APA Style
QUICK REFERENCING GUIDE

AT A GLANCE

- APA 7 uses the author-date citation system, where each source cited has 2 parts: a brief in-text citation and a corresponding reference list entry that provides a full reference to the source.
- This quick guide is a supplementary resource only, based on the following sources:
- Check out our APA referencing library guide for more detail https://bond.libguides.com/apa-referencing.
- Please check with your lecturer regarding any questions you have about the style and any preferred variations of the style.
IN-TEXT CITATIONS

- In-text citations can be parenthetical or narrative
- In parenthetical citations, the author surname (or group name) and publication date appear in parentheses (brackets), separated by a comma
- In narrative citations, the author surname (or group name) is incorporated into the text as part of the sentence and the year immediately follows in parentheses

EXAMPLES

<table>
<thead>
<tr>
<th>In-text citation</th>
<th>Parenthetical citation</th>
<th>Narrative citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>(Dellios, 2019)</td>
<td>Dellios (2019)</td>
</tr>
<tr>
<td>Two authors</td>
<td>(Moro &amp; Henson, 2017)</td>
<td>Moro and Henson (2017)</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Watt et al., 2017)</td>
<td>Watt et al. (2017)</td>
</tr>
<tr>
<td>Group author</td>
<td>(Bond University, 2020)</td>
<td>Bond University (2020)</td>
</tr>
<tr>
<td>Group author with abbreviation, subsequent in-text citations</td>
<td>(CSIRO, 2019)</td>
<td>CSIRO (2019)</td>
</tr>
<tr>
<td>No date</td>
<td>(Palmer, n.d.)</td>
<td>Palmer (n.d.)</td>
</tr>
<tr>
<td>Citing multiple sources</td>
<td>(Bond University, 2020; Moro &amp; Henson, 2017; Watt et al., 2013)</td>
<td>Moro and Henson (2017), Watt et al. (2013) and Bond University (2020)</td>
</tr>
<tr>
<td>Quoting from a page</td>
<td>(Dellios, 2019, p. 20)</td>
<td>Dellios (2019) &quot;Quote&quot; (p.20)</td>
</tr>
<tr>
<td>Quoting from multiple pages</td>
<td>(Dellios, 2019, pp. 20–21)</td>
<td>Dellios (2019) &quot;Quote&quot; (pp. 20–21)</td>
</tr>
<tr>
<td>Quoting from a paragraph</td>
<td>(CSIRO, 2019, para. 2)</td>
<td>CSIRO (2019) &quot;quote&quot; (para. 2)</td>
</tr>
<tr>
<td>Quoting from multiple paragraphs</td>
<td>(CSIRO, 2019, paras. 2–8)</td>
<td>CSIRO (2019) &quot;quote&quot; ( paras. 2–8)</td>
</tr>
</tbody>
</table>
Paraphrasing and quoting

PARAPHRASING

Paraphrasing is putting the words and ideas of others into your own words. It is often used a way to summarise an author's ideas and express them more succinctly. You must always use an in-text citation when you paraphrase any source.

You may include page and paragraph numbers in the in-text citation. This is not required, but can be helpful to any readers of your work so they can easily identify where your information has come from.

PRINCIPLES OF DIRECT QUOTATION

Paraphrasing is preferable to quoting in most instances, however you may need to use quotations at other times, such as when:

- Reproducing a definition
- An author has said something memorable or succinct that you want to capture word for word
- It is important to convey the exact wording

You should place your in-text citation at the end of a quote, and include page numbers or paragraphs where possible. Where no page or paragraph is available from a textual work (such as a webpage, or online news article), provide another way of identifying where the quote is located, such as:

- Provide the heading, sub-heading or section name where the quote can be found
- Count the paragraphs manually and provide the paragraph number (best used for short sources such as online news articles)

SHORT QUOTATIONS

For short quotations of forty words or less, incorporate the quote into the text and enclose it with double quotation marks.

Parenthetical citation example

"Wellness is not merely the absence of disease or infirmity" (Kent, 2016, p. 107).

Narrative citation example

Kent (2016) defined wellness as “not merely the absence of disease or infirmity” (p. 107).

BLOCK QUOTATIONS

Any quotation of forty words or more is done as a block quotation. In block quotations do not enclose the quote in double quotation marks. Instead, start the quote on a new line, indented from the left margin. Place parenthetical citations at the end of the quote, after punctuation.

Parenthetical citation example

Research on video games has shown that:

Australians who play video games spend an average of 89 minutes a day playing, including casual gameplay and in-depth gameplay. Women and girls play for 77 minutes a day on average while men and boys play for 98 minutes a day on average. (Brand et al., 2018, p. 16)
REFERENCE LIST

- A reference list is a list of all the sources cited in-text in your essay/paper/report/article/presentation/etc.
- The reference list provides the information necessary for a reader to be able to identify and locate all the sources you have cited.

Each reference generally needs four elements:

- **Author**: Who is the person/people/group responsible for the work?
- **Date**: When was the work published?
- **Title**: What is the name of the work?
- **Source**: Where can this work be retrieved?

Identifying these four elements will help you create a reference entry for any type of work, even if you can’t find a specific example that matches it.

WHAT TO DO IF ANY OF THE FOUR REFERENCE ELEMENTS ARE MISSING

<table>
<thead>
<tr>
<th>Missing element</th>
<th>Solution</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>No missing elements</td>
<td>Provide author, date, title &amp; source</td>
<td>Author. (Date). Title. Source.</td>
</tr>
<tr>
<td>Author</td>
<td>Provide title, date &amp; source</td>
<td>Title. (Date). Source.</td>
</tr>
<tr>
<td>Date</td>
<td>Provide author, indicate no date with (n.d.), title &amp; source</td>
<td>Author. (n.d.). Title. Source.</td>
</tr>
<tr>
<td>Title</td>
<td>Provide author, date, [describe the work in square brackets] &amp; source</td>
<td>Author. (Date). [Description of work]. Source.</td>
</tr>
<tr>
<td>Author and title</td>
<td>[Describe the work in square brackets], date &amp; source</td>
<td>[Description of work]. (Date). Source.</td>
</tr>
<tr>
<td>Author, date and title</td>
<td>[Describe the work in square brackets], (n.d.) &amp; source</td>
<td>[Description of work]. (n.d.). Source.</td>
</tr>
<tr>
<td>Source</td>
<td>Cite as personal communication or find another work to cite</td>
<td>Do not put in reference list</td>
</tr>
</tbody>
</table>
REFERENCE EXAMPLES

- The examples below are not exhaustive. Please see our APA referencing library research guide for more examples and explanatory notes https://bond.libguides.com/apa-referencing

BOOK

Authored book

Ebook

Book with a DOI

Book with edition information

Book where author and publisher are the same

Edited book

Chapter in an edited book
DSM-5

Entry in the DSM-5

ENTRY IN A DICTIONARY, THESAURUS OR ENCYCLOPEDIA

Group author

Individual author

THESIS OR DISSERTATION

JOURNAL ARTICLE

Article with a DOI
**Article without a DOI**


**MAGAZINE ARTICLE**


**NEWSPAPER ARTICLE**

*Print newspaper article*


*Online newspaper article*


**WEBPAGES & WEBSITES**

*Webpage with individual author*


*Webpage with group author*


*Wikipedia entry*

Webpage on a news website


FILM OR VIDEO

YOUTUBE OR OTHER STREAMING VIDEO

PHOTOGRAPH

REPORTS AND GREY LITERATURE
Report by government agency or other organisation
Report by individual authors for a government agency or other organisation

BUSINESS SPECIFIC RESOURCES

IBISWorld Industry Report

Company Report from DatAnalysis Premium

Bloomberg database
Reference list format and order

Please note that the formatting information below are general APA guidelines, however you should always follow the instructions provided from your teacher/rubric/assignment guidelines, even when they conflict with the guidelines below.

- A reference list begins on a new page at the end of your work
- At the top of the references, just put the word References, centre aligned and in bold type
- Double space the entire reference list
- Use hanging indents
- Order all works alphabetically by the first word of the reference entry (usually author surname or group author name, but may be the title for works with no author)
- For works with the same first author surname, arrange alphabetically by first author initials. If these are identical, arrange next by second author surname, etc.
- For works with all identical author names, arrange works by year, oldest to newest

REFERENCE LIST EXAMPLE

References


