

Library Services

APA 7 Quick guide

Acknowledgements

Publication manual of the American Psychological Association

Swinburne APA 7th edition referencing style guide
Swinburne Library referencing for students online tool

1. The purpose of the APA style

APA style is an academic citation system that allows you to use and then acknowledge other people's information and ideas in your own work. Using APA style ensures that people who read your work can locate and read the same sources you used. It also reduces the risk of being accused of plagiarism.

Using APA style means acknowledging the author of an information source and the date the source was published by inserting the author's family name/surname and year of publication in the body of your work each time you use their information and ideas. The author and date, together with other details (often called bibliographic details) are also listed at the end of your work. If you use more than one information source, arrange the sources in a list at the end of your work alphabetically by author surname.

Always be consistent when using APA style. All information sources of the same type should be treated in the same way.

This guide supplements but does not replace the 7th edition of the publication manual of the American Psychological Association (APA, 2020).

Students are advised to check with their school, department or faculty which citation style guide is required, as not everyone in the university uses this style guide.

2. Acknowledging sources in the body of your work; to paraphrase and to quote

The two most important details to acknowledge whenever you use someone's information are: a) the name(s) of the author, authors or organisation who created it, and b) the year they created it. You must insert them each time you use their information in your own work. The details are usually placed at the end of the sentence and are called 'in-text references', because you are placing them in the text (the body) of your work.

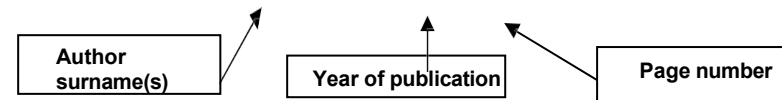
The two main ways of using an information source are either to paraphrase it or to quote from it. To paraphrase is to look at someone's information and then write it using your own words. To quote is to use the exact words someone has written and insert it into your work. You should only quote when you feel that the author's words are perfect and that trying to paraphrase them would weaken their message and power. When you quote, always include the page number or page numbers in the in-text reference, placed after the year it was published. When you quote less than 40 words, enclose the text in double quotation marks: " ". If you quote more than 40 words, then do not use double

quotation marks – instead, place the quoted material on a new line, indent the quote and finish with the in-text reference. New text after that quote should start on a new line and not be indented.

For example, this sentence from a book: *Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill.*

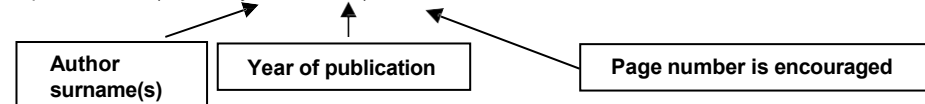
If you copy it from the book and insert it into your work, the in-text reference could look like this:

"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley et al., 2012, p. 78).



If you paraphrase it by rewriting the information using your own words, the sentence and the in-text reference could look like this:

If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley et al., 2012).



Although page numbers are not necessary when paraphrasing, they are encouraged, especially when it helps a reader find the passage in the text.

'Et al.' is an abbreviation used when the work has three or more authors. If the author of the work is very well known in their subject field, you may want to use their name as part of your writing. If you do so, you must still include the year of publication (and the page number too, if you are quoting or paraphrasing them). For example:

Dawkins (2012, p. 226) states that the universe cannot do good or bad things to humans because it is not a sentient force.

If a source does not have a page number (some sources, such as webpages and YouTube videos, do not), then insert the author's name and year of publication. If a source has section numbers instead of page numbers (e.g. some ebooks; legislation), use 's' (short for section) instead of 'p' (short for page) and list the section number in the in-text reference. For a single page, use 'p.', and for a span of multiple pages use 'pp.'

You can still make an in-text reference even if an information source doesn't have an author (check carefully first, though). The author is replaced by the title of the information source, and the title is also italicised. Year of publication and page number are unchanged. For example:

Decapsulation of brine shrimp cysts is not necessary but has been carried out by dedicated aquarists for many years as they claim it improves hatching rates (*Hatching and raising brine shrimp*, 2010).

3. Your reference list or bibliography

Each time you find a useful information source, keep a record of all its bibliographic details. As well as author and year, other bibliographic details might include the name of the company who published the source; the edition number if the source is not the first edition; the web address (if you found it on the web), and other details depending on the type of source. These details all help someone locate and read the same information source you used.

These bibliographic details, arranged in the correct order, are called an entry. Arrange entries in a single list, alphabetically by author surname/family name. This list should start on a new page at the end of your work, with a bolded and centred title of 'Reference list' or 'Bibliography'. Each entry should be double-spaced and have a hanging indent.

