



APA REFERENCE STYLE (7TH EDITION)

The American Psychological Association (APA) style is widely accepted in the social sciences and many other fields. The APA citation format requires parenthetical citations **within the text** instead of endnotes or footnotes. Citations in the text provide brief information, the name of the author and the year of publication, to lead the reader to find the source of information in the **reference list** at the end of the paper.

This handout is based on the 7th edition of the *Publication Manual of the American Psychological Association* (APA), but is not a comprehensive guide. For all rules and requirements of APA citations, please consult the 7th edition of the *Publication Manual of the American Psychological Association*.

References

American Psychological Association. (2020). *Concise guide to APA style* (7th ed.).

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

American Psychological Association. (2020). *Publication manual of the American Psychological Association, Seventh Edition* (2020). <https://apastyle.apa.org/products/publication-manual-7th-edition>

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IN-TEXT CITATION: Basic Rules

- Parenthetical references in the text include the **author's surname** and the **year of publication**
- There are two types of in-text citations, **parenthetical** and **narrative**. Both provide the same basic information, but are formatted differently
- In parenthetical citation, both the author and year of publication, separated by a comma, appear in parentheses. A parenthetical citation can appear within or at the end of a sentence
 - APA style is an easy citation format for first-time learners (Smith, 1998).
 - APA style could be considered as an easy citation format (Smith, 1998) for the first-time learners.
- The author's surname appears in running text, and year of publication appears in parentheses immediately after the author's name for a narrative citation
 - According to Smith (1998), APA style is an easy citation format for first-time learners.
- If the author is a group, organization, or government agency (corporate author), it should be spelled out the name of the organization each time it appears in an in-text citation. However, if it is a name that can be readily identified through an abbreviation, it may be abbreviated the name in subsequent citations

Occurrence	Parenthetical Citation	Narrative Citation
One Author	(Smith, 2018)	Smith (2018)
Two Authors	(Smith & Jones, 2018)	Smith and Jones (2018)
Three or More Authors	(Smith et al., 2018)	Smith et al. (2018)
Corporate Author (With Abbreviation)		
First Citation	(American Psychological Association [APA], 2020)	American Psychological Association (APA, 2020)
Subsequent Citation	(APA, 2020)	APA (2020)
Corporate Author (Without Abbreviation)	(University of Moratuwa, 2020)	University of Moratuwa (2020)
Unknown Author <i>Use an abbreviated version of the title</i>		
Book, Report	(<i>Climate Change Crisis</i> , 2018)	<i>Climate Change Crisis</i> (2018)
Article, Chapter & Web page	("Using Citations", 2001)	"Using Citations" (2001) was the...
Multiple Works	(Berndt, 2002; Harlow, 1983)	Berndt (2002) and Harlow (1983) experimented...
First Authors with Same Surname <i>Use first author's initials with last names</i>	(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014)	J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014 have explained...
Multiple Authors with Same Surname	(Chen & Chen, 2019)	Chen and Chen (2019) expressed...
Same Author, Different Years	(Gogol, 1990, 2006)	Gogol (1990,2006) expressed...
Same Author, Same Year	(Smith, 2019a, 2019b)	Smith (2019a, 2019b) explained
Secondary Sources	(Johnson, 1985, as cited in Smith, 2003, p. 102)	Johnson (1985) argued that... (as cited in Smith, 2003, p. 102)
Personal Communication (Interviews, letters, e-mails, and other person-to-person communication)	(P. Smith, personal communication, November 3, 2002)	P. Smith (personal communication, November 3, 2002) mentioned that



IN-TEXT CITATION: Quotations

- If the quotation **fewer than 40 words**, use quotation marks around the quote and include page numbers (if page numbers are unavailable use paragraph number)

- **Paraphrased Citation**

He stated, “The impact of technology on student learning is best observed when conducting focus groups” (Gallati, 1988, p.38), but he did not go into much more detail.

- **Narrative Citation**

Gallati (1998) contended that “the impact of technology on student learning is best observed when conducting focus groups” (para 3).

- If the quotation comprises **40 or more words**, display it as a separate block of text without the quotation marks. The block should be indented about a half inch from the left. Entire quotation should have double space and should not add any space above or below it

- **Block quotation with parenthetical citation:**

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

- **Block quotation with narrative citation:**

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)



REFERENCE LIST: Basic Rules

- The Reference list begins on a new page. Label the Reference list "References". Center this heading and use a bold font. Double-space the list. Start the first line of each reference at the left margin; indent each subsequent line 0.5 inches (a hanging indent).
- Alphabetize the list of sources by the author's (or editor's) last name; if there is no author or editor, alphabetize by the first word of the title other than a, an, or the. Use initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first. Use one space after periods, colons, semi-colons, and commas
- Start with the last name and use initials for the first and middle names for all authors up to 20 authors. Separate each author's initials from the next author in the list with a comma. Use an ampersand (&) before the last author's name
- If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name
- The publication date should appear in parentheses directly after the last author's name; put a period after the final parenthesis. For magazines, newsletters, and newspapers give the year followed by the exact date (month or month and day) on the publication (2000, November 10). If you list two works by the same author published in the same year, alphabetize by title, unless they are part of a series.
- Put the title of a book after the year of publication. Book titles and subtitles should be italicized. Capitalize only the first word and proper nouns in a title or subtitle.
- Don't put titles of articles in quotation marks or italics, and, as with a book, only the first word of the article title and subtitle and any proper nouns are capitalized. Periodical titles are capitalized and italicize the name of the periodical and the volume number.
- Use p. (or pp. for plurals) *only* before page numbers of newspaper articles and chapters in edited books, not in references to articles from magazines and journals.
- Retrieval information must be given for electronic sources. The statement should provide the URL, or website address, of the source.
- Cite personal communications only as in text citations—do not include them in the reference list
- Although some volume numbers of books and journals are given in Roman numerical, APA use Arabic numbers (e.g.: Vol. 3, not Vol. III). The Roman numerical which is a part of the title, should remain in the title (e.g.: Attention and Performance XIII)
- Acceptable abbreviations should be used when necessary

