APA Referencing Guidelines
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This style guide is intended to assist in the preparation of all written assessment tasks for courses at Endeavour College of Natural Health (Endeavour College). Presentation is an important aspect of the assessment process and should be mastered by all students as soon as possible. Professional presentation gives credibility to the work and creates a positive impression on the reader.

The following guidelines should be followed in all academic works unless otherwise directed via your assessment instructions. Endeavour College has adopted the American Psychological Association (APA) style, 7th edition, as its preferred referencing style (APA 7).

It is in your best interest to keep a copy of all submitted work. It is also recommended that you take note of any comments/feedback that assessors provide and apply these to subsequent assessments.

The presentation of academic works

Format of assessments

Note: Lecturers may have specific requirements for the format and presentation of an assessment (consult the subject outline or relevant assessment specifications).

| Recommended Fonts | 1. Size 10 Lucida Sans Unicode or Computer Modern.  
|                   | 2. Size 11 Calibri, Arial or Georgia.  

| Margins and Spacing | 1. Have a margin of at least two centimetres on all sides.  
|                     | 2. Keep your lines spaced at a minimum of 1.5 centimetres apart.  |

| Indenting | 1. See page 10 formatting rules for direct quotations.  |

| Printing and collation | 1. Electronic submission of assessments via Turnitin is preferred. Please check with your lecturer regarding the submission of paper assignments.  |

| Word Count | 1. The title page, table of contents, figures, tables, reference list and appendices are not included in the word count.  |

| Illustrations | 1. Charts, graphs, illustrations, etc. should not flow over multiple pages as they will become difficult to view.  
|               | 2. Charts, graphs and illustrations need to be referred to in-text.  
|               | 3. If several illustrations are incorporated in your paper, it is preferred that you include a ‘List of Illustrations’, with the page numbers, on a separate page that follows the Table of Contents.  |

Cover page format

The title page for an assignment should include the following details:

| Recommended Fonts | 1. Size 10 Lucida Sans Unicode or Computer Modern.  
|                   | 2. Size 11 Calibri, Arial or Georgia.  

| Indenting | 1. At least two centimetres on all sides.  |

| Placement | 1. First page of the assignment.  |
Information to be included

- Title, author name(s), name of educational institution, course name and number, name of instructor, due date of assignment.

