




## Quick Guide to APA Referencing 6<sup>th</sup> Edition


### *Learning Support Services*

Below is a list of the common sources one may need to include in a reference list:

Source	Reference	Example	In-text citation
Book	<b>Author, A., &amp; Author, B. (Year of Publication). Title of work: Capital letter on first word of subtitle. Location: Publisher.</b>	Hammill, J., & Hawkins, B. (2005). <i>The importance of referencing: A catch up process</i> . Auckland, New Zealand: Auckland University of Technology.	(Hammill & Hawkins, 2005)
Class notes	<b>Author, A. (Year). Title: Sub-title. Course Code. Place: Name of Institution [indicate these are course notes].</b>	Hammill, J. (2005). <i>The importance of referencing</i> . RS583762. Auckland, New Zealand: Auckland University of Technology [Course notes].	(Hammill, 2005)
Journal article from database (with DOI)	<b>Author, A., Author, B., &amp; Author, C. (Year). Title of article. Title of Periodical, vol, pp-pp. Retrieved from <a href="http://dx.doi.org/xxxxx">http://dx.doi.org/xxxxx</a></b>	Hern, B. J. (2014). The challenges facing international HRM in an increasingly globalized environment. <i>Industrial and Commercial Training, 46</i> , 371-378. <a href="http://dx.doi.org/10.1108/ICT-06-2014-0041">http://dx.doi.org/10.1108/ICT-06-2014-0041</a>	(Hern, 2014)
Journal article from database ( no DOI)	<b>Author, A., Author, B., &amp; Author, C. (Year). Title of article. Title of Periodical, vol, pp-pp. Retrieved from <a href="http://xxxxx">http://xxxxx</a></b>	Kalargyrou, V., Pescosolido, A. T., & Kalargiros, E. A. (2012). Leadership skills in management education. <i>Academy of Educational Leadership Journal, 16</i> , 39-63. Retrieved from <a href="http://www.alliedacademies.org/academy-of-educational-leadership-journal">http://www.alliedacademies.org/academy-of-educational-leadership-journal</a>	(Kalargyrou, Pescosolido, & Kalargiros, 2012)

Source	Reference	Example	In-text citation
Article from a website	<p><b>Author, A. (Year). Title of article. <i>Name of Periodical</i>, vol (issue no.), xxx-xxx. Retrieved from URL</b></p> <p><b>Or if the article is not from an online journal:</b></p> <p><b>Author, A. (Year). Title of article. Retrieved from URL</b></p>	<p>Eker, M., &amp; Eker, S. (2009). An empirical analysis of the association between the organizational culture and performance measurement systems in the Turkish manufacturing sector. <i>Journal of Economic and Social Research</i> 11(2), 43-76. Retrieved from <a href="http://www.time.com">http://www.time.com</a></p> <p><b>or</b></p> <p>Moran, G. (2011). Five problem employees and what you can do about them. Retrieved from <a href="http://www.entrepreneur.com/article/220132">http://www.entrepreneur.com/article/220132</a></p>	<p>(Eker &amp; Eker, 2009)</p> <p>(Moran, 2011)</p>
Facebook Status Update- Individual Author	<p><b>Author, A. A. (Year, month and day). Title of update. [Facebook status update]. Retrieved from URL</b></p> 	<p>Angelou, M. (2014, April 18). The idea of overcoming is always fascinating to me. It's fascinating because few of us realize how much energy we have expended just to be here today. I don't think we give ourselves enough credit for the overcoming. [Facebook status update]. Retrieved from <a href="https://www.facebook.com/MayaAngelou?hc_location=timeline">https://www.facebook.com/MayaAngelou?hc_location=timeline</a></p>	<p>(Angelou, 2014)</p>

Source	Reference	Example	In-text citation
Facebook Status Update-Group Author	<p><b>Author. (Year, month and day). Title of update. [Facebook status update]. Retrieved from URL</b></p> 	<p>APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster's Collegiate Dictionary or APA's Dictionary of Psychology. Read more over at the APA Style Blog [Facebook status update]. Retrieved from <a href="https://www.facebook.com/APAStyle/posts/206877529328877">https://www.facebook.com/APAStyle/posts/206877529328877</a></p>	<p>(APA Style, 2011)</p>
Facebook Page	<p><b>Author. (Year). Timeline [Facebook page]. Retrieved date, from URL</b></p> 	<p>American Psychological Association. (n.d.). Timeline [Facebook page]. Retrieved June, 2014 from <a href="https://www.facebook.com/AmericanPsychologicalAssociation/info">https://www.facebook.com/AmericanPsychologicalAssociation/info</a></p>	

Source	Reference	Example	In-text citation
Audio Podcast	<b>Author, A. A. (Producer). (Year, month and day). Title [Audio podcast]. Retrieved from home page URL</b>	Rissian, L. C. (Producer). (2012, May 4). <i>Twelve parsecs</i> [Audio podcast]. Retrieved from <a href="http://itunes.apple.com">http://itunes.apple.com</a>	(Rissian, 2012)
Video Podcast	<b>Author, A. A. (Producer). (Year, month and day ). Title [Video podcast]. Retrieved from home page URL</b>	Hoade, S. (2010, October 31). <i>Zombies in literature: Intro to zombie studies</i> [Video podcast]. Retrieved from <a href="http://itunes.apple.com/">http://itunes.apple.com/</a>	(Hoade, 2010)
Youtube Video	<p><b>Author, A. A. [User name]. (year, month day). Title of video [Video file]. Retrieved from http://xxxxx</b></p> <p><b>User name. (year, month day). Title of video [Video file]. Retrieved from http://xxxxx</b></p>  <p>If the person's real name and user name are both available, provide the real name in the format Author, A. A. followed by the user name inside brackets. If the user's real name is not available, include only the user name, without brackets.</p>	PolytechProductions1. (2012, January 31). <i>Plagiarism video-Bahrain Polytechnic</i> . [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=aRuRII6RcUE">http://www.youtube.com/watch?v=aRuRII6RcUE</a>	(PolytechProductions1, 2012)

