

Your Guide to APA 7th Referencing Style



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Introduction to Referencing

1. When do you need to reference?

You must reference any information, arguments, or ideas that you use in your assignments which are not your own and which are not common knowledge.

Even if you've re-written content into your own words, you still need to include references! Referencing allows your reader to check your sources if they find them interesting and it is an important part of being a member of a scholarly community like the University.

Referencing includes both **in-text references** placed throughout your writing and a **reference list** at the end of your work which includes every source you have cited listed in alphabetical order.

1.1 Placement of in-text references

In-text references must be placed within a sentence. That is, they must be placed before the full stop.

There are two ways of formatting in-text references: **(Author, Date)** and **Author (Date)**.

(Author, Date)

This format is used to indicate the source of the idea or information you are using (when the *idea* is important). The reference should be placed immediately after the idea or information that you have used. It is often placed at the end of a sentence. When using more than one idea or source in a sentence, each reference should be placed after the idea or information you have used.

Author (Date)

This format is used to emphasise the *author*, and not just their ideas. It is often used when comparing studies or information from different sources. Usually, the author's name is near the beginning of a sentence.

How do I know if something is 'common knowledge'?

This is difficult to describe, but the simplest way to think about it is 'would a normal person know this without having to look it up somewhere?'

For example:

While some have argued that cosmopolitanism is a rich and global form of identity (Appiah, 2006), others have argued that it is a 'noble but flawed ideal' (Nussbaum, 2019).

For example:

According to Jones (2007) ...

However, a more recent study by Mockler and Stacey (2020) showed that ...

1.2 Summarising a source

When you summarise a source, the in-text reference should be placed near the beginning of the very first sentence of the paragraph. The first and second sentences should very clearly indicate that you are writing about the source.

A summary involves putting the main ideas of a source into your own words. This is a helpful way for you to ensure you understand something that you read.

For example:

Ball (1995) critiques the idea that policy research is designed to implement the most technically 'correct' policy – one that is efficient. Instead, Ball suggests that these researchers have lost sight of the values and ethical dimensions of policy work. He continues to critique 'effectiveness research', in particular the way that it seeks to create measures and mechanisms of accountability.

References:

Ball, S. J. (1995). Intellectuals or Technicians? The Urgent Role of Theory in Educational Studies. *British Journal of Educational Studies*, 43(3), 255-271. <https://doi.org/10.1080/00071005.1995.9974036>

1.3 Paraphrasing a source

Paraphrasing is an important academic skill to develop. It involves taking the ideas and arguments you have read in a source and putting them in your own words.

When writing an essay, it is a good idea to refer to your own notes and summaries of a source rather than the original text. This will help you to describe the authors' ideas without using their exact words.

When you paraphrase a source, the in-text reference does not include a page number unless you are referring to a specific section of the source.

For example:

Baggins (2019) presented a convincing argument that primary care is best delivered with asparagus.

References:

Baggins, B. (2019). Public health in private homes. *Journal of Vegetable Studies*, 4(12), 345-360. <http://doi.org/10.1080/hdnbv.847463>

1.4 Short quotations (less than 40 words)

When you are using a direct quote from a source, incorporate it into your sentence using double quotation marks. Make sure you include a page reference in the in-text citation.

For example:

Effective teams can be difficult to describe because "high performance along one domain does not translate to high performance along another" (Ervin et al., 2018, p. 470).

1.5 Block quotations (40 words or more)

When your quotation from a source is longer than 40 words, you must treat this as a block quotation. Start the quotation on a new line and indent the entire block of text. You may cite the source at the end of the quotation using the (Author, Date) format, or incorporate the narrative approach in the sentence prior to the block.

For example:

Taleb (2012) notes that complex technologies can lead to cost overruns and problems:

Yet people want more data to "solve problems." I once testified in Congress against a project to fund a crisis forecasting project. The people involved were blind to the paradox that we have never had more data than we have now, yet have less predictability than ever. (p. 307)

Remember that even quotations need to make sense within your essay: the sentence before and after should connect the quote into your argument so that your reader understands why the block quote has been included.

Try not to rely on block quotes, especially in short essays. It is better to summarise and discuss content in your own words.

1.6 Secondary references (source within a source)

Sometimes you may need to cite a source that you have not read yourself, but which is cited in another source that you have read.

For example:

Graeber (2019, as cited in Churcher & Talbot, 2020, p. 31) argued that the employee is 'obliged to pretend that this is not the case' as part of their 'conditions of employment'.

In these cases, it is best to search for the original source, read it (or the part referred to by the secondary source), and then cite the original. This can improve your research skills too!

References:

Churcher, M., & Talbot, D. (2020). The Corporatisation of Education: Bureaucracy, Boredom, and Transformative Possibilities. *New Formations*, 100(100-101), 28-42. <https://doi.org/10.3898/NewF:100-101.03.2020>

In cases where you can't find the original, then you can use the format provided in the example, and cite the secondary source in your reference list.

1.7 Multiple authors

When a source has multiple authors, use the order of authors provided in the original source.

For example:

References:

Wycherley, T. P., Moran, L. J., Clifton, P. M., Noakes, M., & Brinkworth, G. D. (2012). Effects of energy-restricted high-protein, low-fat compared with standard-protein, low-fat diets: A meta-analysis of randomized controlled trials. *American Journal of Clinical Nutrition*, 96(6), 1281-1298. <https://doi.org/10.3945/ajcn.112.044321>

1.8 Multiple sources

If you are using a number of sources to make your argument (called 'synthesising'), you can cite these different sources in-text using the same set of brackets. Place these sources in alphabetical order and separate each source with a semi-colon.

For example:

Many psychologists have argued that the brain operates at an intuitive and a deliberative level (Ariely, 2008; Haidt, 2006; Kahneman, 2011).

1.9 Corporate/group author

When citing reports you will often find a group name or corporate author. Sometimes you may not be able to find an individual author (for example on some websites), and it may be more appropriate to use the organisation as an author.