### Academic style guidelines

Note: Consult your assessment specifications for requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formality and Expressions</strong></td>
<td>1. Formal vocabulary and expression.</td>
</tr>
<tr>
<td></td>
<td>2. Objective and cautious language.</td>
</tr>
<tr>
<td></td>
<td>3. No short-forms, short-hand or slang.</td>
</tr>
<tr>
<td></td>
<td>4. Write in the third person (impersonal), unless it is a personal reflection (in which case, write in the first person).</td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>1. Planned and logically organised.</td>
</tr>
<tr>
<td></td>
<td>2. Written in cohesive paragraphs.</td>
</tr>
<tr>
<td></td>
<td>3. Adheres to genre-specific guidelines (differs between essays, reports, etc.)</td>
</tr>
<tr>
<td><strong>Tense</strong></td>
<td>1. Use the appropriate tense for the text type.</td>
</tr>
<tr>
<td><strong>Numbers</strong></td>
<td>1. One to nine should be spelt out in full. Use numerals for 10 and above.</td>
</tr>
<tr>
<td></td>
<td>2. Spell out simple fractions and hyphenate (e.g. one-quarter).</td>
</tr>
<tr>
<td></td>
<td>3. When commencing a sentence with a number, spell out the number in full instead of using numerals.</td>
</tr>
<tr>
<td></td>
<td>4. When using numbers in headings, spell them out in full instead of using numerals.</td>
</tr>
<tr>
<td><strong>Acronyms</strong></td>
<td>1. When using an acronym, write the organization name in full the first time, followed by the acronym in brackets. The acronym can then be used on its own throughout the rest of the work.</td>
</tr>
<tr>
<td><strong>Edited and Proofread</strong></td>
<td>1. Free of grammatical, spelling and punctuation errors.</td>
</tr>
<tr>
<td></td>
<td>2. Please use Australian/UK English, not American. An example of this is recognise (Australian/UK) instead of recognize (American).</td>
</tr>
<tr>
<td><strong>Referencing</strong></td>
<td>1. Include in-text references which are cited in accordance with the American Psychological Association’s APA 7th Edition style, as outlined in this text.</td>
</tr>
<tr>
<td></td>
<td>2. Include a reference list at the end of the assignment in APA 7 format, starting on a new page.</td>
</tr>
<tr>
<td><strong>Foreign Languages</strong></td>
<td>1. All words in a foreign language used in-text are to be in italics.</td>
</tr>
<tr>
<td></td>
<td>2. Scientific names of botanical and zoological genus and species should be italicised.</td>
</tr>
<tr>
<td><strong>Names of songs/films/performances</strong></td>
<td>1. All names of songs, films and performances used in-text should be in italics.</td>
</tr>
<tr>
<td>VERB</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Account, Account for</td>
<td>State reasons for, report on, give an account of, or narrate a series of events or transactions.</td>
</tr>
<tr>
<td>Analyse</td>
<td>Identify components and the relationships between them; draw out and relate implications.</td>
</tr>
<tr>
<td>Apply</td>
<td>Use in a particular situation.</td>
</tr>
<tr>
<td>Appreciate</td>
<td>Make a value judgement.</td>
</tr>
<tr>
<td>Assess</td>
<td>Make a judgement of value, quality, outcomes, results or size.</td>
</tr>
<tr>
<td>Calculate</td>
<td>Determine from given facts, figures or information.</td>
</tr>
<tr>
<td>Clarify</td>
<td>Make clear or understandable.</td>
</tr>
<tr>
<td>Classify</td>
<td>Arrange or include in classes or categories.</td>
</tr>
<tr>
<td>Compare</td>
<td>Show how things are similar or related.</td>
</tr>
<tr>
<td></td>
<td>Emphasise differences between characteristics but also note similarities.</td>
</tr>
<tr>
<td>Construct</td>
<td>Make; build; put together items or arguments.</td>
</tr>
<tr>
<td>Contrast</td>
<td>Show how things are different or opposite.</td>
</tr>
<tr>
<td></td>
<td>Emphasise differences between characteristics while also noting similarities.</td>
</tr>
<tr>
<td>Critically (analyse/evaluate)</td>
<td>Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to an analysis or evaluation.</td>
</tr>
<tr>
<td>Criticise</td>
<td>Express your judgement about the truth or usefulness of views or factors. Use reliable evidence to support your judgement.</td>
</tr>
<tr>
<td>Deduce</td>
<td>Draw conclusions.</td>
</tr>
<tr>
<td>Define</td>
<td>State meaning and identify essential qualities.</td>
</tr>
<tr>
<td></td>
<td>Give clear, concise, reliable meaning.</td>
</tr>
<tr>
<td>Demonstrate</td>
<td>Show by example.</td>
</tr>
<tr>
<td>Describe</td>
<td>Provide characteristics and features.</td>
</tr>
<tr>
<td></td>
<td>Recount; relate in a sequence; illustrate.</td>
</tr>
<tr>
<td>Discuss</td>
<td>Identify issues and provide points for and/or against.</td>
</tr>
<tr>
<td></td>
<td>Consider various points of view or perspectives.</td>
</tr>
<tr>
<td>Distinguish</td>
<td>Show/show out as being distinct or different from; note difference between items.</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Make a judgement based on criteria; determine the value of.</td>
</tr>
<tr>
<td></td>
<td>Give your viewpoint; cite limitations and advantages; provide reliable evidence to support your views.</td>
</tr>
<tr>
<td>Examine</td>
<td>Explore; question; investigate.</td>
</tr>
<tr>
<td>Explain</td>
<td>Relate cause and effect; make the relationships between things evident; provide explanations why and/or how; give reasons for differences of opinion or of results; clarify; interpret.</td>
</tr>
<tr>
<td>Extract</td>
<td>Choose relevant details.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Extrapolate</td>
<td>Draw conclusions from what is known.</td>
</tr>
<tr>
<td>Identify</td>
<td>Recognise and name.</td>
</tr>
<tr>
<td>Illustrate</td>
<td>Use a diagram or example to clarify a point.</td>
</tr>
<tr>
<td>Interpret</td>
<td>Draw conclusions. Translate; give examples or comment on the topic; usually give your viewpoint.</td>
</tr>
<tr>
<td>Investigate</td>
<td>Question and draw conclusions about a topic.</td>
</tr>
<tr>
<td>Justify</td>
<td>Support an argument or conclusion.</td>
</tr>
<tr>
<td>Outline</td>
<td>Explain idea in general terms; indicate the main features. Give a description of the main elements and stress the arrangement or organisation.</td>
</tr>
<tr>
<td>Predict</td>
<td>Suggest what may happen based on available information; use reliable evidence to support your prediction.</td>
</tr>
<tr>
<td>Propose</td>
<td>Present a point of view, idea, argument or suggestion for consideration or action.</td>
</tr>
<tr>
<td>Recall</td>
<td>Present remembered ideals, facts or experiences.</td>
</tr>
<tr>
<td>Recommend</td>
<td>Suggest a course of action based on evidence and discussion.</td>
</tr>
<tr>
<td>Recount</td>
<td>Retell a series of events.</td>
</tr>
<tr>
<td>Review</td>
<td>Examine a subject critically; analyse a subject or comment on statements about it.</td>
</tr>
<tr>
<td>State</td>
<td>Present main points in brief, clear sequence, usually omitting minor details and examples.</td>
</tr>
<tr>
<td>Summarise</td>
<td>Concisely communicate the relevant details of a statement, omitting minor details and illustrations.</td>
</tr>
<tr>
<td>Synthesise</td>
<td>Put together various elements to make a whole; create links and connections between ideas.</td>
</tr>
</tbody>
</table>

*Note. Adapted from A glossary of key words, by Board of Studies, Teaching and Educations Standards NSW, 2012. ([http://www.boardofstudies.nsw.edu.au/syllabus_hsc/glossary_keywords.html](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/glossary_keywords.html)). Copyright 2017 by Board of Studies, Teaching and Educations Standards NSW.*
Types of assessments
Details may vary for each assessment. See your lecturer and subject outline for clarification.

<table>
<thead>
<tr>
<th>BASIC STRUCTURES</th>
<th>USED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay</td>
<td>Exploration of an issue.</td>
</tr>
<tr>
<td>Compare and Contrast Essay</td>
<td></td>
</tr>
<tr>
<td>Precis</td>
<td></td>
</tr>
<tr>
<td>Exam essays</td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>Written account of an investigation, with a defined structure.</td>
</tr>
<tr>
<td>Lab report</td>
<td></td>
</tr>
<tr>
<td>Business report</td>
<td></td>
</tr>
<tr>
<td>Reflective writing</td>
<td>Written account of what you have learnt from a particular practical experience.</td>
</tr>
<tr>
<td>Summary</td>
<td>A summary restates the essential contents of a text. A summary includes the author’s thesis/overriding idea of the text, an overview of the content, and any conclusions made by the author.</td>
</tr>
<tr>
<td>Literature review</td>
<td>A review of the most relevant, recent, and scholarly work and literature on a particular subject/topic area.</td>
</tr>
<tr>
<td>Case study</td>
<td>A detailed study of a problem from many different viewpoints.</td>
</tr>
<tr>
<td>Research proposal</td>
<td>A paper which focuses and defines research plans.</td>
</tr>
<tr>
<td>Research project</td>
<td>A text that poses a question, evaluates the literature in terms of the question, and describes and discusses an experiment used to answer the question.</td>
</tr>
</tbody>
</table>

Please refer to the LMS enabling courses or the Library’s Study Skills Library Guide for information on assignment formats.

