APA Referencing Quick Guide For Students

*   This guide is to be used in conjunction with the SAE Institute and QANTM College (SAEQ) Referencing Manual and Academic Essay Style Guide.

- When citing in-text, citations in excess of 40 words are required to be separated into their own paragraph, indented one tab and inserted inside " ".

- All work submitted for assessment requires a Reference List. A Reference List is a list of items cited in your work. This list appears at the end of your work and is in alphabetical order of the first word in the reference.

- An Annotated Bibliography may be required for specific assessment items. An Annotated Bibliography is a list of resources that were used in the completion of the work but were not cited in the body of the work. Each reference that appears in an annotated bibliography requires a few sentences that summate the work followed by your evaluation on the quality of the item and its relationship towards your work. See the annotated bibliography attached to this document for an example.

ANIMATION   AUDIO   DESIGN   FILM   GAMES   WEB & MOBILE

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Example	Format	An example of an in-text reference	The entry in the reference list
BOOKS	* Add edition statement if applicable.	* Use pagination if available (p. xx).	
Book with single author	Author, A. A. (Year of publication). *Title of work*. Place of publication: Publisher. **Or for an edition** Author, A. A. (Year of publication). *Title of work* (xx ed.). Place of publication: Publisher.	(Reynolds, 2010, p. 10) **Or** In her conclusion, Reynolds (2010, p. 10) points out ...	Reynolds, H. (2010). *Black pioneers*. Ringwood, Australia: Penguin. **Or for an edition** Reynolds, H. (2010). *Black pioneers* (5th ed.). Ringwood, Australia: Penguin.
Book with two authors	Author, A. A., & Author, B. B. (Year of publication). *Title of work*. Location: Publisher.	(Gilbert & Gilbert, 1998, p. 99) **Or** In their conclusion, Gilbert and Gilbert (2010, p. 99) point out ...	Gilbert, R., & Gilbert, P. (1998). *Masculinity*. St. Leonards, Australia:Allen & Unwin.
Book with no author	Title. (Year of publication). Place of publication: Publisher	(Longman dictionary of the english language, 1984) **Or** Longman dictionary of the English language (1984) defines this as ...	Longman dictionary of the English language. (1984). Harlow, England: Longman.
Book with no date	Author, A. A. (n.d.). *Title of work*. Location: Publisher.	(Huber, n.d., p. 10) **Or** In his conclusion, Huber (n.d., p. 10) points out ...	Huber, M. (n.d.). *Modern Engineering Approaches*. London, England: Penguin.
Electronic book	**With DOI** Author, A. A. (Year of publication). *Title of work* [Digital version]. doi:xxxxx **Or without DOI** Author, A. A. (year of publication). *Title of work* [Digital version]. Retrieved from http://www.someaddress.com/full/url/	(Shotton, 1989) **Or** Shotton (1989) says computers will soon force mankind ...	**With DOI** Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version].doi:10.1036/0071393722 **Or without DOI** Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp

Example	Format	An example of an in-text reference	The entry in the reference list
Articles - Journals, Serials and other similar items.	* For pagination by volume, remove "(issue number)". * For pagination by issue, remove "volume number".	* Use pagination if available (p. xx). - Examples appropriate to all formats.	
Print article (pagination by volume with issue)	Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of article. *Title of Periodical*, *volume number*(issue number), pp-pp.	(Williams, 2008, p. 31) **Or** Williams (2008, p. 31) argues that ...	Williams, J. (2008). The victims of crime. *Sociology Review, 17*(4), 30-32.
Electronic article (pagination by volume with issue)	**With DOI** Author, A. A., & Author, B. B. (Year of publication). Title of article. *Title of Journal, volume number*(issue number), pp-pp. doi:0000000/000000000000 **Journal from database without DOI** Author, A. A., & Author, B. B. (Year of publication). Title of article. *Title of Online Periodical, volume number*(issue number), pp-pp. Retrieved from http://www.homepageonly.com/ **Or any other article without DOI** Author, A. A., & Author, B. B. (Year of publication). Title of article. *Title of Online Periodical, volume number*(issue number), pp-pp. Retrieved from http://www.someaddress.com/full/url/	(Williams, 2008, p. 31) **Or** Williams (2008, p. 31) argues that ...	**With DOI** Williams, J. (2008). The victims of crime. *Sociology Review, 17*(4), 30-32. doi:10.1037/1061-4087.45.2.10 **Journal from database without DOI** Williams, J. (2008). The victims of crime. *Sociology Review, 17*(4), 30-32. Retrieved from http://www.proquest.com **Or any other article without DOI** Williams, J. (2008). The victims of crime. *Sociology Review, 17*(4), 30-32. Retrieved from http://www.philipallan.co.uk/sociologyreview/index.htm
Print or electronic article with no author (pagination by volume with issue)	- In all variations, move the title of the article to the author position. Title of article. (Year of publication). *Title of Periodical*, *volume number*(issue number), pp-pp.	(The victims of crime, 2008, p. 31) **Or** The article the victims of crime (2008, p. 31) states this to be ...	**Print** The victims of crime. (2008). *Sociology Review, 17*(4), 30-32. **Or electronic with DOI** The victims of crime. (2008). *Sociology Review, 17*(4), 30-32. doi: 10.1037/1061-4087.45.2.10 **Or electronic without DOI** The victims of crime. (2008). *Sociology Review, 17*(4), 30-32. Retrieved from www.philipallan.co.uk/sociologyreview/index.htm

