

APA Reference Style Guide

Notes: Please "copy" the title of a book/an article/whatever (as far as the spelling of words such as "behavior"/"behavioral" are concerned (and this also goes for direct quotations) exactly as in the original.

- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- If within the same paragraph, reference is made to **the same author(s) for a second and further time(s)**, the year of publication is omitted in the second and further references - as long as it does not lead to confusion.

Compiled by OpenJournals Publishing and assisted by Prof George Sieberhagen (North-West University)

| Basic in-text referencing | | |
|---|--|---|
| In-text reference where the author of the source is known | ...the result of this is a 'technical super identity' (Erikson, 1967, p. 20). Azar and Martin (1999) found that... (As part of the sentence) ...thus Cox (1966, p. 52) refers to the modern urbanite as... | Simply use whatever you used as author in the reference, as well as the year of publication. Only insert the page number when using a direct quote. Do not include suffixes such as <i>Jr.</i> |
| In-text reference to more than one source | More recent studies (Bartlett, 1992; James, 1998) show that... The researchers (Bartlett, 1992, p. 54; Brown, 1876, p. 45; James, 1998, p. 45) refer to... | In-text reference to more than one author should be ordered alphabetically. |
| General forms for reference lists | | |
| Non-periodical | Author, A.A. (1994). <i>Title of work</i> . Location: Publisher. | Nonperiodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media |
| Part of a Non-periodical | Author, A.A., & Author, B.B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxxx). Location: Publisher. | |
| Periodical | Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. <i>Title of Periodical</i> , xx, xxx-xxxx. | Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc |
| Online periodical | Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. <i>Title of</i> | |

| | | |
|--|--|--|
| | <i>Periodical</i> , xx, xxx-xxxx. Retrieved Month day, year, from web address | |
| Online document | Author, A.A. (2000). <i>Title of work</i> . Retrieved Month day, year, from web address | |
| Referencing other sources | | |
| A book with only one author | Rose, L. (1977). <i>Crime and punishment</i> . London: Batsford. | |
| A book by two authors | Gordon, E.W., & Rourke, A. (1966). <i>Compensatory education for the disadvantaged</i> . New York: College Entrance Examination Board. In order to avoid possible communication problems all procedures should be explained to the patient (Gardner & Sheldon, 1967, p. 40)... Gardner and Sheldon (1967, p. 40) | When quoting a book with two authors in the text, use the word 'and' between the names; if the reference is in parentheses, use '&' examine the problem... |
| A book by three or more authors | Meyer, B.S., Anderson, D.P., Bohning, R.H., & Fratanna, D.G., Jr. (1973). <i>Introduction to plant physiology</i> . New York: Van Nostrand. In referring to a work by three, four or five authors all the relevant names have to be furnished in the first reference to the work , e.g.: ...the traditionalist personality (Riesman, Denney & Glazer, 1968, p. 40) restrains him from doing... In later references to this work only the first author's name is stated, and the abbreviation ' <i>et al.</i> ' is used: ...due to his "other-directness" modern Western man in a sense is at home everywhere and yet nowhere (Riesman <i>et al.</i> , 1968, p. 40)... In referring to a work by six or more authors, cite only the surname of the first author followed by <i>et al.</i> (italicized and with a full stop after "al"), and the year for the first and subsequent citations. In the reference list, provide the initials and surnames of the first six authors, and shorten any remaining authors to <i>et al.</i> | |
| Reference to more than one publication of the same author in the same year | Johnson (1994a, p. 48) discussed the subject... In his later works (Johnson, 1994b, p. 56) he argued... Johnson, P.D. (1994a). <i>Pedagogy</i> . London: Routledge. | |

