CDU APA 7th Referencing Style Guide

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Contents

Referencing Checklist

Use this checklist to make sure your references are formatted as per APA style.

#	APA Checklist for references	Notes/Explanations
	The reference list identifies the items cited in a document with enough detail to enable them to be located by another person.	
1	Have you checked if your lecturer has any special referencing requirements, for example page numbers for all citations or no hyperlinks?	If your lecturer states specific requirements for referencing, these override APA style and you must incorporate them in your assignment.
2	Do your references appear at the end of your document, on a new page?	References are listed at the end of your document. Insert a page break to start the references on a new page.
3	Are your references headed by the title **References**, centred and bold?	This is the exact formatting required.
4	Are your references in **alphabetical order** by first named author, or title if there is no author (top to bottom)?	Ignore the words 'A', 'An', and 'The' when alphabetising by title.
5	Are your references **double spaced**?	Regardless of the spacing required for your assignment, you must double space the reference list.
6	Are your references **left aligned**?	Regardless of the alignment required for your assignment, you must left align the reference list.
7	Do your references have a **hanging indent** of 5-7 spaces?	FAQ: What is a Hanging Indent? FAQ: How to create a Hanging Indent?
8	Have you followed the APA examples in this guide, including punctuation, spaces, italics, parenthesis, etc.? Video: Punctuation Pitfalls	
9	Have you cited and referenced all resources used?	Whenever you use information from a resource in your text, you need to add an in-text citation to show your reader where you found the information. An in-text citation consists of author family name/organisation name and year, while the reference added at the end of your document includes full details of the resource.
10	Do all your references have a matching in-text citation and vice versa?	References cited in text must appear in the reference list and vice versa. The only exceptions to this rule are 'Personal communication' and 'Traditional knowledge' (see p. 7)
11	Are your URLs and DOIs hyperlinked?	All URLs and DOIs should be hyperlinked, e.g. https://www.cdu.edu.au/library/
12	Have you shortened URLs that are longer than two lines, using a URL shortening service?	URL shortening services: https://bitly.com/ or https://tinyurl.com/

13	Have you followed the rule of **capitalisation** for your titles and journal titles? Video: A capital idea!	Capitalisation in APA style is very specific. In titles and subtitles of articles, chapters, books, reports and webpage titles, capitalise only the first letter of the first word of the title, the subtitle and any proper nouns. For journal titles you must capitalise the first letter of every word (except for words like 'in', 'at', 'of', 'the', 'and').
14	Have you only included **initials** for author first names in your references?	Example: Robert Mark Smith will appear as Smith, R. M.
15	If your resource did not have a date, did you use **n.d.** (no date)?	Example of reference: Author. (n.d.). *Title*. URL Example of in-text citation: (Author, n.d.)
16	If you have resources with the **same author, but different dates**, have you listed the references in chronological order (oldest first)?	Example of reference: Jones, J. (2012). *Travel tips*. http://doi.org/… Jones, J. (2016). *Worst holidays ever*. http://doi.org/… Example of in-text citation: Jones (2012) stated that …
17	If you have resources with the **same author and the same date**, have you added a letter after the date? Have you added the same letter after the date in the matching in-text citation?	Example of reference: Smith, J. (2014a). *Best food ever*. http://doi.org/… Smith, J. (2014b). *Chocolate is great*. http://doi.org/… Example of in-text citation: (Smith, 2014a)
18	If you have resources with the **same author and no date**, have you added a hyphen and a letter after n.d.? Have you added the same letter after the date in the matching in-text citation?	Example of reference: St John. (n.d.-a). *Burns.* URL St John. (n.d.-b). *Scalds.* URL Example of in-text citation: (St John, n.d.-a)
19	Have you explained all your **abbreviations** before using them?	It is possible to use an abbreviated version of an organisational author in text, but you must use it in full the first time. In-text example: (World Health Organization [WHO], 2014). Use square brackets if it is within parentheses. Show subsequent citations as (WHO, 2014). In your reference list use the full name of the author.

#		Notes/Explanations
20	Have you provided a DOI or URL wherever required for your electronic resources?	If your electronic resource has a DOI, add the DOI to your reference. If your electronic resource was accessed through Library Search or a CDU Library database and does NOT have a DOI, do NOT add a URL to your reference. If your electronic resource was accessed through a search engine like Google, add the resource URL to your reference. FAQ: What is a DOI? FAQ: Where can I find a DOI?
21	Have you changed all your DOIs to the correct format? https://doi.org/10.1037/arc0000014	Examples of changes: Doi on article: doi:10.1037/arc0000014 Doi changed to: https://doi.org/10.1037/arc0000014
#	**APA Checklist for in-text citations**	**Notes/Explanations**
	The purpose of citing in-text is to provide brief information about the source used. The complete information about the source is listed in the alphabetical list of references at the end of the document.	
22	Has your lecturer asked you to include page numbers in all in-text citations where you paraphrased information from a resource?	When paraphrasing only include author and year in your citation – e.g. (Jones, 2015). However, your lecturer may request that you include a page number in your citation, even if you have paraphrased – e.g. (Jones, 2015, p. 3).
23	Are your **quotes** in double quotation marks and have you included the page or paragraph number in the in-text citation?	Example: Social workers are practice providers and "are frequently leaders in providing crisis intervention services to individuals, families and groups, as well as within organizations and communities" (Mirabito, 2017, p. 118).
24	Have you used a **quote of 40 words or more**? Is this quote necessary or could you summarize or paraphrase the text? Have you followed the rules on formatting a quote of 40 words or more?	Treat a quote of 40 words or more as a block quote. Omit quotation marks and start the quote on a new line. Indent the whole block by about 1cm (or 5 spaces) from the left margin and double-space the entire paragraph. Add the citation after the quote's final punctuation. Example: They had a less good walk back, simply because they hit the upper waters of the north west river at the wrong place and had to walk two miles upstream to cross it. In the middle

