Information Resources
Library

APA Style Guide

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

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; using 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. These author and date details, together with all other identifying details (such as the title of an information source – known as 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.

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', as you are placing them in the text (the body) of your work.
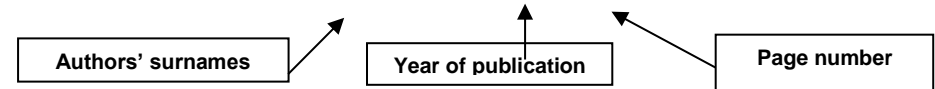
The two main ways of using an information source are to paraphrase it or quote from it. To paraphrase is to look at someone's information and then write it using your own words. To quote is to copy exactly what someone has written and insert it into your work. You should only quote when you feel that 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 commence on a new line and not be indented.

For example, consider this sentence from a book: *Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill.*
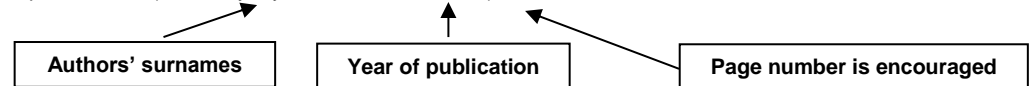
If you copy it from the book and insert it into your work, the in-text reference could look like this:
"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley, Lynch, & Jackson, 2012, p. 78).

Authors' surnames	Year of publication	Page number

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).

Authors' surnames	Year of publication	Page number is encouraged

Page numbers are not necessary when paraphrasing.

If the author of the work is very well known in their subject field, you may want to state 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), simply 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' instead of 'p' and list the section number in the in-text reference.

You can still provide an in-text reference even if an information source doesn't have an author (check carefully first, though). The author detail is replaced by the title of the information source, and the title is italicised. Year of publication and page number remain 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 source was published in; what edition number the source is (if not the first); the web address for the source (if you found it on the web); 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, when arranged in the correct order, are called an entry. Entries are arranged 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.
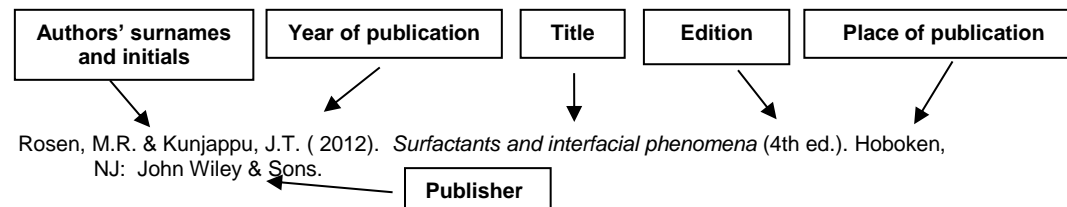
4.   Books: bibliographic details required

For books, the details you must include in the entry are as follows and must be presented 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 – only if this is not the first edition of the book. Edition is abbreviated in the entry as '(3rd 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:

Authors' surnames and initials	Year of publication	Title	Edition	Place of publication

Rosen, M.R. & Kunjappu, J.T. (2012). *Surfactants and interfacial phenomena* (4th ed.). Hoboken, NJ: John Wiley & Sons.

Publisher

5.   Articles from magazines and journals (except those freely available on official magazine or journal web sites): bibliographic details required
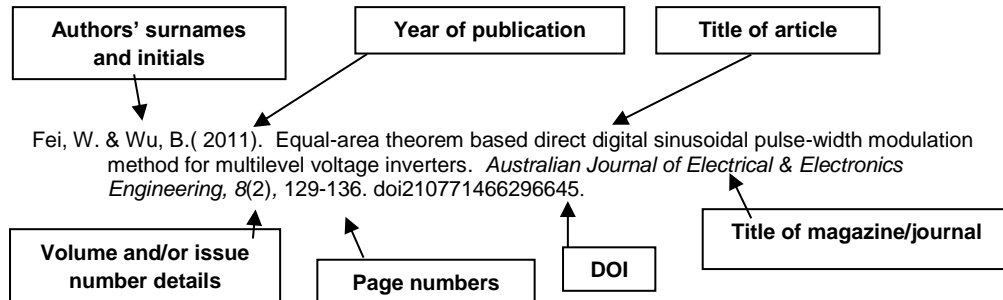
Many students obtain newspaper, magazine and journal articles via Swinburne Library databases. The details required for those and for articles found in print sources (eg.. a newspaper purchased in a shop) are:

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, say **Retrieved from** and include the URL. You can

shorten the URL.