| | | |
|---|---|--|
| | Johnson, P.D. (1994b). <i>Advanced Pedagogy</i> . London: Routledge. | |
| Different authors with the same surname | According to B. Smith (1989) and F. Smith (1997), ... | When you refer to publications by different authors with the same surname, use their initials in the reference. |
| A book with an institution, organisation or association as author | You can also use the name of the body as part of the sentence. ...it had long been evident that the intellectual potential of the Afrikaners on the Witwatersrand was under utilised (Rand Afrikaans University, 1976, p. 48)... ...thus the Rand Afrikaans University (1963, p. 30) concluded that... Rand Afrikaans University (1970). <i>The new university: A practical guideline</i> . Johannesburg, Gauteng: Rand Afrikaans University. | Where reference is made to the work by a body (institution, organisation, association, etc.) where no specific author is responsible for the work, the official name of the body is used as author. When the author and publisher are identical, use the word Author as the name of the publisher. |
| A book with (an) editor(s) | Driver, E., & Broisen, A. (Eds.). (1989). <i>Child sexual abuse</i> . Basingstoke, UK: Macmillan Education Ltd. Strunk, W. (Ed.). (1976). <i>Adult learning</i> . New York: Macmillan. | |
| A chapter in a book (not edited) | Capra, F. (1983). The systems view of life. In <i>The turning point: science, society and the rising culture</i> (pp. 376-399). London: Fontana Press | |
| Part/chapter of an edited book | Hartley, J.T., Harker, J.O., & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), <i>Aging in the 1980's: Psychological issues</i> , (pp. 239-252). Washington: American Psychological Association. Shirom, A. (1989). Burnout in work organizations. In C.L. Cooper & I.T. Robertson (Eds.), <i>International review of Industrial and Organizational Psychology</i> , Vol. IV (pp. 25-49). New York: Wiley. | |
| Anonymous work | When a work's author is designated as "Anonymous", cite in text the word 'Anonymous': A recent article (Anonymous, 1993) stated that... In the case of articles in newspapers or magazines where no author is named, the title is used instead of the author. | |

| | | |
|-------------------------------------|---|--|
| | <p>A recent article (War over, 1991) stated that...</p> <p>Anonymous. (1993, 17 February). Best practices. <i>The Star</i>, p. 10.</p> <p>War over. (1991, 7 January). <i>The Star</i>, p. 1.</p> | |
| A work with a foreign title | <p>Spyridakis, A. (1987). <i>E historia tis Helladas</i> [A history of Greece]. Athens: Therios ita Iona.</p> | |
| Translated works | <p>Luria, A.R. (1968). <i>The mind of a mnemonist: A little book about a vast memory</i>. (L. Solotaroff, Trans.). New York: Basic Books. (Original work published 1967)</p> <p>In text, cite the original publication date and the date of the translation:</p> <p>A recent study (Luria, 1967/1968)</p> | |
| Second, further or revised editions | <p>Dyson, G.G.H. (1977). <i>The mechanics of athletics</i>. (7th edn.). New York: Homes and Meier.</p> <p>Cohen, J. (1977). <i>Statistical power analysis for the behavioral sciences</i> (Rev. edn.). New York: Academic Press.</p> | |
| Date of publication unknown | <p>Wolverton, H.(n.d.). <i>The geological structure of the Black Hills</i>. Wilmington: Prairie Press.</p> | |
| Dictionaries | <p><i>The concise Macquarie dictionary</i>. (1982). New South Wales: Lane Cove.</p> <p>Nguyen, D.H. (1966). <i>Vietnamese-English dictionary</i>. Rutland Vermont: Charles Tuttle Company.</p> <p>Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th edn, Vols. 1-20). London: MacMillan.</p> | |
| Encyclopedia | <p>Bergmann, P. G. (1993). Relativity. In <i>The new Encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.</p> <p>If an entry has no byline, place the title in the author position.</p> | |
| Personal communication | <p>Personal communications may be letters, memos, some electronic</p> | |