		of the crossing Thelma found a thalloid liverwort and to Hugh's astonishment stopped to collect it. (Davies, 2010, p. 62)
25	Have you **changed a quote** to make it fit grammatically or because it contains irrelevant/unnecessary information? Have you followed the APA guidelines for changing a quote?	When leaving out information in a quote insert an ellipsis (three dots). When adding or slightly changing words within a quote for reasons of grammar or clarity, indicate the change with square brackets. Example: "Drug prevention … [efforts] backed this up" (Gardner, 2007, p. 49).
26	Have you followed the '**et al.**' rule when citing 3 or more authors?	When citing a resource with three or more authors, only show the first named author, followed by et al. Example: (Smith et al., 2019)
27	If you have **two in-text citations in one parenthesis**, are they in alphabetical order and separated by a semi colon?	Example: (Miller, 2018; Smith, 2015)
28	Do you need to **pinpoint a specific part** of a resource with no page number or a specific section of a document?	Often electronic sources don't include page numbers, or you want to pinpoint a specific section of a document. It may be useful to include a paragraph number; section number or use the words the source uses instead, if the source is lengthy. Examples: (ACARA, n.d., ACELA1443) (Beutler, 2000, para. 5) (NMBA, 2016, Standard 3.1, p. 4)
29	Have you used information that was already cited from another resource (**secondary citation**)? Have you checked if you can access the original resource?	If you can't access the original resource, cite as a secondary citation. Example: You read Lister's article. In that article Lister refers to Miller's ideas. If you can't find Miller's work, cite Miller's ideas like this: … of social justice (Miller, 1984, as cited in Lister, 2007). OR Miller's (1984) simple definition of social justice (as cited in Lister, 2007) … You include the Lister article in your reference list: Lister, R. (2007). Social justice. *Benefits*, *15*(2), 113–125. https://doi.org/10.33.44.555/list

30	Do you have multiple resources with 3+ authors where the first named author is the same, and the resources have the same date?	Example: Smith, A., Butler, J., Jones, T., & Walker, T. (2017). Smith, A., Butler, J., Miller, S., Lowe, K., & Turner, J. (2017) Both these citations shorten to (Smith et al., 2017) To avoid confusion when citing them both, cite them as follows: (Smith, Butler, Jones, et al., 2017) (Smith, Butler, Miller, et al., 2017)
31	Have you used **personal communications** like conversations, personal interviews, phone conversations, emails, documents from an intranet (e.g. hospital policy) etc. as resources for your assignment? Video: Personal communication	'Personal communications' are resources that are accessible to you, but not your reader. For this reason, you only cite them in-text, without including a reference. Format: (Author, personal communication, Month date, year). Example: … as stated in the Infection control guideline (Royal Darwin Hospital, personal communication, September 4, 2019). … guidelines were provided in a conversation with Director of Nursing (R. Smith, personal communication, October 18, 2019). Any resource that can be accessed by your reader, will require an in-text citation and reference.
32	Have you used Traditional Knowledge or Oral Traditions that are not accessible by your reader, as a resource in your assignment?	If you speak with an Indigenous person directly, follow the 'personal communication' in-text citation example, with the person's full name, the nation or specific Indigenous group to which they belong, as well as their location and other relevant information, followed by "personal communication" and the date. No reference entry is included. Example: We spoke with Tracy Woodroffe (Warumungu Luritja, lives in Darwin, Northern Territory, Australia, personal communication, April 4, 2019) about … If Traditional Knowledge or Oral Traditions of Indigenous Peoples can be recovered by the reader (e.g. video, audio, interview transcript, book, article), cite it in-text and include a reference list entry in the correct format for the type of source.

33	Have you used an appropriate level of citation?	Consider the number of resources you have used for the assignment (always follow your lecturer's guidelines). When using information from a resource in your text, provide an appropriate credit to the source – an in-text citation. Avoid undercitation and overcitation. Undercitation can lead to plagiarism, while overcitation is distracting and unnecessary. For example, it is considered overcitation to repeat the same citation in every sentence when the source and topic have not changed. Instead, when paraphrasing a key point in more than one sentence within a paragraph, cite the source in the first sentence in which it is relevant and do not repeat the citation in subsequent sentences as long as the source remains clear and unchanged. Add a citation after a few sentences and again at the end. See Appropriate Level of Citation for more information.
34	Have you correctly used parenthetical and narrative citations?	In-text citations have two formats: parenthetical and narrative. **Parenthetical citation:** Both the author and the date, separated by a comma, appear in parentheses (brackets). A parenthetical citation can appear within or at the end of a sentence. Example: Research indicates that workplace health is a significant social problem (Schofield & Germov, 2017). **Narrative citation:** The author is incorporated into the text as part of the sentence and the date appears in brackets immediately after the author name. If you have multiple narrative citations to one resource within a single paragraph, the year can be omitted after the first complete narrative citation showing author and year. Example: Schofield and Germov (2019) state that workplace health is a significant social problem. Schofield and Germov provide many examples and statistics indicating that workplace injuries, illnesses and death occur extensively. They found that workplace deaths are not randomly distributed but are more pronounced in certain industries and professions. Most severe workplace accidents occur in workplaces that involve a high degree of manual labour and in hazardous conditions (Schofield & Germov, 2019). Always include the year in parenthetical citations.

