This guide is designed to give a clear understanding of the accepted format for the
acknowledgement of sources of information in accordance with the Publication Manual of
the American Psychological Association (7th ed.).

Please read through the guide carefully and follow the recommendations. Any comments or
queries can be discussed with your lecturer or library staff. For further reading, copies of both
the APA Publication Manual and the Concise Rules of APA Style are available from the South
Metropolitan libraries.

Further information is also available from the APA style website at http://apastyle.org

This document is open to continuous improvement. We welcome your comments and
contribution.

Library

South Metropolitan TAFE

Updated July 2020
Contents

What is a referencing system? .............................................................................................................. 4
The APA referencing system ................................................................................................................ 4
In-text citations ..................................................................................................................................... 5
  Layout of in-text citations .................................................................................................................. 5
The reference list .................................................................................................................................. 5
  Layout of end-text references in a reference list ........................................................................ 6
    Books ........................................................................................................................................... 6
    Periodicals (Journals, Magazines) ............................................................................................... 6
Examples of in-text citation layouts ...................................................................................................... 8
Examples of end-text citation (reference list) layouts ........................................................................ 11
  Books ............................................................................................................................................ 12
  Journals, magazines and newspapers ............................................................................................ 15
  Website sources ............................................................................................................................. 17
  Audiovisual media .......................................................................................................................... 21
  Government publications ............................................................................................................... 22
  Other sources ................................................................................................................................. 23
Quotations and paraphrasing ............................................................................................................. 25
  Quotations ................................................................................................................................... 25
    Short quotations .......................................................................................................................... 25
    Long quotations ........................................................................................................................... 25
  Paraphrasing ................................................................................................................................ 25
What is a Digital Object Identifier (DOI)? ............................................................................................ 27
  Digital Object Identifier (DOI) ...................................................................................................... 27
  Universal Resource Locator (URL) ................................................................................................. 27
Order of references in the reference list (alphabetising) ................................................................... 28
Reference List ...................................................................................................................................... 29
What is a referencing system?

A referencing system is a set of rules and principles that is used to attribute the contributions of other authors within your own written work. This is achieved by acknowledging, and identifying the source of, the other authors’ work.

There are two parts to academic referencing: the acknowledgement (of the other authors’ words and ideas) in the body of your text (the in-text citation); and the identification of their work in full at the end of your document (the end-text citation in the reference list).

Copying the words and ideas of others without acknowledging correct ownership is called plagiarism. Plagiarism may result in failure of a unit or entire course, fines, prevention from entry into professional associations and other disciplinary actions. Acknowledging and identifying the work of other authors allows you to use their material in your own written work without ‘stealing’ their words and ideas.

Correct use of a referencing system provides many benefits:

- References demonstrate to your lecturer that you are reading and researching your topic.
- References can be used to illustrate or support your point-of-view.
- References can be used to provide alternative viewpoints.
- References enable your lecturer to validate the sources or material that you have used.
- Referencing helps you to avoid inadvertent plagiarism.

The APA referencing system

A large number of different referencing styles have been developed over the years, such as the American Psychological Association (APA), Harvard, and Chicago referencing styles. At South Metropolitan TAFE, we mostly use the APA referencing style.

The APA referencing style is based on the Publication Manual of the American Psychological Association. APA uses what is known as an 'author-date' style, and comprises in-text citations, which are contained within the body of your work, and end-text citations, which are listed at the end of your document, in your reference list.
In-text citations

All resources (books, journal articles, web pages, etc.) that you have used in developing your assignment must be cited within your document. These attributions are called in-text citations.

Here are a few general pointers about in-text citations:

- In-text citations generally consist of the surname(s) of the author(s) and the year of publication.
- If there is no author, use the title (or a short form of the title, if it is lengthy) and the year.
- In-text citations should be included in the sentence or paragraph to which they refer.
- Ensure your citations and quotations are relevant to your subject matter. You can use any and all kinds of sources in your work (e.g., printed, verbal, audio, visual and/or digital) provided they are relevant.
- For almost every in-text citation that you use, you will need to include an end-text reference in your reference list. There are a few exceptions to this rule, such as personal communications and telephone conversations, and these exceptions are noted in the Examples of In-Text Citations Layout table on page 8.

Layout of in-text citations

The basic layout to use for an in-text citation is (Author's Surname, Date of Publication), regardless of what type of material is being cited (i.e., whether it is a book, a journal or some other type of material).