A reference list is a list of all the information sources you refer to in your work. A bibliography is a list of all the information sources you refer to in your work *as well as* all other sources you have looked at while preparing your work but did not actually use in it. Ask your course convenor which one they require; in most cases it will be a reference list.

4. Books: bibliographic details required

For books, include the details in this order:

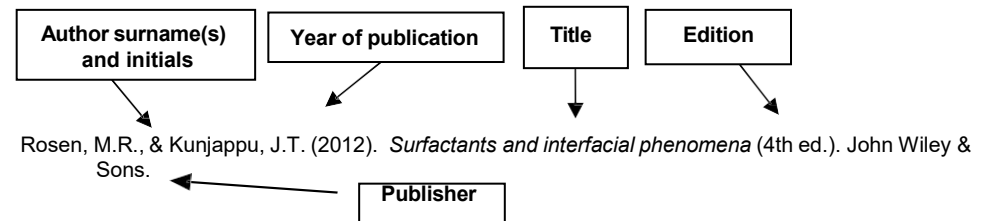
1. Author(s) – either a person(s) or an organisation – or editor(s). Names are presented surname first, initial(s) with full stop next.
2. (Year of publication) in brackets.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. Both are *italicised*.
4. Title of series and volume number, if applicable.

5. Edition – include only if this is not the first edition of the book.

Edition is abbreviated in the entry as (3rd ed.).

6. Publisher.

For example:



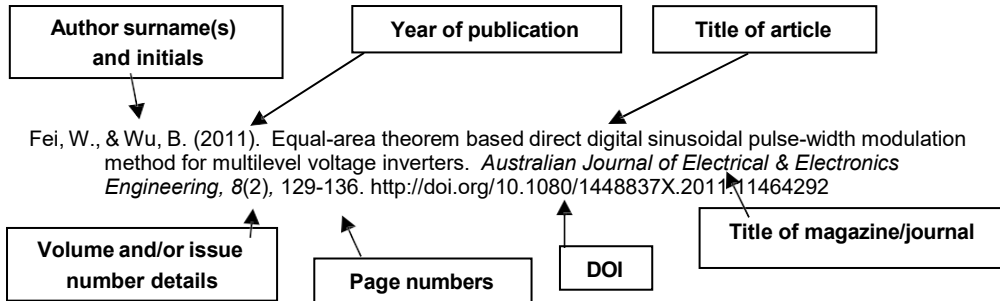
7. Articles from magazines and journals (except those freely available on official magazine or journal web sites): bibliographic details required

Many students obtain newspaper, magazine and journal articles through Swinburne library databases. Some extra details (like a DOI) are required for those compared to articles found in print sources (e.g. a newspaper purchased in a shop).

1. Author(s) – if given.
2. Year of publication (in brackets).
3. Title of article.
4. Title of newspaper/magazine/journal. Title should be *italicised*.
5. Volume and/or issue number. If there is an issue number, it should be in brackets. Please note that issue numbers are not required for journals that continue page numbers across issue numbers in a given volume.
6. Day and month, or season in brackets – if volume and/or issue number are not provided, or if needed to precisely identify an article.
7. Page number(s) if they are included. Note: this is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database.

8. DOI. If you are referencing an article online, the document object identifier (DOI) needs to be included, formatted as a URL (straight number not acceptable). If no DOI is available and it came from a website, include the URL. You can shorten the URL. Otherwise, if there is no DOI and it came from an academic database, do not include a URL and reference this source in the same manner as a print version of this work.

For example:



8. Information from the web: recommendation

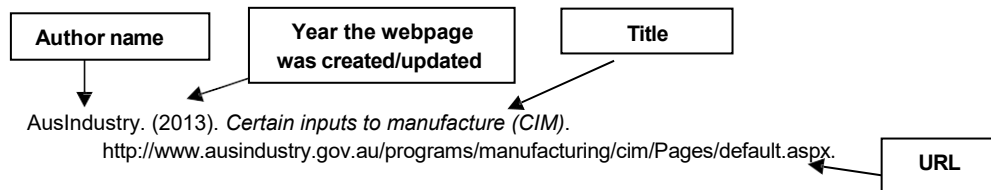
Information sources found on the web can sometimes be difficult information sources to acknowledge and create entries for. Carefully examine the guidelines and examples at the APA Style webpage—you may find an example there that matches what you are trying to acknowledge. You can also build a hybrid entry by combining the guidelines for books and for other sources. For more information about hybrid entries and an example of one, see Section 8.

