In-Text Citations

Paraphrases
When paraphrasing or summarising an idea from a source, you supply the surname of the author and the year of publication in brackets at the end of the sentence. For example, *It is important to understand the speech process* (Jones, 2001).

Direct quotations
When quoting directly from a source, you must provide the page number(s) after the quotation. For example, *“Knowing how people speak is vital”* (Jones, 2001, p. 64).

Quotes/ideas cited in another source
When using an idea or quote cited in another source, acknowledge both sources. For example, “…” (Ward, 1968, as cited in Yan, 1991, p. 38). Note: only include in Reference list the source you actually read (e.g. Yan, 1991).

Frequently asked questions

Q1. Should I reference lecture notes?
Unpublished sources (lecture notes, memos, e-mails, interviews etc.) are grouped under “personal communications”. Provide as much detail as possible: e.g. (J. Brown, Community Lawyer, personal communication, May 14, 2003). Note: Personal communications are not included in Reference list.

Q2. How can I reference a Study Guide?
Study guides are listed like books. If there is no author, the department that provides the study guide should be the author and the faculty will be the publisher. For example:


Q3. When I use internet sources, do I provide the web address in in-text citation?
Do NOT provide URL in-text—use the author’s name or website title instead.

APA Resources
For further information, check out the following:

APA publication

APA Style
https://apastyle.apa.org/

Victoria University Library
https://www.wgtn.ac.nz/library/study-and-assignments/referencing

University of Auckland
https://www.cite.auckland.ac.nz/2.html

(Last updated July 2020)
Reference List entries:
Similar to other referencing styles, APA requires you to provide detailed publication information, such as author, date of publication, journal or book title, publisher and other relevant information. Pay attention to punctuation, font (e.g. italics), capital letters and indenting.

1. Books
   Single author
   Surname, Initials. (year of publication). Book title: Subtitle. Publisher name.

   2+ authors

   Edited books

   Article or chapter in edited books

   Notes: 1) Use ‘pp.’ for article or chapter page numbers; 2) Add ‘s’ to ‘Ed.’ if there are more than one editor; 3) List subtitle of a book after book title followed by colon ‘ (e.g. Main title: Subtitle); 4) Capitalise first letter of first word of title and subtitle (The same rule applies to article titles.).

2. ebook
   With a DOI (digital object identifier)
   Surname, Initials. (year of publication). Book title. Publisher name. https://doi.org/xxxx

   With a URL

3. Printed periodicals/journals

   Notes: 1) Issue number optional, if not available; 2) Do not use ‘pp.’ for journal, magazine, newspaper article page numbers.

4. Other types of printed articles
   Magazine article

   Newspaper article

   Notes: 1) If no named author, cite corporate author (or organisation) that publishes the material; 2) If no author, begin with article title, followed by the date and the rest.

5. Online sources
   Online report
   Surname, Initials. (year of publication). Title of work. https://xxxx

   Online journal

   Notes: 1) ‘Year of publication’ for online sources refers to the date when site was last modified. If no date is given, use ‘n.d.’.

6. Other sources
   Film
   Surname, Initials. (Director). (year of publication). Movie title [Film]. Production Company.

   Unpublished conference proceedings/papers

Formatting the Reference List
- List all types of sources together, not separated into categories ('Books', 'Journals', etc).
- Arrange entries alphabetically, according to authors' surnames.
- For each reference, begin first line at left-hand margin, and indent additional lines. (Go to Paragraph tab on tool bar; select 'Special indentation - 'hanging indent': 1.27cm)
- If you use two or more sources from the same author, list chronologically (by publication date).
- If an author published more than one source in the same year, sort alphabetically according to title, and distinguish in-text and in Reference List, using 'a' and 'b', e.g. 2010a and 2010b.