For example:

ABS (2019) data indicate that the terms of trade held steady across the year..

References:

Australian Bureau of Statistics. (2019). *International Trade in Goods and Services, Australia* (Cat. No. 5368.0). <https://www.abs.gov.au/ausstats/abs@.nsf/mf/5368.0>

Always use the full group or organisation name in the reference list. For in-text references, you may use the abbreviated group name (eg. ABS for the Australian Bureau of Statistics) if it is well known or if it appears more than three times in your paper. You do not need to include the organisation as a publisher when using a corporate author.

1.10 Using company names

Sometimes on a company annual report you may find a full company name (eg. Qantas Airways Limited). When adding this source to your reference list, use the full name as it is used on the front of the report.

For example:

Qantas Airways Limited. (2020). *Qantas annual report 2020*. https://investor.qantas.com/FormBuilder/_Resource/_module/doLLG5ufYkCyEPjF1tpgyw/file/annual-reports/2020-Annual-Report-ASX.pdf

You may use the shortened trading name when referring to the company in sentences.

1.11 Sources with the same author and same date

If you are citing multiple works by the same author in the same year, use a single letter after the year to distinguish each source. Include this letter on each reference list entry.

If the works are from different years but included in the same in-text citation, do not include letters.

1.12 DOIs (Digital Object Identifier)

A DOI is a unique identifying link for electronic resources. Most academic journal articles will include a DOI, so they should be included at the end of your reference beginning with <https://doi.org/>...

You can see examples of DOIs included to the right.

Including a DOI is important because it will help your reader to easily locate the source. However, if you cannot find a DOI for an article you have found, you may leave this component out.

1.13 URLs

For resources you have retrieved from the internet (except for academic journal articles and books retrieved from a database), you will need to include a URL. The URL should link directly to the cited page when possible.

Links should be presented as hyperlinks beginning with <http://>. They can be highlighted blue and underlined or left in plain text, however if your paper will be read online the link should be active so your reader can click through to the source

If the URL requires a login – such as an industry or statistics database accessed via the University Library – provide a link to the publicly available website for the database, not a link from the Library's databases page.

For example:

Professional learning can be challenging under conditions of audit and accountability (Mockler 2013a, 2013b).

References:

Mockler, N. (2013a). Teacher professional learning in a neoliberal age: Audit, professionalism and identity. *Australian Journal of Teacher Education*, 38(10), 35-47. <https://doi.org/10.14221/ajte.2013v38n10.8>

Mockler, N. (2013b). The slippery slope to efficiency? An Australian perspective on school/university partnerships for teacher professional learning. *Cambridge Journal of Education*, 43(3), 273-289. <https://doi.org/10.1080/0305764X.2013.818103>

For example:

References:

Webb, C. (2020, 25 December) Mozzies biting? Here's how to choose a repellent (and how to use it for the best protection). *The Conversation*. <http://theconversation.com/mozzies-biting-heres-how-to-choose-a-repellent-and-how-to-use-it-for-the-best-protection-150183>

Feller, D. (2020, July). *Fast fashion in Australia: Australia specialized industry report* (OD4172). IBISWorld. <https://www.ibisworld.com>

1.14 Page numbers

Include page numbers whenever you are citing information from a particular page or section of a source.

For a single page, include the page number at the end of the in-text citation preceded by a p.

For a page range, include the page numbers at the end of the in-text citation preceded by pp.

Specific page numbers are not required in the reference list entry, except when referring to a journal article or book chapter (in which case include the page range of the entire source).

For example:

Attendance at general practices in Australia was down over the course of 2020 (AIHW, 2020, p. 102)

However, Smith's philosophical and moral outlook could be conflated with 'macho-stoicism' (Nussbaum, 2019, pp. 164-167)

1.15 No author

If there is no individual author for a source, you may consider whether an organisation is the author (see item 1.9 in this section).

If you cannot find the author for a source and there is no organisational author, move the title of the source to the start of the reference.

For example:

Technology is rapidly automating mining in large projects in Western Australia ("Robotics in Australia", 2019).

References:

Robotics in Australia. (2019). <http://...>

1.16 No date

If you cannot find the date for a source, simply include n.d. in the date field.

It is important to try to find the date of a source before including this in a citation. Dates help you to determine if the information is current and will help your reader identify your source.

Add a retrieval date to your reference list if you expect the information to change over time.

When citing webpages, do not use the copyright date. Look for a publication date somewhere on the page, or a 'last updated' date. If you cannot find either of these, treat the page as having no date.

For example:

Chorizo is universally acknowledged as the greatest of the various cured meats (Norman, n.d.).

References:

Norman, P. (n.d.). *The state of chorizo report*. Retrieved Feb 22, 2021, from Chorizo Updater. <http://www.chorizoupdater.com>

1.17 Traditional Knowledge or Oral Traditions of Indigenous Peoples

It is important to ensure that information about Indigenous peoples and cultures is accurate and appropriate to be used as a source. This involves carefully considering that your work maintains the integrity and cultural values inherent to such knowledge.

You should work closely with Indigenous peoples to determine whether materials are appropriate for publication or use in your work. This will also help you write in a way that preserves heritage and accurately reflects the significance and value of a source. Always capitalise terms related to Indigenous people as a sign of respect.

Where information has been recorded, you should use the appropriate format for that source type from the tables in this guide.

When citing knowledge that is not recorded, include as much information as possible in-text. A reference list entry is not required for this type of source.

1.18 When to include database information

There are only a limited number of situations when you need to include database information in your reference list entries:

When the item can *only* be accessed from that database (for example, company or industry reports from databases that produce their own research such as Passport).

When the name of the database is different to the name of the author/publishing organisation.

If an item is sourced from a major academic database such as ProQuest or EBSCO, you don't need to include the database name.