For example:

...the influence of individual beliefs and values plays an important role in the financial decision-making process (Smith, 2007).

This layout may be modified if required, e.g., if you have multiple authors, or no author, or you are making a direct quotation. See the Examples of In-Text Citations Layout table on page 8, for examples of how to set out your in-text citation.

The reference list

All material (with very few exceptions) that you cite in the body of your written work must be included in a reference list at the end of the work.

The requirements for a reference list in the APA style are as follows:

- Start the reference list on a new page at the very end of your work.
- Place the heading “Reference List” in bold and centred at the top of the page.
- Arrange reference list entries in alphabetical order by the surname of the first author followed by initials of the author’s given name (see more information about alphabetising on page 29).
- Maintain the order of authors’ surnames as they are expressed in the source material.
- The date used is the copyright date.
- Emphasise titles in italics (there are some exceptions to this rule - check the end-text citation (Reference List) layout table (page 11) for your entry).
• Use sentence case for titles; do not capitalise every word.
• Double space all reference entries.
• Each entry must have a hanging indent, meaning that the first line of each reference is set flush left and subsequent lines are indented (7 spaces or 1.27cm).
• Do not include personal communications such as private letters, telephone conversations, memoranda and informal electronic communications in the reference list, as the original sources are generally not easily available. Cite these sources only in-text. See Examples in the End-Text Citation (Reference List) Layouts table on page 11.
• Cite exactly what you have actually read. For example, if you have read an electronic copy of an article, cite it as the electronic copy, not as a print copy.

Layout of end-text references in a reference list

Information comes in many different structures (such as books, journal articles, reports), and in a number of different formats (print text, electronic text, digital image, video). Each of these different types of information is laid out in a particular way, in order that enough information can be captured so that the reader can locate the original source.

For example, book references include information about the company that published that item; journal article references don’t include publisher information, but do include the journal title, volume and issue number. All the different structures and formats of information are laid out slightly differently but don’t worry - we have created a list of Examples of End-Text Citation (Reference List) Layouts to help you. See the table on page 11 for lots of examples to follow.

Books
A basic book reference is laid out like this:


For example:


For book references, you put the title of the work in italics, and only capitalise the first word of the title (and subtitle, if there is one).

Always maintain the order of authors’ names as they are displayed in the source material.

Periodicals (Journals, Magazines)
Periodicals include items published on a regular basis such as journals, magazines, newspapers and newsletters.

A basic journal article reference is laid out like this:


In a journal article reference, you put the journal title and volume number in italics, but not
the article title or the issue number. You capitalise the full title of the journal, but only the first word of the article title (and subtitle).

An electronic journal article should also include information on how you can locate that information online (a DOI or URL), so a basic electronic journal article reference is laid out like this (note the extra field at the end):


For example:

Examples of in-text citation layouts

Regardless of the type of information you are citing (be it a book, journal article, webpage, YouTube video, etc.), your in-text citation will comprise of the author (or title) and date information relevant to that particular entry. Decide how to format your in-text citation based on whether you have an author name (and how many names you have), or a title for that entry.