9. Information from a webpage: bibliographic details required

Only cite as a webpage if it will not fit another category (e.g. report on a website cited as report). Include as many of the following details in the entry as possible:

1. Author(s) or organisation responsible for the webpage—if given. If there is no clearly identifiable author, do not use the name of the copyright owner or website host/website sponsor, as they may not be the same organisation. If no author can be found, then use the title, and the title should be *italicised*.
2. Year the information was created or year of the most recent update. Use the copyright date of a webpage if there is no date of creation. If a range of dates is given (e.g. © 2010 – 2012), use the latest date shown. If there is no date available, use n.d. (short for 'no date').
3. Title of the webpage/document. The page title is usually shown at or near the top of the page.
4. Name of the organisation hosting the webpage on their website or the name of the sponsor of the webpage. Do not confuse a group hosting or sponsoring a webpage with the author, unless they clearly are the same. If they are the same, there is no need to list the name a second time.
5. URL. The URL (website address) should be included.

Example of an entry for a web page from an organisation:

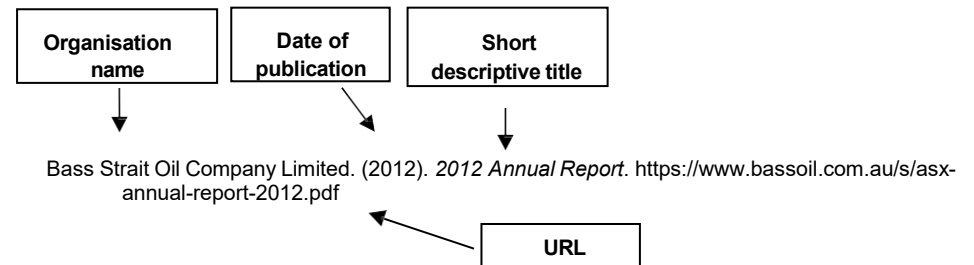


10. Hybrid entries

If you need to blend guidelines to create a hybrid entry for an unusual information source, remember: always be consistent in the application of APA throughout your work.

Here are the steps showing how to create a hybrid entry—in this instance an entry for an Annual Report found on a company website:

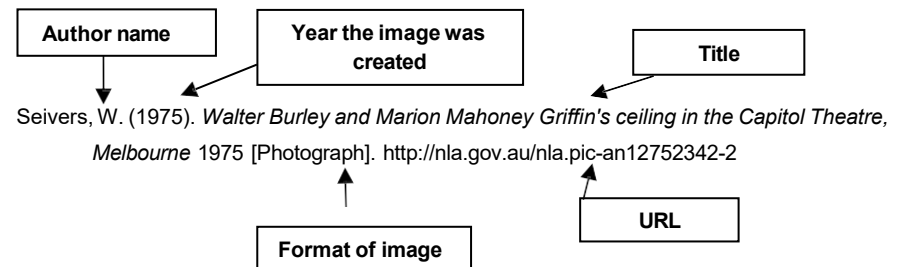
The details required by the guidelines for annual reports: Name of organisation, year of publication in brackets, short descriptive title (*italicised*), and report number (if any) are collected, and then some of the guidelines for web sources (name of the group hosting the webpage—if different from organisation, and URL) are collected. The two are then blended together to make the following hybrid entry:



11. Image example – from a webpage.

Include as many of the following:

1. Author(s), or creator(s) of the image
2. Year the image was created
3. Title of the image in *italics*.
4. Format of the image, e.g. photograph. Put this information in [square] brackets.
5. URL. The URL can be shortened.



Need help with the APA style? Contact the Swinburne library:

- a. Email: library@swin.edu.au
- b. Telephone: 1300 794 628 (option 3)

