

How to format with APA

Citations in Text

To cite works of others, APA style uses an author-date citation method. Citations in text are acknowledged with (Author, Date) or Author (Date).

Direct quotation

Use quotation marks and include page numbers:

Samovar and Porter (1997) point out that "language involves attaching meaning to symbols" (p. 188) *or*

"Language involves attaching meaning to symbols" (Samovar & Porter, 1997, p. 188).

A long quotation

A quotation of 40 or more words should be formatted as a freestanding, indented block of text without quotation marks. Note the location of the final full stop:

Weston (1948) argues that:

One of the most important phases of our special guests was to get information that would throw light on degeneration of the facial pattern that occurs so often in our modern civilization. This has its expression in the narrowing and lengthening of the face and the development of crooked teeth. (p. 174)

A quotation with no page numbers

If you quote from online material and there are no page numbers (e.g. HTML based document), use the paragraph number (para.) instead:

"Prevalence rates of antenatal major and minor depression have been estimated in community-based studies to range from 7% to 15% of all pregnancies" (Grote, Swartz, Geibel, & Zuckoff, 2009, para. 2).

Indirect Quotation / Paraphrasing

Page numbers are optional when paraphrasing, although authors are encouraged to include them, especially when it assists the reader to locate the reference in long pieces of text:

Giving meaning to specific symbols such as sounds and marks is considered to be the origin of written language (Samovar & Porter, 1997, p. 188).

In text citation

- In-text, name the original work as well as the work you have read.
- Use the phrase '**as cited in**' to signify the secondary source:

Arnett (2000, as cited in Claiborne & Drewery, 2010) suggests there is an emerging adult stage in the lifespan of humans, covering young people between the ages of 18 and 25 years.

Then list Claiborne & Drewery in your reference list, not Arnett:

Claiborne, L., & Drewery, W. (2010). *Human development: Family, place, culture*. North Ryde, Australia: McGraw-Hill.

Reference List

References must be listed in alphabetical order by author, and then chronologically.

Exception: When citing from a secondary source, list only the secondary source in which you found the original information, and do not list the primary source in the reference list.

- Start the list of references on a new page at the end of your assignment.
- Do not use footnotes for referencing.
- References should use the hanging indent format.

Book and book chapter

Each reference should include four elements: (1) Author/Editor/Producer (2) Date (3) Title of the work and (4) Publication Information.

Author, A., & Author, B. (Year). *Title of the work*. Place name: Publisher.

Electronic books

If the item is available online, a retrieval statement or [DOI](#) is required after (3) Title. Exclude (4) Publication Information.

Author, A., & Author, B. (Year). *Title of the work*. Retrieved from <http://...>

Author, A., & Author, B. (Year). *Title of the work*. <https://doi.org/xx-xxxxxxx>

A chapter in an edited book

When a book consists of many chapters written by different authors, reference each chapter you used.

Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). Place name: Publisher.

Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). Retrieved from <http://...>

Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). <https://doi.org/xx-xxxxxxx>

A Chapter in a non-edited book with multiple authors

Even though it is not an edited book, when a book is written by multiple authors and has chapters written by some of the authors, individual chapters could be cited.

Du Plessis, A. (2012). Job analysis and design. In *Human resource management in Australia and New Zealand* (pp. 134-171). Melbourne, Australia: Oxford University Press.

Periodicals

Items published on a regular basis, such as journals, magazines and newspapers, are known as serials or periodicals. Include the same elements as for a book, but exclude the publication information and add the volume, issue and page number(s) instead.

Each reference should include the following elements: (1) Author (2) Date (3) Title of article (4) Title of Periodical (5) Volume, Issue and Page numbers.

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp

A journal article available online

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp.
<https://doi.org/xx-xxxxxxx>

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp. Retrieved from http://...

Online documents / Webpages

Include the same elements as for a book, but exclude the publication information and add a retrieval statement in its place: (1) Author (2) Date (3) Title (4) Retrieval statement. Include a retrieval date if the source material is likely to change over time.

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from http://...

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from ...website: http://...

Author, A., & Author, B. (Year, Month Day). Title of the webpage [Description of form]. Retrieved Year, Month Day from http://...

See for more:

<https://apastyle.apa.org/>

<http://www.easybib.com/guides/citation-guides/apa-format/>