Use and acknowledgement of sources
As the writer of an academic work, you will need to consult a range of sources, including books, articles, reports, and electronic resources, to support your own thoughts and ideas. Using a variety of sources that discuss different perspectives and ideas about a topic will help you to write a well-informed paper.

Plagiarism
It is imperative that you acknowledge sources within your academic work. If you do not acknowledge the author of a source which you have used, it appears that you are presenting their ideas as your own. This is considered ‘plagiarism’.

The Academic Integrity Policy – Higher Education defines plagiarism as “presenting another person’s ideas, findings or work as one’s own, either intentionally or unintentionally, and without acknowledgement of the original source” (Endeavour College of Natural Health, 2018, p. 8). Submission of plagiarised work is taken very seriously and will result in penalties that may lead to expulsion.

APA style
Endeavour College has adopted the American Psychological Association (APA) style of referencing sources. The APA style uses the author-date system – for example: (Smith, 2012) – to provide brief references wherever
information has been incorporated from another source. The full details of the sources are then provided at the end of the assignment/assessment in the list of references.

**American vs Australian spelling**

The spelling of titles in your reference list should be exactly as they appear on the book/journal you used. If they use the American spelling of a word, then that is the spelling you are required to use.

**In-text referencing**

Any time information from another source is used in your assignment, a short in-text reference to that source must be provided. You need to place the in-text reference at the exact point you are using the information, not at the end of a paragraph or section, unless you have a long quote. If you use the same source later in your assignment, you will need to acknowledge this every time you use it. You can incorporate an author's findings, ideas, and work into your paper by either:

- Paraphrasing – in which an author’s work is expressed in your own words.
- Direct quotations – in which an author’s work is quoted verbatim inside quotation marks or indented in a block format.

Paraphrasing is usually preferred over direct quotations. In general, direct quotations should consist of no more than ten percent of the entire text of your assignment.

**Paraphrasing**

To paraphrase means to write a piece of information, finding, or idea that is taken from a source in your own words. Simply substituting synonyms for some of the words is not enough, as you need to indicate to your lecturer that you understand what the author is saying. A good way of managing this is to read a paragraph and then, without referring back to the source, write down your understanding of what the paragraph means.

When paraphrasing, you must acknowledge the author by including the author’s name and the date of publication in parentheses. You are encouraged to provide the page number (or other location information) especially when it would help the reader locate the relevant passage in a long or complex text (American Psychological Association, 2020, p. 269).

**Example:**

Many factors emerge in studying classroom behaviour (Jones, 1997).
Clinical studies to date have not included an in-depth investigation of Brahmi’s mechanism of action (Braun & Cohen, 2010, p. 63).

When emphasizing a particular author’s ideas, you may wish to use their name within the text followed by the year of publication in parenthesis:

**Example:**

Jones (1997) claims that many factors emerge in studying classroom behaviour.
According to Green (2014) evidence-based medicine involves reading the most relevant papers at the appropriate time and adjusting your conduct according to what you have learned (p. 2).

**Direct quotations**

Direct quotations can be used:

- When the author expresses an idea better than you could.
- When you want to stress the authority of the author.
- As an ‘epigraph’. This is a direct quote found at the beginning of a book or chapter. While it relates to the theme of the material that follows, it is not incorporated within the main text.
A direct quotation should be used to support your analysis or argument. Quotations are seldom self-explanatory and usually need an introductory sentence to link them with the idea you want to illustrate. The quote is then generally followed by an explanation that emphasizes or analyses the key point(s). It should be obvious to the reader why a quotation is included. In other words, it should be directly relevant to the point you are trying to make.

There are several steps to present quoted material in your academic work:

1. Use double quotations marks for quotes less than 40 words. Use indentation for quotes involving more than 40 words.

2. Note the author and date of the source within the sentence. Include a page number for material that is directly quoted.

3. Document the details of the source in the list of references at the end of your assessment.

**Formatting rules for direct quotations**

**Rule 1:**
Quotations must be written exactly as they are in the source. Use an ellipsis (three dots ...) to indicate that you have omitted material from the original source.

Example:

“these works ... are not collected”.

**Rule 2:**
Use double quotation marks (“ ”) when quoting except in the following two cases:

- When a quote is within a quote, use single quotation marks (‘ ’) for the second quoted material.

  Example:

  “Bernard Darwin writes that Ruskin’s famous line, ‘To make your children capable of honesty is the beginning of education’, first appeared in *Time and Tide*.”

- A quotation of 40 words or more requires no quotation marks. Instead, the quote should be indented (1 cm) and ‘blocked’; that is, it stands out clearly from the rest of the text.

  Example:

  According to Greenberg (2001), two different criteria were proposed to determine brain death: the “higher-brain” and the “whole-brain” concepts. He describes the higher-brain formulation as follows:

  A brain-dead person is alleged to be dead because his neocortex, the seat of consciousness, has been destroyed. He has thus lost the ability to think and feel – the capacity for personhood – that makes us who we are, and our lives worth living (pp. 37-38).

**Rule 3:**
A quotation of less than 40 words should be incorporated into the paragraph. Ensure that it makes grammatical sense within the work.

Example:

However, as Gentile (1987) described it, the learner “does have a framework for organizing an effective movement” (p. 119).

**Rule 4:**
The page number must always be included.

Example:
“Many factors emerge in studying classroom behaviour” (Jones, 1997, p. 20).

Rule 5:
Any words added by you to explain the quote or to complete its grammatical correctness must be placed in square brackets.

Example:
“His [Smith's] works ... are not collected”.

Referencing a source within your text

Multiple authors
When a work has two authors, always cite both names every time the reference occurs in the text.

Example:
As Nightlinger and Littlewood (1993) demonstrated...