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Artwork in museum/gallery or on museum website	(Pollock, 1952) Hint: Use the same format for different types of artwork{s}, e.g. paintings, sculptures, or photographs.	Blue Poles (Pollock, 1952).	Pollock, J. (1952). <i>Blue Poles</i> . [Painting]. National Gallery of Australia, Canberra, ACT. http://www.nga.gov.au . Hint: Include the URL for the artwork on the museum website, if available.
Australian Curriculum documents: The Early Years Learning Framework (EYLF)	Children can learn to make sense of social environments when they engage with the world around them (Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR], 2009, p. 6). Hint: For each subsequent citation, you can use the acronym. For example; _____(DEEWR, 2009, p. 6).	The Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments’ (DEEWR) Early Years Learning Framework for Australia (EYLF) states that play-based learning is “a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations” (DEEWR, 2009, p. 6). Hint: For each subsequent citation, you can use the acronyms, for both the author and the curriculum names. For example: The EYLF states that “_____” (DEEWR, 2009, p. 6).	Electronic/online Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR]. (2009). <i>Belonging, being and becoming: The early years learning framework for Australia</i> . https://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf Physical copy Department of Education, Employment and Workplace Relations for the Council of Australian Governments [DEEWR]. (2009). <i>Belonging, being and becoming: The Early Years Learning Framework for Australia</i> . Commonwealth of Australia.
Blog post	The issue of sustainability in architecture can be addressed by using recycled materials (katzsj, 2009). Hint: Use the screen name for the author of a post if the author has adopted one.	One way of including sustainability in architecture is “to use recycled products and objects in creative and innovative ways” (katzsj, 2009). Hint: In the absence of page numbers, you can identify the source of a blog post quote using a paragraph number, e.g. (Mehler, 2018, para. 5).	katzsj (2009, February 11). Water bottles as a design tool. [Blog post]. <i>Sara’s Blog</i> . http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/ Hint: Do not italicise the title of a blog post but do italicise the overall blog title.
Book with one author	The universe cannot do good or bad things to humans because it is not a sentient force (Dawkins, 2012). Page number may be required	“The universe has no mind, no feelings and no personality, so it doesn’t do things in order to hurt or please you” (Dawkins, 2012, p. 226), which leaves us having to examine other reasons for why events happen.	Dawkins, R. (2012). <i>The magic of reality</i> . Black Swan.

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<p>Book with two authors</p>	<p>A government minister’s performance will be influenced and affected by four factors: their personality; the government’s requirements; the portfolio; and their circumstances (Tiernan & Weller, 2010).</p>	<p>Tiernan and Weller (2010, p. 299) state that there are four factors that will determine a minister’s performance: “their personality, the requirements of the government, the expectations of their portfolio and the political circumstances in which they find themselves”.</p> <p>Hint: Use and not & when author names are outside parentheses.</p>	<p>Tiernan, A., & Weller, P. (2010). <i>Learning to be a Minister: Heroic expectations, practical realities</i>. Melbourne University Press.</p>
<p>Book with 3–20 authors Also, book that is not the first edition</p>	<p>If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley et al., 2012).</p> <p>Hint: Use the surname of the first author followed by et al. and the year.</p>	<p>“Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill” (McCurley et al., 2012, p. 78).</p>	<p>McCurley, S., Lynch, R., & Jackson, R. (2012). <i>The complete volunteer management handbook</i> (3rd ed.). Directory of Social Change.</p> <p>Hint: An edition number is placed after the title of the work; this is not necessary for a first edition.</p>
<p>Book with 21 or more authors</p>	<p>_____ (Hall et al., 2010, p. 6).</p> <p>Hint: Cite only the surname of the first author followed by et al.</p>	<p>Hall et al. (2010, p. 6) put forward an interesting scenario “_____”.</p>	<p>Hall, J., Powell, F., Seywell, L., Redman, M., Cargo, M., Wenley, M., ... Spencer, D. (2010). <i>Psychology: A student’s handbook</i> (7th ed.). Springer.</p> <p>Hint: Include the first 19 authors’ names, followed by an ellipsis, then add the last author’s name.</p>
<p>Book chapter in edited book Hint: Conference proceedings published as a book chapter follow the same format.</p>	<p>While they may enforce regulations and create new ones, state governments do not have unlimited funds to do so (Connell, 2012).</p>	<p>This is an incorrect assumption: “States have substantial direct regulatory power but limited funds” (Connell, 2012, p. 80).</p>	<p>Connell, D. (2012). Flailing about in the Murray-Darling basin. In K. Crowley & K.J. Walker (Eds.), <i>Environmental policy failure: the Australian story</i> (pp. 74-87). Tilde University Press.</p>
<p>Book where an organisation is the author</p>	<p>A seller only needs a minimum level of insurance when CIF is used (International Chamber of Commerce, 2010).</p>	<p>The buyer cannot expect the seller to pay a premium level; “under CIF the seller is required to obtain insurance only on minimum cover” (International Chamber of Commerce, 2010, p. 105).</p>	<p>International Chamber of Commerce (2010). <i>Incoterms 2010: ICC rules for the use of domestic and international trade terms</i>. ICC Services.</p>

