APA Referencing Guide
Media Design School Library, 2016

What is APA Style?

APA Style is one of many editorial styles used in academic publishing to ensure the clear and consistent presentation of written material.

This document is a quick guide to referencing in the APA Style (6th ed.), with examples. For more help, see the *Publication Manual of the APA, Sixth Edition* and the *Concise Rules of APA Style, Sixth Edition*, both available in the Media Design School Library, or search the APA Style Blog: http://blog.apastyle.org/

When to cite a source

When you are quoting or paraphrasing someone else's words, or describing an idea that influenced your work, you must **credit the source**.

"Cite the work of those individuals whose ideas, theories, or research have directly influenced your work" (APA, 2009, p. 171).

As well as crediting the ideas of others that you used, make sure to provide documentation for all facts and figures that are not common knowledge.

If you do not clearly and fully cite your sources, you may be open to charges of plagiarism, which is the act of presenting someone else's work as if it were your own.

Remember, your goal is to enable any reader of your work to have the information they need to find the sources you have cited.

Ask yourself: How can my reader find this source?

In-text citation

After a direct quotation, insert author name, year of publication and page number in brackets. For online sources with no page numbers, use paragraph numbers if they are visible. If not, cite the heading (shortened if it's long) and the number of the paragraph that the quote is in (count down from the heading if there is no paragraph numbering), so your reader can find the quote in context.

"A story about a man wrestling an alligator is probably going to be more interesting than a story about a man eating a cheese sandwich" (Schell, 2008, p. 253).

"According to [Carter], materials are not passive nor are instruments, but interact with the maker's artistic intelligence when his or her hands, mind, and eyes are connected in a creative process" (Nimkulrat, 2012, "Role of Craft", para. 3).

After paraphrasing or indirectly quoting a source (explaining someone else's idea in your own words), insert author name and year of publication in brackets. Page/paragraph numbers are **optional**, although the APA Publication Manual notes that it can be useful for the reader to include them.

Schell (2008) discusses the inherent interest of risk over safety within storytelling (p. 253).

Nimkulrat argues that materials are an integral part of the creative process (2012, "Role of Craft", para. 3).

Reference list

Provide a reference list at the end of your assignment that lists the full details of each source that you cited in the text, formatted in APA style. This should be in alphabetical order, by author.

Do not include any sources that you have not cited in the text, and do not cite any sources in the text that are not in your reference list (with the exception of personal communications - see page 4).