Example	Format	An example of an in-text reference	The entry in the reference list
Print or electronic article with no date (pagination by volume with issue)	- In all variations substitute the (Year of publication) for (n.d.) Title of article. (n.d.). *Title of Periodical*, *volume number*(issue number), pp-pp.	(Williams, n.d., p. 31) **Or** Williams (n.d., p. 31) argues that ...	**Print** Williams, J. (n.d.). The victims of crime. *Sociology Review, 17*(4), 30-32. **Or electronic with DOI** The victims of crime. (n.d.). *Sociology Review, 17*(4), 30-32. doi: 10.1037/1061-4087.45.2.10 **Or electronic without DOI** The victims of crime. (n.d.). *Sociology Review, 17*(4), 30-32. Retrieved from www.philipallan.co.uk/sociologyreview/index.htm
Print or electronic article with no author and no date	If a resource from a journal, serial or other similar item has no author and no date, it is most likely not appropriate to use in academic work.		
Newspaper article	Author, A.A. (Year, Month, dd). Title of article. *Newspaper Title*, pp. xx-xx	(Lawlor, 2000) **Or** Lawlor (2000) states ...	Lawlor, A. (2000, July 20). Phoenician 'find' makes textbooks ancient history. *The Courier Mail*, pp. 3,7,10-11.
Online Newspaper article	Author, A.A. (Year, Month, dd). Title of article. *Newspaper Title*. Retrieved from http://www.someaddress.com/full/url/	(Heinlein, 2007) **Or** Heinlein (2007) states ...	Heinlein, G. (2007, July 24). Michigan smoking ban takes big step. *Detroit News*. Retrieved from http://www.detnews.com
Newspaper article with no author	Title of article. (Year of publication, month and day of publication xx). *Title of Newspaper*, pp. xx-xx	("As Prices Surge", 2008) **Or** "As Prices Surge" (2008) states ... * When a newspaper article has no author, substitute with the first three words of the title within quotation marks.	As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.
Newspaper article with no date or Newspaper article with no author and no date	If a resource from a newspaper has no date or no author and no date, it is most likely not appropriate to use in academic work.		