| | | |
|--|---|--|
| | <p>communication (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:</p> <p>According to T.K. Lutes (personal communication, April 18, 2001)...</p> | |
| Unpublished manuscript submitted for publication | Jordan, B. (1989). <i>Psychology of adolescent parents</i> . Manuscript submitted for publication. | |
| Unpublished manuscript not submitted for publication | Ryder, M. (1987). <i>Wonder woman: An Amazon legacy</i> . Unpublished manuscript. | |
| Newspaper article | Lamb, J. (1970, 20 October). The perfect plants for lazy gardeners. <i>Weekend Australian</i> , p. 3. | |
| Periodical article | <p>If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April)</p> <p>Phillips, E. (1985). The Australian scene. <i>Australian Journal of Ecology</i>, 3(2), 25-29.</p> <p>Only indicate the issue number after the volume number if each issue begins on page 1.</p> | |
| Journal article in press | <p>Phillips, E. (in press). The Australian scene. <i>Australian Journal of Ecology</i>.</p> <p>In text:</p> <p>Phillips (in press) or (Phillips, in press)</p> | |
| Abstract | Phillips, E. (1985). The Australian scene [Abstract]. <i>Australian Journal of Ecology</i> , 3(2), 25-29. | |
| Non-English journal article | <p>Give the original title, as well as an English translation in brackets.</p> <p>Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial im EEG:</p> | |

| | | |
|------------------------------------|---|--|
| | Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in eventrelated EEG potentials: Are impulsive individuals augmenters or reducers?]. <i>Zeitschrift für Differentielle und Diagnostische Psychologie</i> , 21, 208-217. | |
| Published dissertation or thesis | Bevins, G.D. (1987). <i>Theory and practice at an Australian university</i> . Doctoral dissertation. Montreal: McGill University. | |
| Unpublished dissertation or thesis | Little, P. (1965). <i>Helplessness, depression and mood in end stage renal disease</i> . Unpublished master's thesis, Wits University, Johannesburg, South Africa. Or: Unpublished doctoral dissertation... | |
| Dissertation abstract | Ross, D.F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). <i>Dissertation Abstracts International</i> , 51, 417. | |
| Government publications | When referring to a government publication, the date is sufficient for in text referencing, e.g.: According to The Bill of Rights (1996)... Education is in the process of transformation (Department of Education, 1995)... Provide all numbers, sections, chapters or volume numbers that is available, in brackets. The Bill of Rights of the Constitution of the Republic of South African. (1996). <i>Government Gazette</i> . (No. 17678). Department of Education. (1995). White Paper on Education. <i>Government Gazette</i> . (Vol. 375, No. 45621). Commission on Civil Rights. (1967). <i>Racial isolation in the public schools</i> . Washington: United States Government Printing Office. Republic of South Africa. (1997). Basic Conditions of Employment Act, | |

| | | |
|--|--|--|
| | No. 75 of 1997. Pretoria: Government Printers. | |
| Unpublished raw data, untitled | Use brackets to indicate that the material is a description of the content, not a title. Bordi, F., & LeDoux, J.E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data. | |
| Booklet, pamphlet or leaflet | South African College of Advanced Education. (1976). <i>Referencing: the footnote and Harvard system</i> [Brochure]. Johannesburg: Wits Technikon. Research and Training Center in Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (4th edn.). [Brochure]. Lawrence, K.S.: Author. | |
| Study guide | Speedy, C. (1999). <i>Study Guide: Electrical Engineering 1</i> . America: South American College of Engineering. | |
| Conference proceedings, no author or title | International Microcomputer Conference. (1984). <i>Conference proceedings held at the Western Australian Institute of Technology, Perth, 22 – 24 May 1984</i> . Perth: Western Australian Institute of technology. | |
| Conference proceedings, with author | Field, G. (2001). Rethinking reference rethought. In <i>Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001</i> (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association | |
| Unpublished paper presented at a meeting | Lanktree, C., & Briere, J. (1991, January). <i>Early data on the Trauma Symptom Checklist for Children (TSC-C)</i> . Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA. | |
| Publication of limited circulation | For a publication of limited circulation, give in parentheses immediately after the title a name and address from which the publication can be obtained: Klomers, N. (Ed.). (1993, Spring). <i>ADAA Reporter</i> . (Available from the Anxiety Disorders Association of America, 6000 Executive Boulevard, | |