<table>
<thead>
<tr>
<th>Single author</th>
<th>Use (Author’s Surname, Date of Publication), e.g., (Smith, 2007)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate author (usually an organization)</td>
<td>Use the corporate author in place of the author, e.g., (Department of Health, 2010)</td>
</tr>
<tr>
<td>When you have two authors</td>
<td>Use both names, e.g., (Martin &amp; Snow, 2009)</td>
</tr>
<tr>
<td>When you have three or more authors</td>
<td>Use the term ‘et al.’ after the first author’s surname, e.g., (Hoffert et al., 1998) ‘Et al.’ is an abbreviation of the Latin term et alia, which means “and others”. Note the full stop after et al, Don’t forget to include it, as this term is an abbreviation. Note that up to twenty names will need to be listed in the reference list.</td>
</tr>
<tr>
<td>When you don’t have an author</td>
<td>Use the title instead, e.g., (HR Professionals, 2007) Just use the first (or main) part of the title. Don’t include any subtitles. Note that because the title is in italics in the reference list, it should also be in italics in the text.</td>
</tr>
<tr>
<td>When your author is anonymous</td>
<td>Use Anonymous or a title entry, e.g., (Anonymous, 2007). If the author’s name is given as Anonymous, use Anonymous as the author’s name in the in-text and end-text references. If you can’t find the author’s name, and they are not given as Anonymous, use a Title entry instead.</td>
</tr>
<tr>
<td>When you want to cite multiple sources in the same parentheses</td>
<td>(Rossman et al., 2010; Smith, 2007) List sources in alphabetical order, separated by a semi-colon.</td>
</tr>
<tr>
<td>When you have multiple works by the same author</td>
<td>The year of publication will identify them individually, e.g., (Smith, 2006) or (Smith, 2008)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>When you have multiple works by the same author in the same year</td>
<td>If an author has published two or more works in the same year, identify them individually using ‘a’, ‘b’, ‘c’, etc., e.g., (Smith, 2006a) or (Smith 2006b). Assign the suffixes (a, b, c, etc.) in your reference list, ordering the material alphabetically by title.</td>
</tr>
<tr>
<td>Secondary sources, where one author is referred to by another author</td>
<td>Cite only the secondary source in the reference list, e.g., ..Grant’s diary (as cited in Miller, 2006)..&lt;br&gt;&lt;br&gt;That is, if Grant’s work is cited in Miller, but you haven’t read the original Grant work, then you should put Miller in your reference list, and use ‘as cited in’ in your in-text citation,</td>
</tr>
<tr>
<td>Avoid using secondary sources where possible. Use them only if the original source is out of print or unavailable</td>
<td>Use (Smith, n.d.)</td>
</tr>
<tr>
<td>When you have a reference with no date</td>
<td>Use (Smith, n.d.)</td>
</tr>
<tr>
<td>When you have a web page with no author</td>
<td>Use (Title, date), e.g., (Greening your school, n.d.)</td>
</tr>
<tr>
<td>When making a direct quotation</td>
<td>Choose the correct in-text citation format for your work (see examples above), but add the page number, preceding the page number with ‘p.’ and a single space e.g., (Smith, 2007, p. 35) or (HR Professionals, 2007, p. 105)</td>
</tr>
<tr>
<td>If you refer to your author by name in the body of your work</td>
<td>If you refer to the author by name in your work, you can just put the date, or date and page number, into the parentheses, e.g., ..Smith (2006) proposes that.., or ..Smith stated that “referencing is easy” (2006, p. 35)..&lt;br&gt;&lt;br&gt;Personal communications</td>
</tr>
<tr>
<td>Legislation</td>
<td>.. as expressed in Western Australia’s <em>Occupational Safety and Health Act 1984</em>..</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>“procedure agreed between the employer and the employees as applying in respect of the workplace concerned or, where no procedure is so agreed, the procedure prescribed for that purpose in the regulations” (Occupational Safety and Health Act, 1984, s. 24)</td>
</tr>
<tr>
<td></td>
<td>The next time you cite the legislation, omit the date.</td>
</tr>
</tbody>
</table>
Examples of end-text citation (reference list) layouts

Your reference list should include full entries for all of the material you have cited in the body of your written work. The layout of your entry will be different depending on the type of information you are referring to. Choose your layout based on what you are referencing:

- Books
- Journals, magazines and newspapers
- Website sources (including Facebook, Twitter, YouTube, web pages and web documents)
- Audio Visual media (movies, television)
- Government publications (statistics, legislation, government reports)
- Other sources (standards, reports, theses, datasets, conference proceedings, measurement instruments, patents, software, brochures)
### Books