For example:

References:

Euromonitor International. (2021, January). *Luxury goods in China*. Passport. <http://www.portal.euromonitor.com>

Statista. (2020). *Social media use in Australia*. <http://www.statista.com>

1.19 Formatting your reference list

Your reference list should be set on a new page at the end of your document.

It includes all of the references you have cited in-text throughout your paper, arranged in alphabetical order by authors' surnames (or if a work does not have an author, by the first letter of the reference).

In each reference, the second line and every subsequent line should be indented by 0.5 inches for each entry (a 'hanging indent').

Do not include materials that you have not cited in-text.

For example:

References:

Kindt, J. (2006). Delphic oracle stories and the beginning of historiography: Herodotus' Croesus Logos. *Classical Philology*, 101(1), 34-51. <https://doi.org/10.1086/505670>

Middleton, J. H. (1888). The Temple of Apollo at Delphi. *The Journal of Hellenic Studies*, 9, 282-322. <https://doi.org/10.2307/623677>

Miranda, P. J., Baptista, M. S., de Souza Pinto, S. E., & Hayasaka, S. (2018). The Odyssey's mythological network. *PLoS ONE*, 13(7). <https://doi.org/10.1371/journal.pone.0200703>

1.20 When you just aren't sure: the Frankenreference

Sometimes you may not be able to find a reference type in the tables below that matches the source you are using. While this is uncommon, in these cases it is acceptable to build a generic reference, making sure you include as much information as possible.

Whenever you are in doubt about a reference, ensure you have at least these four elements:

- **Who is the author? (Author)**
- **When was the source created? (Date)**
- **What is the title of the source? (Title)**
- **Where can someone access this source? (Location)**

A basic Frankenreference should therefore look something like this:

Author. (Date). Title. URL/DOI/Database/Location

Something to remember ...

Often if you ask a friend or colleague or look into a source a bit further, you will find that it can be treated as one of source types found in the rest of this guide (for example as a report, a website, or an eBook).

Pay attention to the information you have available and consider searching for the source using a tool like Google Scholar to see if it has come up in other research.

Academic Journal Articles

A journal article is a scholarly piece of research that has been published in an academic journal. Often, this means they have been peer-reviewed by other experts in the field. Some journal articles summarise existing academic research on a topic (secondary research), whereas others share the findings of new research projects and studies (primary research).

Elements of a Journal Article Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year). Title of the article. <i>Title of Journal</i> , volume number(issue number), page-page. DOI	(Surname, Year)

Examples of Journal Article References

REFERENCE LIST ENTRY	IN-TEXT CITATION
One Author	
Strangfeld, J. A. (2019). I just don't want to be judged: Cultural capital's impact on student plagiarism. <i>SAGE Open</i> , 9(1), 1-14. https://doi.org/10.1177/2158244018822382	(Strangfeld, 2019) OR Strangfeld (2019)
Two Authors	
Vezzani, V., & Gonzaga, S. (2017). Design for social sustainability: An educational approach for insular communities. <i>The Design Journal</i> , 20(1), 937-951. https://doi.org/10.1080/14606925.2017.1353038	(Vezzani & Gonzaga, 2017) OR Vezzani and Gonzaga (2017)
Three or More Authors	
Note: List all of the authors in your reference list entry, with '&' before last author. If there are more than 21 authors, include the first 19 followed by "..." and then the final author.	
Nielsen, M., Haun, D., Kartner, J., & Legare, C. H. (2017). The persistent sampling bias in developmental psychology: A call to action. <i>Journal of Experimental Child Psychology</i> , 162(1), 31-38. https://doi.org/10.1016/j.jecp.2017.04.017	(Nielsen et al., 2017) OR Nielsen et al. (2017)

REFERENCE LIST ENTRY	IN-TEXT CITATION
Article – no DOI	
Porter, M. E., & Kramer, M. R. (2011). Creating Shared Value. <i>Harvard Business Review</i> , 89(1/2), 62-77. .	(Porter & Kramer, 2011) OR Porter and Kramer (2011)
Article – with a DOI	
Engelseth, P., Molka-Danielsen, J., & White, B. E. (2019). On data and connectivity in complete supply chains. <i>Business Process Management Journal</i> , 25(5), 1145-1163. https://doi.org/10.1108/BPMJ-09-2017-0251	(Engelseth et al., 2019) OR Engelseth et al. (2019)
Article – with an article number	
Andrew, J., Cooper, C., & Gendron, Y. (2020). Addressing the English language hegemony problem in academia: An ongoing experiment and preliminary policy. <i>Critical Perspectives on Accounting</i> , 69, Article 102127. https://doi.org/10.1016/j.cpa.2019.102127	(Andrew et al., 2020) OR Andrew et al. (2020)
Note: Add the word Article before the article number.	
In Press	
Williamson, R., Jesson, R., & Shepherd, D. (in press). The summer learning journey: Ameliorating the summer learning effect using blogging. <i>Computers and Education</i> .	(Williamson et al., in press) OR Williamson et al. (in press)
Cochrane Review	
Ussher, M. H., Faulkner, G. E., Angus, K., Hartmann-Boyce J., & Taylor, A.H. (2019). Exercise interventions for smoking cessation. <i>Cochrane Database of Systematic Reviews</i> . https://doi.org/10.1002/14651858.CD002295.pub5	(Ussher et al., 2019) OR Ussher et al. (2019)
Book Review in a Journal	
Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i> , by T. Samaras]. <i>Public Health Nutrition</i> , 12(1) 1299–1300. https://doi.org/10.1017/S1368980009990656	(Marson, 2009) OR Marson (2009)

Books

Book Chapters, Electronic Books

Books are useful sources for providing in-depth information on a subject. You may also encounter an edited books where each chapter is written by different authors. For the date of books, use the copyright date shown on the work's copyright page.