| | | |
|--|--|--|
| | Suite 513, Rockville, MD20852) | |
| Review | <p>Schatz, B.R. (2000). Learning by text or context? [Review of the book <i>The social life of information</i>]. <i>Science</i>, 290, 1304.</p> <p>Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i>]. <i>Contemporary Psychology</i>, 37, 1146-1147.</p> | |
| Electronic sources | | |
| In-text reference where the author of the electronic source is known | <p>Simply use whatever you used as author in the reference, as well as the year of publication:</p> <p>The project website was created using <i>Aldus Pagemaker version 3</i> (1987-1988)...</p> <p>Several films (e.g., Bertolucci, 1988) have used this technique...</p> <p>Azar and Martin (1999) found that...</p> | |
| In-text reference to a web site | <p>To cite an entire Web site (but not a specific document on the site), simply give the site's URL in the text:</p> <p>Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students (http://it.uwp.edu/rainbow).</p> <p>When a specific part of an electronic source has to be quoted and no page number can be found, use the paragraph number if available, preceded by the ¶ symbol or the abbreviation para.</p> <p>If these are absent, cite the heading and the number of the paragraph following it:</p> <p>Jones, 2000: ¶5)</p> <p>Jones, 2000: Conclusion, para.7)</p> | |
| Internet site with author | <p>Holmes, A. (1998). <i>Greenpeace wins media war</i>. Retrieved November 25, 1998, from http://www.independent.co.uk/international/green25.htm</p> | |

| | | |
|--|---|--|
| Internet document without author | GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/ | |
| Article From an Online Periodical with DOI Assigned | Author, A.A., & Author, B.B. (Date of publication). Title of article. <i>Title of Journal</i> , volume number(issue number). doi:0000000/000000000000 | |
| Personal electronic communication (e-mail) | Because personal e-mail do not provide recoverable data, they (like other personal communications) are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: According to T. K. Lutes (personal communication, April 18, 2001)... | |
| Article in an Internet-only journal | Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. <i>Prevention & Treatment</i> , 3, Article 0001a. Retrieved November 20, 2000, from http://journals.apa.org/prevention/volume3/pre0030001a.html | |
| Electronic copy of a journal article retrieved from database | Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. <i>Journal of Applied Psychology</i> , 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database. | |
| Internet articles based on a print source | VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research</i> , 5, 117-123. If you have reason to believe that the article might be subject to change, you should add the date you retrieved the document, and the URL | |
| Newsgroups, online forums, electronic mailing lists | FORMAT: Author. (Year, Day Month). Subject of message. Message posted to Name mailing list, archived at URL Brack, Ernie (1995, 2 May). Re: Computing short courses. Message posted to LisLink mailing list, archived at http://archive.lislink.com Jensen, L.R. (1995, 12 December). Recommendation of student radio/tv in English. Message posted to IASTAR mailing list, archived at http://nrg.dtu.dk | |

| | | |
|---|---|--|
| | <p>Brett, P. (1999, June 6). Experiments proving the collective unconscious [Msg 1]. Message posted to news://alt.psychology.jung</p> <p>If you cannot determine the author's name or screen name, then use the author's email address as the main entry. When deciding where in your Reference List to insert such a source, treat the first letter of the email address as though it were capitalized.</p> <p>lrm583@aol.com (1996, May 26). Thinking of adoption. Message posted to news://alt.adoption</p> <p>If the message is not retrievable from an archive, it should not be included in the reference list. It can be cited as a personal communication.</p> | |
| Paper presented at a virtual conference | <p>Tan, G., & Lewandowsky, S. (1996). <i>A comparison of operator trust in humans versus machines</i>. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan</p> | |
| Abstract | <p>Isaac, J.D., Sansone, C., & Smith, J.L. (1999, May). Other people as a source of interest in an activity. <i>Journal of Experimental Social Psychology</i>, 35, 239-265. Abstract retrieved June 7, 1999, from IDEAL database: http://www.europe.idealibrary.com</p> | |
| Article in an electronic magazine (ezine) | <p>Adler, J. (1999, May 17). Ghost of Everest. <i>Newsweek</i>. Retrieved May 19, 1999.</p> | |
| Newspaper article | <p>Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, highschool psychology. <i>APA Monitor</i>. Retrieved October 7, 1999, from http://www.apa.org/monitor/oct99/in1.html</p> | |
| Review | <p>Parfit, M. (1997, December 7). Breathless [Review of the book <i>The climb: Tragic ambitions on Everest</i>]. <i>New York Times on the Web</i>. Retrieved October 7, 1999, from http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html</p> | |

