

Referencing - APA System In-text referencing and Reference lists (An extended guide)

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Introduction

This extended guide is designed to help reference the sources of information we use for our assignments. To reference we use **in-text references** and also produce a **reference list**. At William Angliss Institute, students are required to use the APA 6th system.

The information within this guide is based on the resource below and from the APA Style Blog which is the official companion to the *Publication Manual of the American Psychological Association, Sixth Edition*. Advice has also been supplied by APA style experts.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
(Available within the LRC - 808.06615 AME)

Why Reference

We are required to reference as it is the standard way of writing our assignments when at TAFE or University. We are required to acknowledge the sources that we use within our written work and supply a full description of the source at the end of our work. Hence the person who is marking our work knows exactly where our ideas have been formed. If we do not reference we may be plagiarising (using other people's ideas and words as if they are our own). This is a serious offense at William Angliss.

How to write In-text references

Whenever we borrow words or ideas for our written work by paraphrasing or quoting, we need to acknowledge the source (i.e. the author/s) that we use. We do this by producing an **in-text reference** (also known as an **in-text citation**) where we identify our source by giving the author's name and year of publication. The page number is also included if we are making a direct quote.

This information can be included within the body of our written work by:

- using the author's name as part of our sentence.

OR

- either adding the citation at the end of the sentence (Parenthetical format).

Subsequent in-text citations are also formatted differently. For works by three or more authors only the first author is named and the term et al. is used which means (and others).

For example:-

	First citation in-text	First citation in-text (parenthetical format)	Subsequent citation in-text	Subsequent citation in-text (parenthetical format)
One author	Weaver (2006)	(Weaver, 2006)	Weaver (2006)	(Weaver, 2006)
Two authors	Van der Wagen and Davies (1998) suggest that "... (p.16).	"..." (Van der Wagen & Davies, 1998, p. 16).	Van der Wagen and Davies (1998) suggest that "... (p.16).	"..." (Van der Wagen & Davies, 1998, p. 16).
Three authors	Baum, Amoah, and Spivack (1997)	(Baum, Amoah, & Spivack, 1997)	Baum et al. (1997)	(Baum et al., 1997)
Four authors	Williamson, Tregidga, Harris, and Keen (2009)	(Williamson, Tregidga, Harris, & Keen, 2009)	Williamson et al. (2009)	(Williamson et al., 2009)
Five authors	Ogello, Mlingi, Nyonje, Charo-Karisa, and Munguti (2013)	(Ogello, Mlingi, Nyonje, Charo-Karisa, & Munguti, 2013)	Ogello et al. (2013)	(Ogello et al., 2013)
Six or more authors	Cobe, et al. (2013) The in-text reference should show only the name of the first listed author, followed by the term 'et al' (meaning 'and others').	(Cobe, et al., 2013) The in-text reference should show only the name of the first listed author, followed by the term 'et al' (meaning 'and others').	Cobe, et al. (2013)	(Cobe, et al., 2013)
Groups (that can be identified through abbreviation)	Royal Society for the Prevention of Cruelty to Animals (RSPCA, 2016)	(Royal Society for the Prevention of Cruelty to Animals [RSPCA], 2016)	RSPCA (2016)	(RSPCA, 2016)

If the abbreviation is familiar or understandable, we may abbreviate the name in the second and subsequent citations.

Groups (no abbreviation)	William Angliss Institute (2016)	(William Angliss Institute, 2016)	William Angliss Institute (2016)	(William Angliss Institute, 2016)
---------------------------------	----------------------------------	-----------------------------------	----------------------------------	-----------------------------------

If the abbreviation is short and would not be readily understandable, write out the name each time it occurs. The abbreviation for William Angliss Institute is WAI however, this abbreviation is short and the reader may not be able to locate the entry in the reference list without difficulty.

Note: Use **and** when the authors' names are incorporated in the text; use an ampersand (&) for an in-text reference for joint authors when enclosed in parentheses.

Multiple works

If an author (or a group of authors listed in the same order) has published two or more works in the same year, use the lower case letters "a", "b", "c" ... after the year to distinguish between the works. Letters are assigned according to the alphabetical order of the title.

Author with multiple works

Winter (2014a)

Winter (2014b)

Same two or more authors in the same order

Manzoni and Islam (2007a)

Manzoni and Islam (2007b)

Two or more works by different authors (within the same parentheses)

If research on the same topic has been done by several authors, we can reference both sources in the same sentence or paragraph.

We order them alphabetically and separate the in-text citations with semicolons.

For some men the idea of drawing on 'traditional culinary femininities', meant that they saw their cooking as a way to demonstrate their love and care as well as nurturing their family. (Cairns et al, 2010; Murcott, 1982).

Sources that we find in another source

When we use a source we have found in another author's work it is known as a '**secondary source**'.

For the work of one author as cited in another author's work, provide both authors' names **in-text**. If Rogge's work is cited in Goldblatt, list Rogge and Goldblatt in-text.

Rogge reported that... (as cited in Goldblatt, 2008).

Quoting and Paraphrasing

For most assignments, we will need to read and then write about other writers' work on a subject and also come to our own conclusions. If we paraphrase or summarise a point made by another author, we require **only** the author(s) and date. The page no(s) is also included if we are making a direct quote.

Example of paraphrasing

O'Shannessy, Minett, and Hyde (2008) indicate that tourism can be a multi-faceted word...

Weaver (2006) believes having reliable information for data measurement in tourism is possible; there are simple procedures to collect this type of data. However, as the destination is getting larger so will the difficulty in compiling an accurate database.

