APA REFERENCING MADE EASY (7th Ed.)

CiteFast
An online referencing tool

Referencing
What is it and why do it?

Rules and Features
1. The basics of APA referencing.

Rules and Features
2. Authors.

In-Text Citations
How to...

Examples
Click on the tabs for detailed examples.

What is REFERENCING?

What is referencing and why do it?

▸ **Referencing** is a method of acknowledging sources of information and ideas that you have used in your work.

▸ **Why do it?** It is ethical to acknowledge the source of any information that is not your own when creating your work. This includes direct quotations, facts and figures, ideas or materials such as images and sound. It is also important so as to avoid plagiarism, to verify quotations, and to enable readers to follow up on the cited author's work.

▸ **What is plagiarism?** Plagiarism is taking and using another person's words, creations or ideas and passing them off as your own by not giving credit to that person. There are serious penalties for plagiarism. *Refer to the College Assessment Policy in the Handbook on my.MLC.*

▸ **What are moral rights?** Moral rights are a part of copyright law that is designed to protect the creator's rights. That means you MUST:

▸ provide credit to the creator for their work;

▸ not say a person is a creator of a work when they are not; and

▸ not make changes to their work or treat their work in any way that would have a negative impact on their reputation

(Copyright Agency, 2018).

RULES and FEATURES

The basics of APA referencing.

▸ Organise the reference list in alphabetical order by the author's surname.

▸ Author's surname comes first, followed by a comma, then their initials, broken up by fullstops.

▸ If the item has no author, then use the title first.
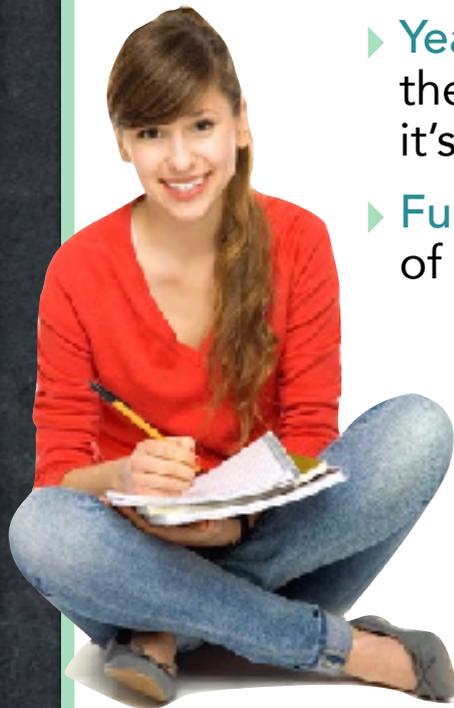
▸ Year of publication goes in brackets. If there is no publication date use 'n.d.' in it's place.

▸ Full stops are used between the elements of information.

▸ Titles are written in italics (or underlined if handwritten).

▸ When you need to insert page numbers, use p. for a single page, and pp. for a page range.

▸ If your citation goes over a line, you must use a hanging indent.

▸ Use a space after each punctuation mark.

▸ When using digital resources you must include the DOI (Digital Object Identifier) if available.

▸ Include the retrieval date only if the information is likely to change e.g. Facebook.

RULES about AUTHORS

- One author
- Two authors
- Three to twenty authors
- More than twenty authors
- Corporation/ Organisation
- Unknown author

▸ **One author:**

Ganeri, A. (1999). *Legacies from ancient Egypt.* Belitha.

In-text: (Ganeri, 1999, p. 8)

▸ **Two authors:**

List in order given on the title page and separate with an ampersand or "&" symbol.

Winter, J.M., & Furtado, P. (1993). *World War I.* Chancellor.

In-text: (Winter & Furtado, 1993, p. 26)

▸ **Between three and twenty authors:**

Use commas to separate each author, list the authors as they appear, use an ampersand (&) between the last two names listed.

Turchi, P., Barrett, A., & Russo, R. (2004). *The story behind the story: 26 writers and how they work.* W.W. Norton.

In-text: (Turchi et al., 2004, p. 24)

For more than twenty authors:

After the nineteenth author, put a comma and then put an ellipse (…). Then include the last author.

▸ **Corporation/ Organisation as author:**

Use the corporation/ organisation name in place of a person.

World Vision. (2015). *World emergencies.* https:// www.worldvision.com.au/global-issues/world-emergencies

In-text: (World Vision, 2015)

▸ **Unknown author:**

The title comes first. Alphabetise by the title, ignoring A, An or The.

Atlas of human anatomy. (2002). Taj Books.

In-text: (Atlas of human anatomy, 2002, p. 14)

CLICK HERE

for more about author rules

IN-TEXT CITATIONS

In-text citations are written at the exact point you use someone else's words or ideas.