Examples

Here are some basic examples of CDU-APA 7th style. More detailed examples are included throughout this guide. Where no exact example is provided these general principles should be followed.

Book

author   date   book title in italics   edition   publisher

Dinham, J. (2014). *Delivering authentic arts education* (2nd ed.). Cengage Learning.

eBook

author   date   book title in italics   edition   publisher   DOI if available

Banks, M. (2018). *Using visual data in qualitative research* (2nd ed.). SAGE Publications. https://doi.org/10.4135/9781526445933

Journal article with a DOI

authors   date   article title   journal title in italics   volume in italics(issue)

Fowler, M. D., & Davis, A. J. (2013). Ethical issues occurring within nursing education. *Nursing Ethics*, *20*(2), 126-141.
https://doi.org/10.1177/0969733012474290 ← DOI   page numbers

Journal article without a DOI - from a CDU Library database

author   date   article title   journal title in italics   volume in italics(issue)

Fox-Turnbull, W. (2019). Enhancing the learning of technology in early childhood. *Australasian Journal of Early Childhood, 44*(1), 76-90.
page numbers

Web source and online document

author   specific date   web page title

Australian Health Practitioner Regulation Agency. (2019, November). *Social media: How to meet your obligations under the National Law.*
https://www.ahpra.gov.au/Publications/Advertising-resources/Social-media-guidance.aspx ← webpage URL

Books - print and online

Important elements

> **Print book:**
> Author, A. A., & Author, B. B. (copyright date). *Title of book: Subtitle* (edition). Publisher.
>
> **eBook:**
> Author, A. A., Author, B. B., & Author, C. C. (copyright date). *Title of book: Subtitle* (edition). Publisher. https://doi.org/xxxx **OR** URL (see notes below)
>
> - When the author and publisher are the same, omit the name of the publisher
> - If an eBook is from a CDU Library database and does NOT have a DOI, do NOT include a URL
> - If an eBook was accessed through a search engine like Google, include a URL

Reference Type	In-text example	Reference list example	EndNote Reference Type
Single author	… northern developments (Megarrity, 2018). OR Megarrity (2018) states …	Megarrity, L. (2018). *Northern dreams: The politics of northern development in Australia*. Australian Scholarly Publishing.	Book
2 authors	Roitman and La Fontaine (2012) … OR "… achieve consistency" (Roitman & La Fontaine, 2012, p. 45) **Cite both names every time the in-text citation occurs**	Roitman, J. L., & La Fontaine, T. P. (2012). *The exercise professional's guide to optimizing health: Strategies for preventing and reducing chronic disease*. Wolters Kluwer Health. **These rules for referencing and citing multiple authors also apply for all resources. See "Author layout for in-text citations".**	Book

3-20 authors	**First citation:** (Kerridge et al., 2013) **Subsequent citations:** (Kerridge et al., 2013) Wait et al. (2018) found that... OR (Wait et al., 2018) **Use the surname of the first author followed by et al. for every citation**	Kerridge, I., Lowe, M., & Stewart, C. (2013). *Ethics and law for the health professions* (4th ed.). Federation Press. Wait, A., Smith, R., Wood, C., George, K., Royal, B., Williams, A., Cartwright, J., Jones, A., Kell, B., Citizen, J., Goodes, M., White, L., Brown, H., Green, I. L., Klesch, S., George, S., Kersemakers, A., Bailey, K., Rolls, N., & Smythe, X. (2017). *The chocolate eating habits of CDU librarians*. CDU Press. **Include all authors in the reference.**	Book
21+ authors	(Wisk et al., 2017) **Cite only the surname of the first author followed by et al.**	Wisk, B., Arkle, M., Fish, P., Nowak, Z., Vane, O., Coat, M., Jones, U., Rice, E., Coffee, C., Jones, L., Li, P., Yang, D., Kumar, B., Xu, D., Mars, R., Ilfe, V., Iban, L. M., Mako, G., Vice, E., . . . Koch, A. (2019). *Amazing book written by 26 authors*. Papillon Publishers. **For works with more than 20 authors, list the first 19 authors, followed by 3 full stops (...) then the last author's name.**	Book
No author	(*Employment the Professional Way*, 2000) OR the book *Employment the Professional Way* (2000) **Shorten title and put in italics** **In the in-text citation all main words have a capital letter**	*Employment the professional way: A guide to understanding the Australian job search process for professionally qualified migrants*. (2000). Australian Multicultural Foundation.	Book
Book: different editions	(Howitt & Cramer, 2016)	Howitt, D., & Cramer, D. (2016). *Introduction to research methods in psychology* (5th ed.). Pearson Australia.	Book
Book: editor	(Smith, 2015)	Smith, J. A. (Ed.). (2015). *Qualitative psychology: A practical guide to research methods* (3rd ed.). Sage.	Edited book