For example:

Authors' surnames and initials	**Year of publication**	**Title of article**

Fei, W. & Wu, B.(2011). Equal-area theorem based direct digital sinusoidal pulse-width modulation
        method for multilevel voltage inverters. *Australian Journal of Electrical & Electronics
        Engineering, 8*(2)*,* 129-136. doi210771466296645.

Volume and/or issue number details	**Page numbers**	**DOI**	**Title of magazine/journal**

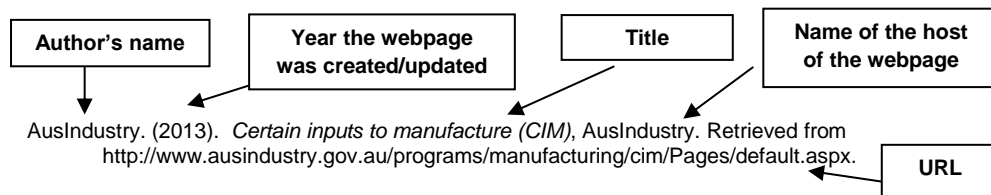**6. Information from the web: recommendation**

Information sources found on the web can sometimes be the most difficult information sources to acknowledge and create entries for. Please 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. If you cannot, you can build an entry by combining the guidelines for books and for other sources; the result is a hybrid entry. 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 identified or determined at all, 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 indicated. If there is no date available, use n.d..

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".

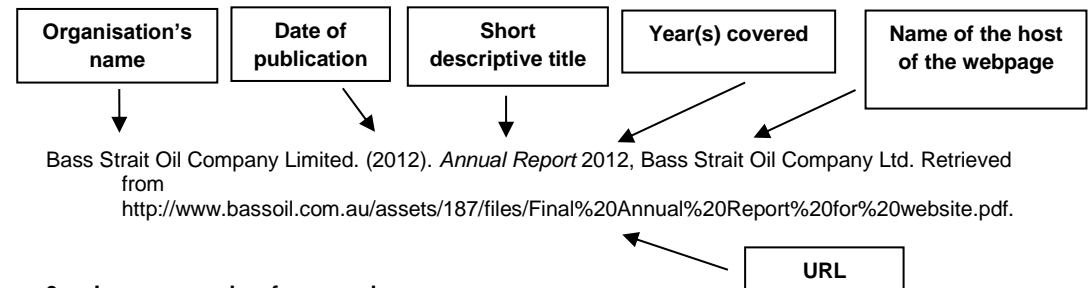Example of an entry for a web page from an organisation:

Author's name	Year the webpage was created/updated	Title	Name of the host of the webpage

AusIndustry. (2013). *Certain inputs to manufacture (CIM)*, AusIndustry. Retrieved from http://www.ausindustry.gov.au/programs/manufacturing/cim/Pages/default.aspx.

URL

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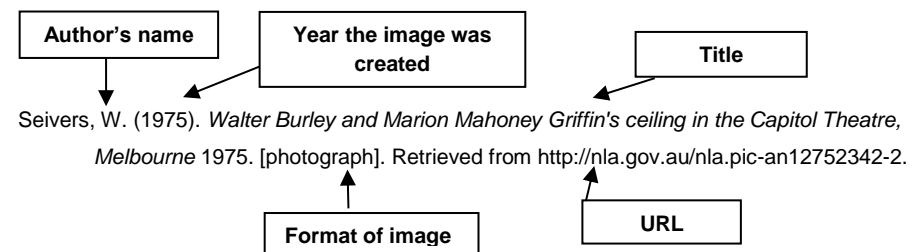
The details required by the guidelines for Annual Reports: Name of organisation, Year of publication in brackets, Short descriptive title (italicised), and Year(s) covered) are collected, and then some of the guidelines for web sources (Name of the group hosting the webpage, and URL are collected. The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

Organisation's name	Date of publication	Short descriptive title	Year(s) covered	Name of the host of the webpage

Bass Strait Oil Company Limited. (2012). *Annual Report* 2012, Bass Strait Oil Company Ltd. Retrieved from http://www.bassoil.com.au/assets/187/files/Final%20Annual%20Report%20for%20website.pdf.