▸**Direct Quotes:**

Direct Quotes are when you copy word for word exactly what the author has written or spoken. Use double quotation marks around the quote. Then give the author's surname, year of publication, page number. (Give the page no. only if provided).

CLICK HERE for Direct Quote examples

▸**Indirect Quote (Paraphrase):**

An indirect quote is when you have paraphrased; that is, you have restated someone else's words in your own words. When you paraphrase you need to give the author's surname, year of publication and are encouraged to give the page number if it's provided.

CLICK HERE for Indirect Quote examples

▸**Punctuation:**

- ▸ record your in-text citations in parentheses (brackets)
- ▸ use commas to separate the information
- ▸ use p. followed by the page number you quoted from or pp. if the quote is from more than one page. Use a full stop after the p.
- ▸ if the citation is at the end of the sentence, it is considered to be part of the sentence, so the full stop is placed after the closing parenthesis (bracket)

▸**No author:** use the title of the article or resource

▸**No publication date:** write n.d. (no date)

▸**Examples:**

- ▸ Direct quote: (Hodge, 2011, pp. 20-21)
- ▸ Indirect quote: (Hodge, 2011)
- ▸ No Author: (Saving India, 2011)
- ▸ No Date: (Hodge, n.d.)

▸**Exception to the rules:** Personal communication e.g. email, interviews, letters, etc. For personal communication you need to record the author's name, state that it is personal communication and the actual date that the communication took place.

- ▸ E.g. (Green, personal communication, January 10, 2011)

A simple "How to…"

▸ Watch this video for a quick tutorial

Reference a BOOK

- Print book
- Editor/s & different editions
- Article/ chapter from a book
- Poem and Short Stories in an anthology
- eBooks

The details you need to include:

Author Surname, Initials. (Year of publication). *Title of the Book*. Publisher.

Examples:

▶ **Books in print**

Ganeri, A. (1999). *Legacies from ancient Egypt*. Belitha.

▶ **Books with an editor/s and different editions**

Healey, J. (Ed.). (2017). *Sugar consumption*. Spinney Press.

▶ **Article/ chapter from an edited book - e.g. Poems and short stories in an anthology ***

Wright, A.H. (1999). The hero and the villain. In C. Swisher (Ed.), *Readings on Pride and prejudice* (pp. 79-84). Greenhaven Press.

* An anthology is a collection of works, such as poems, short stories or essays. Titles of articles, poems and short stories should not be italicised. Only the title of the book appears in italics.

▶ **eBooks**

Include a URL or DOI if available. Otherwise end after the publisher.

▶ **From the MLC Library catalogue (Looks like a print book)**

Thomas, J. (2011). *The 1950s: building a new Australia from the aftermath of war*. Trocadero.

▶ **From an online database - no URL required (i.e. Literary Reference Center)**

Fussell, E.S. (2010). Fitzgerald's brave new world. *Critical insights: F. Scott Fitzgerald (pp.168-184)*. Salem Press.

▶ **From an eBook reader or app i.e. Kindle, iBooks**

Hill, D. (2011). *The gold rush*. Random House. http://www.amazon.com

Reference an ENCYCLOPAEDIA OR DICTIONARY

The details you need to include:

Author Surname, Initials. (Year of publication). Article title. In *Encyclopaedia/ Dictionary title*. (Volume number, Page numbers). Publisher.

- If there is no author or editor, place the title in the author position.
- For online versions the Publisher becomes the URL OR DOI.

Examples:

▶ **Encyclopaedia article in print**

Black death. (2006). In *Exploring the Middle Ages.* (Vol. 2, pp. 99-102). Marshall Cavendish.

▶ **Dictionary definition in print**

Heuristic. (2008). In B, Moore (Ed.), *Australian pocket Oxford dictionary.* (6th ed.). Oxford University Press.

▶ **Encyclopaedia article from an online database***

Solar system. (2020). In *Encyclopaedia Britannica .* https:// school.eb.com.au/levels/middle/article/solar-system/277129

▶ **Encyclopaedia article from the free Internet#**

Great Barrier Reef. (2017). In *Encyclopaedia Britannica.* https://www.britannica.com/place/Great-Barrier-Reef

▶ **Dictionary definition from the free Internet**

Feminism. (n.d.). In *Oxford dictionaries.* https://en.oxforddictionaries.com/definition/feminism

_____

* Find a range of databases via the Library's eResources webpage.

You should not use Wikipedia as an academic source of information.