<table>
<thead>
<tr>
<th>Type of Authors</th>
<th>Reference</th>
</tr>
</thead>
</table>
For up to twenty authors, list out all the authors' names in the reference list, with an ‘&’ before the last name. |
When there are more than 20 authors, list the first 19 authors' names, followed by 3 full stops ... and then list out the last author's name. |
When a work has no identified author, file by title instead. Cite in text the first few words or main part of the title and the year. Italicise the book title. |
If the author's name is given as Anonymous, use Anonymous as the author's name in the in-text and end-text references. |
References with the same authors are arranged by year of publication, earliest first. |
References by the same author with the same publication date are arranged alphabetically by title (excluding A or The). Assign a, b, c, etc. as required, to enable the entries to be differentiated in the in-text citation. |
<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate author</td>
<td>Master Builders Association of Western Australia. (2008). Commercial construction waste management guide. Author. &lt;br&gt;When the corporate author is also the publisher of the document, just put the word ‘author’ into the publisher field, rather than repeating the full corporate author name.</td>
</tr>
<tr>
<td>Secondary sources, where one author is referred to by another author</td>
<td>Cite only the secondary source in the reference list. &lt;br&gt;Miller, H. (2006). Animal care training programme. Blackwell. &lt;br&gt;In this example, if Grant’s work is cited in Miller, but you haven’t read the original Grant work, then you should put Miller in your reference list, and use ‘as cited in’ in your in-text citation, e.g., ..Grant’s diary (as cited in Miller, 2006)..&lt;br&gt;If you have read the original work, cite it directly.</td>
</tr>
<tr>
<td>Edited book (no specified chapter authors)</td>
<td>Carlton, B., &amp; Francis, H. (Eds.). (2008). Design of portal frame buildings. Guildford Press. &lt;br&gt;Where there are no specified chapter authors, use the editors’ names in the author position, followed by the abbreviation (Eds.) in parentheses following the last editor’s name. The full stop is placed after the closing parenthesis.</td>
</tr>
<tr>
<td></td>
<td>An edition number is placed after the title of the work. This is not necessary for the first edition.</td>
</tr>
<tr>
<td></td>
<td>If the entry has no author by-line, use title entry.</td>
</tr>
<tr>
<td>author or editor and no</td>
<td>Use (n.d.) if the year of publication is not available.</td>
</tr>
</tbody>
</table>
## Journals, magazines and newspapers

<table>
<thead>
<tr>
<th>Type of Publication</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal article with more than 20 authors</td>
<td>Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., Author, G., Author, H., Author, I., Author, J., Author, K., Author, L., Author, M., Author, N., Author, O., Author, P., Author, Q., Author, R., Author, S., ... Author, Z. (2020). Title of article. Journal Title, 18(1), 142-154. Where there are more than 20 authors, list the first 19 authors' names, followed by 3 full stops and then list the last author's name.</td>
</tr>
<tr>
<td>Magazine article – weekly</td>
<td>Will, G. F. (2004, July 5). Waging war on Wal-Mart. Newsweek. 144, 64. Note the date. For weekly publications, include the month and date in the Year field. Include the volume number if given. It is only necessary to put the year into the in-text citation, e.g., (Will, 2004).</td>
</tr>
<tr>
<td>Newspaper article with author</td>
<td>Sas, N. (2011, November 20). Overcoming the fears of teen mums. The West Australian, 18. Thomas, B. (2011, November 23). Perth growth to be ‘faster’ than forecast. The West Australian, 35, 46. If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma. It is only necessary to put the year into the in-text citation, e.g., (Sas, 2001).</td>
</tr>
</tbody>
</table>
| Newspaper article with no author | Meals on the move (2010, October 31). *Sydney Morning Herald*, 38.  
*It is only necessary to put the year into the in-text citation, e.g., (Meals on the move, 2010).* |
*It is only necessary to put the year into the in-text citation, e.g., (Troianovski, 2020).* |
### Website sources

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Webpage with no author</strong></td>
<td>How to avoid plagiarism: paraphrasing and summarizing. (nd). <a href="http://www.lib.usm.edu/plagiarism_tutorial/howto_para_summ.html">http://www.lib.usm.edu/plagiarism_tutorial/howto_para_summ.html</a></td>
</tr>
</tbody>
</table>

Use both author name and screen name if you know them (put the screen name after the author name, in square brackets []). If only the screen name of the person who posted the video is known, use screen name only.

Capitlalise (or not) the screen name, in line with how it appears online.

Note the different date format. Only the year is required in your in-text citation, e.g., (Gallagher, 2009).
Tweet
Twitter. https://twitter.com/jasper_simons/status/578281883248816130

Include the specific date of the post.

Capitalise (or not) the screen name, in line with how it appears online. Provide the Twitter handle (including the @ sign) in square brackets [ ].

Include the notation [Tweet] in square brackets [ ].

Note the different date format. Only the year is required in your in-text citation, e.g., (Simons, 2015).

Twitter moment

Include a retrieval date, as the content is subject to change.

Capitalise (or not) the screen name, in line with how it appears online. Provide the Twitter handle (including the @ sign) in square brackets [ ].

Note the different date format. Only the year is required in your in-text citation, e.g., (Degeneres, 2018).

Twitter profile

Include a retrieval date, as the content is subject to change.

