

APA - Referencing Guide

4 Easy Steps

APA STYLE	IN TEXT CITATION ▾	REFERENCE LIST ENTRIES ▾	ALL EXAMPLES	SAMPLE REFERENCE LIST
ABBREVIATIONS	4 EASY STEPS	REFERENCING TERMS	MORE INFORMATION ...	

Four Steps to Referencing

1. Record

At the time of reading a document, record all of the information (descriptive elements) necessary to create a citation. The data you record should include the page numbers for direct quotations and for journal articles or book chapters.

The descriptive elements for a variety of document types are listed below. These lists will help you to keep the information necessary to create your references. Be careful with photocopied articles from journals or chapters from books. You must keep a record of the journal where the article was published or the book where you found the chapter.

Please note: You may not need to use all of these elements for every citation.

Whole book

- Author's surname and initials or given name
- Title of publication
- Title of series, if applicable
- Volume number or number of volumes, if applicable
- Edition, if not the first
- Editor, reviser, compiler or translator, if other than the author
- Publisher
- Year of publication
- Page number(s), if applicable

Parts of books (chapters, sections, conference papers, etc.)

In addition to the details for the Whole Book (see above) record the following information specific to the part:

- Author's surname and initials or given name (of the part)
- Title of the part
- Inclusive page numbers of the part

Journal articles

- Author's surname and initials or given name
- Title of the article
- Title of the journal
- Volume and issue number
- Year of publication
- Inclusive page numbers

Electronic documents

Some examples of electronic format documents are internet pages, journal articles published on the internet or journal articles retrieved from an academic research database.

Some documents are published in both paper and electronic formats, for example government reports and journal articles. Please cite according to the format you have accessed.

For electronic journal articles, record the descriptive elements specified above for journal articles. In addition, include a DOI or URL if available.

The following is a list of common descriptive elements you may need to record for citation of an electronic document. This list is comprehensive. The elements you record will depend upon the type of electronic document you are describing.

- Author's surname and initials or given name if present
- Title of the document
- Title of the webpage
- URL
- Page or section numbers if given
- Format
- Year of publication or latest update date
- Database name
- Email address

Please note: Not all electronic documents have an obvious author or title, so you will sometimes need to use your own judgment to determine these details. Be aware that pagination may not be present or appropriate for many electronic publications.

2. Organise

File or store this information, and the source documents if you have them, in a manner and format that can be easily accessed at a later date. You may wish to write all details on the print copy of an article you are using; or you may wish to keep a system of filing cards for each reference item you use. Alternatively, you may decide to maintain a master reference list on your computer, which you add details to as required. There are a number of software packages now available. One example is *EndNote*, which you can use to manage your references. These programs can be used to produce reference or works cited lists in a specified style. Please see the [EndNote Guide](#) for information about this software.

3. Cite

Construct your citations within the text of your essay, using the appropriate guidelines for the style of citation you are using.

4. List

Create either a reference or works cited list at the *end* of your essay or thesis. Titles of books and journal titles should be *italicised*. The use of capitals and punctuation should be consistent and will vary according to the citation style being used.

The usual arrangement for a reference list in **APA** style is a single sequence in alphabetical order by author, with the author's surname preceding the initials. Where an item has no author, it is usual to list it alphabetically by title in the reference list in sequence by the first significant word of the title.

Formatting Your Reference List

- All documents cited in your assignment must be listed in a single alphabetical list at the end of the assignment.
- The list is arranged by the author's surname, or title if no author is given.
- Only the author's initials are included regardless of the presentation of the author's name in the source document. The given name may be cited in full if it is needed to correctly identify the author; for example, where different authors have the same surname and initials.
- Include the names of all authors unless the authors number more than twenty, in this case include the first nineteen authors' names, then insert three ellipses and follow with the final author's name.
- Authors' names are given in the order in which they appear on the source document - do **not** rearrange the names of the authors of a multi-authored work into alphabetical order.
- Capitalisation practice should be consistent.
- Titles and subtitles of journal articles, book parts and book titles are given minimal capitalisation. Only the first letter of the first word of the title (and subtitle, if given) and those words that normally have an initial capital (proper nouns) are capitalised.
- Journal titles are given maximal capitalisation. All words other than prepositions, conjunctions, and definite and indefinite articles (a, an, the) are capitalised.
- Journal and book titles are italicised when typed, or underlined when handwritten.
- A hanging indent for each reference makes the alphabetical sequence more obvious.