Abbreviation	Book or Publication Part
ed.	edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	Page (pages)
Vol.	Volume (e.g.: Vol. 4)
Vols.	Volumes (e.g.: Vols. 4-5)
No.	Numbers
Pt.	Part



Tech. Rep.	Technical Report
Suppl.	Supplement

REFERENCE LIST: Basic Rules

WHAT IS A DIGITAL OBJECT IDENTIFIER (DOI)?

- If the item is available online, a **retrieval statement** or **DOI** is required after (4) Publication Information
- Using a **Digital Object Identifier (DOI)** is the preferred method of identifying online material such as journal articles, books and reports
- A DOI (Digital Object Identifier) is a unique string that provides a persistent link to content on the internet like a digital finger print

SHORTENED DOI

- When a DOI is lengthy, it may use a shortened version. The International DOI Foundation (<http://shortdoi.org/>) provides a service that will create a **shortDOI®**. When a shortDOI is created, it is also unique and specific to a work.
- If a work never had a shortDOI assigned to it, the service will create a new shortDOI. If a shortDOI was created previously, the service will retrieve the already existing shortened version of the original DOI.

Original DOI: <https://doi.org/10.1177/0894318409332569>

ShortDOI®: <http://doi.org/csr9r8>

The short version will function the same as the original DOI

HOW TO SHORTENED DOI

- Copy the DOI (the section of URL that follows <https://doi.org/>)
- Go to <http://shortdoi.org>
- Paste the DOI into the DOI name field
- Click the Submit button

shortDOI® Service

shortDOI®

The shortDOI Service creates shortened DOI® names, of the form 10/abcde, as aliases for existing DOI names, which are often very long strings.

It is a public service, offered by the [International DOI Foundation](http://www.internationaldoi.org/), that is open to anyone.

The service will either create a new shortDOI, or return the existing shortDOI if one has already been created. Applications which resolve DOI names will treat the shortDOI identically to the original.

Enter a DOI name in the form below:

DOI name:



REFERENCE LIST: Examples

BOOKS

TEMPLATE FOR AN ENTIRE BOOK (PRINT):

Author, A. A., & Author, B. B. (Year of publication). *Title of work in italics and sentence case: Capitalize first letter of subtitle* (edition information if available). **Publisher.**

Editor, A. A., & Editor, B. B. (Eds.). (Year of publication). *Title of work in italics and sentence case: Capitalize first letter of subtitle* (edition information if available). **Publisher.**

BOOK WITH SINGLE AUTHOR

Ranaweera, M. P. (2018). *Stupas of Sri Lanka: A technological study*. S. Godage.

- Parenthetical citations:** (Ranaweera, 2018)
- Narrative citations:** Ranaweera (2018)

BOOK WITH TWO AUTHORS

Kouzes, J. M., & Posner, B. Z. (2008). *The student leadership challenge: Five practices for exemplary leaders*. Jossey-Bass.

- Parenthetical citation:** (Kouzes & Posner, 2008)
- Narrative citation:** Kouzes and Posner (2008)

BOOK WITH MULTIPLE AUTHORS (3 TO 20 AUTHORS)

Sander, M. R., Downer, J. L., Quist, A. L. Lucas, C. L., Cline, J. K., & Campbell, D. R. (2014). *Doing research in the university library*. Corbin Press.

- Narrative citation:** Sander et al. (2009)
- Parenthetical citation:** (Sander et al., 2009)

BOOK WITH EDITOR(S)

Hunnicut, S. (Ed.). (2009). *Corporate social responsibility*. Greenhaven Press.

Leitch, M. G., & Rushton, C. J. (Eds.). (2019). *A new companion to Malory*. D. S. Brewer.

- Narrative citation:** Hunnicutt (2009) and Leitch and Rushton (2019)
- Parenthetical citation:** (Hunnicut, 2009; Leitch & Rushton, 2019)



BOOK WITH EDITION

Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

Groarke, L. A., & Tindale, C. W. (2008). *Good reasoning matters: A constructive approach to critical thinking* (Rev. ed.). Oxford University Press.

BOOK WITH CORPORATE (GROUP) AUTHOR

National Fire Protection Association. (2009). *Fundamentals of firefighting skills* (2nd ed.). Jones and Bartlett

- Narrative citation:** National Fire Protection Association [NFPA] (2009)
- Parenthetical citation:** (National Fire Protection Association [NFPA], 2009)

Same corporate author as publisher

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

ANONYMOUS AUTHOR [NO AUTHOR / EDITOR]

Dorland's illustrated medical dictionary (31st ed.). (2007). Saunders

BOOK WITH TRANSLATOR

Descartes, R. (1960). *Meditations on first philosophy* (L.J. Lafleur, Trans.). The Bobbs-Merrill Company, Inc. (Original work published 1641).

- Narrative citation:** Descartes (1641/1960)
- Parenthetical citation:** (Descartes, 1641/1960)

BOOK WITH MULTIVOLUMES

Kamil, M. L., Mosenthal, P. B., Pearson, P. D., & Barr, R. (Eds.). (2000). *Handbook of reading research* (Vol. 3). Lawrence Erlbaum Associates.