Include the notation [Twitter profile] in square brackets [ ].

Facebook post

Spell out the author’s full first name (if available) in square brackets [ ].

Indicate the type of post (e.g., “[Status Update]”, “[Video]”) in square brackets [ ].

Note the different date format. Only the year is required in your in-text citation, e.g., (Gaiman, 2012).
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As the content is dynamic, include a retrieval date.</td>
</tr>
<tr>
<td></td>
<td>Use the page title in the reference (e.g., “Home”, “About”)</td>
</tr>
<tr>
<td></td>
<td>If the content is dynamic and the page is not archived, include a retrieval date.</td>
</tr>
<tr>
<td></td>
<td>As profile pages are not dated, use “n.d.” in the reference, and “Posts” as the title.</td>
</tr>
<tr>
<td>Instagram photo</td>
<td>Dearle, J. [@leafmotif]. (2019, August 14). Whimsy Wednesday: Portrait of Mr Moon. [Instagram photo]. <a href="https://www.instagram.com/p/B1I3VZmHli/">https://www.instagram.com/p/B1I3VZmHli/</a></td>
</tr>
<tr>
<td>Mobile apps</td>
<td>Rightsholder, A. A. (year). Title of Software or Program (Version number) [Mobile application software]. <a href="http://xxxxx">http://xxxxx</a></td>
</tr>
<tr>
<td></td>
<td>If you are citing a specific entry from an app, use the following layout:</td>
</tr>
<tr>
<td></td>
<td>Note the different date format. Only the year is required in your in-text citation, e.g., (Fisher, 2011).</td>
</tr>
<tr>
<td>Type</td>
<td>Example</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Blog posts follow the same format as journal articles.</td>
<td>Italicise the name of the blog, as you would for the title of a journal.</td>
</tr>
<tr>
<td>Blog comment</td>
<td>joachimr. (2019, November 19). We are relying on APA as our university style format - the university is located in Germany (Kassel). So I would [Comment on the blog post “The transition to seventh edition APA Style”]. APA Style. <a href="https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690">https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690</a></td>
</tr>
<tr>
<td>The author is the person who left the comment. Use the author name (e.g., real name or username) as it appears in the comment.</td>
<td>Provide the comment title or up to the first 20 words of the comment if there is no title (this may mean there is an incomplete sentence, as in the example above).</td>
</tr>
<tr>
<td>Note the different date format. Only the year is required in your in-text citation, e.g., (Oil painting, 2019).</td>
<td>If no permanent links are provided, include a retrieval date.</td>
</tr>
<tr>
<td>Note the different date format. Only the year is required in your in-text citation, e.g., (Arveko, 2011).</td>
<td>Include the site name (e.g., Reddit) and the URL of the post.</td>
</tr>
</tbody>
</table>
## Audiovisual media

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Motion picture**                             | Director, B. B. (Director). (Year). Title of film [Film]. Production Company.  
**Provide the Director details as the author.**  
**Separate multiple production companies with a semicolon.**  |
**If there are no director details, use the producer.**  
**Put the format in square brackets.**  |
| **YouTube and other video streaming sites**    | See entry in Website Sources                                           |
| **Episode from a television series**           | Sherman-Palladino, A. (Writer & Director). (2018, December 5). *All alone* (Season 2, Episode 10) [TV series episode]. In A. Sherman-Palladino, D. Palladino, D. Gilbert (Executive Producers), *The marvelous Mrs. Maisel*. Dorothy Parker Drank Here Productions; Picrow; Amazon Studios.  
**Include writers and directors for the specific episode.**  
**Include the season and episode information.**  |
**Provide the Executive producer(s) in the author field.**  
**Provide the time frame during which the series aired in the date field.**  
**If still airing use “present”, e.g., (2018 – present).**  |
| **Map retrieved online**                       | James Geographic Information Services [Cartographer]. (2002). *Population density, 2009 U.S. Census* [Demographic map].  
## Government publications

|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

### Regulations and laws

Only include legislation in the reference list if it is important to the understanding of the work. Otherwise just cite the legislation in the text.

If necessary, indicate sub-sections and clauses by relevant numbers and/or letters used in the document.

**Occupational Health and Safety Act 1984 (WA).**

Where the letter *s.* refers to the particular section of the legislation.