Example	Format	An example of an in-text reference	The entry in the reference list
ELECTRONIC PUBLICATIONS			
Website	Website Author, A.A. (Year of publication). *Title of website*. Retrieved from http://www.someaddress.com/full/url/	(Brewster and Fager, 2000) **Or** Brewster and Fager (2000) have found that student engagement ... **Author is a company or entity** (National Energy Laboratory, 2008) **Or** Biofuels (National Energy Laboratory, 2008) ...	Brewster, C., & Fager, J. (2000). *Increasing student engagement and motivation: From time-on-task to homework*. Retrieved from: http://educationnorthwest.org/webfm_send/452 **Author is a company or entity** National Energy Laboratory. (2008). *Biofuels*. Retrieved from http://www.nrel.gov/learning/re_biofuels.html
Website with no author	Title. (Year of publication). Retrieved from http://www.someaddress.com/full/url	("New Child Vaccine", 2001) **Or** "New Child Vaccine" (2001) shows us ... * When a newspaper article has no author, substitute with the first three words of the title within quotation marks.	New child vaccine gets funding boost. (2001). Retrieved from http://news.ninemsn.com.au/health/story_13178.asp
Document on a website	Author, A.A. (Year of publication). Title of document. *Title of provider*. Retrieved from http://www.someaddress.com/full/url	(Stevenson, 2004) **Or** Stevenson (2004) states that ...	Stevenson, M., & Sankey, O. (2004). Preparing and writing an exegesis. *Learning and Teaching Unit, University of South Australia*. Retrieved from http://www.unisa.edu.au/ltu/students/study/specific/exegesis.asp
Document on a website with no author	Title of document. (Year of publication). *Title of provider*. Retrieved from http://www.someaddress.com/full/url	("Preparing and Writing", 2004) **Or** "Preparing and Writing" (2004) states that ... * When a document from a website has no author, substitute with the first three words of the title within quotation marks.	Preparing and writing an exegesis. (2004). *Learning and Teaching Unit, University of South Australia*. Retrieved from http://www.unisa.edu.au/ltu/students/study/specific/exegesis.asp

Example	Format	An example of an in-text reference	The entry in the reference list
Document on a website with no date	Author, A.A. (n.d.). Title of document. *Title of provider*. Retrieved from http://www.someaddress.com/full/url	(Stevenson, n.d.). **Or** Stevenson (n.d.) states that...	Stevenson, M., & Sankey, O. (n.d.). Preparing and writing an exegesis. *Learning and Teaching Unit, University of South Australia*. Retrieved from http://www.unisa.edu.au/ltu/students/study/specific/exegesis.asp
Document on a website with no author and no date	If a document on a website has no author and no date, it is most likely not appropriate to use in academic work.		
Media Sources			
Music recording	Composer, A. A. (Year of publication). Title of song [Recorded by Artist (if not the composer)]. On *Title of album* [Medium]. Place of publication: Label. (recording date if different from copyright).	(Small, 1997) **Or** Biggie Small (1997) in his album ...	Small, B. (1997). Mo money mo problems. On *Life after Death* [Audio file]. New York, NY: Bad Boy Records.
Films and videorecordings of films.	Author, A. A. (Role) & Author, B. B. (Role). (Year of publication). *Title* [Type of moving image]. Place of publication: Publisher.	(Scorsee & Lonergan, 2000) **Or** Scorsese & Lonergan (2000) in their creation of ...	Scorsee, M. (Producer) & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. Hollywood, CA: Paramount Pictures.
DVDs and videorecordings	Author, A.A. (Role). (Year of publication). *Title* [Format]. Place of publication: Publisher. * Mark the Publisher as "Author" when they are the same.	(American Psychological Association, 2000) **Or** In this documentary the American Psychological Association (2000) shows ...	American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Washington, DC: Author.
Television and radio programmes - single episode in a series	Author, A. A. (Role) Author, B. B. (Role). (Year of publication). Title of Series [Type of series episode]. In A. Author (Role), *Episode Title.* Place of publication: Publisher.	(Thomason, Rudd, & Fineri, 2007) **Or** Thomason, Rudd & Fineri (2007) in their episode ... * After the first in-text reference cite the Authors as "Thomason, et. al."	Thomason, M., Rudd, P., & Fineri, W. (Writers/Directors). (2007). North West Passage [Television series episode]. In T. Wright (Supervising Producer), *Captain Cook: Obsession and discovery.* Melbourne, VIC: Film Australia.
Television and radio programmes - series or single programme	Author, A. A. (Role) & Author, B. B. (Role). (Year of publication). *Title* [Television series]. Place of publication: Publisher. * Refer to a single program as [Television broadcast]. In this case specify the broadcast date but substituting (Year of publication) with (Year, month dd).	(Leonard and de Pieri, 2009) **Or** In their hit series, Leonard and de Pieri (2009) use ...	Leonard, D. (Producer), & de Pieri, S. (Presenter). (2009). *A gondola on the Murray* [Television series]. Melbourne, VIC: ABC Television.