Pearson, P. D. (Ed.). (1984-2000). *Handbook of reading research* (Vol. 1-3). Lawrence Erlbaum Associates.

BOOKS IN NON-ENGLISH LANGUAGES

Author, A. A., & Author, B. B. (Year). *Transliterated title of the book in original language in italics and sentence case: Capitalize first letter of subtitle* [English translation of title]. Publisher.

Edirisinghe, K. (2017). *Daththa sanniwedanaya saha jaalakaranaya: Palamuwana kotasa* [Data communication and networking: Part one]. Sithila Prakashana.



ELECTRONIC BOOKS

TEMPLATE:

Author, A. A., & Author, B. B. (Year of publication). *Title of work in italics and sentence case: Capitalize first letter of subtitle* (edition information if available). Publisher. <https://doi.org/xxx>

Editor, A. A., & Editor, B. B. (Eds.). (Year of publication). *Title of work in italics and sentence case: Capitalize first letter of subtitle* (edition information if available). Publisher. <https://directlinktowebsite.com>.

E-BOOK FROM A DATABASE OR WEBSITE (WITH DOI)

Tan, Z. (2014). *Air pollution and greenhouse gases: From basic concepts to engineering applications for air emission control*. Springer Singapore. <https://doi.org/10.1007/978/981/287/212-8>

E-BOOK FROM A DATABASE (WITHOUT DOI)

Vira, B., Wildburger, C., & Mansourian, S. (2015). *Forests and food: Addressing hunger and nutrition across sustainable landscapes*. Open Book Publishers.

E-BOOK FROM A WEBSITE (WITHOUT DOI)

Schmitz, A. (2013). *The impact on writing skills of tablets in college developmental English classes*. Higher Education Quality Council of Ontario. <https://www.deslibris.ca/ID/237491>



ARTICLE OR CHAPTER IN A BOOK

TEMPLATE:

Author, A. A., & Author, B. B. (Year of publication). Title of chapter in sentence case: Capitalize the first letter of the subtitle. In E. E. Editor & F. F. Editor (Eds.), *Title of work in italics and sentence case: Capitalize first letter of subtitle* (edition, pp. xx-xx). Publisher. DOI (if available)

ARTICLE OR CHAPTER IN PRINT BOOK

Chapin, P. H. (2012). Into Afghanistan: The transformation of Canada's international security policy since 9/11. In E. Henderson (Ed.), *The active reader: Strategies for academic reading and writing*. (2nd ed., pp. 223-232). Oxford University Press.

ARTICLE OR CHAPTER IN E-BOOK

Hendrick, S. S., & Hendrick, C. (2019). Measuring love. In M. W. Gallagher & S. J. Lopez (Eds.), *Positive psychological assessment: A handbook of models and measures* (pp. 219–232). American Psychological Association. <https://doi.org/10.1037/0000138-014>



LIBRARY
University of Moratuwa
Sri Lanka



JOURNALS ARTICLES

TEMPLATE:

Author, A. A., & Author, B. B. (Year of publication). Title of article in sentence case: Capitalize the first letter of the subtitle. *Title of the Journal in Mixed Case and italics, volume number in italics (issue number), pp. xx-xx.*

Author, A. A., & Author, B. B. (Year of publication). Title of article in sentence case: Capitalize the first letter of the subtitle. *Title of the Journal in Mixed Case and italics, volume number in italics (issue number), pp. xx-xx. DOI or URL*

PRINT JOURNAL ARTICLE

Cleveland, L., Bonguli, R., & McGlothen, K. S. (2016). The mothering experiences of women with substance use disorders. *Advances in Nursing Science, 39*(2), 119-129.

JOURNAL ARTICLE FROM WEBSITE OR LIBRARY DATABASE (WITH DOI)

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joesph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society, 77*(3), 437-471. <https://doi.org/fg6rf9>

JOURNAL ARTICLE FROM LIBRARY DATABASE (WITHOUT DOI)

Ware, M. E., Badura, A. S., & Davis, S. F. (2002). Using student scholarship to develop student research and writing skills. *Teaching of Psychology, 29*(2), 151-154.

JOURNAL ARTICLE FROM WEBSITE (WITHOUT DOI)

Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability, 31*(1), 17-39. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

JOURNAL ARTICLE IN NON-ENGLISH LANGUAGE

Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant, 19*, 5-17. <http://doi.org/10.4000/rfp.4219>



MAGAZINE ARTICLES

TEMPLATE:

Author, A. A., & Author, B. B. (Year, Month followed by date of publication). Title of article in sentence case: Capitalize the first letter of the subtitle. *Title of the Magazine in Mixed Case and italics, volume number in italics (issue number), pp. xx-xx. DOI or URL (if available for online)*

PRINT MAGAZINE ARTICLE

Woldemariam, M. (2019, May). The Eritrea-Ethiopia thaw and its regional impact. *Current History*, 118(808), 181-187.

MAGAZINE ARTICLE FROM WEBSITE (WITH DOI)

Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science*, 363(6422), 33-34.
<https://doi.org/10.1126/science.aau7988>

MAGAZINE ARTICLE FROM WEBSITE (WITHOUT DOI)

Novotney, A. (2010, January). Integrated care is nothing new for these psychologists. *Monitor on Psychology*, 41(1). www.apa.org/monitor

NEWSPAPER ARTICLES

TEMPLATE:

Author, A. A., & Author, B. B. (Year, Month followed by date of publication). Title of article in sentence case: Capitalize the first letter of the subtitle. *Title of Newspaper in Mixed Case and italics, page numbers of the article. URL (if online)*

PRINT NEWSPAPER ARTICLE

Bidey, S. (2018, January 1). Bid to curb youth crime. *Townsville Bulletin*, p. 13.

ONLINE NEWSPAPER ARTICLE

Rucker, P., & Parker A. (2018, January 8). White House struggles to silence talk of Trump's mental fitness. *The Washington Post*. <https://www.washingtonpost.com/>

NEWSPAPER ARTICLE WITHOUT AUTHOR

Man accused of swimming in shark tank returns to BC. (2019, June 7). *The Vancouver Sun*, A8



CONFERENCE PAPERS

TEMPLATE:

Author, A. A., & Author, B. B. (Year). Title of paper in sentence case: Capitalize the first letter of the subtitle. In E. E. Editor & F. F. Editor (Eds.), *Title of proceeding in italics and sentence case: Capitalize first letter of subtitle* (edition, pp. xx-xx). Publisher. DOI or URL (if available)

Author, A. A., & Author, B. B. (Year, Month Date). *Title of paper in italic and sentence case: Capitalize the first letter of the subtitle* [Type of Contribution]. Conference Name, Location. DOI or URL (if available)

ARTICLE IN CONFERENCE PROCEEDING

Wellington, E. M. H., Marsh, P., Toth, I., Cresswell, L., Huddleston, L., & Schilhabel, M.B. (1993). The selective effects of antibiotics in soils. In R. Guerrero, & C. Pedrós-Alió (Eds.), *Trends in microbial ecology: Proceedings of the sixth international symposium on microbial ecology, Barcelona, 6-11 September 1992* (pp. 331-336). Spanish Society for Microbiology.

Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2

CONFERENCE PAPERS, SESSIONS AND PRESENTATIONS

Norton, M., Moloney, G., Burke, S., Sanson, A., & Louis, W. (2018, September 27-30). *Psychological responses to social threats: From stigma to solidarity* [Paper presentation]. 2018 APS Congress Psychology advancing into a new age, Sydney, Australia.

McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - improving retention, enhancing education* [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>



REFERENCE WORKS [DICTIONARIES, ENCYCLOPEDIAS ETC.]

TEMPLATE:

Author, A. A., Author, B. B., & Author, C. C. (YYYY). Title of entry. In C. C. Editor & D. D. Editor (Eds.), *Title of encyclopedia/dictionary* (ed., Vol., pp. xx-xx). Publisher. DOI or URL (if online)

C. C. Editor & D. D. Editor (Eds.). *Title of encyclopedia/dictionary* (ed., Vol., pp. xx-xx). Publisher. DOI or URL (if online)

GENERAL DICTIONARY/ENCYCLOPEDIA WITH AN EDITOR

Weber, C. (Ed.). (2002). Webster's dictionary (4th ed., vols. 1-4). Webster Press.

GENERAL DICTIONARY/ENCYCLOPEDIA WITHOUT AN EDITOR

Oxford dictionary (7th ed.). (2000). Penguin Press.

ENTRY IN PRINT ENCYCLOPEDIA/DICTIONARY (WITHOUT EDITOR)

Dober, R. P. (1988). Campus planning. In *Encyclopedia of architecture: Design, engineering, & construction* (Vol. 1, pp. 527-539). John Wiley & Sons.

Islam. (1992). In *The new encyclopedia Britannica* (Vol. 22, pp. 1-43). Encyclopedia Britannica

Quixotic. (1990). In *Oxford dictionary* (3rd ed., Vol. 5, p.345). Oxford Press.

ENTRY IN PRINT ENCYCLOPEDIA/DICTIONARY (WITH EDITOR)

Quixotic. (1990). In N. Taparia (Ed.), *Oxford dictionary* (3rd ed., Vol. 5, p. 345). Oxford Press.

Karyotype. (2015). In M. Allaby (Ed.), *A dictionary of ecology* (5th ed.). Oxford University Press.
<https://doi.org/10.1093/acref/9780191793158.001.0001>

Grossman, W. L. (1996). History of transportation. In L. S. Bahr, B. Johnston, & L. A. Bloomfield (Eds.), *Collier's encyclopedia* (Vol. 22, pp. 416-439). Collier.

Dahlgren, R.A., Macías, F., Arbestain, M.C., & Chesworth, W. (2008). Acid soils. In W. Chesworth (Ed.), *Encyclopedia of soil science*. Springer. https://doi.org/10.1007/978-1-4020-3995-9_7

ENTRY IN PRINT ENCYCLOPEDIA/DICTIONARY (WITHOUT AUTHOR, EDITOR & YEAR)

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved December 10, 2019 from <http://www.m-w.com/dictionary/heuristic>



DOCTORAL DISSERTATIONS AND MASTER THESIS

TEMPLATE:

Author, A. A. (YYYY). *Title of dissertation* [Unpublished doctoral dissertation/ master's theses]. Name of institution awarding the degree.

Author, A. A. (YYYY). *Title of dissertation* [Doctoral dissertation, Name of institution awarding the degree]. Database name. URL

UNPUBLISHED DISSERTATION OR THESIS

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

DISSERTATION OR THESIS FROM DATABASE

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Ries, N. (2016). *A community youth organization's contribution to immigrant students' academic success and identity formation*. [Masters monograph, Stanford University]. SearchWorks Catalog. <https://searchworks.stanford.edu/view/11881782>.

REPORTS AND GRAY LITERATURE

TEMPLATE:

Organization Name. (Year). *Title of report in italics and sentence case: Capitalize first letter of subtitle*. URL (if online)

Author, A. A., Author, B. B., & Author, C. C. (YYYY). *Title of report in italics and sentence case: Capitalize first letter of subtitle* (Serial name/Report No. #). Publisher. DOI or URL (if online)

REPORT BY A GOVERNMENT AGENCY OR OTHER ORGANIZATION

United States General Accounting Office. (1997). *Telemedicine: Federal strategy is needed to guide investments* (Publication No. GAO/NSAID/HEHS-97-67). U.S. Government Printing Office.



United States Government Accountability Office. (2019). *Performance and accountability report: Fiscal year 2019*. <https://www.gao.gov/assets/710/702715.pdf>

REPORT WITH AUTHOR

Baral, P., Larsen, M., & Archer, M. (2019). *Does money grow on trees? Restoration financing in Southeast Asia*. Atlantic Council. <https://www.atlanticcouncil.org/in-depth-research-reports/report/does-money-grow-on-trees-restoring-financing-in-southeast-asia/>.

STANDARD

International Organization for Standardization. (2018). *Occupational health and safety management systems -Requirements with guidance for use* (ISO Standard No. 45001:2018). <https://www.iso.org/standard/63787.html>

Occupational Safety and Health Administration. (1970). *Occupational safety and health standards: Occupational health and environmental control: Occupational noise exposure* (OSHA Standard No. 1910.95). United States Department of Labor. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

WHITE PAPER

Department for Business Innovation & Skills. (2016). *Success as a knowledge economy: Teaching excellent, social mobility and student choice* [White paper]. Crown. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523396/bis-16-265-success-as-a-knowledge-economy.pdf

Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science graduates for an increasingly competitive global environment* [White paper]. Georgia Tech College of Computing. https://cis.temple.edu/~giorgio/threads_whitepaper.pdf

BROCHURE

Cedars-Sinai. (2015). *Human papillomavirus (HPV) and oropharyngeal cancer* [Brochure]. <https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf>

NOTE: Annual reports should consider as books



AUDIOVISUAL MATERIALS

TEMPLATE:

Creator, A. A. (Role), & Creator, B. B. (Role). (YYYY, Month DD). *Title of work in italics and sentence case: Capitalize first letter of subtitle* [Description]. Publisher. URL (if online)

FILM OR VIDEO

Loyd, P. (Director). (2008). *Mamma mia!* [Film]. Universal Pictures.

Del Toro, G. (Director). (2006). *El laberinto del fauno* [Pan's labyrinth] [Film]. Warner Bros. Pictures.

TV SERIES

Sherman-Palladino, A., Palladino, D. (Executive Producers). (2017-present). *The marvelous Mrs. Maisel* [TV series]. Dorothy Parker Drink Here Productions; Picrow, Amazon Studios.

TV SERIES EPISODE

Korsh, A. (Writer & Director). (2019, September 25). One last con (Season 9, Episode 10) [TV series episode]. In D. Liman & D. Bartis (Executive Producers), *Suits*. Untitled Korsh Company; Universal Content Productions; Open 4 Business Productions.

YOUTUBE VIDEO

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTYfxMs>

ARTWORK IN A MUSEUM OR ON A MUSEUM WEBSITE

Hopper, E. (1942). *Nighthawks* [Painting]. Art Institute of Chicago, Chicago, IL, United States. <https://www.artic.edu/artworks/111628/nighthawks>

PHOTOGRAPH (NOT ASSOCIATED WITH A MUSEUM)

Ryan, S. (2019). [Sea smoke on Lake Michigan] [Photograph] *New York Times*. <https://www.nytimes.com/interactive/2019/world/year-in-pictures.html>

MUSICAL SCORE

Haydn, F. J. (2001). *The creation* [Musical score]. Dover Publications. (Original work published 1798)

Mozart, W. A. (1970). *Die Zauberflöte* [The magic flute] [Vocal score]. Becksche Verlagsbuchhandlung. (Original work published 1791)



STUDY MATERIALS

TEMPLATE:

Creator, A. A. (Role), & Creator, B. B. (Role). (YYYY, Month DD). *Title of work in italics and sentence case: Capitalize first letter of subtitle* [Description]. Publisher. URL (if online)

POWERPOINT SLIDES

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. <https://fnu.onelogin.com/login>

Jones, J. (2016, March 23). *Guided reading: Making the most of it* [PowerPoint slides]. SlideShare. <https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it>

LECTURE NOTES

Note: Your own notes from a lecture are considered personal communications in APA style. They are cited within the text of your assignment, but do **not** get an entry on the Reference list. Put the citation right after a quote or paraphrased content from the class lecture.

"Infections are often contracted while patients are recovering in the hospital" (J. D. Black, personal communication, May 30, 2012).

LECTURE NOTES AVAILABLE IN LMS OR ONLINE

Bryan, S. (2017). *CS1022: Learning in a digital environment: Week 6 lecture notes* [PDF]. LearnJCU. <https://learn.jcu.edu.au/>

BOOKLETS, HANDOUTS

Wood, D. (2013). *Laboratory safety overview* [Class handout]. University of Nevada.

Smith, A. (2017). *HLBN511 Introduction to nursing: A model of nursing care* [Course booklet]. Centre for Health and Social Practice, Wintec.

Magowan, A. (2013). *Career resources at the library* [Class handout]. CAMS. <https://fictionalcamslink.ca>

WEBNAIR (RECORDED)

Russo, K. (Facilitator). (2020, May 28). *The digital divide and COVID-19* [Webinar]. James Cook University. <https://www.jcu.edu.au/webinars>

NOTE: Use this format for only recorded, retrievable webinars, if the webinar is unrecorded cite as Personal communication.



WEB PAGES AND SIMILAR ONLINE WORKS

TEMPLATE:

Author, A. A., Author, B. B., & Author, C. C. (YYYY, Month DD). *Title of work in italics and sentence case: Capitalize first letter of subtitle.* Site Name in Title Case. URL

WEBPAGE WITH AN INDIVIDUAL AUTHOR

Price, D. (2018, March 23). *Laziness does not exist*. Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

WEBPAGE WITH A CORPORATE/GROUP AUTHOR

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>.

World Health Organization. (2018, May 24). *The top 10 causes of death*. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

NOTE: Include the retrieval date, if page content is changing over the time

Tuscan white bean pasta. (2018, February 25). Budgetbytes. Retrieved March 18, 2020, from <https://www.budgetbytes.com/tuscan-white-bean-pasta/>

WEBPAGE WITHOUT DATE

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>

- Parenthetical citation:** (U.S. Census Bureau, n.d.)
- Narrative citation:** U.S. Census Bureau (n.d.)

WIKIPEDIA ARTICLE

Quantum mechanics. (2019, November 19). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Quantum_mechanics&oldid=948476810



BLOG POST OR ONLINE DISCUSSION

TEMPLATE:

Author, A. A. and/or [username] (YYYY, Month DD). Title of blog post work in sentence case: Capitalize first letter of subtitle. *Title of blog in Italic Title Case*. URL

BOLG POST

CU Library News. (2019, May 28). Reading challenge reviews: Football heroes and tragics. *JCU Library News*.
<https://jculibrarynews.blogspot.com/2019/05/reading-challenge-reviews-football.html>

Little, J. [j450n_l]. (2018, December 12). *I'm the first person in the world with a neural-enabled prosthetic hand. Using a specialized prosthetic and a device implanted*. Reddit. https://www.reddit.com/r/AMA/a5jxbe/im_the_first_person_in_the_world_with_a/

BOLG POST-COMMENT

Worthington, T. (2019, August 19). The positive aspect of AI in education is that it will force us to be more transparent in what we do, and challenge our own assumptions and biases. [Comment on the post “Artificial intelligence in Schools: An ethical storm is brewing”]. *EduResearch Matters*.
<https://www.aare.edu.au/blog/?p=4325>

haffy-1223. (2018, September 12). What do you think while on the launch pad about to launch? [Comment on the post “*I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!*”]. Reddit. https://www.reddit.com/r/IAmA/comments/im_nasa_astronaut_scott_tingle_ask_me_anything/e5v0027/

SOCIAL MEDIA

FACEBOOK:

FACEBOOK PAGE

Author, A. A. (n.d.). *Page title* [Facebook page]. Facebook. Retrieved Month Date, Year, from URL.

Aerogramme Writers' Studio. (n.d.). Home [Facebook page]. Facebook. Retrieved January 24, 2020, from https://www.facebook.com/A.WritersStudio/?ref=page_internal



FACEBOOK POST

Author, A. A. (YYYY, Month DD). *Title of post work in italics and sentence case: Capitalize first letter of subtitle* [Note if images, thumbnails or links are included]. Facebook. URL

Aerogramme Writers' Studio. (2020, January 23). Prestigious literary magazine Granta is currently accepting unsolicited submissions [Thumbnail with link attached]. Facebook. <https://www.facebook.com/A.WritersStudio/posts/2983410645002874>

TWITTER:

TWITTER PROFILE

Author, A. A. [@username]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved Month Date, Year, from URL.

Library & Learning Commons [@LLC_NIC]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved October 6, 2020, from https://twitter.com/LLC_NIC

TWITTER POST

Author, A. A. [@username]. (YYYY, Month DD). *Content of the post up to 20 words* [Description of audio visuals]. [Tweet]. Twitter. URL.

Library & Learning Commons [@LLC_NIC]. (2020, September 29). *We acknowledge and honor all of the children that were sent to residential schools. Wear your orange shirt and take* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/LLC_NIC/status/1311080527139659776

INSTAGRAM:

INSTAGRAM PROFILE

Author, A. A. [@username]. (n.d.). *Page Title* [Instagram profile]. Instagram. Retrieved Month Date, Year, from URL.

Swift, T. [@taylorswift]. (n.d.). *Posts* [Instagram profile]. Instagram. Retrieved January 9, 2020, from <https://www.instagram.com/taylorswift>



INSTAGRAM POST

Author, A. A. [@username]. (YYYY, Month DD). Content of the post up to 20 words [Audiovisual description]. Instagram. URL.

Philadelphia Museum of Art [@philamuseum]. (2019, December 3). *It's always wonderful to walk in and see my work in a collection where it's loved, and where people are* [Photograph]. Instagram. <https://www.instagram.com/p/B5oDnnNhOt4/>

APA Public Interest Directorate [@apapubint]. (2019, June 14). *Male depression is serious, but many men try to ignore it or refuse treatment. Different men have different symptoms, but* [Video]. Instagram. https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link

PERSONAL COMMUNICATION

The instructions in this section are valid for personal communications such as **letters, e-mails, phone calls, conversations, lectures and speeches**. As personal communications are works that cannot be recovered by readers, they are not included in the reference list. Personal communications are thus cited in text only. Before citing a personal communication, you need permission from the person in question to do so. This permission should preferably be in print, and a copy should be retained for reference.

- Parenthetical citation:** (R. J. Smith, personal communication, August 15, 2015)
- Narrative citation:** R. J. Smith (personal communication, August 15, 2015)

SECONDARY SOURCES

Citing a work from a secondary source is generally to be avoided, since you are expected to have read the works you cite. You may however use a secondary source if the original source is not available, e.g. if it is very rare and thus impossible to get hold of or if it is only available in a language you do not understand.

When citing a work from a secondary source, you write the surname(s) of the author(s) and the year of publication of the original work in the in-text citation, followed by the words "as cited in" and the surname(s) of the author(s) and the year of publication of the secondary source. In the reference list, on the other hand, only information about the secondary source is given.

- Parenthetical citation:** (Douglas,1972, as cited in Stambach, 2016)
- Narrative citation:** Mary Douglas (1972; as cited in Stambach, 2016)

Reference List

Stambach, A. (2016). Food, aid and education in East Africa: Repackaging the conversation. *Cambridge Journal of Education*, 46(2), 247-262. <https://doi.org/10.1080/0305764X.2015.1102866>.



CITING FIGURES AND TABLES

CITING FIGURES:

A **figure** may be a graph, photograph, drawing, map or any other illustration or non-textual depiction. Any type of illustration or image other than a table is referred to as a figure.

FIGURE COMPONENTS:

- Number:** The figure number (e.g. Figure 1) appears above the figure in bold
- Title:** The figure title appears one double-spaced line below the figure number in italic title case.
- Image:** The image portion of the figure is the chart, graph, photograph, drawing, or other illustration itself
- Legend:** A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image
- Note:** Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks use to indicate p values). Include figure notes only as needed. Notes are double-spaced and flush left. **Not all figures include notes.**

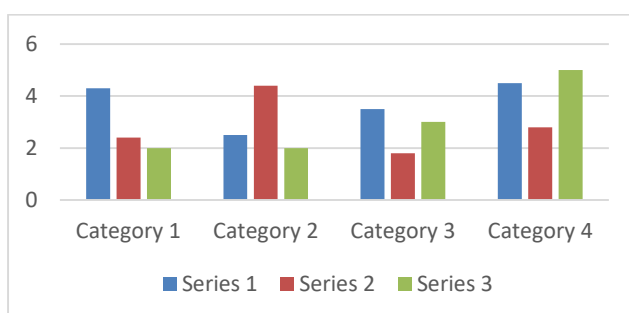
GENERAL RULES FOR FIGURES:

- In the text, refer to every figure by its number. For example, As shown in Figure 1, ...
- There are two options for the placement of figures in a paper. The first option is to place all figures on separate pages after the reference list. The second option is to embed each figure within the text
- If you reprint or adapt a figure from another source in your paper (e.g., an image you found on the internet), you must include a copyright attribution in the figure note indicating the origin of the reprinted or adapted material in addition to a reference list entry for the work
- Important notes:** States whether the material was reproduced (copied) or adapted (altered from original). Write “From” when you have reproduced it, and “Adapted from” when you have adapted it. It should get the permission from the copyright holder/s to reproduce or adapt copyrighted figures in your thesis or dissertation or other publications. You may not need permission when a reprinted or adapted figure is obtained from the public domain. Works used Creative Commons licenses should be cited accordingly.

YOUR OWN CREATED FIGURE

Figure 1

Bar Chart of the Survey Results



Note. Explanations to clarify information in the figure (if needed)



FIGURE FROM A BOOK

Note Format:

Note. Explanations to clarify information in the figure (if needed). From [or adapted from] *Book Title* (any edition or volume information, p. xxx), by Author First Initial. Second Initial. Surname, Year. Publisher. Copyright Year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

Figure 2

FinSec Communication Network



Note. Finance and Information Workers Union (FinSec) is a trade union covering workers in New Zealand finance sector. This figure demonstrates FinSec's organizational structure that shows union message is spread through the office delegates and their networks. From *Employment Relations in New Zealand* (2nd ed., p.355), by E. Rasmussen, 2009. Pearson. Copyright 2009 by Erling Rasmussen. Reprinted with permission.

In-text citation:

This is clearly indicated in Figure 1, ...

Reference list entry:

Rasmussen, E. J. (2009). *Employment relations in New Zealand* (2nd ed.). Pearson.

Figure referred to in your text:

If you simply refer to a figure, format the in- text citation and the reference list entry as for books.

In-text citation: ... interpretations of the painting "Mona Lisa" (Gombrich 1995, p. 203).

Reference list entry: Gombrich, E. H. (1995). *The story of art* (16th ed.). Phaidon.



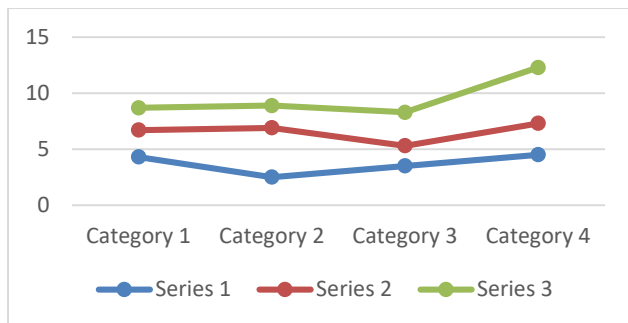
FIGURE FROM AN ARTICLE

Note Format

Note. Explanations to clarify information in the figure (if needed). From [or adapted from] “Title of Article,” by Author First Initial. Second Initial. Surname, Year, *Journal Title*, Volume(issue), page number (URL or DOI if it's from an e-journal). Copyright Year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

Figure 3

Mean Regression Slopes in Experiment 1



Note. From “Large Continuous Perspective Change with Non-Coplanar Points Enables Accurate Slant Perception,” by X. M. Wang, M. Lind, and G. P. Bingham, 2018, *Journal of Experimental Psychology: Human Perception and Performance*, 44(10), p. 1513 (<https://doi.org/10.1037/xhp0000553>). Copyright 2018 by the American Psychological Association.

In-Text Citation:

As shown in Figure 3, there are ...

Reference List:

Wang, X. M., Lind, M., & Bingham, G. P. (2018). Large continuous perspective change with non-coplanar points enables accurate slant perception. *Journal of Experimental Psychology: Human Perception and Performance*, 44(10), p. 1513. <https://doi.org/10.1037/xhp0000553>.



FIGURE FROM A WEBSITE

Note Format:

Note. Explanations to clarify information in the figure (if needed). From [or adapted from] *Title of Webpage*, by A.A. Author and B.B. Author, Year (Website URL). Copyright year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

E.g.:

Note. Adapted from *Health is not the Same for Everyone* by the Australian Institute of Health and Welfare, 2016 (<https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone>). Copyright 2016 by the Australian Institute of Health and Welfare. Adapted with permission.

In-Text Citation:

As shown in Figure 5, there are ...

Reference List:

Australian Institute of Health and Welfare. (2016). *Health is not the same for everyone* [Photograph]. <https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone>



CITING TABLES:

Tables Usually show numerical values or textual information.

TABLE COMPONENTS:

- Number:** The table number (e.g. Table 1) appears above the table in bold font
- Title:** The table title appears one double-spaced line below the table number in italic title case
- Headings:** All tables should include column headings, including a heading for the leftmost column (stub heading)
- Body:** The table body includes all the rows and columns of a table. The body may be single space, one and a half spaced, or double spaced
- Note:** A note can appear below the table to describe the contents of the table that cannot be understood from the table title or body alone, (e.g. definitions of abbreviations, copyright attribution). Notes are double-spaced and flush left. Not all tables include table notes

GENERAL RULES FOR TABLES:

- In the text, refer to every table by its number. For example, As shown in Table 1... (no italics, but with capital T)
- There are two options for the placement of tables in a paper. The first option is to place all tables on separate pages after the reference list. The second option is to embed each table within the text
- If you reprint or adapt a table from another source in your paper (e.g. a table from a published work), you must include a copyright attribution in the table note indicating the origin of the reprinted or adapted material in addition to a reference list entry for the work
- Important notes:** States whether the material was reproduced (copied) or adapted (altered from original). Write "From" when you have reproduced it, and "Adapted from" when you have adapted it. It should get the permission from the copyright holder/s to reproduce or adapt copyrighted tables in your thesis or dissertation or other publications. You may not need permission when a reprinted or adapted table is obtained from the public domain. Works used Creative Commons licenses should be cited accordingly.

YOUR OWN CREATED TABLE

Table 1

Comparison of Boys and Girls by Height and Weight

Variable	Average height	Average weight	Average behaviour incident	Average truancy
Boys (n=30)	5 ft 1 in	120 lbs	14	6 days
Girls (n=62)	5 ft 2 in	105 lbs	4	05. days

Note. Explanations to clarify information in the table (if needed)



TABLE FROM A BOOK

Note Format:

Note. Explanations to clarify information in the table (if needed). From [or adapted from] *Book Title* (any edition or volume information, p. xxx), by A.A. Author and B.B. Author, Year, Publisher. (DOI or URL - if available). Copyright Year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

Table 2

Compensation for Humiliation, Loss of Dignity and Injury to Feelings, 1992-1999

Level of compensation awarded	Frequency	percentages
No compensation awarded	318	16.1
Up to \$5000	1147	58.0
Between \$5000 and \$ 10.000	398	20.1
Over \$10,000	115	5.8

Note. From *Employment Relations in New Zealand* (2nd ed., p,98) by E. Rasmuseen, 2009, Pearson. Copyright 2009 by Erling Rasmuseen. Reprinted with permission.

In-Text Citation:

...as shown in Table 1, no compensation...

Reference list:

Rasmussen, E. J. (2009). *Employment relations in New Zealand* (2nd ed.). Pearson.

TABLE FROM AN ARTICLE

Note Format

Note. Explanations to clarify information in the table (if needed). From [or adapted from] “Title of Article,” by A.A. Author and B.B. Author, Year, *Journal Title*, Volume(issue), p. xx. (URL or DOI if it's from an e-journal). Copyright Year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted/Adapted with permission (if permission needed) OR In the public domain (if in public domain).



E.g.:

Note. From “When Salespeople Manage Customer Relationships: Multidimensional Incentives and Private Information,” by M. Kim, K. Sudhir, K. Uetake, and R. Caneles, 2019, *Journal of Marketing*, 56(5), p. 765. (<https://doi.org/10.1177/0022243719847661>). Copyright 2019 by the American Marketing Association.

In-Text Citation:

.. the ratio of the value (see Table 4)

Reference list:

Kim, M., Sudhir, K., Uetake, K., & Canales, R. (2019). When salespeople manage customer relationships: Multidimensional incentives and private information. *Journal of Marketing Research*, 56(5), 749–766. <https://doi.org/10.1177/0022243719847661>

TABLE FROM A WEBSITE

Note Format:

Note. Explanations to clarify information in the table (if needed). From [or adapted from] *Title of Webpage* by A.A. Author and B.B. Author, Year (Website URL). Copyright year by the Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

E.g.:

Note. From *Health is not the Same for Everyone* by the Australian Institute of Health and Welfare, 2016 (<https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone>). Copyright 2016 by the Australian Institute of Health and Welfare. Reprinted with permission.

In-Text Citation: ... as shown in Table 5, young people ...

Reference List:

Australian Institute of Health and Welfare. (2016). *Health is not the same for everyone*. <https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone>