APA HELPSHEET

This is a brief guide to APA 6th Edition Referencing

In-Text Referencing
Where information from another source has been used in the assignment, it is supported with the author’s surname, year of publication and page number if using a direct quotation.

- Quotations of less than 40 words are set out within the body of the text and enclosed with double quotation marks “”.
- Quotations of more than 40 words are set out in a block, commenced on a new line and indented 5 spaces from the left hand margin. Lines are double spaced and quotation marks are not used.
- Page numbers are not included when you summarise or paraphrase someone’s work.

Reference List
The Reference List at the end of the work contains the author’s surname and initials, title and publication details. These include the edition, place and date of publication. For online resources, this can include website addresses with the hyperlink. The Reference List must be set out as follows:

- In alphabetical order using the surname of the author
- If there is no author, use the title of the material
- *Italics* are to be used for book and journal titles, websites, and volume number of journals. The issue number is not written in italics.
- Lines following the first line of entry must be indented 5 spaces.

Author
- Use the surname of the author, followed by the initials.
- Websites may have a sponsor, or be attributed to an organisation, which is then used as the author. e.g. Martini, F. or Diabetes Australia

Date
- Books: use the copyright date of the work.
- Journals: use the publication date found on the item.
- WWW sites: use the copyright or update year.
- When a work is not dated it is noted as n.d. (no date).

Titles
- The first letter of the first word of the title is given in capitals, as is the first letter of a word following a colon (the subtitle).
- The first letter of each word of a journal title is written in capitals, not the title of the article within the journal.
- Proper names are written with a capital. e.g. Diseases: A nursing approach to excellent care OR Australian Nurses Journal.

Publisher’s Location
- For books published within the United States, follow the name of the city with the US state abbreviations. For all other publications, follow the name of the city with the name of the country. e.g. London, England, Paris, France, Los Angeles, CA.

Publishers
- Give the name of the publisher as briefly as possible. Omit the words Publishers, Co. or Inc., as long as the name is understandable.
- If the author of the work is also the publisher, then write the word Author in the place for the publisher’s name.

<table>
<thead>
<tr>
<th>Abbreviations</th>
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<tbody>
<tr>
<td>no date</td>
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<tr>
<td>second edition</td>
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<tr>
<td>revised edition</td>
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<td>Vol.</td>
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<td>chapter</td>
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<td>edition</td>
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<td>Editor (Editors)</td>
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<td><strong>1 author</strong></td>
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<td>-------------</td>
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<tr>
<td><strong>3-5 authors</strong></td>
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<tr>
<td><strong>6 or more authors</strong></td>
</tr>
<tr>
<td>(Berman et al., 2012) OR (Berman et al., 2012, pp. 101-103)</td>
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<tr>
<td><strong>Book without an author</strong></td>
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<tr>
<td>Referencing a Secondary Source</td>
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**Note:** If you use the CITE/CITATION function you may need to edit the reference to align with NMTafe’s practice.


**Online Resources & Social Media**

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<tr>
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<tbody>
<tr>
<td>Physical Map of Australia, (Mapswire, 2018)</td>
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| Blackboard | (North Metropolitan TAFE, 2019) | North Metropolitan TAFE. (2019). *Session 11 – Research and clinical practice; media and Implementation: CHCPRP0L003* [PowerPoint slides]. Retrieved from [https://blackboard.northmetrotafe.wa.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_15777_1&content_id=_1627682_1](https://blackboard.northmetrotafe.wa.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_15777_1&content_id=_1627682_1) |

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<td><strong>Blog</strong></td>
<td><strong>Titles are not italicized</strong></td>
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<tr>
<td><strong>Podcast</strong></td>
<td>(Rissian, 2012)</td>
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<td><strong>Twitter</strong></td>
<td>Reuters Top News (2016)...</td>
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<td><strong>Facebook</strong></td>
<td>(Neil Gaiman, 2018)</td>
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<tr>
<td><strong>Instagram</strong></td>
<td>(APA Style, 2018) OR APA Style (2018)...</td>
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<tr>
<td>APA Style [@officialapastyle]. (2018, December 5). Welcome to the official Instagram for #APASTyle! We’re here to help you with your APA Style questions [Instagram]. Retrieved from <a href="https://www.instagram.com/p/BqA-dvB1iH/">https://www.instagram.com/p/BqA-dvB1iH/</a></td>
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**Journal & News Articles**

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<td>Only the journal title is in italics and has capitals.</td>
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<tr>
<td><strong>Journal article in print without an author</strong></td>
<td>Shorten long article titles in-text; capitalise and enclose in double quotation marks.</td>
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<tr>
<td><strong>Journal article online</strong></td>
<td>(Brewster &amp; Morris, 2015) OR (Brewster &amp; Morris, 2015, p. 45)</td>
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<tr>
<td><strong>Journal article from a database</strong></td>
<td>(Wali &amp; Andre, 2018, p. 14)</td>
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<tr>
<td><strong>Magazine article Online</strong></td>
<td>(Cox, 2019) OR (Cox, 2019, p. 25)</td>
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<td>In-Text Citation</td>
<td>Reference List Citation</td>
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<td>Newspaper article with an author</td>
<td>(Tillett, 2018, p. 5)</td>
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<tr>
<td><strong>Newspaper article without an author</strong></td>
<td><strong>Shorten long article titles in-text; capitalise and enclose in double quotation marks.</strong></td>
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<td>(“Economics Nudging” 2017),</td>
<td><strong>Only the name of the newspaper is capitalised and is italicised.</strong></td>
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<td><strong>Economics nudging people away from war. (2017, December 16). The Age, p. 33.</strong></td>
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<td><strong>Only the name of the newspaper is capitalised and is italicised.</strong></td>
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<tr>
<td><strong>Artwork &amp; Images</strong></td>
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<td>Original Artworks</td>
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<td>(Angus, 2011)</td>
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<td><strong>Image from a book</strong></td>
<td>(Clarke &amp; McCully, p. 80)</td>
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<td>(Duveneck, 1872)</td>
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<td><strong>Image from a Database</strong></td>
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<td>(Warby, 2010)</td>
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<td><strong>Image from a Website</strong></td>
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<tr>
<td>(Warby, 2010)</td>
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<td><strong>Video &amp; TV</strong></td>
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<td>DVD</td>
<td>(Webb, 2017)</td>
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### Music

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<td>Legislations</td>
<td><em>Occupational Health &amp; Safety Act 1984, WA</em></td>
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<td>Other Sources</td>
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<td>Personal Communication</td>
<td>The laboratory technician raised some concerns (G. Smith, personal communication, November 18, 2018) that...</td>
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<td>Notes Taken</td>
<td>Lecturer’s whiteboard notes and lecture comments are not recoverable data, and are treated as Personal Communications and are not included in the Reference List</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>Referencing a PowerPoint presentation <strong>you have created</strong> still requires the same elements as any other document reference: an in-text reference and an end-text reference. Create a Reference List on the final slide and place your in-text references at the bottom of the relevant slide.</td>
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