Example	Format	An example of an in-text reference	The entry in the reference list
Podcast, vodcast, youtube, vimeo, soundcloud.	Author, A. A. [screen name] (Role). (Year, Month dd). *Title* [Type of file]. Retrieved from http://www.someaddress.com/full/url * If only the users screen name is available, then enter it without the author element and without the [ ]. * Remove the (Role) element if unknown.	(Solon, 2011) **Or** markapsolon (2011) commented that ...	Solon, M. [markapsolon] (Writer/Director). (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. Retrieved from http://www.youtube.com/watch?v=6nGCbxD848 **Or** markapsolon. (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. Retrieved from http://www.youtube.com/watch?v=6nGCbxD848
Software (inc. Games and Apps)	Developer (Team). (Year of publication). Title of software (version number) [Platform]. Place: Publisher. **Or** Developer (Team). (Year of publication). Title of software (version number) [Platform]. Available from http://www.someaddress.com/full/url	(Namco Bandai, 2009) **Or** Namco Bandai (2009) in in their game ...	Namco Bandai Games Inc. (Namco Bandai Partners Singapore) (2009). Tekken 6[Xbox 360; Xbox Live]. Singapore: Microsoft. **Or** Namco Bandai Games Inc. (Namco Bandai Partners Singapore) (2009). Tekken 6[Xbox 360; Xbox Live]. Retrieved from http://marketplace.xbox.com/en-US/Product/TEKKEN-6/66acd000-77fe-1000-9115-d8024e4d07fc **Or** Miller, M.E. (1993). The interactive tester (Version 4.0) [PC]. Westminster, CA: Psytek Services. **Or** Cocoa Box Design LLC. (2011). Penultimate [iPad]. Retrieved from http://itunes.apple.com/au/app/penultimate/id354098826?mt=8
Other Sources			
Image in a book	Author, A. A. (Year of publication). *Title of book.* Place of publication of book, Publisher of book. * All supplied information is to be in reference to the book the image was discovered in, not the image itself.	(Sexton, 2005, p. 184) **Or** Creator's (Sexton, 2005, p. 184) poster "The 3 dark years" inspires ...	Sexton, M. (2005). *The great crash: The short life and sudden death of the Whitlam government.* Melbourne, Australia: Scribe Publications.
Image on a website	Author, A. A. (Year of publication). Title of work [Image]. Retrieved from http://www.someaddress.com/full/url * Author refers to the author of the website.	(Banks, 2007) **Or** In this photo by Peterson (Banks, 2007) we can see that ...	Banks, B. (2007). Autumn Ivy [Image]. Retrieved from http://www.flickr.com/photos/curtainuniversitylibrary/1440410713

Example	Format	An example of an in-text reference	The entry in the reference list
Lecture notes - published (Printed and distributed with Lecturer's permission) * If unpublished or your own notes, treat them as a personal communication.	Author, A. A. (Year of publication). *Subject code: Title of subject, week x notes.* [Format]. Retrieved from http://www.someaddress.com/full/url	(Bond, 2009) **Or** Bond (2009) states ... * Use pagination if available (p. xx).	Bond, T. (2009). *ED1401: Foundations of education, week 6 notes.* [PowerPoint slides]. Retrieved from http://learnjcu.jcu.edu.au
Handouts	Author, A.A. (Year of publication). *Subject code: Title of subject, Title of handout.* [Class handout]. Creator of handout. Place of publication. **Or** Author, A.A. (Year of publication). *Subject code: Title of subject, Title of handout.* [Class handout]. Retrieved from http://www.someaddress.com/full/url * Substitute the classification "Class" in [Class handout] to suit the situation in which the handout was received. Ie. [Seminar handout], [Conference handout], etc.	(Woodworth, 2006, p. 22) **Or** ...according to Woodworth (2006, p. 22) it can be seen that ...	Woodworth, M. (2006). *PY1011: Exploring psychology, Psychopaths.* [Class handout]. Department of Psychology, James Cook University. Townsville, Australia. **Or** Woodworth, M. (2006). *PY1011: Exploring psychology, Psychopaths.* [Class handout]. Retrieved from http://fs1/source/des101/classnotes
Brochure	Author, A. A., & Author, B. B. (Year of publication). *Title of brochure* [Brochure]. Place of publication: Publisher. * Mark the Publisher as "Author" when they are the same. * Insert the edition at the end of the title in parenthesis if applicable.	(Education Queensland, 2010) **Or** Education Queensland (2010) mentions ... **Or** (Research and Training Centre on Independent Living, 2008, p. 2) **Or** The Research and Training Centre on Independent Living (2008, p. 2) believes that ... * Use pagination if available (p. xx).	Education Queensland. (2010). *Raising awareness: Pamphlet 3 - language backgrounds.* [Brochure]. Brisbane, Australia: Author. **Or** Research and Training Centre on Independent Living. (2008). *Guidelines for reporting and writing about people with disabilities* (11th ed.) [Brochure]. Melbourne, Australia: Author.

Example	Format	An example of an in-text reference	The entry in the reference list
Manuals	Company / Ownership. (Year of publication). Product Name (Model or version No.) [Type]. Provided by. **Or** Company / Ownership. (Year). Product Name (Model or version No.) [Type]. Retrieved from http://www.someaddress.com/full/url	(Denon, 2006) **Or** In Denon's (2006) manual it states that ...	Denon Professional. (2006). AV Surround Preamplifier (DN-A7199) [Photocopy of print]. **Or** Denon Professional. (2006). AV Surround Preamplifier (DN-A7199) [Pdf]. Retrieved from http://fs1/source/manuals/studiomanuals/toft
Personal communication, e-mail and discussion lists with no web archive	- For referencing format see the "entry" column. - For in-text citation scribe (A. Author, personal communication, Month dd, Year)	It was confirmed that an outbreak occurred in London (S. Savieri, personal communication, April 24, 1999).	Do not include forms of personal communication in the reference list as they cannot be traced by the reader.
Blog (post) * each individual post to a blog requires its own reference.	Author, A. A. (Year, month dd). Title of post. [Web log post]. Retrieved from http://www.someaddress.com/full/url * Use the screen name for the author of a blog post if the author has adopted one.	(McDonald 2010) **Or** McDonald (2010) suggests that ...	McDonald, D. (2010, September 27). Noise in the library. [Web log post]. Retrieved from http://blogs.curtain.edu.au/library/2010/09
Twitter (tweets) * each individual tweet requires its own reference.	Author, A. A. (Year, month dd). Full text citation: Link [Twitter post]. Retrieved from http://www.someaddress.com/full/url * If a Twitter post is cited in full, in-text, you are not required to include it in the reference list.	(BarackObama, 2009) **Or** Barack Obama (2009) stated in his twitter feed on July 15th that ...	BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 Mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366
Facebook (updates) * each individual update or update comment requires its own reference.	Author, A. A. (Year, month dd). Full text citation [Facebook post]. Retrieved from http://www.someaddress.com/full/url * If a Facebook update is cited in full, in-text, you are not required to include it in the reference list.	(Barack Obama, 2009) **Or** Barack Obama (2009) via his Facebook feed on October 9th, stated that ...	Barack Obama. (2009, October 9). Humbled. http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m [Facebook update]. Retrieved from http://www.facebook.com/posted.php?

Annotated Bibliography

APA 6th Referencing. (2012). *Curtain University Library*. Retrieved from http://libguides.library.curtin.edu.au/referencing

    Provides an extensive list of APA reference examples applicable to students studying at Curtain University. Features many audio / visual / new media examples. Includes a three page outline to the

    referencing format and guide. Used primarily for its new media references for this work.

APA 6th Referencing Guide. (2012). *James Cook University Library*. Retrieved from http://libguides.jcu.edu.au/content.php?pid=82408&sid=611404

    Provides a list core references in APA format applicable to students studying at James Cook University. Features a few unique new media examples. Includes a one page outline to the guide and a

    table of contents. Used primaily for its traditional references for this work.

Creating APA Annotated Bibliographies, 6th Ed. (n.d.). *Bethel University Library*. Retrieved from *https://library.bethel.edu/class/tutorials/writ-cit/1001APA_Ann_Bib_6thEd

    Provides general instructions and three examples on how to create an annotate bibliography for assignment submission at Bethel University. Used as the main source of information for annotated

    bibliographies for this work.

Your JCU Library Guide: Referencing. (2012). Retrieved from http://libguides.jcu.edu.au/content.php?pid=82408&sid=611404

    Provides a comprehensive virtual guide applicable to referencing in APA format at James Cook University. Limited in new media examples. Used as a supplement to the referencing guide

    downloaded from the James Cook University libguides website.