Within the body of the sentence, join the names using the word ‘and’ – as shown above. In parenthetical citations, and in the reference list, join the names with an ampersand (&).

Example:
... as has been shown (Joreskog & Sorbom, 1989).

When citing a work that has three or more authors, you only need to include the surname of the first author, followed by et al. (not italicised and with a full stop after “al.”). Include the year if it is the first citation of the reference within a paragraph. This has changed from the previous iteration of APA, in which citing works with three or more authors would require you to initially mention all authors involved when first citing them.

Examples:
When citing Kosslyn, Koenig, Barrett, Cave, and Tang (1994), use the following:
Kosslyn et al. (1994) found that ... [use as a first citation within the text]
Kosslyn et al. also found that ... [omit year from subsequent citations within a paragraph after the first citation]

However, include the year if the subsequent citation is in parentheses. Also include a comma after al. for all citations in parentheses.

Example:
(Kosslyn et al., 1994)

Page numbers
The conventions for using p., pp., are as follows:

- p. is used when the quotation is from one page only.
  
  Example:
  p. 23.

- pp. is used when the quotation runs on to the next page.
  
  Example:

For electronic sources that do not provide page numbers, use the paragraph number. Use the abbreviation ‘para.’, and follow it with the number.
Example:

(Myers, 2000, para. 5).

If the work is broken up under headings, cite the heading or chapter and the number of the paragraph following it. The idea is to direct the reader to the exact location of the material.

Example:

(Beutler, 2000, Conclusion, para. 1).

Group or organisation as author

The name of a group or corporate body as an author is usually spelled out each time it appears in a text citation. This would be used for all citations within the text of the assignment.

Example:

(Macquarie University, 2005).

However, if the name is long you may use an acronym in place of the name in the second and subsequent citations.

Examples:

(National Institute of Mental Health [NIMH], 1999) for the first in-text citation

Or

According to the National Institute of Mental Health (NIMH, 1999) for the first in-text citation (NIMH, 1999) for subsequent citations

No date

When citing a source with no date, place “n.d.” where the year should be.

Example:

(Jones, n.d.).

No author

When citing a source with no author, use the title. If the title is italicised in the reference italicise the title in your in text reference, if the title is not italicised in the reference use quotation marks. Use title case for titles in text (however in your reference list you follow sentence case)

Example:

(Olympic Games, 2007).

If the title is particularly long, use a shortened form of the title within double quotation marks.

Example:


Multiple sources by different authors

When citing more than one study after a single idea (i.e. using multiple sources to support your point), separate each reference with a semi-colon and list in alphabetical order.

Example:

(Jones, 1992; Smith, 1997).

In running text (not in parentheses), you can address studies in whatever order you wish. Only use the authors’ surnames unless the authors have the same last name and the sources are from the same year, in which case their initials are also included.
Examples:

... (Smith, 1959; Smith, 1997).
Smith (1959) and Smith (1997) found that...

... (A. B. Smith, 1997; C. D. Smith, 1997).
A. B. Smith (1997) and C. D. Smith (1997) found that...

... (Smith & Mullins, 1997; Smith & Peterson, 1959).
Smith and Peterson (1959) and Smith and Mullins (1997)...

Multiple sources by the same author
When citing more than one study published in the same year by the same author, add lower case letters after the year, to help differentiate between the sources.

Example:

(Jones, 1995a; 1995b).

The letters after the year should also appear in the reference list:

Example:


When citing multiple sources by the same author that do not have a known publication date, add lower case letters after the initials “n.d.” to help differentiate between the sources.

Example:

(Sustainable Development Goals, n.d.-a; n.d.-b).

The letters after n.d. should also appear in the reference list:

Example:


Secondary source
A secondary source is a source that discusses and references information originally published elsewhere (the primary source). Sometimes you will want to reference the information from the primary source, but you have only read about it from a secondary source. When citing from a secondary source, cite both the primary and secondary source in the text of your assignment, but list only the secondary source in the reference list. If the date is the same for the primary and secondary source, only include the date once in-text.

Example:

Carini and Hogan’s study (as cited in Thibodeau & Patton, 2002) showed that...

If the date of the secondary source is different from the primary source, cite both dates in-text.

Example:

(Jones, 1992, as cited in Smith, 1997).

Personal communication
Personal communication is usually information which is not recoverable or easily verified and may be letters, email, personal interviews, telephone conversations, etc. Personal communication is only cited in the text of the paper and not in the reference list. Give the initials as well as the surname of the communicator and provide the date of the
communication. Regardless of the topic of the letter, conversation, etc., use “personal communication” as the title in your in-text citation.

Examples:

T. K. Lutes (personal communication, April 18, 2001) advised that...
... (V. G. Nguyen, personal communication, September 28, 1988).

Creative works (dance performance, poetry reading, etc.)

Similar to personal communication, creative performances attended in person are only cited in the body of the text: no reference list entry is needed. When citing a specific dance performance, poetry reading, etc. you need only to cite the name of the performance in italics, and the location and date in parentheses.

Examples:

The work of the artistic director in *Rhythms of the Orient* (Sydney State Theatre, 2007) is to be commended...

Images, figures and tables

In the APA referencing style, any type of illustration other than a table is called a figure. A figure may be a chart, graph, photograph, drawing, digital image or other depiction.

All figures and tables should be numbered consecutively with Arabic numerals throughout the article in the order in which they are first mentioned in-text (i.e., Figure 1, Figure 2; Table 1, Table 2). In the text of your assignment, refer to figures and tables by their numbers, e.g. (see Figure 1). Figure X should be in **bold**.

Examples:

As shown in Figure 2, the relationships are...
Children with pre-training (see Table 5)...

When including tables or figures in an appendix, label them with the letter corresponding to the appendix and the Arabic numeral so that they are systematically numbered through the appendix (for example, Appendix A will contain Table A1, Table A2 etc.). In the text of your assignment, refer to either the appendix or table e.g. (see Appendix A)

All figures and tables must also be given a descriptive caption or title. The caption is capitalised and in italics, and appears directly under the table/figure number above the table/figure (see example on next page). A caption serves as both an explanation and as title.