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<p>Book with author and editor</p>	<p>_____ (Austen, 1814/2005, p. 195)</p> <p>Hint: Include the original publication date in the citation.</p>	<p>Austen (1814/2005, p. 195) “A large income is the best recipe for happiness I ever heard of.”</p>	<p>Austen, J. (1814/2005). <i>Mansfield Park</i>. In J. Wiltshire (Ed.). Cambridge University Press.</p>
<p>Book with volume numbers</p>	<p>_____ as this complex theory is dealt with in detail by Russell (2015, vol. 2, p. 23; vol. 3, pp. 17-36).</p> <p>Hint: If more than one volume is given, separate with a semi-colon.</p>		<p>Russell, F. (2015). <i>The autobiography of John Doe</i> (Vols. 1-3). Allen & Unwin.</p>
<p>Canvas learning materials – in this example, PowerPoint slides of a lecture</p>	<p>There are usually two types of systems: natural systems and artificial systems (Tipping, 2010).</p>	<p>“Systems can be natural or artificial, e.g. The solar system; Australia; Swinburne University of Technology; a bicycle” (Tipping, 2010).</p> <p>Hint: You can add a slide number in place of a page number, if available.</p>	<p>Tipping, R. (2010). <i>Lecture 1 HIT3423/8423 Enterprise system management</i> [PowerPoint slides]. Canvas@Swinburne Online. https://swinburneonline.instructure.com/</p> <p>Hint: Add the month and date of the lecture, if known, inside the year brackets.</p>
<p>DVD</p>	<p>Effective communication in a workplace can end if a problem is not dealt with (<i>Don't hesitate, communicate! Effective communication in the office</i>, 2010).</p>	<p>In other words, “Refusing to address the issues is one way to kill communication” (<i>Don't hesitate, communicate! Effective communication in the office</i>, 2010).</p>	<p><i>Don't hesitate, communicate! Effective communication in the office</i>. (2010). [DVD]. Video Education Australasia.</p>
<p>DVD—feature film</p>	<p>In this instance, a blank scroll is used as a metaphor for non-existent knowledge (Stevenson & Osborne, 2008).</p>	<p>The passing down from generation to generation of a chef's skills is humorously summed up by this statement from Po's adopted father: “We are noodle folk—broth runs through our veins!” (Stevenson & Osborne, 2008).</p>	<p>Stevenson, J. & Osborne, M. (Directors). (2008). <i>Kung Fu Panda</i> [Film]. Paramount Pictures.</p>

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<p>Ebooks—with page numbers (or numbered sections)</p>	<p>Tanaka (2019) asserts that coastal nations, wanting to obtain and secure offshore deposits of natural resources for their own use, expanded their jurisdictional reach into the high seas.</p>	<p>Tanaka (2019, p. 19) notes this shift in law as being due to offshore exploration and drilling: “After World War II, however, coastal states increasingly extended their jurisdiction toward the high seas in order to control offshore resources”.</p>	<p>Tanaka, Y. (2019). <i>The International Law of the Sea</i> (3rd ed.). Cambridge University Press. https://doi.org/10.1017/9781108545907</p> <p>Hint: If a DOI is available, add this at the end. If no DOI available and it was found on a public website, include the URL at the end. If found in an academic database and no DOI available, reference as per the print version.</p>
<p>Ebooks—no page numbers; chapter and section details only (chapter is abbreviated as ‘ch.’)</p>	<p>ASEAN has given Malaysia ‘middle income country’ status (Bhasin, 2010).</p>	<p>“Malaysia is one of ASEAN’s more successful economies and has been declared a middle income country” (Bhasin, 2010, ch. 6: Malaysia: Economic system).</p>	<p>Bhasin, B.B. (2010). <i>Doing business in the ASEAN countries</i>. Business Expert Press.</p>
<p>Images/figures and tables</p> <p>APA includes the following within the definition of images and figures: graphs charts maps posters drawings photographs</p>	<p>General rules: Number figures consecutively in italics, using Arabic numerals, 1, 2, 3, etc., taking care to order them as they appear in your text, Figure 1, Figure 2, etc. All tables and figures must be referred to in the main body of the text. Do not label figures with suffix letters such as Figure 5a. Use Figure 5.1.</p> <p>Directly below the figure add a caption that includes: 1. The figure number (bold), 2. Brief title of the image (italics), 3. <i>Note</i> in italics followed by a brief description, 4. ‘From’, followed by citation details of where the image was taken from, including a DOI or URL if available, 5. Copyright year and owner, followed by license statement if from a creative commons source.</p> <p>List the title of the item as it appears in the source material. If this image is to be used in a document that will be published, e.g. a thesis, journal article, etc., you need to first seek permission from the copyright owner before including the image. The caption would then need to include a permission statement at the end – ‘Reproduced with permission’.</p> <p>Hint: You can treat tables reproduced or adapted from a source in the same way, replacing the figure number with a table number, e.g. Table 1.</p>		