| | | |
|------------------------|--|--|
| Letter to the editor | Gray, J. (1999, May 7). Pesticides linger in land and air—and in our bodies [Letter to the editor]. <i>Lexington Herald-Leader</i> . Retrieved October 7, 1999, from http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm | |
| Government publication | Bush, G. (1989, April 12). Principles of ethical conduct for government officers and employees Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997, from http://www.usoge.gov/exorders/eo12674.html | |
| CD-ROM | Hawking, S. (1994). <i>A brief history of time: An interactive adventure</i> [CD]. Sacramento: Crunch Pod Media. | |
| Sound recording | Williamson, C. (1985). <i>Prairie fire. On Arkansas traveler</i> [CD]. Oakland, California: Olivia Records. <i>Rock 'n roll classics</i> . (1986). [Cassette] San Diego, California: Uptown Sound. | |
| Motion picture/film | <i>Transactional analysis</i> [Motion picture]. (1974). Los Angeles: Research Films. Bertolucci, B. (Producer). (1988). <i>The last emperor</i> [Motion picture]. Los Angeles: Columbia Pictures. | |
| Television broadcast | Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service. | |
| Video recording | <i>Babakuieria</i> . (1986). [Video recording]. Sydney: ABC Drama Department. Sutton, P. (Producer). (1986). <i>Kay Cottee: First Lady</i> [Video Recording]. New South Wales: Direct Video Pty Ltd. Cochrane, C., (Executive Producer) & Graham S., (Director). (1988). <i>The Superkids' fitness video</i> [Video Recording]. Perth: Dynami Australia. | |
| Microfiche | Illinois State Office of the Superintendent of Public Instruction (1971). <i>Toys for early development of the young blind child: a guide for parents</i> . (ERIC Document Reproduction Service No. ED 065 201) | |

| | | |
|------------------|--|--|
| Computer program | <p><i>Aldus Pagemaker version 3.0</i> [Computer software] (1987-1988). Seattle, Washington: Aldus Corporation.</p> <p>Schwarzer, R. (1989). Statistics software for meta-analysis [Computer software and manual]. Retrieved from http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm</p> | |
|------------------|--|--|

Commonly used abbreviations

Appendix - app.
 Chapter - ch.
 Column - col.
 Columns - cols.
 Editor - ed.
 Editors - eds.
 Edition – edn.
 Editions - edns.
 Number - no.
 Numbers - nos.
 No date - n.d.
 No publisher, no page - n.p.
 Page - p.
 Pages - pp.
 Paragraph - para.
 Revised - rev.
 Reprinted - rpt.
 Supplement - Suppl.
 Technical Report - Tech. Rep.
 Translated, translator - trans.
 Volume - vol.
 Volumes - vols.
 Written - writ.

Rule: a capital letter for the abbreviation for editor or editors i.e. Ed. or Eds. Use lower case for edition i.e. 2nd edn.

Latin abbreviations

And others - *et al.* (et alii)

Used where there are too many authors to list

In the same work - *ibid.* (ibidem)

Signifies the same work as the one cited immediately before, but a different page

The same - *id.* (idem)

The item cited is by the author of the item cited immediately before

In the work cited - *op. cit.* (opere citato)

Refers the reader back to the author's previously cited work, but to a different page

Without place - *s.l.* (sine loco)

For more resources visit:

<http://www.waikato.ac.nz/library/apaguide.shtml>

<http://owl.english.purdue.edu/owl/resource/560/07/>

<http://library.osu.edu/sites/guides/apagd.php#articleone>

This referencing guide is compiled from various resources, our appreciation to http://www.infosecsa.co.za/Reference_Techniques.pdf