If the figure or table is copied or adapted from another source, you must also include a note giving credit to the original author as well as to the copyright holder. The note is placed under the table/figure and should be in font size 10 to separate it from the general text. If the table or figure has been changed from the original, include ‘Adapted from’ in the note. The citation details are set out differently in a note that they are in the reference list (see next page). The word *Note* is italicised.

If your work is to be published, permission is required for the reprinting of figures and tables and this should also be included in the note, by adding the words: Reprinted with permission. However, if you are reproducing a figure or table in an assignment, educational licences in Australia mean that you do not need to obtain permission if your use is considered “fair”.

Format (for a figure/table reproduced from a journal article):

**Figure 1/Table 1**

*Descriptive Caption or Title*

[Figure/Table]

*Note.* From [or Adapted from/Data in column 1 are from] “Title of Article,” by A. N. Author and C. O. Author, year,
Title of Journal, volume(issue), p. xx (DOI if available, or URL for resources not in our databases). Copyright [year] by [Name of Copyright Holder], or Creative Commons license abbreviation. Reprinted [or Adapted] with permission (if used in a published work).

Example:


Format (figure/table reproduced from a book):

Figure 1/Table 1
Descriptive Caption or Title
[Figure/Table]

Note. From [or Adapted from/Data in column 1 are from] Title of Book (any edition or volume information, p. xxx), by A. N. Author and C. O. Author, year, Publisher (DOI if available, or URL for resources not in our databases for eBooks). Copyright [year] by [Name of Copyright Holder] or Creative Commons license abbreviation. Reprinted [or Adapted] with permission (if used in a published work).

Example:


Format (figure/table reproduced from a webpage):

Figure 1/Table 1
Descriptive Caption or Title
[Figure/Table]

Note. From [or Adapted from/Data in column 1 are from] Title of webpage/Figure, by A. N. Author and C. O. Author, year, Site name (http://URL). Copyright [year] by [Name of Copyright Holder], or Creative Commons license abbreviation. Reprinted [or Adapted] with permission (if used in a published work).

Example:


If you have used data or information from multiple sources, it may be more appropriate to use standard in-text citations within the table. However, if you are extracting rows and columns from previously published tables and presenting them in a single table, you will need to include a note for each source beneath the table.

A reference list entry is also required for each source for a figure or table. Please see Library FAQs via the LMS Library menu for instructions on how to reference figures or tables using Mendeley.

Reference list or bibliography

All references cited within the text are listed with more detail in the reference list at the end of the paper. Only references cited within the text are included in the reference list.

For some assignments, students may be asked to provide a bibliography instead of a reference list. A bibliography is a list usually compiled at the end of a paper and includes all sources consulted while researching and preparing your paper, whether or not they have been cited within the text.

You will only need to provide a reference list or a bibliography, not both. Do not provide a bibliography unless instructed to in assessment guidelines.
In APA referencing style, the reference list should be double spaced and in alphabetical order. Entries are formatted with a hanging indent, meaning that the first line of each reference is aligned left and subsequent lines are indented. The heading for the reference list should be ‘References’, the heading should be is centred and bold.

**Legal materials**

For information on how to reference legal materials, please see the Australian Guide to Legal Citation 3rd Edition (AGLC3) via the University of Melbourne website:


**Copyright and fair use**

Under the Copyright Act, you can copy for the purposes of research or study, provided your use is “fair”. According to the Australian Copyright Council (2014, p. 2), a reasonable portion is deemed:

- 10% of the number of pages or 1 chapter.
- 10% of the number of words, if produced in electronic form.
- 1 article from a journal, or more than 1 article if required for the same research or course of study.

When copying an image from an electronic source (CD ROM, database or internet) you need to check the licence or copyright statement. License agreements over-ride the copyright law; even if an image is free on the internet you still should provide a detailed reference, including the (live) link.
### In-text examples

<table>
<thead>
<tr>
<th>TYPE OF CITATION</th>
<th>FIRST NARRATIVE CITATION IN-TEXT</th>
<th>SUBSEQUENT NARRATIVE CITATIONS IN-TEXT</th>
<th>FIRST PARENTHETICAL CITATION IN-TEXT</th>
<th>SUBSEQUENT PARENTHETICAL SUBSEQUENT CITATIONS IN-TEXT</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
Four elements of a reference

A reference must be able to answer four different questions:

1. Who is the author?
2. When was it published?
3. What is this work’s title?
4. From which source was this work retrieved from?

How to Create a Reference When Information Is Missing

Unfortunately, you will sometimes be unable to provide all the information required to reference a work normally. If some information is missing, use this table to figure out how to construct a reference using the information you have available.

<table>
<thead>
<tr>
<th>MISSING ELEMENT</th>
<th>SOLUTION</th>
<th>REFERENCE LIST ENTRY</th>
<th>IN-TEXT CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing</td>
<td>Provide the author, date, title and source of the work.</td>
<td>Author. (Date). Title. Source.</td>
<td>(Author, year) OR Author (year)</td>
</tr>
<tr>
<td>Author</td>
<td>Provide the title, date, and source</td>
<td>Title. (Date). Source.</td>
<td>(Title, year) OR Title (year)</td>
</tr>
<tr>
<td>Date</td>
<td>Provide the author, write n.d. for no date</td>
<td>Author. (n.d.). Title. Source.</td>
<td>(Author, n.d.) OR Author (n.d.)</td>
</tr>
<tr>
<td>Title</td>
<td>Provide the author and date, describe the work in square brackets, and then provide the source.</td>
<td>Author. (Date). [Description of work]. Source.</td>
<td>(Author, year) OR Author (year)</td>
</tr>
<tr>
<td>Author and date</td>
<td>Provide the title, write “n.d.” for “no date,” and then provide the source.</td>
<td>Title. (n.d.). Source.</td>
<td>(Title, n.d.) OR Title (n.d.)</td>
</tr>
<tr>
<td>Author and title</td>
<td>Describe the work in square brackets, and then provide the date and source.</td>
<td>[Description of work]. (Date). Source.</td>
<td>([Description of work], year) OR [Description of work] (year)</td>
</tr>
<tr>
<td>Date and title</td>
<td>Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.</td>
<td>Author. (n.d.). [Description of work]. Source.</td>
<td>(Author, n.d.) OR Author (n.d.)</td>
</tr>
</tbody>
</table>
Author, date, and title | Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source. | [Description of work]. (n.d.). Source. | ([Description of work], n.d.) OR [Description of work] (n.d.)