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<p>Images and figures (cont.)</p>	<p>As demonstrated in Figure 1, the light fitting ... (Mueller, 2009)</p>	<p>Figure example: Figure 1 <i>Hanging Lamp with Pulley</i> <i>Note.</i> Hanging lamp with pulley in nickel-plated sheet brass. From <i>Bauhaus Women: Art, Handicraft, Design</i>, by U. Mueller, 2009, Copyright 2009 by Flammarion. Reproduced with permission.</p>	<p>Mueller, U. (2009). <i>Bauhaus women: Art, handicraft, design</i>. Flammarion.</p> <p>Hint: A full citation must be added to the reference list and formatted in the correct style of the original source, e.g. a book, journal article or webpage.</p>
<p>Journal article</p> <p>Hint: Conference proceedings published as a journal article follow the same format.</p>	<p>It is much simpler to manage an optical network that has been arranged in a ring (Argibay-losada et al., 2010).</p>	<p>Argibay-losada et al., (2010, p. 263) identify that “The main reason to use ring topologies is not a high degree of connectivity or route diversity, but the opposite, namely simplicity of management (static routing and automatic recovery, for example)”.</p>	<p>Argibay-losada, P., Suarez-Gonzalez, A., Lopez-Garcia, C., & Fernandez-Veiga, M. (2010). Flow splitting for end-to-end proportional QoS in OBS networks. <i>IEEE Transactions on Communications</i>, 58(1), 257-269. http://doi.org/10.1109/TCOMM.2010.01.090058</p> <p>Hint 1: Where the page numbers in the entire volume run consecutively, do not use issue number after the volume number.</p> <p>Hint 2: When DOIs are available, include them for both print and electronic sources. The DOI is usually found on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. (American Psychological Association, 2015).</p> <p>If a DOI is available, include it at the end of the citation. If a DOI is not available and the work is found on a public website, include the URL. If it is found in an academic database and no DOI is available, reference it as per the print version.</p>
<p>Legislation: Bill</p>	<p>(Liability for Climate Change Bill, 2020).</p>		<p>Liability for Climate Change Bill 2020 (Cth). https://www.legislation.gov.au/Details/C2020B00019</p>
<p>Legislation: Statute/Act</p>	<p>By virtue of s. 130.1 of the <i>Mental Health Act 2014</i> (Vic)...</p> <p>Hint: Include section number if required.</p>		<p><i>Mental Health Act 2014</i> (Vic) s. 115.1. http://www.legislation.vic.gov.au/</p>

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<p>Legislation: Court case</p>	<p>(BP Australia Ltd v Federal Commissioner of Taxation, 1965).</p>		<p>BP Australia Ltd v Federal Commissioner of Taxation (1965) 112 CLR 386. http://www.austlii.edu.au/au/cases/cth/high_ct/112clr386.html</p> <p>Hint: If a case is obtained from an electronic database, include the URL.</p>
<p>Multiple works by the same author</p>	<p>_____ (Gillard, 2015, p. 66).</p> <p>Hint: if works were published in the same year, use lower case letters a, b, c, etc., to differentiate between them.</p>	<p>University research by Gillard (2014, p. 89) has indicated that “_____.”</p>	<p>Gillard, C. (2014). <i>Essentials of terrorism: Concepts of controversies</i>. Sage Publications.</p> <p>Gillard, C. (2015). <i>Understanding terrorism: Challenges, perspectives and issues</i>. Sage Publications.</p> <p>Hint: Order chronologically in the reference list. Entries with one author precede multiple-author entries beginning with the same surname – even if the multiple author work was published earlier.</p>
<p>Newspaper article</p> <p>Hint: If the article is online, include the URL at the end. If it is in print, include the page number at the end.</p>	<p>It's possible the legendary Kraken was derived from sightings of these giant squids (AFP, 2013).</p>	<p>It is evident that ancient mythologies of sea monsters may have been inspired by truisms: “The creature is thought to be the genesis of the Nordic legend of Kraken, a sea monster believed to have attacked ships in waters off Scandinavia over the past millennium” (AFP, 2013).</p>	<p>AFP. (2013, January 8). Shining and so beautiful: giant squid captured on film for the first time. <i>The Sydney Morning Herald</i>. https://www.smh.com.au/environment/conservation/shining-and-so-beautiful-giant-squid-captured-on-film-for-the-first-time-20130108-2cdk3.html</p>
<p>Peer commentary of an article</p>	<p>_____ (Sanderson, 2012).</p>	<p>Sanderson (2015, para. 15) argues against “_____.”</p>	<p>Sanderson, T. R. (2015). <i>The future for deaf individuals is not that bleak</i> [Peer commentary on the paper “Decrease of deaf potential in a mainstreamed environment” by T. R. Sanderson]. http://www.personalityresearch.org/papers/sanderson</p>
<p>Personal communication. An interview/email/letter/telephone call/ Canvas discussion board posts</p>	<p>My field placement supervisor commented ' . . .' (C. M. Burns, personal communication, July 3, 2015).</p> <p>Kali Clarke expressed sincere regret in her letter (personal communication, December 24, 2012).</p> <p>Sue Johnson’s statement was confirmed during a phone interview (personal communication, March 17, 2012).</p>	<p>Hobbs (personal communication, September 24, 2015) discusses the ideas of “_____.”</p> <p>Wallace (personal communication, July 10, 2015) noted that while “_____.”</p>	<p>Hint: An interview conducted face-to-face or by email correspondence is considered a personal communication.</p> <p>This also applies to letters and telephone calls. It is not included in the reference list, however it is cited in-text by enclosing the phrase ‘personal communication’ and the date of the communication in brackets.</p>