Reference a WEBSITE

The details you need to include:

Author Surname, *Initials.* (*Date of publication*). *Title of webpage.*
Title of website (if required). *URL*

Examples:

▶ **Webpage - Individual author**

Wiker, C. (2003). *Earthquakes.* Weather Wiz Kids. https://
weatherwizkids.com/weather-earthquake.htm

▶ **Webpage - Organisation author**

Oxfam International. (n.d.). *Poverty.* https://www.oxfam.org/en/what-
we-do/issues/conflicts-and-disasters

▶ **Webpage - No author** (ie the organisation isn't clearly the content creator for that page)

King John and Magna Carta. (2017). https://www.bbc.co.uk/
educationguides/zqgqtfr/revision

▶ **Webpage - On a news website** (with no associated daily or weekly newspaper)

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life?
Think age-positive.* CNN. https://edition.cnn.com/2019/01/03/health/
respect-toward-elderly-leads-to-long-life-intl/index.html

▶ **Documents, reports & publications from a website (i.e. pdf)**

Caritas Australia. (2009). Food: the fundamental right. http://
www.caritas.org.au/docs/publications-and-reports/food-the-
fundamental-right.pdf

THINK

Should you be
using that
website?

▶ **THINK
CRITICALLY**
about the information
you find online
Use the **SIFT** and/or
CRAAP test to
evaluate online sources
of information.

Reference
NEWSPAPER
MAGAZINE AND
JOURNAL ARTICLES

The details you need to include:

Author Surname, Initials. (Date of publication). Article title. *Title of publication*, *Volume number*(issue number), Page numbers.

- The volume number is italicised and the issue number is placed in brackets.
- Insert only the page number for periodicals that don't use a volume and issue no.

Examples:

▶ **Newspaper article in print** (Includes The West Australian Digital Archive)

Rance, C. (2015, May 23). Engineer grapples with climate change.*The Sydney Morning Herald*, p. 19.

▶ **Magazine & Journal article in print**

Kelly, E. (2017). Gene drives for conservation. *Australasian Science, 38*(4), pp. 20-22.

▶ **Newspaper article from an online database** (e.g. EBSCOhost)

Jewel Topsfield. (2020, January 27). Dramatic lift needed in plastics recycling. *The Sydney Morning Herald*, 3.

▶ **Magazine & Journal article from an online database** (no URL required)

Smith, S. (2008). Love, pity and deception in *Othello*. *Papers on Language & Literature, 44*(1), 3-51.

▶ **Newspaper article from the free Internet**

Wahlquist, C. (2018, April 18). Indigenous man granted $1.3 compensation for wrongful conviction. *The Guardian.* https://www.theguardian.com/australia-news/2018/apr/18/indigenous-man-granted-13m-compensation-for-wrongful-conviction

▶ **Magazine & Journal article from the free Internet**

Include the DOI (if there is no DOI, use the URL)

Wake, B. (2016). Snapshot: Snow white coral. *Nature Climate, 6*(439). https://doi.org/10.1038/nclimate3009

What's the difference between a magazine and journal article? CLICK HERE to find out.

Reference FILM AND VIDEO

The details you need to include:

Creator Surname(s), Initials. (Their title, i.e. Director, Writer, Producer). (Year of release). *Title*. [Medium]. Production Studio.

You may need to look at the credits of a video to find the information you need for the reference.

Examples:

▶ **Film**

Luhrmann, B. (Director). (2013). *The great Gatsby* [Film]. Warner Bros.

▶ **Online Video from a database (i.e. ClickView)**

Baden-Powell, E. (Director). (2015). *The geography of ancient Egypt* [Video]. ClickView.

▶ **Online Video from a website (i.e. YouTube)**

IMF. (2017, December 8). *What is supply and demand?* [Video]. YouTube. https://www.youtube.com/watch?v=2Wp-diDRVKI

▶ **Online Video (no creator information)**

Can seaweed save the world? [Video]. (2017). ABC.

Use IMDb for creator and production information.

▶ KEEP IN MIND

The Library catalogue is a great resource for finding the information needed for your reference.

ClickView

You Tube

Reference
MUSIC, RADIO and SOUND RECORDINGS

The details you need to include:

Songwriter Surname(s), Initials. (Year of release). *Title* [Recorded by Artist First initial, Middle initial, Surname (only if different to the writer)]. On *Title of album*. Production Studio / Label.

Examples:

▶ **Musical Score**

Stravinsky, I. (1975). *Rite of spring* [Musical score]. Hansen House.
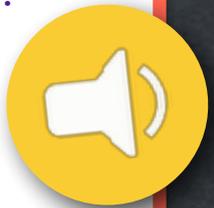
▶ **Song (from a CD)**

Black Eyed Peas. (2009). I gotta feeling [Song]. On *The E.N.D.* Interscope Records.

▶ **Song (downloaded online i.e. from iTunes, Spotify)**

Williams. P. (2014). Happy [Song]. On *GIRL*. Colombia Records.