### Abbreviations in references

Some texts may feature abbreviations in the reference list in order to save space. The following table details some of the more common examples of abbreviations that may be utilised in reference lists:

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>Edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>Second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (editors)</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translator(s)</td>
</tr>
<tr>
<td>Narr. (Narrs.)</td>
<td>Narrator (narrators)</td>
</tr>
<tr>
<td>n.d.</td>
<td>No date</td>
</tr>
<tr>
<td>p. (pp.)</td>
<td>Page (pages)</td>
</tr>
<tr>
<td>para. (paras.)</td>
<td>Paragraph (paragraphs)</td>
</tr>
<tr>
<td>Vol. (Vols.)</td>
<td>Volume (volumes)</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
</tr>
</tbody>
</table>
Referencing examples

**Journal Article**

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical, volume(issue), #–#. [https://doi.org/xxxx](https://doi.org/xxxx)

**Book**

Author, A. A., & Author, B. B. (Copyright year). *Title of the book* (Xth ed.). Publisher. DOI or URL (Do not include a URL or database information for works from academic research databases).

- Author surname followed by initials
- Title of book in italics capitalise first letter of first word, proper nouns and for a two-part title capitalise the first word of the second part of the title
- Copyright Year in brackets
- Edition or volume number in brackets after the title
- Name of publisher do not include place of publication

**Website**

Group author name. (Year, Month Day - if available). *Title of page*. Website name if different to author. URL

- Group or Corporate Author
- Date of publication
- Web page URL- only include a retrieval date if the contents of the page are designed to be updated over time

**Example:**


- Title of page in italics capitalise first letter of first word, proper nouns and for a two-part title capitalize the first word of the second part of the title
## Journal articles (periodicals)

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PERIODICAL INFORMATION</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, C. C. [username].</td>
<td>(Year, Month Day).</td>
<td></td>
<td>Title of Periodical.</td>
<td></td>
</tr>
<tr>
<td>Username.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Periodicals include newspapers, magazines and academic journals.
- Remember to just italicise the name of the periodical, not the title of the article.
- Include a DOI if one is available
- If no DOI is available Periodicals/ Journal articles from research databases, like EBSCO and ProQuest no longer require a URL.
- Include a URL if the Periodical/ Journal article does not have a DOI and is not accessed through the Endeavour Library databases.


**Parenthetical Citations:** (Heraghty & Cummins, 2012)

**Narrative Citations:** Heraghty and Cummins (2012)
## Books and reference works

<table>
<thead>
<tr>
<th>AUTHOR OR EDITOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PUBLISHER INFORMATION</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group.</td>
<td></td>
<td>Title of book (2nd ed., Vol. 4).</td>
<td>First Publisher Name; Second Publisher Name.</td>
<td><a href="https://xxxxx">https://xxxxx</a></td>
</tr>
<tr>
<td>Editor, E. E. (Ed.).</td>
<td></td>
<td>Title of book [Audiobook].</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editor, E. E., &amp; Editor, F. F. (Eds.).</td>
<td></td>
<td>Title of book (E. E. Editor, Ed.).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title of book (T. Translator, Trans.; N. Narrator, Narr.).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- In APA 6th, you would be expected to include the format (such as Kindle) that you would use to access eBooks. This is no longer necessary.
- Including the location where a text was published is also no longer a necessary element when referencing in APA.
- If a DOI is available include it
- eBooks from research databases, like EBSCO and ProQuest no longer require a URL.
- If there is not a DOI and the eBook is not accessed through the Endeavour Library databases include a URL.

### Books


**Parenthetical Citations:** (Robinson, 2010)

**Narrative Citations:** Robinson (2010)

### eBooks


**Parenthetical Citations:** (Lindlahr, 2010)

**Narrative Citations:** Lindlahr (2010)
Reference Work

Parenthetical Citations: (Harris et al., 2010)

Narrative Citations: Harris et al. (2010)

Chapters of edited books and entries in reference works

<table>
<thead>
<tr>
<th>CHAPTER AUTHOR</th>
<th>DATE</th>
<th>CHAPTER TITLE</th>
<th>SOURCE: EDITED BOOK INFORMATION</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A. A., &amp; Author, B. B. Name of Group.</td>
<td>(Year).</td>
<td>Title of chapter.</td>
<td>In E. E. Editor (Ed.), <em>Title of book</em> (pp. 3-13). Publisher Name.</td>
<td><a href="https://doi.org/xxxx">https://doi.org/xxxx</a></td>
</tr>
</tbody>
</table>


Parenthetical Citations: (Lowe, 2011, p. 172)

Narrative Citations: Lowe (2011)

Translated books

<table>
<thead>
<tr>
<th>AUTHOR OR TRANSLATOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>TRANSLATOR INFORMATION</th>
<th>PUBLISHER INFORMATION</th>
<th>ORIGINAL PUBLICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A.</td>
<td>(Year).</td>
<td><em>Title of book</em></td>
<td>(A. B. Last Name, Trans.).</td>
<td>Publisher name.</td>
<td>(Original work published in year)</td>
</tr>
</tbody>
</table>


Parenthetical Citations: (Zhang, ca. 196/1999, p. 138)

Narrative Citations: Zhang (ca. 196/1999) states that…
# Reports and gray literature (literature that has not been peer-reviewed)

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PUBLISHER INFORMATION</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group.</td>
<td>(Year, Month Day).</td>
<td>Title of report (Report No. 123).</td>
<td>Publisher Name.</td>
<td><a href="https://xxxxx">https://xxxxx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title of gray literature [Description].</td>
<td>Publisher Name.</td>
<td></td>
</tr>
</tbody>
</table>

- Reports include government reports, technical reports and research reports.
- Gray literature includes press releases, codes of ethics, grants and briefs. These can be described with square brackets after the title (American Psychological Association, 2020, p. 329).