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<p>Press or media release</p>	<p>_____ (Prime Minister of Australia, 2015).</p>	<p>Prime Minister of Australia (2015) clarifies that “_____.”</p>	<p>Prime Minister of Australia. (2015, August 6). <i>Gillard Government to boost resources to international border patrols</i> [Press release]. AGPS.</p>
<p>Reports: Government report</p>	<p>Public hospital expenditure increased dramatically (Australian Institute of Health and Welfare, 2016).</p>	<p>"For private hospitals, the recurrent expenditure data provided for 2014–15 are considered comparable with the data provided for 2010–11 to 2013–14" (Australian Institute of Health and Welfare, 2016, p. 47).</p>	<p>Australian Institute of Health and Welfare. (2016). Hospital resources 2014–15: Australian hospital statistics (Health services series No. 71, Cat. No. HSE 176). http://www.aihw.gov.au/publication-detail/?id=60129556122</p>
<p>Reports: ABS statistics online</p>	<p>_____ (Australian Bureau of Statistics [ABS], 2009). _____ (ABS, 2009).</p> <p>Hint: The first in-text citation will need to include the authoring organisation name in full, along with the date of publication. For each subsequent citation, use the abbreviated or acronym form of the authoring body.</p>	<p>Australian Bureau of Statistics (ABS, 2009) “_____.” ABS (2009) “_____.”</p>	<p>Australian Bureau of Statistics. (2009). <i>Childhood education and care</i> (No. 4402.0). http://www.abs.gov.au/</p> <p>Hint: Include the ABS report's catalogue number after the title.</p>
<p>Review of a book or DVD</p>	<p>_____ (Richards, 2015).</p>	<p>Richards (2015, para. 6) identifies with “_____.”</p>	<p>Richards, B. R. (2015, November 22). Learning by text or context? [Review of the book <i>The social life of information</i>, by J. L. Stewart & S. Dendy]. <i>Science</i>, 290, 1342. http://doi.org/10.1126/science.290.5495.1304</p> <p>Connor, G., & Garrett, L. J. (2015). Does the solution warrant the problem? [Review of the DVD <i>Brief therapy with adolescents</i>, produced by the American Psychological Association, 2007]. <i>PsycCRITIQUES</i>, 52(51). http://doi.org/10.1037/a0009036</p>
<p>Secondary source</p> <p>Hint: Use this format when you want to cite material quoted in a source and you cannot access the original source it came from.</p>	<p>Torff & Sternberg (2001, as cited in Hernandez-Romero, 2017) discuss the idea that people act in a particular way ...</p>	<p>Intuition is defined as "knowledge or knowledge structures that predispose individuals to think and act in particular ways without much conscious reflection" (Torff & Sternberg, 2001, as cited in Hernandez-Romero, 2017, p. 134).</p> <p>Hint: Include the author and year of the cited text, as well as the details of the text it is cited in.</p>	<p>Hernández-Romero, L. (2017). <i>Re-evaluating creativity: The individual, society, and education</i>. Palgrave Macmillan.</p> <p>Hint: In the reference list, cite only the source that you actually accessed.</p>

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<p>Social media post e.g. Twitter, Instagram, Reddit, Facebook, YouTube, or TikTok</p> <p>Note: Please check with your lecturer whether social media and apps are considered acceptable sources to cite or not in your course.</p> <p>For more detailed information on citing profiles, pages, comments, and other aspects of social media, see the APA style website: https://apastyle.apa.org/style-grammar-guidelines/references/examples#online-media</p>	<p>Cook (2021) made the point in their post...</p> <p>Hint 1: Use the same format for Tweets, Instagram, Reddit and Facebook posts, and YouTube and TikTok videos. YouTube format can also be used for other streamed online videos such as TED Talk and Vimeo.</p> <p>Hint 2: Cite a temporary post such as an Instagram or Facebook story, or livestream, which cannot be retrieved later, as a personal communication.</p>	<p>In their Instagram post, APA Public Interest Directorate said that “Male depression is serious, but many men try to ignore it or refuse treatment.” (2019).</p>	<p>Cook, P. [@chemteacherphil]. (2021, September 17). <i>Fighting fire with fire. #sciencetok #learnontiktok</i> [Video]. TikTok. https://www.tiktok.com/@chemteacherphil/video/7008953610872605957</p> <p>Little, J. [j450n_]. (2018, December 12). <i>I'm the first person in the world with a neural-enabled prosthetic hand. Using an specialized prosthetic and a device implanted</i> [Online forum post]. Reddit. https://www.reddit.com/r/AMA/comments/a5jxbe/im_the_first_person_in_the_world_with_a/</p> <p>Hint: Use the name of the creator or organisation as with any other reference, then the username in square brackets. If the real name is not known, use only the username, without brackets. Add the date, then the first 20 words of the post or caption as the title in italics, including any links, hashtags or emojis as one word each (don't italicise emojis). Include a description of the type of post in square brackets, e.g. [Photograph] or [Video], and then the title of the hosting website (e.g. Instagram or YouTube). Finally, provide the URL of the post.</p> <p>Hint: If there is an image, video or other item attached to a post, indicate this in square brackets before the post type, e.g.:</p> <p>Prevention Institute [@preventioninst]. (2020, September 24). <i>If you want to talk #health, you have to talk #racialjustice</i> [Video attached] [Tweet]. Twitter. https://twitter.com/preventioninst/status/1309211009039687680</p> <p>News From Science. (2019, June 21). <i>Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This</i> [Image attached] [Status update]. Facebook. https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater</p>
<p>Thesis or dissertation – unpublished</p>	<p>_____ (Summers, 2014). _____ (Peacock, 2013).</p>	<p>Summers (2014, p. 7) identifies that “-_____.” Peacock (2013, p. 55) argues the point of “_____.”</p>	<p>Summers, K. (2014). <i>Developing a knowledge sharing model for the implementation of the learning organisation in New Zealand</i> [Unpublished doctoral dissertation]. Victoria University.</p> <p>Peacock, H. (2013). <i>Woman and career advancement: A case study in the Australian Federal Police</i> [Unpublished master's thesis]. Victoria University.</p>

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Thesis or dissertation – published	_____ (Blandin, 2011).	Blandin (2011, p. 85) finds that “-_____.”	Blandin, K. C. (2011). <i>Brain, psyche, and self: A dialectic between analytical psychology and neuroscience</i> (UMI No. 3718592) [Doctoral dissertation, Pacifica Graduate Institute]. ProQuest Dissertations and Theses Global. https://www.proquest.com/publiccontent/docview/1030159086
Webpage with an author	Differences of behaviour between various species of frog may affect the possibility of some species becoming extinct (Rowley, 2013).	Rowley (2013) is one Australian biologist researching “how interspecific differences in behaviour relate to vulnerability to extinction due to threats such as disease, habitat modification and over-harvesting”.	Rowley, J. (2013). <i>Home</i> . http://jodirowley.com/ Hint: Where the document is part of a larger whole, do not italicise the title. Capitalise only the first word of the title.
Webpage without an author	Cells that produce hormones comprise the endocrine system (<i>Neuroendocrine Tumor</i> , 2012).	A simple explanation of the endocrine system is that “the endocrine system consists of cells that make hormones” (<i>Neuroendocrine Tumor</i> , 2012). Hint: When a work has no identified author, cite in text the first few words of the title and the year. If the title is italicised in the reference list, also use italics in the in-text citation. Use Title Case in the in-text citation, even though sentence case is used in the reference list.	<i>Neuroendocrine tumor</i> . (2012). ASCO. http://www.cancer.net/cancer-types/neuroendocrine-tumor
Webpage of a company or organisation	Haigh’s see their company as being involved in quality consumer experiences (Haigh’s Chocolates, 2022).	Haigh’s aim is to “ensure the Haigh’s customer experience is one of quality” (Haigh’s Chocolates, 2022).	Haigh’s Chocolates. (2022). <i>Haigh’s Today</i> . https://www.haighschocolates.com.au/haighs-today