Examples and notes

In-text citation	Reference list entry
1. Book (one author) (Schell, 2008, p. 52) *Page numbers are not shown in all these in-text examples, however remember that, for all references, a page number is essential for a direct quote and optional for a paraphrase or indirect quote.*	Author, A.A. (Year). *Title of book: Subtitle if any.* City, Country [or State]: Publisher. Schell, J. (2008). *The art of game design: A book of lenses.* Amsterdam, The Netherlands: Morgan Kaufmann. *Capitalise the first word of titles and subtitles, and proper names.* *Where there are multiple locations listed for the publisher, use the first listed, or the location of the publisher's home branch if specified.* *For cities outside of the United States, provide city and country, unabbreviated. For United States cities, give city and 2-letter postal abbreviation for the state, such as NY for New York state (Google them if you're not sure, there are many lists available on the internet).*
2. Book (two authors) (Lupton & Phillips, 2008) Lupton and Phillips (2008) discuss...	Author, A.A., & Author, A.A. (Year). *Title of book: Subtitle if any.* City, Country [or State]: Publisher. Lupton, E., & Phillips, J. (2008). *Graphic design: The new basics.* New York, NY: Princeton Architectural Press.
3. Book (three to five authors) *First time you cite item:* (Hildebrand, Bramble, Liem, & Wake, 1985) *subsequently:* (Hildebrand et al., 1985)	Author, A.A., Author, A.A. ... & Author, A.A. (Year). *Title of book: Subtitle if any.* City, Country [or State]: Publisher. Hildebrand, M., Bramble, D., Liem, K.F., & Wake, D.B. (1985). *Functional vertebrate morphology.* Cambridge, MA: Belknapp Press. *Cite authors in the order they appear in the publication details (usually printed with the copyright information near the front of the book).* *See the Publication Manual for how to cite a source with six or more authors.*
4. Chapter of an edited book (Murray, 2004, p. 10) *Cite the author of the chapter, not the editor/s of the book.*	Author, A.A. (Year). Title of chapter: Subtitle if any. In A.A. Author (Ed.), *Title of book: Subtitle if any* (pp. xx-xx). City, Country [or State]: Publisher. Murray, J. (2004). From game-story to cyberdrama. In N. Wardrip-Fruin & P. Harrigan (Eds.), *First person: New media as story, performance, and game* (pp. 2-11). Cambridge, MA: MIT Press. *This entry starts with the author of the chapter, and the first title listed is the chapter title, not the book title. Note that the book title only is italicised. The editor/s are cited with their initial/s first. Use Ed. or Eds. to indicate the editor/s. Include page number range of the chapter (not italicised) after the book title.*
5. Book (corporate author) (Ministry of Education, 1996)	Organisation. (Year). *Title of book: Subtitle if any.* City, Country [or State]: Publisher. Ministry of Education. (1996). *Te Whāriki: Early childhood curriculum.* Wellington, New Zealand: Learning Media. *A corporate author is a group, organisation or government department that produces official or collaborative works with no named author. Don't abbreviate the group name, write it in full in both reference list and in-text citations.* *If the same group was the author and publisher of the work, use the word 'Author' in place of the publisher name.*
6. eBook (Butler, 1999)	Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx [or Retrieved from http://xxxxx] Butler, S. (1999). *Erewhon* [ePub version]. Retrieved from http://www.gutenberg.org/ebooks/1906 *If there is a DOI (Digital Object Identifier - see page 3 for details) list it in place of publisher information; otherwise list the URL where you retrieved the eBook. The 6th edition of APA style does not require a retrieval date for eBooks.*

What is a DOI?

Example of a DOI: 10.1111/1467-8659.t01-1-00657

A DOI, or digital object identifier, is an alphanumeric string that is the unique and permanent identifier for an online document. The aim of a DOI is to take you straight to the document no matter where it's located on the Internet.

Many publishers are now including DOIs with their online content and even print content, and the APA Publication Manual has emphasised the importance of using DOIs as locators when referencing online material, rather than URLs, which can change frequently.

The DOI is typically located on the first page of an online journal article, near the copyright notice, as well as on any database record for the article.

Examples and notes

In-text citation	Reference list entry
7. Scholarly journal article **(online - with DOI, or print - with or without DOI)** (Okamoto, Oishi & Ikeuchi, 2012) subsequently... (Okamoto et al., 2012)	Author, A.A. (Year). Title of article: Subtitle if any. *Journal Title, xx[volume]*(xx[issue]), xx-xx[page range]. doi:xxxxx Okamoto, Y., Oishi, T., & Ikeuchi, K. (2011). Image-based network rendering of large meshes for cloud computing. *International Journal of Computer Vision, 94*(1), 12-22. doi:10.1007/s11263-010-0383-1 *Capitalise the article title as if it were a book title, but capitalise all key words in the journal title (all words except small particles such as an, a, the, of, in, on, to).* *After the journal title, list the volume number and then the issue number in brackets, if there is one. If the issue is not numbered, but is named after a season, e.g., Spring, put that in the brackets in place of the issue number.* *If the article has a DOI listed on the first page or near the copyright information, you must include it. It's easiest to copy and paste the DOI so that you don't include any typos. See box above for more on DOIs.* *If the article is from a print copy of a journal, and has no DOI, reference exactly as shown in the above example, but end the reference after the page numbers.*
8. Scholarly journal article **(online - no DOI)** (Nimkulrat, 2012) (LoPiccolo, 2003)	Author, A.A. (Year). Title of article: Subtitle if any. *Journal Title, xx[volume]*(xx[issue]), xx-xx[page range]. Retrieved from http://xxxxx Nimkulrat, N. (2012). Hands-on intellect: Integrating craft practice into design research. *International Journal of Design, 6*(3), 1-14. Retrieved from http://www.ijdesign.org/ojs/index.php/IJDesign/article/view/1228/521 *If there is no DOI, but the article is freely available on the Internet, list the URL where it can be found.* *If there is no DOI, and the article is only available through a subscription database, such as those in the MDS eLibrary, give the name of the database:* LoPiccolo, P. (2003). Moving in stereo. *Computer Graphics World, 26*(8), 56. Retrieved from Academic Search Complete database
9. Magazine article (popular, trade or general interest) (Peckham, 2006)	Author, A.A. (Year, Month Day). Title of article: Subtitle if any. *Magazine Title, xx[volume]*(xx[issue]), xx-xx[page range]. Peckham, M. (2006, October 6). Battlefield spontaneous. *Computer Gaming World,* (267), 30. *Use full date for weekly publications, year and month only for monthly publications.*