## Government Report

**Parenthetical Citations:** (Commonwealth Scientific and Industrial Research Organisation [CSIRO], & The Bureau of Meteorology [BOM], 2018)

**Subsequent Citations:** (CSIRO & BOM, 2018)

**Narrative Citations:** Commonwealth Scientific and Industrial Research Organisation (CSIRO), & The Bureau of Meteorology (BOM, 2018)

## Research Report / Discussion Paper

**Parenthetical Citations:** (Ruel et al., 2017)

**Narrative Citations:** Ruel et al. (2017)
# Conference sessions and presentations

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: CONFERENCE INFORMATION</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter, A. A., &amp; Presenter, B. B.</td>
<td>(Year, Month Day-Day).</td>
<td>Title of contribution [Type of contribution].</td>
<td>Conference Name, Location.</td>
<td><a href="https://doi.org/xxxx">https://doi.org/xxxx</a></td>
</tr>
</tbody>
</table>

Use these formats for paper presentations, poster sessions, keynote addresses and symposium contributions.

- Describe the type after the title.
- Include all authors listed as contributing to the presentation, even if they are not present.
- Use the date(s) of the full conference.
- Include the location (American Psychological Association, 2020, p. 332).


**Parenthetical Citations:** (Booker et al., 2018)

**Narrative Citations:** Booker et al. (2018)
### Dissertations and theses (published)

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: DATABASE OR ARCHIVE NAME</th>
<th>SOURCE: URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Title of thesis [Master's thesis, Name of Institution Awarding the Degree].</td>
<td>Archive Name.</td>
<td></td>
</tr>
</tbody>
</table>

[https://doi.org/10.1089/acm.2017.0191](https://doi.org/10.1089/acm.2017.0191)

**Parenthetical Citations:** (Bridgett, 2019)

**Narrative Citations:** Bridgett (2019)
Since book reviews are published in a variety of formats, the reference format of a review should be the same as the format for the type of content appearing within that source, with the addition of information about the item being reviewed in square brackets after the review title (American Psychological Association, 2020, p. 334).


Parenthetical Citations: (Pope, 2019)

Narrative Citations: Pope (2019)
## Data sets

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PUBLISHER</th>
<th>SOURCE: DOI OR URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A. A., &amp; Author, B. B. Name of Group.</td>
<td>(Year).</td>
<td><em>Title of data set (Version 1.2)</em> [Data set].</td>
<td>Publisher Name.</td>
<td><a href="https://doi.org/xxxxx">https://doi.org/xxxxx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Description of untitled data set] [Unpublished raw data].</td>
<td>Retrieved Month Day, Year, from <a href="https://xxxxx">https://xxxxx</a></td>
<td></td>
</tr>
</tbody>
</table>

- Use the year of publication for published data sets.
- Use the year(s) of collection as the date for unpublished data sets.
- When referencing an untitled data set, provide a description in square brackets to replace the title of the reference (American Psychological Association, 2020, p. 338).


**Parenthetical Citations:** (Economist Intelligence Unit, 2019)

**Narrative Citations:** Economist Intelligence Unit (2019)
## Computer software, mobile applications, apparatuses, and equipment

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PUBLISHER</th>
<th>SOURCE: URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group.</td>
<td></td>
<td><em>Title of work</em> (Version XX) [Mobile app].</td>
<td>App store.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Name of apparatus</em> (Model number) [Apparatus].</td>
<td>Google Play Store.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Name of equipment</em> (Model number) [Equipment].</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 'Common' or well-known software (e.g. Microsoft Office, Facebook, etc.) does not need to be referenced. Give the proper name of the software or app along with the version number in the text.
- If your audience is unlikely to be familiar with software or apps of limited distribution, provide in-text citations and reference list entries.
- Treat manuals and handbooks as books.
- If the publisher is the same as the author you may omit it (American Psychological Association, 2020, pp. 338-339).


**Parenthetical Citations:** (Wei-Fieg, 2010).

**Narrative Citations:** Wei-Fieg, (2010).
## Tests, scales, and inventories

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: DATABASE</th>
<th>SOURCE: URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A. A., &amp; Author, B. B.</td>
<td>(Year)</td>
<td><strong>Title of the Test.</strong></td>
<td>Test Database Name.</td>
<td><a href="https://xxxxxx">https://xxxxxx</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Title of the Test Database Record</strong> [Database record].</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- To cite a test, scale, or inventory, provide a citation for its supporting literature (e.g., its manual, which may be an authored or edited book, or the journal article in which it was published).
- If supporting literature is not available, it is also possible to cite the test itself and/or a database record for a test.
- The title of a test, a scale, or an inventory should be capitalised whenever it appears in the paper (American Psychological Association, 2020, p. 340).


**Parenthetical Citations:** (NERIS Analytics Limited, 2020)

**Narrative Citations:** NERIS Analytics Limited (2020)
## Audiovisual media

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: PUBLISHER</th>
<th>SOURCE: URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist, A. A.</td>
<td>(Year, Month Day).</td>
<td></td>
<td>Department Name, University Name.</td>
<td></td>
</tr>
<tr>
<td>Uploader, U. U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional examples please view our FAQs

### Film

- The director should be credited as the author of the film.
- If no director is known, someone in a similar role can be credited instead to aid readers with finding the work (American Psychological Association, 2020, p. 343).