URL

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."

Author's name	Year the image was created	Title

Seivers, W. (1975). *Walter Burley and Marion Mahoney Griffin's ceiling in the Capitol Theatre, Melbourne* 1975. [photograph]. Retrieved from http://nla.gov.au/nla.pic-an12752342-2.

Format of image

URL

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

• Email: library@swin.edu.au

• SMS: 0427 841 787 (International: +61427841787)

• Telephone: (03) 9214 8330 (International: +61392148330)

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Book with one author	The universe cannot do good or bad things to humans because it is not a sentient force (Dawkins, 2012).	"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). *The magic of reality*. London, England: Black Swan.
Book with two authors	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".	Tiernan, A. & Weller, P. (2010*). Learning to be a Minister: heroic expectations, practical realities*. Carlton, Australia: Melbourne University Press.
Book with three – five authors. **Also, Book that is not the first edition**	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). *The complete volunteer management handbook*. (3rd ed.). London, England: Directory of Social Change.
Book with more than five authors.	(Baldino 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". Cite only the surname of the first author followed by et al. and the year for the *all* citations.	Parrino, R., Kidwell, D. S., Au Yong, H. H., Morkel-Kingsbury, N., Dempsey, M., & Murray, J. (2011). *Fundamentals of corporate finance* (Australian ed.). Milton, Qld: John Wiley & Sons Australia.
Book with two editors and the contributing writers are identifiable	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.). *Environmental policy failure: the Australian story*. (pp. 74-87). Prahran, Vic: Tilde University Press.
Book where an organisation is the author	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). *Incoterms 2010: ICC rules for the use of domestic and international trade terms*. Paris, France: ICC Services.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Conference paper, published as a book	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 *Light Metals 2011: Proceedings of the technical sessions presented by the TMS Aluminium Committee at the TMS 2011 Annual Meeting & Exhibition, San Diego, California, USA, 27 February – 3 March, 2011.* Hoboken, NJ: Wiley.
One author referring to a work by two authors. **Also, this is a conference paper published in ebook format**	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". Supply DOI where available, or URL (shorten URL) in the absence of DOI.	Graham, G. (2011). Interaction space. *Workshop proceedings of the 7th international conference on intelligent environments.* (pp.145-154). IOS Press, EBSCOhost eBook Collection. Retrieved from http://web.a.ebscohost.com/ehost/.
DVD	Effective communication in a workplace can end if a problem is not dealt with (*Don't hesitate, communicate! Effective communication in the office,* 2010).	In other words, "Refusing to address the issues is one way to kill communication" (*Don't hesitate, communicate! Effective communication in the office,* 2010).	*Don't hesitate, communicate! Effective communication in the office.* (2010). [DVD].Bendigo, Australia: Video Education Australasia.
DVD—feature film	In this instance, a blank scroll is used as a metaphor for non-existent knowledge (*Kung Fu Panda,* 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!" (*Kung Fu Panda,*2008).	Stevenson, J. & Osborne, M. (Directors). (2008). *Kung Fu Panda* (Motion Picture).Hollywood, Calif: Paramount Pictures.
Ebooks—with page numbers (or numbered sections)	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). *The International Law of the Sea*, Cambridge University Press. EBL Ebook Library. Retrieved from http://web.a.ebscohost.com/
Ebooks – no page numbers; chapter and section details only (chapter is abbreviated as 'ch.')	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). *Doing business in the ASEAN countries.* Business Expert Press. Books 24x7. Retrieved from http://ap01.alma.exlibrisgroup.com/view/uresolver/61S UT_INST/openurl?ctx_enc=info:ofi:enc:UTF-8&ctx_id=10_etc.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Newspaper article	A charge of Trespass can be made once the defendant is 150m or closer to a timber harvesting site (*Trespass laws tighten,* 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"" (*Trespass laws tighten,* 2013, p. 15).	Trespass laws tighten. (2013, January 18). *Herald Sun.* p.15.
Journal article from a library database **DOI available**	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. *IEEE Transactions on Communications, 58*(1), 257-269. doi: 0.1109/TCOMM.2010.01.090058.
Journal article from a library database **DOI not available**	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. *Harvard Business Review*, *91*(10), 96-104. Retrieved from http://web.a.ebscohost.com/.
Industry & market reports from Library databases	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). *Gold ore mining in Australia.* Retrieved from http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=68.
Australian Standards Online	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). *LP Gas fuel vessels for automotive use.* (AS/NZS 3509:2009). Retrieved from http://www.saiglobal.com/online/autologin.asp.
Learning material in Blackboard – in this example, Powerpoint slides of a lecture	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). Lecture 1. *HIT3423/8423 Enterprise system management*. Retrieved from http://swinburne.blackboard.swinburne.tippy.enterprise?
Webpage with an author	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). *Home.* Retrieved April 16, 2014, from http://jodirowley.com/index.html.
Webpage without an author	Cells that produce hormones comprise the endocrine system (*Neuroendocrine Tumor,* 2012).	A simple explanation of the endocrine system is that "The endocrine system consists of cells that make hormones" (*Neuroendocrine Tumor,* 2012).	*Neuroendocrine Tumor.* (2012). Retrieved April 16, 2014, from http://www.cancer.net/cancer-types/neuroendocrine-tumor.
Webpage of a company or organisation	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 May 24, 2014, from http://www.haighschocolates.com.au/about-us/vision-values/.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
YouTube video	Tropical Telecom opted to immediately make use of their network free to anyone (INSEADofficial, 2010).		INSEADofficial 2010, *Social responsibility in business today*. Retrieved from http://www.youtube.com/watch?v=0qwDQN-b72Y
Article from a newspaper website	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. *The Age*, 8 January. Retrieved from http://www.theage.com.au/environment/animals/shining-and-so-beautiful-giant-squid-captured-on-film-for-the-first-time-20130108-2cdk3.html
Article from an open access online journal. Note: in this example, page number format is not standard	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. *Telecommunications Journal of Australia*, *62*,(4), 61.1-61.18. Retrieved from http://tja.org.au/index.php/tja/article/view/318/703
Blog entry	The issue of sustainability in architecture can be addressed by using recycled materials (katzsj, 2009). Use the screen name for the author of a post if the author has adopted one.	One way of including sustainability in architecture is "to use recycled products and objects in creative and innovative ways" (katzsj, 2009).	katzsj (2009, February 11). Water bottles as a design tool. (Weblog post). Retrieved from http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/
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)	Even having a busy life does not automatically entail taking an additive to boost one's immune system (Newsome, 2011).	"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.	Newsome, B. (2011, March 10). Immune to science. *Sceptic Science*. Retrieved from http://www.theage.com.au/opinion/blogs/sceptic-science/immune-to-science-20110309-1bn9m.html