Examples and notes

In-text citation	Reference list entry
10. Newspaper article (with and without byline) (Moir, 2013) *No byline? Cite a shortened form of the article title, in quotes.* ("Big funding boost", 2013)	Author, A.A. (Year, Month Day). Title of article: Subtitle if any. *Newspaper Title*, p. x. Moir, J. (2013, April 21). Principal takes rap for board's sacking. *The Dominion Post*, p. 5. *If there is no byline (journalist's name) listed with the article, start your reference with the title (headline) of the article.* Title of article: Subtitle if any. (Year, Month Day). *Newspaper Title*, p. x. Big funding boost for Kiwi doco makers. (2013, April 21). *The New Zealand Herald*, p. B6.
11. Website (Ministry of Education, 2013) *Use 'n.d.' for no date:* Statistics New Zealand (n.d.) gives a useful summary of... (Statistics New Zealand, n.d.)	Author, A.A. [or Corporate Author]. (Year). *Page title*. Retrieved from http://xxxx Ministry of Education (2013). *Arts online: Te hāpori o ngā toi*. Retrieved from http://artsonline.tki.org.nz/ *When you are referencing multiple web pages, cite the homepage. Only include a retrieval date if the information is likely to change, e.g., wikis. (See entry on citing Wikipedia, page 5.)* *If there is a 'last updated' notice on the site you can use the year for the year of publication. If no year is supplied, use 'n.d.', meaning 'no date':* Statistics New Zealand (n.d.). *Data integration*. Retrieved from http://www.stats.govt.nz/surveys_and_methods/methods/data-integration.aspx
12. Class handout or course notes (including powerpoint slides) (March, 2012)	Author, A.A. (Year). *Title of lecture or presentation* [Format]. City, Country [or State]: Educational institution. March, D. (2012). *2D visual asset generation: Concept art* [Powerpoint slides]. Auckland, New Zealand: Media Design School. *This category includes lecture handouts, course material and powerpoint slides. It doesn't include notes that you took during a lecture about the content - they are classed as personal communications (see below).*
13. Personal communication *Cite in-text only:* (B. Samuels, personal communication, August 20, 2012)	*Some material that falls under this category: unpublished letters, emails, telephone conversations, your own notes on a lecture, unpublished interviews.* *Do not include personal communications in the reference list as this type of information is unrecoverable for your reader. As one purpose of citing your sources is to ensure that your reader can verify the information you present, try not to use personal communications too often, and back up your points with other published sources where possible.*
14. Thesis or dissertation (online) (Parker, 2011)	Author, A.A. (Year). *Title of thesis: Subtitle if any* (Type of thesis, Educational institution, City, Country). Retrieved from http://xxxx Parker, L. (2011). *Graphic + service + social design: An exploration into using design skills and methods for social problems* (Master's thesis, AUT University, Auckland, New Zealand). Retrieved from http://aut.researchgateway.ac.nz/handle/10292/2381 *Also see the Publication Manual on how to cite an unpublished print thesis.*
15. Film (Ishikawa & Oshii, 2004)	Producer, A.A. (Producer), & Director, A.A. (Director). (Year). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor. Ishikawa M. (Producer), & Oshii, M. (Director). (2004). *Ghost in the shell 2: Innocence* [Motion picture]. Japan: Bandai Entertainment. *Use '[Motion picture]' for films, DVDs or videorecordings.*
16. Video file (online - including YouTube video, Vimeo video) (Curran, 2011)	Author, A.A. [Screen name]. (Year, Month Day). *Title of video* [Video file]. Retrieved from http://xxxxx Curran, J. [James Curran]. (2011, October 11). *The adventures of Tintin* [Video file]. Retrieved from http://vimeo.com/30402976 *Include both real name and screen name if available. If only a screen name is displayed, use it in the author position, without square brackets.*

