

## Appendix 3: APA reference style

Tip!

See <http://www.apastyle.org/> to obtain information about APA style. The full guidelines are published in the **Seventh Edition** of the *Publication Manual of the American Psychological Association* and anyone working on APA-style journals is strongly encouraged to refer to this *Manual* in the first instance.

### ***Text citations***

All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers for direct quotations from print sources.

Do not use *ibid.*, *op. cit.*, *infra.*, *supra*.

**Note the following for the style of text citations:**

1. If the author's name is in the text, follow with the year in parentheses:

... Author Last Name (year) has argued ...

2. If the author's name is not in the text, insert last name, comma and year:

... several works (Author Last Name, year) have described ...

3. For direct quotations, the page number follows the year, preceded by 'p.' (not a colon):

... it has been noted (Author Last Name, year, p. XXX) that ...

4. Where there are two authors, always cite both names, joined by 'and' if within running text and outside of parentheses; joined by an ampersand (&) if within parenthetical material, in tables and in captions, and in the reference list:

... Author Last Name and Author Last Name stated that ...

... it has been stated (Author Last Name & Author Last Name, year) ...

5. When a work has three or more authors, include only the surname of the first author followed by 'et al.' (not italicized and with a period after 'al') and the year:

... Author 1 Last Name et al. (year) found that ...

6. If two references with three or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as

necessary to distinguish the two references, followed by a comma and 'et al.'. For example:

If you had the following reference entries:

Smith, Jones, Clark, Kumar, and Green (2000)

Smith, Jones, Miller, Green, and Powell (2000)

In the text you would cite them, respectively, as:

... Smith, Jones, Clark, et al. (2000) and Smith, Jones, Miller, et al. (2000)

**However**, because 'et al.' is plural (meaning 'and others'), it cannot stand for only one name. When only the final author is different, spell out all names in every citation. For example:

If you had the following reference entries:

Smith, Jones, Clark, and Kumar (2000)

Smith, Jones, Clark, and Green (2000)

In the text you would cite them, respectively, as:

... Smith, Jones, Clark, and Kumar (2000) and Smith, Jones, Clark, and Green (2000)

7. If two or more references by the same author are cited together, separate the dates with a comma (in chronological order):

... the author has stated this in several studies (Author Last Name, 2000, 2001, 2002, 2006) ...

8. If there is more than one reference to the same author (or by the same two or more authors in the same order) and year, insert the suffixes 'a', 'b', 'c', etc., after the year of publication and repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work):

... it was described (Author Last Name, 2000a, 2000b, 2000c) ...

9. List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname, separated by semicolons:

... and it has been noted (Clark, 2001; Miller, 2001) ...

**Exception:** You may separate a major citation from other citations within parentheses by inserting a phrase, such as 'see also' before the first of the remaining citations, which should be in alphabetical order:

... (Miller, 2001; see also Clark, 2000; Smith, 2000) ...

10. When names of groups (e.g. government agencies, universities, etc.) serve as authors, these are usually spelled out each time they appear in a text citation. However, some group authors can be spelled out in the first citation and abbreviated thereafter:

First text citation:

... (National Institute of Mental Health [NIMH], 2000) ...

Subsequent text citation:

... (NIMH, 2000) ...

11. When a work has no author as such, cite in the text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter or web page and italicize the title of a journal, book, etc.:

... it was stated ("Title of publication", year) that ...

12. Citations from personal communications are not included in the reference list; cite in text only, giving the full name as well as the surname of the communicator and provide as exact a date as possible:

... (First and Last Name of Person, personal communication, April 28, 2000).

## **Reference list**

### **General**

1. Check that the list is in alphabetical order by surname of the first author (treat Mc and Mac alphabetically and literally, not as if they were all spelled 'Mac').
2. Names should be in initial cap then lower case.
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. Provide surnames and their first names for up to and including 20 authors. When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.
5. Nothing precedes something when alphabetizing last names (e.g., Loft, Henry precedes Loftus, Eamnuel.).
6. Names containing Jr or II should be listed as follows:  
Author Last Name, First name, Jr. (year).  
Author Last Name, First name II (year).
7. When ordering several works by the same first author:
  - Single-author references arranged in date order, the earliest first;
  - Single-author entries precede multiple-author entries beginning with the same surname
  - Two or more author references in alphabetical order according to the second author's last name, or if the second author is the same, the last name of the third author, and so on

- References with the same authors in the same order are arranged by year of publication, the earliest first:

Brown, John. (2003)  
 Brown, Tom, & Yates, Peter. (2003)  
 Brown, William. (2002)  
 Brown, William. (2003a)  
 Brown, William. (2003b)  
 Brown, William., Hughes, John, & Kent, Tom. (2003)  
 Brown, William, & Jones, Matt. (2003)  
 Brown, William, & Peters, Peter (2002)

8. Check that all periodical data are included – volume, issue and page numbers (complete span, not shortened), publisher, etc.
9. The date of retrieval of online material is not required, only the URL; see example below. Exceptions include dictionary entries, databases, and websites that are updated regularly but are not archived.
10. Include a DOI hyperlink for all works that have a DOI, regardless of whether the print version or the online version was used.
11. Check journal for examples.

## Reference styles

### Journal article

Author surname, Author first name, Author surname, Author first name, & Author surname, Author first name (year). Article title. *Journal Name*, vol. no.(issue no.), page range. DOI or URL

Miller, Atman, Thomson, William, & Callagher, David (1998). Affluence in suburbia. *Suburban Studies*, 12(1), 9–12. <https://doi.org.10.xxxxx>

### Book

Author Surname, Author first name & Author, surname, Author Firstname. (year). *Book title*. Publisher.

Miller, Atman, Thomson, William, & Callagher, David (1998). *Affluence in suburbia*. BL Books.

### Chapter in book

Author surname, Author first name, Author surname, Author first name, & Author surname, Author first name (year). Chapter title. In Editor [First name surname], & Editor [First name surname] (Eds.), *Book title* (pp. xxx–xxx). Publisher.

Miller, Atman, Thomson, William, & Callagher, David (1998). Epping case study. In Caren Carter *Affluence in suburbia* (pp. 200–250). BL Books.

### Website

Miller, Atman, Thomson, William, & Callagher, David (date). *Title of work*. Site Name. URL

Avramova, Nate. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN. <https://edition.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety*. <https://www.who.int/features/qa/84/en>

**Conference paper**

Author Surname, Author first name & Author, surname, Author Firstname. (date). *Title of contribution* [Type of contribution]. Conference name, location. DOI or URL

Miller, Atman, Thomson, William, & Callagher, David. (2017, July 12–15). *Everybody's got a little them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States.  
<https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html>