Elements of a Book Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Book</p> <p>Surname, I. (Year). <i>Book title: Subtitle</i>. Publisher</p>	<p>(Surname, Year)</p>
<p>Book chapter</p> <p>Surname, I. (Year). Title of Chapter. In I. Editor (Ed.), <i>Title of book</i> (pp. xx-xx). Publisher.</p>	<p>(Surname, Year)</p>
<p>Edited Book</p> <p>Surname, I. (Ed.). (Year). <i>Title of book</i>. Publisher.</p>	<p>(Surname, Year)</p>
<p>Authored Book with DOI</p> <p>Surname, I. (Year). <i>Title of book</i>. Publisher. https://doi.org/xxxxx</p>	<p>(Surname, Year)</p>

Examples of Book References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Authored book without a DOI – print or eBook (One Author)	
Frier, S. (2020). <i>No filter: The inside story of Instagram</i> . Simon & Schuster.	(Frier, 2020) OR Frier (2020)
Authored book without a DOI – print or eBook (Two Authors)	
Moses, J. W., & Knutsen, T. L. (2019). <i>Ways of knowing: Competing methodologies in social and political research</i> (3rd ed.). Red Globe Press.	(Moses & Knutsen, 2019) OR Moses and Knutsen (2019)
Authored book without a DOI – print or eBook (Three or More Authors*)	
Note: If there are 21 or more authors, include the names of the first 19 authors in your reference list, followed by “...” and then the name of the final author. There should be no more than 20 names.	(Berman et al., 2020) OR Berman et al. (2020)
Berman, A., Frandsen, G., Snyder, S., Levett-Jones, T., Burston, A., Dwyer, T., Hales, M., Harvey, N., Moxham, L., Langtree, T., Reid-Searl, K., Rolf, F., & Stanley, D. (2020). <i>Kozier and Erb’s fundamentals of nursing</i> (5th ed., Vol. 2). Pearson Australia.	
Organisation/Corporate author	
Australian Institute of Health and Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author.	First time: (Australian Institute of Health and Welfare [AIHW], 2009) Subsequent citations: (AIHW, 2009)
Second Edition or later	
Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Macmillan.	(Peters, 2001) OR Peters (2001)
Edited Book with a DOI	
Gair, S., & van Luyn, A. (Eds.). (2016). <i>Sharing qualitative research: Showing lived experience and community narratives</i> . Routledge. https://doi.org/10.4324/9781315660875	(Gair & van Luyn, 2016) OR Gair and van Luyn (2016)

REFERENCE LIST ENTRY	IN-TEXT CITATION
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Chapter in an edited book

Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia in a global world* (pp. 29-43). Century.

(Richards, 1997)
OR
 Richards (1997)

Authored book with a DOI

Stewart, P. J., & Strathern, A. J. (2019). *Sustainability, conservation, and creativity: Ethnographic learning from small-scale practices*. Routledge. <https://doi.org/10.4324/9780429456312>

(Stewart & Strathern, 2019)
OR
 Stewart and Strathern (2019)

Article/Chapter in edited Book with a DOI

Hancox, D. (2016) Amplified stories: digital technology and representations of lived experiences. In S. Gair & A. van Luyn (Eds.), *Sharing qualitative research: Showing lived experience and community narratives*. Routledge. <https://doi.org/10.4324/9781315660875>

(Hancox, 2016)
OR
 Hancox (2016)

Dictionaries, Thesauri & Encyclopedias – print

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. American Psychological Association.

(VandenBos, 2007)
OR
 VanDenBos (2007)

Dictionaries, Thesauri & Encyclopedias – offline

Arcus, D. (2001). Attention deficit/hyperactivity disorder (ADHD). In B. Strickland (Ed.), *The Gale encyclopedia of psychology*. <http://www.gale.cengage.com/>

(Arcus, 2001)
OR
 Arcus (2001)

Brochure – author is also publisher

NSW Health. (n.d.). Guide to equipment and service [Brochure].

(NSW Health, n.d.)
OR
 NSW Health (n.d.)

Translated Book

Gaarder, J. (1994). *Sophie's World: A novel about the history of philosophy* (P. Moller, Trans.) Phoenix House. (Original work published 1991).

(Gaarder, 1994)
OR
 Gaarder (1994)

News Sources

Newspapers and Magazines

Newspapers can exist either in hard copy format, or online. Newspapers can be a good source of information about current events and public perception. Keep in mind that newspapers may have a bias towards a particularly political or social viewpoint, and news may be sensationalised to attract attention.

Elements of a Newspaper or Magazine Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year, Month Day). Title of the article. <i>Title of the newspaper</i> . Page No. URL (if online)	(Surname, Year)

Examples of Newspaper or Magazine References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Newspaper or Magazine – print or Library database	
McIlroy, T. (2021, March 24). Medical device research gets big funding jab. <i>The Australian Financial Review</i> , 8.	(McIlroy, 2021) OR McIlroy (2021)
Newspaper or Magazine – from website	
Yeates, C., & Gulati, R. (2019, March 2). Yellow Brick Road’s accounts could have \$30 million pothole. <i>The Sydney Morning Herald</i> . https://www.smh.com.au/business/banking-and-finance/yellow-brick-road-s-accounts-could-have-30-million-pothole-20190301-p5117q.html	(Yeates & Gulati, 2019) OR Yeates and Gulati (2019)
Article on a news website	
Doran, M. (2019, November 25). <i>Aged care royal commission interim findings prompt \$500 million in additional funds</i> . ABC News. https://www.abc.net.au/news/2019-11-25/federal-government-aged-care-royal-commission/11734754	(Doran, 2019) OR Doran (2019)
Newspaper or Magazine – no author	
Free exchange: Regression to the memes. (2021, February 27). <i>The Economist</i> , 438(9234), 69.	(“Free Exchange”, 2021)

News Sources

Radio and Television

As with newspapers, radio and television news can be a good source of information on current events and public opinion – but can be prone to bias and sensational reporting.

As a note, always ensure to use the transcript for direct quotes where one is available.

Elements of a Radio or Television Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Presenter or reporter). (Year, Month Day). Title of the program. [Type of broadcast]. Location of broadcast: <i>Title of the Channel</i> , URL (if online)	(Surname, Year)

Examples of Radio or Television References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Television News – broadcast	
Jones, T. (Presenter). (2019, November 25). International Power. Q&A. [Television broadcast]. Australian Broadcasting Corporation.	(Jones, 2019) OR Jones (2019)
Television News – transcript	
Barry, P. (Presenter). (2019, November 25). <i>Media Watch</i> . [Television program transcript]. Australian Broadcasting Corporation. https://iview.abc.net.au/show/media-watch/series/0/...	(Barry, 2019) OR Barry (2019)
Radio News – broadcast	
Barclay, P. (Presenter). (2019, 25 November). Do unions help or harm the economy? [Radio broadcast]. <i>ABC Radio National</i> .	(Barclay, 2019) OR Barclay (2019)
Radio News – transcript	
Griffiths, M. (Reporter). (2019, November 24). No water, no us. In <i>Background Briefing</i> [Radio program transcript]. ABC Radio National. https://www.abc.net.au/radionational/programs/backgroundbriefing/nsw-big-dry/11725046	(Griffiths, 2019) OR Griffiths (2019)

Web Sources

Websites, Webpages, Web Documents

This category covers any content found on a website such as webpages, the website itself and any documents/files found on a website.

Elements of a Web Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Webpage – with individual author</p> <p>Surname, I. (YYYY, Month DD). <i>Title of work</i>. Site Name. https://xxxxx</p> <ul style="list-style-type: none"> Provide the most specific date possible. If you can only find the year, then just include the year. If there is no date found, use n.d. 	<p>(Surname, Year)</p>
<p>Webpage – no individual author</p> <p>Organisation name. (YYYY, Month DD). <i>Title of webpage</i>. https://xxxxx</p>	<p>(Organisation name, Year)</p>
<p>Webpage – with content that changes frequently</p> <p>Surname, I. (YYYY, Month DD). <i>Title of work</i>. Site Name. Retrieved Month Day, Year, from https://xxxxx</p> <ul style="list-style-type: none"> Include a retrieval date. Use organisation name if no individual author is listed. You don't need to include a site name if it's the same as the organisation name. 	<p>(Surname, Year)</p>
<p>Web Document – such as a pdf, word doc, xlsx etc</p> <p>Author, I. (YYYY, Month DD). <i>Title of work</i>. Site Name. https://xxxxx</p> <ul style="list-style-type: none"> When the author and site name are the same, you don't need to include the site name. 	<p>(Surname, Year)</p>

Examples of Web References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Webpage – with individual author	
Adeney, R. (2018, March 15). <i>Structural change in the Australian economy</i> . Reserve Bank of Australia. https://www.rba.gov.au/publications/bulletin/2018/mar/structural-change-in-the-australian-economy.html	(Adeney, 2018) OR Adeney (2018)
Webpage – no individual author	
World Health Organization. (2018). <i>Climate change and health</i> . https://www.who.int/news-room/fact-sheets/detail/climate-change-and-health	(World Health Organization, 2018) OR World Health Organization (2018)
Telstra. (n.d.). <i>EME research and science monitoring</i> . https://www.telstra.com.au/consumer-advice/eme/eme-research	(Telstra, n.d.) OR Telstra (n.d.)
Webpage – with content that changes frequently	
Australian Bureau of Statistics. (n.d.). Population clock. Retrieved January 17, 2020, from https://www.abs.gov.au/AUSSTATS/abs@.nsf/Web+Pages/Population+Clock?opendocument&ref=HPKI	(Australian Bureau of Statistics, n.d.) OR Australian Bureau of Statistics (n.d.)
Web Document – such as a pdf, word doc, xlsx etc	
Commonwealth Scientific and Industrial Research Organisation. (2019). <i>Annual report 2018-2019</i> . https://www.csiro.au/en/About/Our-impact/Reporting-our-impact/Annual-reports/18-19-annual-report/Overview-and-downloads	First time in text: (Commonwealth Scientific and Industrial Research Organisation [CSIRO], 2019) OR Commonwealth Scientific and Industrial Research Organisation (CSIRO, 2019) Subsequent mentions: (CSIRO, 2019)

REFERENCE LIST ENTRY

IN-TEXT CITATION

Website – the entire website

Not included in Reference List.

If you are just mentioning a website in general, you don't need to create a reference list entry.

Include the name of the website in your text and provide the URL in brackets/parentheses:

The website of the Australian Bureau of Statistics (<https://www.abs.gov.au>) is a popular ...

Reports

Reports are a common source of information found online, often written by organisations or consultants.

If you cannot find an individual author on a report, follow the conventions described in the [Introduction Section 1.9](#).

Elements of a Report Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year). <i>Title of report</i> . Name of organisation. https://xxxxx	(Surname, Year)

Examples of Report References

REFERENCE LIST ENTRY	IN-TEXT CITATION
General Reports	
Bradshaw, S. & Steffen, W. (2021). <i>Hitting home: The compounding costs of climate inaction</i> . Climate Council. https://www.climatecouncil.org.au/resources/hitting-home-compounding-costs-climate-inaction/	(Bradshaw & Steffen, 2021) OR Bradshaw and Steffen (2021)
Company Annual Report	
Qantas Airways Limited. (2020). <i>Qantas annual report 2020</i> . https://investor.qantas.com/FormBuilder/_Resource/_module/doLLG5ufYkCyEPjF1tpgyw/file/annual-reports/2020-Annual-Report-ASX.pdf	(Qantas Airways Limited, 2020) OR Qantas Airways Limited (2020)
Industry/Market Report (including from a database)	
Vuong, B. (2018, November). <i>Coffee shops in Australia: IBISWorld industry report (OD5381)</i> . IBISWorld. http://www.ibisworld.com	(Vuong, 2018) OR Vuong (2018)
Company Profile/Report (including from a database)	
illion. (n.d.). <i>Platypus Shoes (Australia) Pty Ltd</i> [Company profile]. Retrieved March 22, 2021, from Company360. https://company360.com.au/	(illion, n.d.) OR illion (n.d.)

REFERENCE LIST ENTRY

IN-TEXT CITATION

Country Report (including from a database)

Euromonitor International. (2020, October 19). *Income and expenditure: Japan* [Country report]. Passport. <https://www.portal.euromonitor.com/>

(Euromonitor International, 2020)

OR

Euromonitor International (2020)

Commissioned Report

Cooper, R., Coles, A., & Hanna-Osborne, S. (2017). *Skipping a beat: Assessing the state of gender equality in the Australian music industry*. University of Sydney. <http://doi.org/10.25910/5db1292d585d4>

(Cooper, Coles, & Hanna-Osborne, 2017)

OR

Cooper, Coles and Hanna-Osborne (2017)

Government Publications

Any publications produced by a government department or agency. This can include reports, papers and official records.

Elements of a Government Publication Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Government Agency/Organisation Report</p> <p>Organisation name (Year). <i>Title of report</i>. https://xxxx</p>	<p>(Organisation name, Year)</p>
<p>Government Agency/Organisation Report – with individual authors</p> <p>Surname, I. (Year). <i>Title of report</i> (Report number). Publisher Name. https://xxxx</p> <ul style="list-style-type: none"> • Publisher Name is the name of the authors’ organisation. You only need to include this if individual authors are listed. • Include report number if there is one, otherwise you don’t need to include it. 	<p>(Surname, Year)</p>
<p>Press Release</p> <p>Surname, I. (YYYY, Month DD). <i>Title of press release</i> [Press release]. https://xxxx</p>	<p>(Surname, Year)</p>

Examples of Government Publication References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Government Agency/Organisation Report	
<p>Australian Institute of Health and Welfare. (2019). <i>Hospitals at a glance 2017-18</i>. https://www.aihw.gov.au/reports/hospitals/hospitals-at-a-glance-2017-18/report-editions</p>	<p>First time in text: (Australian Institute of Health and Welfare [AIHW], 2019) OR Australian Institute of Health and Welfare (AIHW, 2019)</p> <p>Subsequent mentions: (AIHW, 2019)</p>
Government Agency/Organisation Report – with individual authors	
<p>Jenner, K., & Tulip, P. (2020). <i>The apartment shortage</i> (Research Discussion Paper RDP 2020-04). Reserve Bank of Australia. https://www.rba.gov.au/publications/rdp/2020/pdf/rdp2020-04.pdf</p>	<p>(Jenner & Tulip, 2020) OR Jenner and Tulip (2020)</p>
Government Document – with identifying number such as report numbers, catalogue numbers etc	
<p>Australian Bureau of Statistics. (2019). <i>International trade in goods and services, Australia</i> (Cat. No. 5368.0). https://www.abs.gov.au/ausstats/abs@.nsf/mf/5368.0</p> <p>NSW Department of Education. (2018). <i>Information security policy</i> (Ref. No. PD/2015/0465/V01). https://education.nsw.gov.au/policy-library/policies/information-security-policy?refid=285851</p>	<p>(Australian Bureau of Statistics, 2019) OR Australian Bureau of Statistics (2019)</p> <p>(NSW Department of Education, 2018) OR NSW Department of Education (2018)</p>
Press Release	
<p>Department of the Environment and Energy. (2019, August 26). <i>Environment takes action on synthetic greenhouse gas offenders</i> [Press release]. https://www.environment.gov.au/mediarelease/environment-takes-action-synthetic-greenhouse-gas-offenders</p>	<p>(Department of the Environment and Energy, 2019) OR Department of the Environment and Energy (2019)</p>

Figures, Tables and Data

Graphs, Charts, Maps, Statistics etc

If you build a table using data you have found, you need to cite the source of the data itself. Similarly, referencing a graph or figure in your work requires attribution. If you are reproducing a figure, see Chapter 7 of the APA Publication Manual for more detail.

Elements of a Figure, Table or Data Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Figures, Tables, Graphs, Maps or Charts</p> <p>Surname, I. (Year). Title of figure. [Type]. In source where you found it (p.X). Publisher.</p>	(Surname, Year)
<p>Data or Statistics</p> <p>Organisation Author. (Year). <i>Title of document: subtitle if provided</i> (Report Number if provided). Retrieved from http://...</p>	(Surname, Year)

Examples of Figure, Table or Data References

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Figures, Images, Tables, Graphs, Maps or Charts</p> <p>Note: Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title:</p> <p>[Figure]. [Table]. [Map]. [Graph]. [Chart].</p> <p>Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Harvard Business School.</p>	<p>(Kaplan & Norton, 2004) OR Kaplan and Norton (2004)</p>
<p>Data or Statistics</p> <p>Note: Cite these as you would a report from a website.</p> <p>Australian Bureau of Statistics. (2017). <i>2071.0 - Census of Population and Housing: Reflecting Australia - Stories from the Census, 2016: Religion in Australia</i>. https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by+Subject/2071.0~2016~Main+Features~Religion+Data+Summary~70</p>	<p>(ABS, 2017). OR ABS (2017)</p>

Theses and Dissertations

If you are accessing a thesis using a database like ProQuest, include the name of the database in place of the Location.