Yes, you can also cite some tricky stuff...

In-text citation	Reference list entry
17. Software/mobile app (Skyscape, 2013)	Author or Rights holder. (Year). *Title of Software* (Version number) [Format]. Retrieved from http://xxxx [if applicable] Skyscape. (2013). *Skyscape Medical Resources* (Version 1.17.42) [Mobile application software]. Retrieved from http://itunes.apple.com/ *Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialised software. Use 'Software' or 'Mobile application software' to specify the format.*
18. Game (OnRamp Arts, 2002) (Acclaim Entertainment, 2002)	Developer unless principal author is acknowledged. (Year). *Title of Game* (Version number, if applicable) [Game format]. City, Country [or State]: Publisher. OnRamp Arts. (2002). *Tropical America* [Online game]. Los Angeles, CA: OnRamp Arts. Acclaim Entertainment. (2002). *Turok Evolution* (Version 2.3) [PlayStation2 game]. Glen Cover, NY: Acclaim Entertainment. Darrow, C.D. (2006). *Monopoly: The Property Trading Board Game* [Board game]. Eastwood, Australia: Hasbro/Parker. *The Publication Manual does not give explicit guidelines on how to cite a game or videogame. However, the guiding principle of APA referencing is to provide enough information for your reader to find the source, and there is flexibility within the style to create new formats that follow this principle.* *The format above is adapted from the Game Studies journal submission guidelines (see http://gamestudies.org/0902/submission_guidelines#GSCitation), which is itself an adaption of APA style principles.*
19. Image/Work of art (Wyeth, 1948)	Artist A.A. (Year). *Title* [Format]. City, Country [or State]: Museum [or Retrieved from http://xxxx] Wyeth, A. (1948). *Christina's world* [Painting]. Retrieved from http://www.moma.org/explore/collection/index *The Publication Manual does not give explicit guidelines on how to cite images. Keep in mind how your reader might find this source, and provide them with enough information to do so fairly easily. The APA Style Blog suggests including the artist's name, year(s) of fabrication, title of the work, any other relevant information (such as the medium), and the location of the work, or URL. You can include a separate Table of Images along with your reference list, if you want to separate images out from the main references.*
20. Wikipedia article (or article from other wiki) ("Gangnam style", n.d.)	Title of article. (n.d.). In *Wikipedia, The Free Encyclopedia*. Retrieved Month Day, Year, from http://xxxx Gangnam style. (n.d.). In *Wikipedia, The Free Encyclopedia*. Retrieved March 25, 2013, from http://en.wikipedia.org/wiki/Gangnam_style *Check with your lecturer if they will allow references to Wikipedia articles! In general it is best to use all encyclopedias as a jumping off point for research rather than an academic source that you cite (however you can't deny Wikipedia's usefulness for information on very current pop culture).* *When citing any article from a wiki, you must include a retrieval date, as this information is likely to change over time.*
21. Blog post (Kurzban, 2012)	Author, A.A. [Screen name]. (Year, Month Day). Title of blog post [Blog post]. Retrieved from http://xxxx Kurzban, R. (2012, December 17). Irritating explanations [Blog post]. Retrieved from http://www.epjournal.net/blog/2012/12/irritating-explanations/ *Note that titles from items in online communities (e.g., blogs, newsgroups, forums) are not italicised. Include a screen name if displayed. If no author or screen name is shown, start the entry with the blog title.*

And see the Publication Manual to cite music, Twitter feeds, Facebook posts and more...