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Artwork	(Pollock, 1952)	Blue Poles (Pollock, 1952).	Pollock, J. (1952). *Blue Poles*. [painting]. Retrieved from http://www.nga.gov.au.
Artwork in museum / gallery.	(Pollock, 1952)	Blue Poles (Pollock, 1952).	Pollock, J. (1952). *Blue Poles*. [painting]. Canberra. National Gallery of Australia.
Tables, graphs and images from a webpage	(Seivers 1975)	Walter Burley and Marion Mahoney Griffin's ceiling in the Capitol Theatre, Melbourne 1975 (Seivers 1975)	Seivers, W. (1975). *Walter Burley and Marion Mahoney Griffin's ceiling in the Capitol Theatre, Melbourne 1975*. [photograph]. Retrieved from http://nla.gov.au/nla.pic-an12752342-2.
Image from a book. (with known Photographer)	In the photograph 'Self-portrait as a fountain' (Nauman 1966) the photographer …	Self-portrait as a fountain (Nauman 1966, p.380)	Nauman, B. (1966). Self-portrait as a fountain [photograph]. In Warner, M.W. (2010). *Photography a cultural history*. (3rd ed.) London. Lawrence King.
Figure from a book.	(Figure 17.43. Sizes of pub glassware)	(Figure 17.43. Sizes of pub glassware p.17.26)	Figure 17.43. Sizes of pub glassware. In Littlefield D (Ed.). (2012) *Metric handbook: planning and design data*. (4th ed.). London. Routledge.
Image from a Library Database	(Beir, P n.d.)	*Guggenheim Museum, Bilbao, Spain, Frank Gehry* (Beir, P n.d.) Use n.d. if date can be found.	Beir, P. (n.d.). *Guggenheim Museum, Bilbao, Spain, Frank Gehry*. [Photograph]. Retrieved from http://quest.eb.com.