▶ **Podcast**

BBC (Host). (2015, April 18). Australia: The legend of ANZAC [Audio podcast episode]. In *World War One*. BBC. http://www.bbc.co.uk/programmes/p02sx68n

Reference Online IMAGES AND ARTWORKS

The details you need to include:

Artist Surname(s), Initials. (Year of creation/publication). *Title of the image/artwork* [Type of image e.g. Photograph, Painting, Infographic, Clip art, Map]. Publisher/ Website. URL

Examples:

▶ **Artwork from a museum or gallery website**

Picasso, P. (1934). *Guernica* [Painting]. Museo Nacional Centro de Arte Reina Sofía. https://www.museoreinasofia.es/en/collection/artwork/guernica

▶ **Photograph available online (creator known)**

Watson, C. (n.d.). *Red-capped robin* [Photograph]. Australian Geographic. https://www.australiangeographic.com.au/topics/wildlife/2019/09/a-guide-to-australias-most-colourful-robins/

▶ **Map**

Changes to on street parking [Map]. Town of Claremont. https://www.claremont.wa.gov.au/MediaLibrary/TownOfClaremont/Documents/Changes-to-On-Street-Parking-Map-for-Website.pdf

Google. (n.d.). [Google Maps MLC Claremont]. Retrieved August 10, 2020, from https://goo.gl/maps/vGBmwhKQiUkP45G59

Note:

- If there is no title given for the image then you should create a simple meaningful one yourself. The purpose is to clearly acknowledge and identify the source for the particular image.

- If the creator is unknown, use the first few words of the image title.

- For google maps, include a description of the map in square brackets and the retrieval date.

HOW TO

Use online images ethically

KEEP IN MIND

If you are going to use images in your work, make sure you use images of an appropriate resolution with no watermark.

Other Sources

Speeches, Lectures, Interviews & Presentations

Resources that are recoverable need to be referenced.

▶ **Online Speech/ Interview Transcript**

King, M.L. (1963, August 28). *I have a dream* [Speech]. 1963 March on Washington for Jobs and Freedom, Washington, D.C.

▶ **Online Speech/ Interview Video**

Branson, R. (2008, April 2). *Interview with Richard Branson* [Video]. SBS. https://www.sbs.com.au/news/dateline/story/interview-richard-branson

▶ **Online lecture notes/ presentation slides**

NASA. (2007). *Explorer's guide to the solar system* [PowerPoint slides]. NASA. https://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=236

You may also be required to reference your teacher's slides that are provided in Connect if you use information in them, e.g.:

Rudrum, M. (2018). *The market economy* [PowerPoint slides]. Connect. https://connect.det.wa.edu.au/

Personal Communications *Information you use from personal letters, emails, unrecorded interviews, lecture material, class handouts and face-to-face conversations are considered personal communications. As it is difficult to be recovered by the reader, you only need to provide an in-text citation. They are not included in the end Reference list.*

▶ **In-text example**

A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
   OR
"Many of my students had difficulties with APA style" (A.P. Smith, personal communication, November 3, 2002).

Secondary Sources *This is when one author cites another author's work.*

▶ **In-text example:**

(Rowley, cited in Hodge & Mishra, 1991, p. 31)

▶ **End-text reference:**

Hodge, B. & Mishra, V. (1991). *Dark side of the dream: Australian literature and the postcolonial mind.* Allen & Unwin.

Artificial Intelligence & Chatbots, like Chat-GPT

▶ **In-text example:**

When prompted with "What are man-made causes of salinity in agricultural land in Australia?" The ChatGPT response outlined land clearing, inefficient irrigation and soil management practices as man-made causes (OpenAI, 2023).

▶ **End-text reference:**

Author of AI Model. (Year of AI model). Prompt Description. *Name of AI model* (Version). URL/ Sharelink.

Example

Open AI. (2023). Prompt, "What are man-made causes of salinity in agricultural land in Australia?" ChatGPT (May 24 version). https://chat.openai.com/share/4b816d37-bdd9-46b0-9645-eb5777ae7910

FURTHER INFORMATION

Citefast

We recommend you use [Citefast](#), a free online tool that helps you create your reference list in APA style.

Create a free account using your school email and your citations can be saved and accessed from any computer. Create multiple bibliographies too!

Other citation tools

There are many other citation tools available for free, such as in Microsoft Word and on the internet, just make sure whichever tool you use, it is set to APA (and version 7 if the option is given).

No matter which tool you use check it against this guide.

Need help? Questions?

If you have any other questions, experience difficulty using this guide, or if you don't find the example you need, then don't hesitate to contact the Library staff. Referencing can be challenging, but we can work it out together.

Email: lis@mlc.wa.edu.au

Reference List:

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

Copyright Agency. (2018). *Moral right.* https://www.copyright.com.au/about-copyright/moral-rights/

Purdue University. (2018). *Purdue OWL: APA formatting and style guide.* https://owl.english.purdue.edu/owl/resource/560/01/

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