Elements of a Thesis or Dissertation Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year). <i>Title of the thesis</i> . (Publication number) [Thesis type, Institution of study]. Location.	(Surname, Year)

Examples of Thesis or Dissertation References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Printed Thesis	
Fryer, L. (2013). <i>Motivated study/learning strategies: cross-sectional and longitudinal investigations</i> . [Doctoral thesis, University of Sydney]. Australia.	(Fryer, 2013) OR Fryer (2013)
Digital Thesis	
Jones, C. (2019). <i>An evaluation of training to prepare nurses in a home-based service to care for children and families</i> . (Publication no. 20958) [Doctoral thesis, University of Sydney]. University of Sydney e-Repository.	(Jones, 2019) OR Jones (2019)

Conference/Seminar Papers

Elements of a Conference/Seminar Paper Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year, Month, Days). Title of paper [Type of paper]. Conference Name, Location. URL (if available)	(Surname, Year)

Examples of Conference/Seminar Paper References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Conference or seminar papers in published proceedings – print	
<p>Note: If the paper is from a book, use the book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the journal article citation format.</p> <p>Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Royal Danish Academy of Fine Arts.</p>	<p>(Edge, 1996) OR Edge (1996)</p>
Conference or seminar papers in published proceedings – online	
<p>Kappel, T. (2020). Fundamentals of music copyright. In <i>Jazz Education Network 2020 proceedings</i>. https://www.eventscribe.com/2020/JEN/agenda.asp?pfp=FullSchedule</p>	<p>(Kappel, 2020) OR Kappel (2020)</p>
Conference paper not published	
<p>Hovorka, D., Boell, S. (2017). Contribution in Information Systems: Insights from the Disciplinary Matrix. The 28th Australasian Conference on Information Systems ACIS 2017, Hobart: Australasian Association for Information Systems (AAIS).</p>	<p>(Hovorka & Boell, 2017) OR Hovorka and Boell (2017)</p>

University Study Materials

University provided materials such as lecture slides, handouts or tutorials that are available online.

Elements of a University Study Material Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Surname, I. (Year, Month DD). <i>Title of work</i> [Format]. Site Name. https://xxxxx	(Surname, Year) OR Surname (Year)

Examples of University Study Material References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Lecture slides/handouts/tutorial material – available online	
Whittington, C. (2018). <i>NURS1001 Health and human biology, lecture 7, week 4, module 1: Fuel for life - break it down and build it up</i> [PowerPoint slides]. Sydney Nursing School, University of Sydney Canvas. https://canvas.sydney.edu.au/courses/11496/pages/week-four-read-me-fuel-for-life-metabolism-storage-and-release	(Whittington, 2018) OR Whittington (2018)
Handouts/personal class notes – not available online	
Cite as <i>personal communication</i> – see page 35 .	

Movies, Music, TV, Media

Approaches to citing media vary depending on the source. Keep in mind the basic components when referencing these works: author (which may be composer, writer, director), title, source type, and location.

Elements of a Movie, Music, TV or Media Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Writer/Director/Composer. (Year). <i>Title</i> . [Source type]. Location. (eg. URL)	(Surname, Year)

Examples of Movie, Music, TV or Media References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Image – online	
Voros, B. (2018). <i>snow mountain under stars</i> [Photo]. Unsplash. https://unsplash.com/photos/phIFdC6lA4E	(Voros, 2018) OR Voros (2018)
Liner Notes	
Weiner, D. J. (1995). [Liner notes]. J. Teagarden (Composer), <i>Big ‘T’ jump</i> [CD]. Jass Records.	(Weiner, 1995) OR Weiner (1995)
Score	
Scott, C. (2013). C minor waltz: For jazz quintet [Score]. Craig Scott	(Scott, 2013) OR Scott (2013)
Song	
Beyonce. (2016). Hold Up [Song]. On <i>Lemonade</i> . Parkwood; Columbia.	(Beyonce, 2016) OR Beyonce (2016)

REFERENCE LIST ENTRY	IN-TEXT CITATION
Interview – Radio	
Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Radio 3AW.	(Mitchell, 2009) OR Mitchell (2009)
Interview – Television	
Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Australian Broadcasting Corporation.	(Denton, 2006) OR Denton (2006)
Movie	
Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. Imagine Films.	(Jackson & Pyke, 2003) OR Jackson and Pyke (2003)
Podcast	
Reed, B. (Host). (2017, March 28). Tedious and brief [Audio podcast episode]. In <i>S-Town</i> . https://stownpodcast.org/chapter/3	(Reed, 2017) OR Reed (2017)
Radio Program – broadcast	
Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. ABC Radio National.	(Koval, 2009) OR Koval (2009)
Radio Program – transcript	
Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. http://www.abc.net.au/ra/innovations/stories/s1302318.htm	(Mascall, 2005) OR Mascall (2005)

REFERENCE LIST ENTRY	IN-TEXT CITATION
Speech – online	
Clark, H. (2007, April 25). <i>Prime Minister’s 2007 ANZAC Day message</i> [Transcript]. http://www.anzac.govt.nz	(Clark, 2007) OR Clark (2007)
Television Advertisement	
Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. WIN TV.	(Beyondblue, 2009) OR Beyondblue (2009)
Television Program – broadcast	
Kimball, C. (Presenter). (2009, September 4). <i>Stateline</i> [Television broadcast]. ABC TV.	(Kimball, 2009) OR Kimball (2009)
Note: Always check the television station’s website and use the transcript, if one is available, for direct quotes.	
Television Program – transcript	
McLaughlin, M. (Presenter). (2004, November 7). Cyclone Tracy. In <i>Rewind</i> [Television program] [Transcript]. ABC TV. http://www.abc.net.au/tv/rewind/txt/s1233697.htm	(McLaughlin, 2004) OR McLaughlin (2004)
Webinar	
Norman, P. (2020). <i>Introduction to Endnote</i> [Webinar]. University of Sydney Library. https://...	(Norman, 2020) OR Norman (2020)

Social Media

Elements of a Social Media Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Name [@handle]. (Year, Month Day). Title/first line. [Social network]. URL	(Name/handle, Year)

