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Unpublished sources (lecture notes, memos, e-mails, interviews etc.)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 title of site instead.

APA Resources
For further information, check out the following:

APA publication

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

Victoria University Library
https://libguides.victoria.ac.nz/referencing-citing

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**
     Surname, Initials. & Surname, Initials. (Eds.). (year of publication). *Book title: Subtitle*. Publisher name.
   - **Article or chapter in edited books**
     Surname, Initials. (year of publication). Article or chapter title. In Initials. Surname (Ed.), *Book title: Subtitle* (pp. xx-xx). Publisher name.
   - **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**
     Surname, Initials. (year of publication). *Book title*. Publisher name. https://xxxx

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**

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