Mitsch, J. (Director). (2008). *In the mind of plants* [Video]. Magellan TV.

**Parenthetical Citations:** (Mitsch, 2008)

**Narrative Citations:** Mitsch (2008)
Webinar

- Use this format only for recorded, retrievable webinars (American Psychological Association, 2020, p. 344).


**Parenthetical Citations:** (Carroll, 2020)

**Narrative Citations:** Carroll (2020)

Ted Talk

- When the TED Talk is on YouTube, list the owner of the YouTube account (e.g. TED) as the author to aid in retrieval.
- Provide as specific a date as possible.
- Include the description “[Video]” in square brackets after the title of the talk.

Tedx Talks. (2014). *Muscle matters: Dr Brendan Egan at TEDxUCD* [Video]. YouTube. [https://www.youtube.com/watch?v=LkXwftSqQgQ](https://www.youtube.com/watch?v=LkXwftSqQgQ)

**Parenthetical Citations:** (Tedx Talks, 2014)

**Narrative Citations:** According to Dr. Egan in Tedx Talks (2014)
### Social media

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: SOCIAL MEDIA SITE NAME</th>
<th>SOURCE: URL</th>
</tr>
</thead>
</table>
| **Twitter and Instagram:**
  Author, A. A. [@username].
  Name of Group [@username].
| (n.d.) | Content of the post up to the first 20 words.       | Site Name.                                      | https://xxxxxx |
|        |       | [Content of the post up to the first 20 words](https://xxxxxx) [Description of audiovisuals]. | Retrieved Month Day, Year, from https://xxxxxx |

| **Facebook and others:**
  Author, A. A.
  Name of Group.
  Name of Group [Username].
  Username. |
| (Year, Month Day). | Title up to the first 20 words [Description of audiovisuals]. | Site Name.                                      | https://xxxxxx |
|        | [Description of audiovisuals]. | Retrieved Month Day, Year, from https://xxxxxx |

- Social media posts may include text, images and audiovisual content.
- Do not alter the spelling and capitalisation in a social media reference.
- Retain hashtags, links and emojis (if possible).
- If you cannot create the emoji, provide the name of the emoji in square brackets e.g. [face with tears of joy emoji]. The full list of names can be found on the Unicode Consortium's website (American Psychological Association, 2020, p. 348).

Parenthetical Citations: (World Health Organization [WHO], 2020)
Subsequent Citations: (WHO, 2020)
Narrative Citations: World Health Organization (WHO, 2020)
Subsequent Citations: WHO (2020)

**Webpages and websites**

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>DATE</th>
<th>TITLE</th>
<th>SOURCE: WEBSITE NAME</th>
<th>SOURCE: URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group.</td>
<td>(Year, Month).</td>
<td></td>
<td></td>
<td>Retrieved Month Day, Year, from <a href="https://xxxxxx">https://xxxxxx</a></td>
</tr>
<tr>
<td></td>
<td>(Year, Month Day).</td>
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<tr>
<td></td>
<td>(n.d.).</td>
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<td></td>
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</tr>
</tbody>
</table>

- When the author name and the website name are the same, omit the website name in the reference

**Dates**

- **Specific date**: Provide the most specific date possible.
- **Retrieval date**: Include a retrieval date only when the content is designed to change over time and the page is not archived e.g. survey data for an ongoing project, or a sports league’s page that updates its schedule and results as the season proceeds.
- **Last updated**: If a webpage includes a "last updated" date, use the date for the reference.
Copyright: Do not use a copyright date from a webpage or website footer because this date may not indicate when the content on the site was published. You may use the copyright date applied to the content that you are citing.

No date: If no date is indicated for the work on the webpage, treat the work as having no date (American Psychological Association, 2020, p. 289).


Parenthetical Citations: (Mayo Clinic, 2020)

Narrative Citations: Mayo Clinic (2020)
Referencing images and figures

- In APA, all images (other than tables) are considered figures.
- Images and figures should be numbered in the order in which they appear in the document.
- If an image is being reproduced for inclusion in a work which is being published, **you must seek permission from the copyright holder**. This permission must also be included in the caption.
- Provide each image with a brief but explanatory title. This should appear below the figure number, be capitalised and be italicised.
- A caption should be included the bottom of the figure that contains the title information.
- Include the full reference in the reference list.

When citing and referencing images, use the same rules for citing and referencing figures. The *Note* section beneath the image should follow the format featured in the section on figures and tables at the start of the guide.

Images from a website

**Figure 1**

*Illustrations of Various Plants*

![Illustrations of Various Plants](https://www.flickr.com/photos/biodivlibrary/39624416980/in/album-72157667760690338/)


**In-text citation**

(Biodiversity Heritage Library, 2018). Biodiversity Heritage Library (2018) demonstrates that...

**Reference**

Infographics

Figure 1
Ageing and Health Infographic


In-text citation
(World Health Organization, n.d.)
The World Health Organization (n.d.) showed that...

Reference
Photographs

Figure 1
Guinean Anthropologist, David Niabalamou


In-text citation
(World Health Organization, 2020.)
The World Health Organization (2020) explains that…

Reference
Stock Images & Clip Art

Figure 1
Stock Photograph of a Doctor Examining the Results of an X-ray Exam


In-text citation
(Sokor Space, n.d.)
Sokor Space (n.d.)

Reference
Image in a PowerPoint slide

Figure 1

This is a Microscopic Photo of Onions Cells.

Note. From This is a microscopic photo of onion cells, by Kaibara87, 2012, Wikimedia (https://commons.wikimedia.org/wiki/File:Onion_Cells.jpg). In the public domain.

Reference

Kiabara87. (2012). This is a microscopic photo of onion cells [Photograph]. Wikimedia. https://commons.wikimedia.org/wiki/File:Onion_Cells.jpg
Bibliography