Book: organisation as author	(Australian Institute of Health and Welfare, 2018)	Australian Institute of Health and Welfare. (2018). *Australia's health 2018*. **When the author and publisher are the same, omit the name of the publisher.**	Book **Add a comma after the corporate author**
Chapter in an edited book or book series	(Germov, 2019) (Medved-Fisher, 2020)	Germov, J. (2019). Imagining health problems as social issues. In J. Germov (Ed.), *Second opinion: An introduction to health sociology* (6th ed., pp. 2-23). Oxford University Press. Medved-Fisher, J. (2020). Nursing care of people with diabetes mellitus. In G. Bauldoff, P. Gubrud, M.-A. Carno, T. Levett-Jones, M. Hales, K. Berry, K. Carville, T. Dwyer, N. Knox, L. Moxham, K. Reid-Searl, & D. Stanley (Eds.), *LeMone and Burke's medical-surgical nursing: Critical thinking for person-centred care* (4th Australian ed., Vol. 1, pp. 557-594). Pearson Australia. **Layout:** Chapter author. (copyright date). Chapter title. In Book editor(s) (Ed. or Eds.), *Book title in italics* (edition information, pp. chapter page numbers). Publisher. https://doi.org/xxxx OR URL (if applicable) **This only applies if an author(s) is listed at the beginning of a chapter. Otherwise reference as a book.** **If an eBook is from a CDU Library database and does NOT have a DOI, do NOT include a URL.** **Video: Referencing a chapter**	Book section
Book with volumes	(Mizrahi, 2008)	Mizrahi, T. (2008). *Encyclopedia of social work* (20th ed., Vol. 1). Oxford University Press.	Book
eBook/electronic book online or from library database	(American Psychiatric Association [APA], 2013) **eBook with DOI** (Robertson, 2017) **eBook from CDU Library, but without a DOI**	American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). http://doi.org/10.1176/appi.books.9780890425596 Robertson, M. (2017). *Sustainability: Principles and practice* (2nd ed.). Routledge.	Electronic book

Book that has been translated into English	(Freud, 1900/2010) **Show the year of publication of the original work and then the year of publication of the translation**	Freud, S. (2010). *The interpretation of dreams: The complete and definitive text* (J. Strachey, Trans.). Basic Books. (Original work published 1900) **Layout:** Author, A. A. (year). *Title* (Translator initial. Family name, Trans.; edition). Publisher. DOI if available (Original work published year)	Book
Book in a language other than English	(Molinari & Labella, 2007)	Molinari, E., & Labella, A. (2007). *Psicologia clinica: Dialoghi e confronti* [Clinical psychology: Dialogue and confrontation]. Springer. **Layout:** Author, A. A. (year). *Title* [English title]. Publisher. DOI if available	Book
Entry in a Dictionary or Encyclopedia **See p. 23 for an example of an online dictionary**	"Acid Rain" (2014) is … OR "… atmospheric pollution" ("Acid Rain", 2014, p. 3)	Acid rain. (2014). In D. Kemp (Ed.), *The environment dictionary* (pp. 3-9). Routledge.	Book section
Brochure or pamphlet	(Cancer Council Australia, 2012)	Cancer Council Australia. (2012). *Skin cancer* [Brochure]. **When the author and publisher are the same, omit the name of the publisher.**	Book **Add a comma after the corporate author**

Journal articles, Conference papers and Newspaper articles

Important elements

See **Books-print and online** for information on multiple authors.

Journal article:
Author, A. A., & Author, B. B. (year of publication). Title of article. *Journal Title, volume number*(issue number), page range. http://doi.org/... **OR** URL (see notes below)

Newspaper article:
Author, A. A., & Author, B. B. (Year, Month Day). Article title: Subtitle. *Newspaper Title*. URL (see notes below)

- If a journal article, newspaper article or thesis is from a CDU Library database and does NOT have a DOI, do NOT include a URL
- If a journal article, newspaper article or thesis was accessed through a search engine like Google, include a URL
- When information is missing (e.g. volume number, issue number or page numbers) omit that information from the reference
- When a journal article has an Article Number, use the Article Number instead of the page range (see example on p. 15)

Reference Type	In-text example	Reference list example	EndNote Reference Type
Journal article-print	(Birbilis, 2018)	Birbilis, J. (2018). When psychology and politics commingle. *Journal of Clinical Psychology, 74*(5), 730-733.	Journal article
Journal article online: with DOI	(Levenson, 2017)	Levenson, J. (2017). Trauma-informed social work practice. *Social Work, 62*(2), 105–113. https://doi.org/10.1093/sw/swx001	Journal article
Journal article online: no DOI	(Moss et al., 2018)	Moss, S., White, B., & Lee, J. (2018). A systematic review into the psychological causes and correlates of plagiarism. *Ethics & Behavior, 28*(4), 261-283. **If a journal article is from a CDU Library database and does NOT have a DOI, do NOT include a URL** **If a journal article was accessed through a search engine like Google, include a URL**	Journal article

| Article from a health database. Specifically: - Cochrane - Joanna Briggs Institute - Nursing Reference Center Plus | (Walsh et al., 2019)

(Nguyen, 2017)

Pilgrim and Oji's (2018) discussion … | Walsh A., Perrem L., Khashan A. S., Henry M. T., & Ni Chroinin, M. (2019). Statins versus placebo for people with chronic obstructive pulmonary disease. *Cochrane Database of Systematic Reviews*. https://doi.org/10.1002/14651858.CD011959.pub2

Nguyen, D. H. (2017). Wound packing: Clinical information. *Joanna Briggs Institute, Evidence Summary*, Article JBI241.

