.
- Capitalize the first and all major words of the publication name. Give the publication name in full., e.g. National Wildlife
- Give the volume number of journals, magazines and newsletters, if available.

Newspapers
- Precede page numbers for a shortened version of the article/newspaper with p. or pp.
- Include any section numbers or letters.
- Use quotation marks around the title in the in-text citation when an article has no author.
- Give the year, month and day in the reference list.
- If an editorial piece, add [Editorial] after the article title.
- If the article runs over several non-consecutive pages, list them all separated by commas.
- Apply rules for multiple authors as per journal articles.

DVD or Video:
- Either the producer or director's name can be given, or both. Indicate the role in parentheses following the name.
- Identify format of work in square brackets immediately after title, e.g. [Motion picture]

TV or Radio Broadcast
- Radio broadcasts may not have a specific title.
- To refer to an individual episode title, insert the title after the broadcast date not italicized and add [Television series episode]. Then use the word In to introduce the program title in italicized text.

For more information refer to: