APA Style
REFERENCING GUIDE

AT A GLANCE

- This style is an author-date style used for citing referencing information in assignments and publications.

- References are cited both in-text, and in a reference list at the end of the document.

- This guide is based:
  - Publication Manual of the American Psychological Association, available in the Main Library at BF76.6 P83 2010
  - APA Style Blog: http://blog.apastyle.org

- A more detailed guide from the library is available: http://bit.ly/bond-lib-referencing

- Please check with your lecturer regarding any questions you have about the style and any preferred variations of the style.
IN-TEXT CITATIONS

- Include a citation in the text of your assignment if you are directly quoting someone else’s work, or if you paraphrase it.
- See the APA manual, chapter 6 for information about citing works that have more than two authors.

For a single author, include your citation in one of these ways:

Singh (2013) states that it takes a mere 90 seconds for people to make up their minds after initial contact.

OR

It takes a mere 90 seconds for people to make up their minds after initial contact (Singh, 2013).

OR

In his 2013 study, Singh states that it takes a mere 90 seconds after initial contact, for people to make up their minds.

For works with two authors, cite in one of these ways:

Funk and Nelson (2016) state that gender plays a part on the impact of colour.

OR

It was shown that colour plays a part on the impact of colour (Funk & Nelson, 2016).

REFERENCES

Use the following sections to correctly cite different types of sources. For sources not covered in this brief guide, consult the APA Manual, APA Guide to Electronic Resources, the APA Style Blog or the Library Referencing Guide. The details for accessing each of these are on the front of this booklet.

REFERENCE LIST

- Order references alphabetically, per the authors surname (family name).
- Format the references to have a hanging indent – this means that each line after the first is indented at half an inch.
- Include each source that you referred to, either or directly or indirectly, in your reference list.
- The reference list starts on a new page, at the end of your assignment.
- References should be double spaced.

Example reference list

References


JOURNAL ARTICLE EXAMPLES

Journal article with DOI


Journal article without DOI (use URL)


BOOKS, ELECTRONIC BOOKS AND BOOK CHAPTER EXAMPLES

- Capitalise only the first word of the title (this is called sentence case) and proper nouns.
- If the book has been read on a e-reader, include this information in square brackets, after the title, e.g. [Kindle version].
- For electronic books, include the DOI in place of the publisher details. If the electronic book doesn’t have a DOI, use the URL, preceded by the words ‘Retrieved from’ – see examples below.

Standard book formats
For books in print:
Author, A. A. (Year). *Title of book – italicised*. Place of publication: Publisher

For electronic books with a DOI:

For electronic books without a DOI – use the URL:

For edited books, put the names of the editor/s in place of the author/s:
Editor, A. A. (Ed.). (Year). *Title of book – italicised*. Place of publication: Publisher
Edition other than the first

The edition number is placed in the reference, after the title of the work. This is not necessary for a first edition.


Edited books

Put the names of the editors in the place of the authors names and include the abbreviation (Ed) or (Eds) in rounded brackets, after the names of the editors.


Chapter in an edited book

For edited books, where each chapter or part has an individual title, include the author of the chapter, chapter title and chapter page numbers, as well as the name of the editors and title of the book.

Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book - italicised (pp. xxx-xxx). Location of publication: Publisher.


GOVERNMENT AND OTHER REPORTS

Reports are referenced similarly to books. When reports are published as a numbered series, include the number in rounded brackets after the title of the report.


Government report

If no author is identified, put the name of the government department or organisation as the author.


Standards


Industry report


Case study Marketline


Retrieved February 14, 2018 from MarketLine Advantage database.

---

**AUDIOVISUAL MEDIA EXAMPLES**

Audiovisual material includes motion pictures, audio recordings and TV broadcast and works of art retrieved online.

**DVD**


**Motion picture**


**Photograph retrieved from the Internet**


**YouTube video or other streaming video, e.g. Vimeo**

The person who posted the video is considered the author for the purposes of referencing. If the person’s real name is available, insert it as the author and include the word Username inside square brackets after it. If a real name isn’t available, put the username in place of the authors.


User name. (year, month day). Title of video [Video file]. Retrieved from [http://xxxxx](http://xxxxx)
WEBSITE EXAMPLES

- For information on what to do when information is missing (such as author, title, or date) go to http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf
- Only include retrieval dates if the source material may change over time.

All information provided


No year provided


No author provided

Title of webpage. (Year). Retrieved Month Day, Year, (if applicable) from http://xxxxx


SOCIAL MEDIA EXAMPLES

- Describe the source type inside square brackets.
- When the date is unknown, use n.d. for “no date”.
- When the date can be reasonably certain but isn’t stated, use a bracketed date and “ca.”

Facebook page

Username or Group Name. (Year). In Facebook [Page type]. Retrieved Month Day, Year, from https://www.facebook.com/specificpageURL


Twitter

Username. (Year, Month Day). Tweet, truncated if too long [Twitter post]. Retrieved from https://twitter.com/specificpageURL

FIGURES – GRAPHS, MAPS CHARTS, DRAWINGS, PHOTOGRAPHS

- Include a caption under the figure.
- Number figures consecutively throughout the document, e.g. Figure 1, Figure 2.
- Double space the caption.
- Check copyright before including a reproduced or adapted figure – copyright may not allow some figures to be reproduced or adapted, even for an academic assignment.

Figure from a website - caption

*Figure X*. Descriptive title for the figure. Reprinted [or adapted] from *Title of Website - italicised*, by Author First Initial. Second Initial. Surname, Year, Retrieved from URL. Copyright [year] by copyright holder.


Figure from a website – reference list entry


BLOOMBERG DATABASE

The APA Manual doesn’t explicitly state a format for referencing information from Bloomberg Professional. The library suggests the following format:


WORKS WITH NO IDENTIFIED AUTHOR OR WITH AN ANONYMOUS AUTHOR

- When there is no author, use the first few words of the title of the reference and the year in the in-text citation.
- Use double quotation marks around the title of an article, a chapter, or a webpage for an in-text citation.
- Italicise the title of a book or a report.
- When the author is identified as “Anonymous”, cite Anonymous followed by a comma and the year.

Article, a chapter, or a webpage with no identified author


In-text citation: (“New poll shows rise in support for Labor party,” 2016)

Book or a report with no identified author


In-text citation: (*Dictionary of accounting*, 2016)
Anonymous


In-text citation: (Anonymous, 2015)

FURTHER INFORMATION

For further information on APA style, consult the following:

- **Publication Manual of the American Psychological Association**, available in the Main Library at BF76.6 P83 2010
- **APA Guide to Electronic Resources**: bit.ly/2WryY5G
- **APA Style Blog**: http://blog.apastyle.org