Examples of Social Media References

REFERENCE LIST ENTRY	IN-TEXT CITATION
<p>Facebook Post</p> <p>Di Natale, R. (2019, November 26). <i>The world is shifting to renewables</i>. [Status update]. Facebook. https://www.facebook.com/senatorinatale</p>	<p>(Di Natale, 2019) OR Di Natale (2019)</p>
<p>Twitter</p> <p>ABC Politics [@politicsabc]. (2019, November 27). <i>The government has lost a significant legal challenge to its automated debt recovery system</i>. [Tweet]. Twitter. https://twitter.com/politicsabc/status/1199547601332269056</p>	<p>(ABC Politics, 2019) OR ABC Politics (2019)</p>
<p>YouTube</p> <p>AusPol Explained. (2019, November 21). <i>How the Australian government works</i>. [Video]. Youtube. https://www.youtube.com/watch?v=FoYAgeM-wdU</p>	<p>(AusPol Explained, 2019) OR AusPol Explained (2019)</p>
<p>Blog Post</p> <p>Tuala, M. (2019, October 3). It's black and white: Racism in Australia is common and accepted. [Blog post]. <i>IndigenousX</i>. https://indigenoux.com.au/its-black-and-white-racism-in-australia-is-common-and-accepted</p>	<p>(Tuala, 2019) OR Tuala (2019)</p>

Legal Materials

APA 7th does not include Australian legal materials. APA recommends that you consult *The Bluebook: A Uniform System of Citation (21st ed., 2020)*, however for Australian legal sources we recommend using the *Australian Guide to Legal Citation (4th ed., 2018)*.

Elements of a legal reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Legislation – Acts	
<i>Name of Act</i> Year of passage (Jurisdiction abbreviation) Pinpoint reference if relevant (Country abbreviation).	(<i>Name of Act</i> , Year)
Legislation – Regulations	
<i>Name of Regulation</i> Year of passage (Jurisdiction abbreviation) Pinpoint reference if relevant (Country abbreviation).	(<i>Name of Regulation</i> , Year)
Legislation – Bills	
Name of Bill Year (Jurisdiction abbreviation) (Country abbreviation).	(Name of Bill, Year)
Case – published in a law report	
<i>Party A v Party B</i> (Year) <volume number> law report abbreviation <first page of case> (Country abbreviation).	(<i>Party A v Party B</i> , Year)
Case – unreported judgment	
<i>Party A v Party B</i> [Year] Abbreviation for court/tribunal <judgment number> (DD Month Year) (Country abbreviation).	(<i>Party A v Party B</i> , Year)

Examples of legal references

REFERENCE LIST ENTRY	IN-TEXT CITATION
Legislation – Acts	
<p><i>Patents Act</i> 1990 (Cth) s 67 (Austl.).</p> <p>Note: Use an abbreviation when referring to a specific provision (pinpoint reference) within an Act e.g.</p> <ul style="list-style-type: none"> • section(s) = s, ss • schedule(s) = sch, schs • part(s) = pt, pts • division(s) = div, divs • paragraph(s) = para, paras 	<p><i>Patents Act</i> (1990) OR (<i>Patents Act</i>, 1990)</p>
Legislation – Bills	
<p>My Health Records Amendment (Strengthening Privacy) Bill 2018 (Cth) (Austl.).</p>	<p>The My Health Records Amendment (Strengthening Privacy) Bill (2018) introduced ... OR (My Health Records Amendment (Strengthening Privacy) Bill, 2018).</p>
Legislation – Regulations	
<p><i>Fair Trading Regulation 2019</i> (NSW) reg 5(1) (Austl.).</p> <p>Note: Use an abbreviation when referring to a specific provision (pinpoint reference) within a Regulation e.g.</p> <ul style="list-style-type: none"> • regulation(s) = reg, regs • chapter(s) = ch, chs • rule(s) = r, rr 	<p>(<i>Fair Trading Regulation</i>, 2019) OR <i>Fair Trading Regulation</i> (2019)</p>
Case – published in a law report	
<p><i>Hinton v Hornsby Shire Council</i> [1970] 3 NSW 383 (Austl.).</p> <p>Note: Some law reports are organised by year and use square brackets [] for their case citations. For your reference list entries, always use the brackets that are used in the original source. For consistency, use round brackets for your in-text references.</p>	<p><i>Hinton v Hornsby Shire Council</i> (1970) OR (<i>Hinton v Hornsby Shire Council</i>, 1970)</p>

REFERENCE LIST ENTRY

IN-TEXT CITATION

Case – unreported judgment

Reliance Financial Services Pty Ltd v Criniti [2018] NSWSC 543 (2 May 2018) (Austl.).

(Reliance Financial Services Pty Ltd v Criniti, 2018)

OR

Reliance Financial Services Pty Ltd v Criniti (2018)

Personal Communications

Emails, Class Notes, Private Letters etc

This category includes source types that cannot be accessed or retrieved by other readers. Be careful when citing these materials as they are not considered scholarly or credible.

Elements of a Personal Communication Reference

REFERENCE LIST ENTRY	IN-TEXT CITATION
Not included in Reference List. Cite in-text only.	Initials. Surname (personal communication, Month Day, Year) OR (Initials. Surname, personal communication, Month Day, Year) Note: Try to provide as exact a date as possible.

Examples of Personal Communication References

REFERENCE LIST ENTRY	IN-TEXT CITATION
Emails, Class Notes, Private Letters etc Not included in Reference List. Cite in-text only.	J. M. Smith (personal communication, August 6, 2019) OR (J. M. Smith, personal communication, August 6, 2019)



The information in this guide was compiled using the *Publication Manual of the American Psychological Association: the Official Guide to APA Style* (7th edition) published in 2020.

Additional Resources:

APA Style website: <https://apastyle.apa.org>

Academic Writer: APA's tool for learning the APA Style rules, how to plan research, write with grace and precision, and find out where to publish.

Referencing and Citation Styles Subject Guide: <https://libguides.library.usyd.edu.au/citation>

Endnote Subject Guide: <https://libguides.library.usyd.edu.au/endnote>