Pilgrim, J., & Oji, O. (2018). Pulmonary disease, chronic obstructive (COPD): Smoking cessation. *Nursing Reference Center Plus, Evidence-Based Care Sheet.* | Journal article

When no doi is available and from an academic library database remove information from URL field |
|---|---|---|---|
| Article with an Article Number instead of page numbers | (Laskowski et al., 2020) | Laskowski, M., Schioler, L., Gustafsson, H., Wennberg, A.-M., Aberg, M., & Toren, K. (2021). Cardiorespiratory fitness in late adolescence and long-term risk of psoriasis and psoriatic arthritis among Swedish men. *PLOS ONE 16*(1), Article e0243348. https://doi.org/10.1371/journal.pone.0243348 | Journal article |
| Article retrieved from Learnline, eSpace or eReadings | (De Castro, 2010) | De Castro, M. (2010). Health promotion nurse consultants: Just what the doctor ordered? *Connections, 13*(3), 30-31. http://ereadings.cdu.edu.au/eserv/cdu:20212/doc.pdf | Journal article |
| Article that has been translated into English | (Piaget, 1970/1972) | Piaget, J. (1972). Intellectual evolution from adolescence to adulthood (J. Bliss & H. Furth, Trans.). *Human Development, 15*(1), 1-12. https://doi.org/10.1159/000271225 (Original work published 1970)

Layout:
Author, A. A. (year). Article title (Translator initial. Family name, Trans.). *Journal title, volume*(issue), page numbers. DOI if available (Original work published year) | Journal article |
| Article in a language other than English | (Eckert & Biermann-Ratjen, 2020) | Eckert, J., & Biermann-Ratjen, E.-M. (2020). Gesprächspsychotherapie in PatientInnen mit einer Borderline-Persönlichkeitsstörung [Person-centred psychotherapy with patients with a broderie personality disorder]. *Psychotherapie Forum, 24*, 108-114. https://doi.org/10.1007/s00729-020-00153-2

Layout:
Author, A. A. (year). Article title [English title]. *Journal title, volume*(issue), page numbers. DOI if available | Journal article |

Newspaper article from a CDU Library database	(Parnell, 2018)	Parnell, S. (2018, October 11). Health risk with early obesity. *The Australian*. **If a newspaper article is from a CDU Library database and does NOT have a DOI, do NOT include a URL.** **See p. 24 for an example of information from a news website**	Newspaper article
Newspaper article from a CDU Library database: no author	("Australian Special Forces", 2018) **Use first few words of article title in quotation marks** **In the in-text citation all main words have a capital letter**	Australian special forces soldiers could be prosecuted under rarely-used war crime laws. (2020, December 11). *Herald Sun.*	Newspaper article
Blog post	(Lee, 2019)	Lee, C. (2019, October 1). The APA style blog of the future. *American Psychological Association*. https://apastyle.apa.org/Blog/future-blog	Journal article
Conference Presentation	(Garces, 2017)	Garces, E. (2017, July 23). *Regulation of digital and intangible assets* [Paper presentation]. ACCC/AER Regulatory Conference, Brisbane, QLD, Australia. https://www.accc.gov.au/about-us/conferences-events/accc-aer-regulatory-conference	Conference paper
Theses - online	Chen (2019) indicates that …	Chen, T. (2019). *Effective and efficient representation learning for graph structures* [Doctoral thesis, University of California Los Angeles]. University of California. https://escholarship.org/uc/item/8gk8977j#main **If a thesis was accessed through a search engine like Google, include a URL.**	Thesis
Theses – in a database (e.g. ProQuest)	Taiyeb (2019) discusses that …	Taiyeb, A. (2019). *Understanding external policy influences in Pakistani higher education* (Publication No. 27539824) [Doctoral thesis, University of Toronto]. ProQuest Dissertations and Theses Global. **If a thesis is from a CDU Library database and does NOT have a DOI, do NOT include a URL.**	Thesis

Submitted for publication **Before peer review - not yet accepted for publication,**	Lippincott and Poindexter (2019) suggest that…	Lippincott, T., & Poindexter, E. K. (2019). *Emotion recognition as a function of facial cues: Implications for practice* [Manuscript submitted for publication]. Department of Psychology, University of Washington.	Thesis May need to edit once converted to plain text
In press accepted & peer reviewed - not yet published	(Pachur & Scheibehenne, in press)	Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modelling approach. *Psychonomic Bulletin & Review.* **It is recommended to use the published version of a paper if it is available.**	

Multimedia

Important elements

DVD or Film:

Producer Surname, First Initial. Second Initial. (Producer), & Director Surname, First Initial. Second Initial. (Director). (Year). *Title of movie* [Format]. Name of Studio.

Video streaming: i.e. YouTube or Vimeo

Author, A. A. OR Author screen name. (Year, Month Day). *Title of video* [Video]. Publisher. URL of specific video

- To help identify works other than articles, books, reports, web pages, etc. provide a description of the format in square brackets after the title and before the full stop (e.g. [Video], [Computer software], …)

Reference Type	In-text example	Reference list example	EndNote Reference Type
DVD or video recordings	(Hallam & Lam, 2010)	Hallam, J. (Producer, Writer), & Lam, K. (Producer, Director). (2010). *Staff relations in healthcare: Working as a team* [DVD]. Insight Media.	Film or broadcast
Television programs	(McDermott, 2013)	McDermott, Q. (Reporter). (2013, February 4). *Lance and the truth* [Television broadcast]. Australian Broadcasting Corporation. http://www.abc.net.au/4corners/stories/2013/02/04/3680186.htm	Online Multimedia
YouTube or Streaming video	… shows integrity (CDUniLibrary, 2017).	CDUniLibrary. (2017, August 21). *Cat capers: Adventures in academic integrity* [Video]. YouTube. https://www.youtube.com/watch?v=BzCipTk71Bc	Online Multimedia 'Distributor' = website name
Software	(Adobe, 2019)	Adobe. (2019). *Photoshop* [Computer software]. https://www.adobe.com/au/products/photoshop.html?promoid=PC1PQQ5T&mv	Computer program
Mobile app	(Epocrates, 2019)	Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. App Store. http://itunes.apple.com/us/app/epocrates/id281935788?mt=8	Computer program
Mobile app entry	(Epocrates, 2019)	Epocrates. (2019). Interaction check: Aspirin + sertraline. In *Epocrates medical references* (Version 18.12) [Mobile app]. App Store. http://itunes.apple.com/us/app/epocrates/id281935788?mt=8	

Online images

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Find copyright-free images sites like Google images, Pixabay, Flickr, PxHere, Pexels, Wikimedia Commons.

Image attribution (below image): From *Title of Image* [Format], by A. A. Author, Year, Publisher. (DOI or URL). Licence (e.g. CC BY 2.0).

- Place the attribution directly beneath the image as a caption. It is acceptable to resize the caption to a smaller font if it is too long.
- You have to use this attribution format if you REPRODUCE the image in your work.
- For a photo or image create by you and published eg. on Facebook or Instagram, follow the instructions here. If you did not publish the image anywhere, cite the image as personal communication (see 'Personal communication' on p. 7 of this guide)
- To help identify works other than articles, books, reports, web pages, etc. provide a description of the format in square brackets after the title and before the full stop (e.g. [Photograph], [Clip art], …)

From *Zebra Finches* [Photograph], by R. H. Lee, 2009, Flickr. (https://flic.kr/p/6k75fD). CC BY-SA 2.0.

In-text citation (if referring to the image in your text): (Author, Year)
For example: (Lee, 2009)

Reference: Author, A. A. (Year). *Title of image* [Photograph]. Publisher. DOI or URL
For example: Lee, R. H. (2009). *Zebra finches* [Photograph]. Flickr. https://flic.kr/p/6k75fD

Reference Type	In-text/caption example	Reference list example
Online image – personal or organisation author	From *Zebra Finches* [Photograph], by R. H. Lee, 2009, Flickr. (https://flic.kr/p/6k75fD). CC BY-SA 2.0. **If the image has a long title, use the first few words of the title in the in-text citation.** **The image title in the in-text citation has capital letters on all words as it is a part of the text of your essay.**	Lee, R. H. (2009). *Zebra finches* [Photograph]. Flickr. https://flic.kr/p/6k75fD **Include the full title of the image in the reference.** **Use sentence case capitalisation in the reference list entry.**
Image in the public domain or with CC0 Licence	From *Schematic Diagram of the Human Eye* [Photograph], by Rhcastilhos, 2007, Wikimedia Commons. (https://commons.wikimedia.org/wiki/File:Schematic_diagram_of_the_human_eye_en.svg). In the public domain. **Cite images that are in the public domain or have a CC0 Licence even if no attribution is required.**	Rhcastilhos. (2007). *Schematic diagram of the human eye* [Photograph]. Wikimedia Commons. https://commons.wikimedia.org/wiki/File:Schematic_diagram_of_the_human_eye_en.svg **Give the author's name exactly as it appears on the source page of the image.**
Image with no title **Most Pexel and Pixabay images will fall into this category**	The photo of a brown bear is by Rasmus Svinding, 2006, Pexels. (https://www.pexels.com/photo/zoo-bear-35435/). CC0. **Provide a brief description of the image.**	Svinding, R. (2006). [Brown bear] [Photograph]. Pexels. https://www.pexels.com/photo/zoo-bear-35435/ **Enclose the brief description of the photo in square brackets.**
Citing an online image *without* reproducing it	In the photo *Autumn Ivy* (Curtin University Library, 2007) …	Curtin University Library. (2007). *Autumn ivy* [Photograph]. Flickr. https://www.flickr.com/photos/curtinuniversitylibrary/1440410713

Image, table or graph that is part of a resource - when the image is NOT from a specific image collection

Image attribution (below reproduced image): See attribution examples below

In-text citation (if referring to the image in your text): (Author, Year)

Reference as per resource type (as a journal article, book, book chapter, web resource, …)

- If it is not discernible that the image is licenced under Creative Commons or is in the public domain, assume that the image is under copyright.
- If no copyright holder is mentioned with the image (esp. images on web pages), omit 'Copyright year by author' (see example below).

From *The Health Risks of Smoking*, by Quit Victoria, n.d. (https://www.quit.org.au/articles/the-health-risks-of-smoking/).

Reference:

Quit Victoria. (n.d.). *The health risks of smoking.* https://www.quit.org.au/articles/the-health-risks-of-smoking/

Reference Type	Image attribution	Reference list example
Image, figure or table from a journal article	From "Romantic Relationship Development: The Interplay Between Age and Relationship Length," by A. Lantagne and W. Furman, 2017, *Developmental Psychology, 53*(9), p. 1744 (https://doi.org/10.1037/dev0000363). Copyright 2017 by the American Psychological Association.	Lantagne, A., & Furman, W. (2017). Romantic relationship development: The interplay between age and relationship length. *Developmental Psychology, 53*(9), 1738-1749. https://doi.org/10.1037/dev0000363

Image, figure or table from a book	From *Plant Anatomy: Images and Diagrams to Explain Concepts* (p. 6), by S. M. Bellairs, 2018, Charles Darwin University (https://cduebooks.pressbooks.pub/plantanatomy/). CC BY-SA 4.0.	Bellairs, S. M. (2018). *Plant anatomy: Images and diagrams to explain concepts.* Charles Darwin University. https://cduebooks.pressbooks.pub/plantanatomy/
Image, figure or table from information on a web page	From *The Health Risks of Smoking*, by Quit Victoria, n.d. (https://www.quit.org.au/articles/the-health-risks-of-smoking/). **When no copyright holder of the image is identified.** From *From 9/11 to Christchurch Earthquakes: How Unis Have Supported Students After a Crisis*, by P. Gonzalez, 2020, The Conversation, (https://theconversation.com/from-9-11-to-christchurch-earthquakes-how-unis-have-supported-students-after-a-crisis-130047). Copyright n.d. by Hubert Boesl/DPA. **When a copyright holder of the image is identified, add: Copyright year by 'copyright holder name'.**	Quit Victoria. (n.d.). *The health risks of smoking.* https://www.quit.org.au/articles/the-health-risks-of-smoking/ Gonzalez, P. (2020, January 23). *From 9/11 to Christchurch earthquakes: How unis have supported students after a crisis.* The Conversation. https://theconversation.com/from-9-11-to-christchurch-earthquakes-how-unis-have-supported-students-after-a-crisis-130047

Web sources and online documents

Important elements

Personal Author or Organisation as Author. (specific date; if not known put n.d.). *Title*. Publisher of web source. URL

- Italicise the title for web pages and documents from websites
- When the author and publisher of the web source are the same **omit** the publisher name
- Use this format for news websites, e.g. CNN, ABC News. Use the newspaper format for newspapers
- Provide as specific a date as is available on the webpage. This could be just the year, the year and month or the year, month, date
- Use the publication date, update date but NOT review date
- When the content of a page is updated over time and not archived, include a retrieval date
- To help identify works other than articles, books, reports, web pages, etc. provide a description of the format in square brackets after the title and before the full stop (e.g. [Lecture notes], [Tweet], …)

Reference Type	In-text example	Reference list example	EndNote Reference Type
Web page: Organisation as author	(Australian Institute of Health and Welfare, 2016)	Australian Institute of Health and Welfare. (2016). *How many Australians have diabetes?* https://www.aihw.gov.au/reports/diabetes/diabetes/contents/how-many-australians-have-diabetes	Web page
Web page: Personal author	(Lee, 2019)	Lee, N. (2019, December 16). *Cap your alcohol at 10 drinks a week: New draft guidelines*. The Conversation. https://theconversation.com/cap-your-alcohol-at-10-drinks-a-week-new-draft-guidelines-128856	
Web page: no date	(St John, n.d.)	St John. (n.d.). *Burns*. https://www.stjohn.org.nz/First-Aid/First-Aid-Library/Burns/	Web page
Document from a website	(Nursing and Midwifery Board of Australia, 2016)	Nursing and Midwifery Board of Australia. (2016). *Registered nurse standards for practice*. http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx	Web page

News item online	(Pitt, 2019)	Pitt, H. (2019, June 16). *Aboriginal health issues more than just skin deep.* The Sydney Morning Herald. https://www.smh.com.au/national/dermatologist-20190523-p51qft.html	Web page Name of website in publisher field
Document from Learnline	(Moss, 2019) … outlined by Hilder-Achurch (2019).	Moss, M. (2019). *HSC210 – Module one: Sociology for health professionals* [Lecture notes]. Learnline. https://online.cdu.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id=_2692267_1&course_id=_44041_1&mode=cpview Hilder-Achurch, M. (2019). *PSY140: Introduction to psychology A* [PowerPoint Slides]. Learnline. https://bit.ly/2tyl8G7	Online multimedia Include 'type of work'
Standards	(Standards Australia, 2018)	Standards Australia. (2018). *Reinforced autoclaved aerated concrete – Part 3: Construction* (AS 5146.3:2018).	Web page
Government document	(Department of the Environment and Energy, 2017)	Department of the Environment and Energy. (2017). *Australia's emissions projections 2017*. Australian Government. http://www.environment.gov.au/climate-change/publications/emissions-projections-2017 **When numerous layers of government agencies are listed as the author of a work, use the most specific agency as the author in the reference.**	Web page
Australian Bureau of Statistics (ABS)	(Australian Bureau of Statistics, 2013)	Australian Bureau of Statistics. (2013, August 29). *Regional population growth: Australia, 2011-2012* (cat. no. 3218.0). https://bit.ly/34Cb3op	Web page
Australian Curriculum Online	(Australian Curriculum, Assessment and Reporting Authority, n.d.)	Australian Curriculum, Assessment and Reporting Authority. (n.d.). *The Australian curriculum: Literacy*. https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/literacy/ **Video: Referencing the Australian Curriculum**	Web page