Source	Reference	Example	In-text citation
Interviews, emails etc.	<p><b>An interview is not considered recoverable data, so no reference to this is provided in the reference list. Cite the interview within the text as a personal communication.</b></p>	<p>(J. Smith, personal communication, August 15, 2009) <b>or</b></p> <p>J. Smith (personal communication, August 15, 2009)</p>	
Newspaper articles-electronic	<p><b>Author, A. A., (Year, Month day). Title of article. <i>Title of Periodical</i>. Retrieved from URL</b></p>	<p>Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i>. Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a></p>	(Brody, 2007)
Lecture notes or PowerPoint slides (on Moodle)	<p><b>When lecture notes are available only from the teacher, via course management software (such as Moodle), or from someone who took notes during a lecture, cite this as a personal communication (see section 6.20 of the Publication Manual). Personal communications are not recoverable by other researchers. Cite personal communications in text only; include initials as well as the surname of the person involved, and give as precise a date as possible:</b></p>	<p>(J. A. Howard, personal communication, September 19, 2011).</p>	

Source	Reference	Example	In-text citation
Corporate Author, Government Report	<b>Author, A. A. (year). Title of work (Report No. xxx) [Description of form]. Retrieved from Agency Name website: http://xxxx</b>	U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). Managing asthma: A guide for schools (NIH Publication No. 02-2650). Retrieved from <a href="http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf">http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf</a>	(US Department of Health and Human Services, 2003)
Graph, Chart, or Table from a Book	<b>Author. (Year). Title of graph, chart, or table [Type of figure]. In author or editor of work. Title of work. Place of Publication: Publisher.</b>	New Strategist. (2008). Women's time use by age, 2007 [Table]. In New Strategist Editors, American women: Who they are and how they live (4th ed.). Ithaca, NY: New Strategist Publications, Inc.	(New Strategist, 2008)
Graph, Chart, or Table Retrieved Online	<b>Author. (Year). Title of graph, chart, or table [Type of figure]. Title of website. Retrieved from URL</b>	<p><b>Online Figure with Title:</b> US Census Bureau. (2002). Industries in Which California Ranks First in Terms of Sales or Receipts Per Capita [Table]. 2002 Economic Census. Retrieved from <a href="http://www.census.gov/econ/census02/data/tops/TOPSTCA.HTM">http://www.census.gov/econ/census02/data/tops/TOPSTCA.HTM</a></p> <p><b>Online Figure without Title:</b> National Center for Education Statistics. (2007). [Chart showing racial makeup of San Francisco Unified School District students under age 18]. Common Core of Data. Retrieved from <a href="http://nces.ed.gov/ccd/districtsearch">http://nces.ed.gov/ccd/districtsearch</a></p>	(US Census Bureau, 2002)  (National Center for Education Statistics, 2007)
Book from an online library	<b>Author, A. (Year). Title of book. Retrieved from http://xxxx</b>  <b>Provide the home page of the online library (Google Books, NetLibrary, ebrary, etc.) rather than the full URL. Books are easily available by search, and some sites require log-in credentials.</b>	Chalofsky, N. E. (2014). <i>Handbook of human resource development</i> . Retrieved from <a href="http://www.ebrary.com">http://www.ebrary.com</a>	(Chalofsky, 2014)

## Some important things to remember when referencing:

### Works with No Identified Author (person or organization) or with an Anonymous Author:

When a work has no identified author, cite in text the first few words of the title and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report.

### For Example:

#### **Reference (web article):**

Exploring your personal learning style. (n.d.). Retrieved from <http://www.studygs.net/selfassessment.htm>

#### **Corresponding in-text citation:**

("Exploring your personal," n.d.)

## Basic Citation Styles

Type of Citation	First Citation in Text	Subsequent Citations in Text	Parenthetical Format, First Citation in Text	Parenthetical Format, Subsequent Citations in Text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three to five authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups as authors (readily identified through abbreviation)	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups as authors (no abbreviation)	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Source: American Psychological Association. (2010). *Publication Manual of the American Psychological Association*. Washington, D.C.



## Sample Reference List

### References

Armstrong, M. (2009). *Armstrong's handbook of human resource management practice*. London: Kogan Page.

Chalofsky, N. E. (2014). *Handbook of human resource development*. Retrieved from <http://www.ebrary.com>

Hern, B. J. (2014). The challenges facing international HRM in an increasingly globalized environment. *Industrial and Commercial Training*, 46, 371-378. <http://dx.doi.org/10.1108/ICT-06-2014-0041>

Kalargyrou, V., Pescosolido, A. T., & Kalargiros, E. A. (2012). Leadership skills in management education. *Academy of Educational Leadership Journal*, 16, 39-63. Retrieved from <http://www.alliedacademies.org/academy-of-educational-leadership-journal/>

McKenna, E., & Beech, N. (2008). *Human resource management: A concise analysis*. (2<sup>nd</sup> ed.). London: Prentice Hall.

Moorhead, G. (2007). *Organizational behavior*. (8<sup>th</sup> ed.). New York: Houghton Mifflin.

### For additional reference examples, please refer to the following APA publications:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

American Psychological Association. (2012). *APA style guide to electronic resources*. Retrieved from <http://www.apastyle.org/products/4210512.aspx>