APA REFERENCING MADE EASY

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 Curriculum, Assessment and Reporting Policy on the school's website.*

▸ **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).

Home

1. Books/ eBooks

2. Encyclopaedias/ Dictionaries

3. Websites

4. Newspapers, Magazines & Journals

5. Film & Video

6. Music, Radio & Sound Recordings

7. Images

8. Other Sources

9. Further Information

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)

▶ **More than twenty authors:**

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

Berman, A., Synder, S. J., Levett-Jones, T., Dwyer, T., Hales, M., Harvey, N., … Stanley, D. (2014). *Kozier and Erb's fundamentals of nursing* (3rd Aust. ed.). Frenchs Forest, Australia: Pearson Australia.

In-text: (Berman et al., 2014, p. 93)

▶ **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 antaomy, 2002, p. 14)

IN-TEXT CITATIONS

A simple "How to…"

In-text citations are written at the exact point you use someone else's words or ideas. If you have paraphrased, the citation goes at the end of the sentence or paragraph.

▸**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).

▸**Indirect Quote:**

An indirect quote is when you have paraphrased; that is, you have used someone else's thoughts and ideas but in your own words. You need to give the author's surname, year of publication, page number. (Give the page no. only if provided).

▸**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)

▸ Watch this video for a quick tutorial

▸**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)

Home

1. Books/ eBooks

2. Encyclopaedia/ Dictionary

3. Websites

4. Newspapers, Magazines & Journals

5. Film & Video

6. Music, Radio & Sound Recordings

7. Images

8. Other Sources

9. Further Information

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 a book - 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 and short stories. 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 Library database**

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

▶ **From a digital library (i.e. Overdrive)**

Wilkinson, T. (2013). *The rise and fall of Ancient Egypt.* Random House. https://wapldmc.overdrive.com

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

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

Home

1. Books/ eBooks

2. Encyclopaedia/ Dictionary

3. Websites

4. Newspapers, Magazines & Journals

5. Film & Video

6. Music, Radio & Sound Recordings

7. Images

8. Other Sources

9. Further Information

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:

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**

Pasachoff, J. M. (2017). Solar system. In *World Book Student.* Retrieved from World Book database.

▶ **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

_____

\# 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.* URL

Examples:

▶ **Webpage**

Wiker, C. (2003). *Earthquakes.* http://www.weatherwiz.kids.com/?page_id=96

▶ **Webpage - Corporate author**

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

▶ **Webpage - No author**

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

▶ **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 **CRAAP test** to evaluate online sources of information.

Reference a NEWSPAPER, MAGAZINE and JOURNAL ARTICLE

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.

The City of Stirling Libraries have a large range of online databases.

Examples:

▶ **Newspaper article in print**

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**

Paddenburg, T. (2018, June 10). The next great plastic battle. *The West Australian*, p. 5.

▶ **Magazine & Journal article from an online database**

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

Offord, C. (2017). Making DNA data storage a reality. *The Scientist, 31*(10), 3-51. https://www.the-scientist.com/cover-story/making-dna-data-storage-a-reality-30218

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. TV4Education)**

Korn-Brzoza, D. (Director). (2017). *Hitler youth* [Video]. ZED.

▶ **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.

TV4ED

▶ KEEP IN MIND

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

You Tube

Home

1. Books/
eBooks

2. Encyclopaedias/
Dictionaries

3. Websites

4. Newspapers,
Magazines &
Journals

5. Film & Video

6. Music, Radio
& Sound
Recordings

7. Images

8. Other Sources

9. Further
Information

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 IMAGES AND ARTWORK

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, Online image]. Publisher.

Examples:

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

Brgfx (n.d.). *Arctic food chain* [Online image]. https://www.freepik.com/free-vector/diagram-arctic-food-chain-from-plantons-orca_7657163.htm#page=1&query=orca&position=0

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.

▶ **Image available online (creator unknown)**

Bleached coral [Online image]. (n.d.). http://www.gbrmpa.gov.au/managing-the-reef/threats-to-the-reef/climate-change/what-does-this-mean-for-species/corals/what-is-coral-bleaching

* *Note: If no artist name is given, use the first few words of the image title.*

▶ **Artwork (accessed online)**

Picasso, P. (1932). *The dreamer* [Artwork]. https://www.metmuseum.org/art/collection/search/486842

▶ **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.

Reference OTHER SOURCE TYPES

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 provided to you and face-to-face conversations are considered personal communications. This type of information is difficult to recover by the reader; therefore, 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

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 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 on the internet, just make sure whichever tool you use, it is set to APA 7.

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 Teacher Librarian, Mrs Bakitch. Referencing can be challenging but we can work it out together.

Email: ainsley.bakitchvonkrusenstern@education.wa.edu.au

Reference List:

American Psychological Association (2010). *Publication manual of the American Psychological Association..* (6th 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/

Image Credits:

p.6 - Book by logan from the Noun Project, p.7 - Encyclopedia by Blake Thompson from the Noun Project, p.8 - Web by i cons from the Noun Project, p.9 - Newspaper by Adrien Coquet from the Noun Project, p.10 - Film by Gregor Cresnar from the Noun Project, p.11 - Audio by Ben Avery from the Noun Project, p.12 - Image by Denis Klyuchnikov from the Noun Project