Social media e.g. Facebook post or status update, Tweet or Instagram photo	(Bureau of Meteorology, 2018)	Bureau of Meteorology. (2018, December 3). *Spring 2018 was more than a degree warmer than average for Australia* [Status update]. Facebook. https://www.facebook.com/bureauofmeteorology/photos/a.171427712921137/2122857961111426/?type=3&theater	Social media Include 'type of work'
	… written by Trump (2019)	Trump, D. [@realDonaldTrump]. (2017, May 31). *Who can figure out the true meaning of "covfefe"?* [Tweet]. Twitter. https://twitter.com/realDonaldTrump/status/869858333477523458	
	(Fox, 2018)	Fox, M. J. [@realmikejfox]. (2018, June 5). *It takes < than a min to learn how to save a life. Watch the video at handsonly.nyc #ICanSaveALife with #HandsOnlyCPR* [Photograph]. Instagram. https://www.instagram.com/p/BjppDLDBxRF/ **Square brackets indicate the type of item/format you viewed**	

Some online resources need a retrieval date because the content is designed to change over time and versions of the page are not archived.			
Reference Type	**In-text example**	**Reference list example**	**EndNote Reference Type** Complete 'access date' field
Reference from eMIMS, eTG or AMH	("APO-Naltrexone", 2017)	APO-Naltrexone. (2017). In *MIMS*. Retrieved December 16, 2019. **See p. 4 above, #13 'Capitalisation' re capitalization of drug names (proper nouns)**	Dictionary
Online Dictionary or Encyclopedia	… art of teaching ("Education", 2016)	Education. (2016). In *Dictionary.com*. Retrieved January 5, 2017, from http://www.dictionary.com/browse/education?s=t	Dictionary
ABS population clock	(ABS, 2019)	Australian Bureau of Statistics. (2019, December 18). *Population clock.* Retrieved December 18, 2019, from https://www.abs.gov.au/ausstats/abs%40.nsf/94713ad445ff1425ca25682000192af2/1647509ef7e25faaca2568a900154b63?OpenDocument	Web page
Open Education Resource (OER)		Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved September 17, 2019, from https://www.oercommons.org/authoring/53029-nursing-clinicalbrain/view	Web page

Legislation and cases

Important elements

Act or Bill:
Name of Act Year (Jurisdiction). URL.
Case:
Case Name (Year) Volume Law Report Series Reporter Abbreviated Starting Page. URL

Reference Type	In-text example	Reference list example	EndNote Reference Type
Acts and Bills	... according to s. 24.1 of the Alcohol Harm Reduction Act 2017 (NT) ... The Social Security Commission Bill 2018 (Cth) establishes ...	Alcohol Harm Reduction Act 2017 (NT). https://legislation.nt.gov.au/Legislation/ALCOHOL-HARM-REDUCTION-ACT-2017 Social Security Commission Bill 2018 (Cth). https://www.aph.gov.au/Parliamentary_Business/Bills_Legislation/Bills_Search_Results/Result?bId=r6156	Legal Rule/ Regulation
Cases	According to *Rogers v Whitaker* (1992) ... ... in a land rights case *(Mabo v Queensland,* 1988).	Rogers v Whitaker (1992) 175 CLR 479. https://bit.ly/3a96EgT Mabo v Queensland (1988) 166 CLR 186. https://bit.ly/2FPz6Gh	Case

All examples are based on: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). The APA manual is available at CDU Library. A sample essay is available with examples of in-text citations and Reference list.

Appendix 1: Common abbreviations

ed.	edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. / Eds.	Editor / Editors
et al.	and others (Latin *et al*)
n.d.	no date
No. / Nos.	Number / Numbers
p. / pp.	page / pages
para.	paragraph
Pt.	Part
Suppl.	Supplement
Vol. / Vols.	Volume / Volumes

Reproduced from: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 284).

Appendix 2: How to write an APA reference when information is missing

Missing element	Solution	Template	
		Reference list entry	**In-text citation**
Nothing – all elements are present	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write "n.d." for "no date", and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Provide the title, write "n.d." for "no date", and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write "n.d." for "no date", describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)

Reproduced from: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 284).

Appendix 3: Author layout for in-text citations

In-text examples for first and subsequent citation.

Author type	First citation with the author being a part of your text (e.g. a narrative citation)	Subsequent citations with the author being part of your text (e.g. a narrative citation)	First citation with all citation information in brackets	Subsequent citations with all citation information in brackets
One work by one author	Walker (2017)	Walker (2017)	(Walker, 2017)	(Walker, 2017)
One work by two authors	Walker and Allen (2014)	Walker and Allen (2014)	(Walker & Allen, 2014)	(Walker & Allen, 2014)
One work by 3-20 authors	Bradley et al. (2015)	Bradley et al. (2015)	(Bradley et al., 2015)	(Bradley et al., 2015)
One work by 21+ authors	Ahamad et al. (2015)	Ahamad et al. (2015)	(Ahamad et al., 2015)	(Ahamad et al., 2015)
Groups/Organisation (readily identified through abbreviation) as author	Australian Institute of Health and Welfare (AIHW, 2018)	AIHW (2018)	(Australian Institute of Health and Welfare [AIHW], 2018)	(AIHW, 2018)
Group/Organisation (no abbreviation) as authors	Diabetes Australia (2017)	Diabetes Australia (2017)	(Diabetes Australia, 2017)	(Diabetes Australia, 2017)

Reproduced from: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 266).