**Occupational Health and Safety Act 1984 (WA), s. 43.**
### Other sources

<table>
<thead>
<tr>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Content</td>
<td>South Metropolitan TAFE. (2020). <em>Topic 3 Developing relationships with babies and toddlers: CHCECE005</em> [PowerPoint slides]. <a href="https://blackboard.southmetrotafe.wa.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_12039_1&amp;content_id=_1218424_1">https://blackboard.southmetrotafe.wa.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_12039_1&amp;content_id=_1218424_1</a></td>
</tr>
</tbody>
</table>

*Provide a DOI or URL if available.*
<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>
When the corporate author is also the publisher of the document, just put the word ‘author’ into the publisher field, rather than repeating the full corporate author name.  
Include a DOI or URL if available. |
Use the year only in the in-text citation, e.g., (Reynolds, 2008). |
Do not list the Patent title. List the date the patent is issued, not the application date. |
| Personal communications, such as email, private letters, telephone conversations, memoranda and informal electronic communications | Not included in Reference List. |
If retrieved from the web, replace the publisher information with the URL.  
Note the different date format. Only the year is required in your in-text citation, e.g., (Rio Tinto, 2011). |
Quotations and paraphrasing

Quotations

A quotation is a word-for-word copy of another author's work, incorporated into the body of your own written work. When you use quotations, you must always include the page number(s) in your in-text citation.

Short quotations
If the quotation is less than 40 words in length (short quote), then it should be incorporated into the text and is enclosed with double quotation marks. Always include the name of the author, the date of publication and the page number in the citation.

For example:

…it should be noted that every child needs continual positive reinforcement to cope with the world. As Smith (2011, p. 36) points out, “it is no surprise that we are much better at recognising negative signals than positive ones”. Therefore, we need to...

Or

…children are very adaptable. However, “it is no surprise that we are much better at recognising negative signals than positive ones” (Smith, 2011, p. 36).

Long quotations
If the quotation is more than 40 words in length (long quote), then do not use quotation marks, but indent and use double spacing. Always indicate the name of the author, the date of publication and the page number from which the quotation is derived.

For example:

Governments have occasionally produced reports on the merits of privatization, incorporating 'expert' assessments of likely sale and retention values. This is progress, of a kind. It does, after all, provide the community with opportunities to scrutinise major proposals for assets sales - opportunities long available in the private sector. (Walker, 2010, p. 140).

Paraphrasing

To paraphrase means to express the meaning of another author's work or ideas, in your own words. When you paraphrase, you express something in a concise, condensed, 'different' way to the author's original words. The purpose of paraphrasing is to clarify, in your own words, the essence of the original work. When paraphrasing, it is still necessary to provide an in-text citation to indicate where the ideas have come from. With a paraphrase, you need only indicate the name of the author and date of publication.
For example:
The original text, by Nickerson (1999).

In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have.

Paraphrased text

Nickerson (1999) suggests that effective communication depends on a generally accurate knowledge of what the audience knows. If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered; however, assuming too little knowledge among those in the audience may cause them to feel patronized. (“How to avoid plagiarism, n.d.”)
What is a Digital Object Identifier (DOI)?

Digital Object Identifier (DOI)

The digital object identifier (DOI) is a unique alphanumerical string assigned to any entity for use on digital networks. The DOI provides current information on where the digital object can be found on the Internet. All DOIs begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of 4 or more digits assigned to organizations, while the suffix is assigned by the publisher.

For example: 10.1017/S0022109011000123

In an electronic journal article, the DOI is usually located on the first page of the article, near the copyright notice.

Universal Resource Locator (URL)

If the DOI is not available, you should use the URL instead.


For example:

Order of references in the reference list (alphabetising)

Entries in your reference list should be arranged in alphabetical order by the surname of the first author followed by initials of the author's given name. If the entry has no author or editor, alphabetise by first significant word of the title.

You should alphabetise letter by letter.

For example:

Singh, K  
Benjamin, A. S.  
Girard, J.B.  

precedes  
precedes  
precedes  

Singh Siddhu, N  
ben Yaakov, D.  
Girard-Perregaus, A.S

Alphabetise the prefixes M', Mc and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe.

For example:

MacArthur  
MacNeil  

precedes  
precedes  

McAllister  
M’Carthy
Reference List


How to avoid plagiarism: Paraphrasing and summarizing. (n.d.).
https://lib.usm.edu/plagiarism_tutorial/howto_para_summ.html