Direct quotation of sources

- If our quotation comprises fewer than 40 words we incorporate it into the text and enclose the quotation with double quotation marks.
- If the quotation is added as part of a sentence; cite the page number in parentheses immediately after the quotation marks and continue the sentence.

Example of a direct quotation

Shaw and Merrick (2005) comment that brand valuation was established in the 1980s, primarily as a response to **"the vulnerability of sound but financially sleepy businesses to the attentions of acquisitive conglomerates"** (p. 254), valuing brands is important for improved financial success.

- If the quotation is added at the end of the sentence; cite the source and page number in parentheses immediately after the quotation marks.

There are distinct differences between teams and groups within the workforce. Groups are people who have been brought together who share commonalties. However, teamwork is **"the collective effort of all team members to achieve the team's common goals"** (O'Shannessy & Minett, 2008, p. 101).

Block quotation

Quotations that are 40 or more words long are called block quotations. Block quotations are differentiated from the text as they are indented from the text margin, for this reason they do not require quotation marks. The entire quotation is formatted by double-space. At the end of the block quotation, cite the source and the page number in parentheses.

Example of a block quotation

With regards to providing a quality service experience to customers, it may be helpful to draw upon Jan Carlzon's 'moment of truth' analogy, which is where a guest may experience positive, negative or neutral impressions.

If the impression is either positive or negative, the guest will take these experiences away with them and tell others about it. A neutral experience is perhaps worst of all. It means that no lasting impression was made and if asked about that experience, the guest probably won't be able to recall how they felt or what they thought about that experience (O'Shannessy & Minett 2008, p. 263).

Hence 'moments of truth' assists us to recognise that we have the chance and the ability to influence guests, this gives us an opportunity to create a positive impression with every single encounter or interaction during their stay.

Direct quotation of online sources

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting from a website, that is not a PDF, then use as part of the in-text reference a 'section heading' within the document OR a 'paragraph number'.

Example of a direct quotation of an online source

Armstrong (2014) suggests that the value of the super foods derived from the Australian bush is underestimated **"the gubinge (or kakadu plum; Terminalia ferdinandiana), a tiny berry the size of a thumbnail that provides 100 times more vitamin C than the average orange"** (Bush Tucker, para. 4).

Bibliography lists

APA Style generally requires reference lists, not bibliographies. A *bibliography list* is compiled from the sources that we have read to formulate our ideas or to gain background knowledge but have **not** cited (these sources are **not** referred to within our written work).

Reference lists (double-spaced with hanging indent)

How to write a reference list

- Start the list on a new page, usually placed at the end of the document.
- Use the heading References at the top of the list (centre aligned).
- Include all the sources cited in the written work (sources that we have paraphrased or quoted from), but not other sources.
- Arrange the list in **alphabetical** order by author name.
 - For multiple works by the same author see [here](#).
- Include the following elements in each entry, if possible: author, year of publication, title and other publishing information.
- **Double-space** entries and give them a [hanging indent](#) paragraph format.

See here for an example of a [reference list](#).

How to write the author(s) name in our reference list entries

For example:-

One author	Author, A. A. (2015).
Two authors	Author, A. A., & Author, B. B. (2015).
Three authors	Author, A. A., Author, B. B., & Author, C. C. (2015).
Four, five, six and seven authors	Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (2015).
Eight or more authors	<p>Include the first six authors' name, then insert an ellipsis (...) and add the last author's name.</p> <p>Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ...Author, H. H. (2015).</p>
Cultural variations in surnames	<p>Across different cultures the order of our names varies. Hence we may need to explore further and investigate how the author has been cited in other works and follow that presentation. Authors usually use the default name order for the language in which they are publishing</p> <p>For example, Yi-Chin Lin may publish as Yi-Chin Lin or Lin Yi-Chin. In either case the APA Style format for an English paper would be Lin, Y.-C within the reference list entry and as Lin (2009) in the in-text citation.</p> <p>Sometimes the surname is presented in all-capital letters on the source to distinguish it from the given name(s), we follow the normal APA convention and we don't retain the all-caps style.</p>

How to write other publishing details in our reference list entries

Different sources will be identified within the reference list via different details, for example generally a **book** will have details such as a **publisher and place of publication** and a **published journal article** will have a **digital object identifier (DOI)** in the reference.

Please select this [link](#) for examples of what details are included within our reference list entries.

Hyperlinks in our reference list

APA contains no guidelines about whether hyperlinks within a reference list should be active. However, they do comment, by saying that if a reference list is going to be read electronically then active hyperlinks may be useful to the reader.

DOI (Digital object identifier) explained

A DOI is a unique alphanumeric string. It is the article's **digital object identifier** and is used to identify content and provide a persistent link to its Internet location.

They are assigned and maintained by registration agencies; it can be used to identify the article throughout its lifespan and provides a way to guarantee that digital copies remain accessible.

For example, the article below has been assigned a DOI; so the unique string is part of the reference. Recently the format of the DOI has also changed to a more user-friendly one in the form of a URL. Hence to ensure that it resolves into a working link (<http://dx.doi.org/>) would precede the alphanumeric string. Either DOI format is currently acceptable.

Marshall, R., & Villiers, R. D. (2015). Marketing tourists gazing into the tourism domain. *International Journal of Culture, Tourism and Hospitality Research*, 9(4), 417-422.
doi:10.1108/IJCTHR-08-2015-0087

Marshall, R., & Villiers, R. D. (2015). Marketing tourists gazing into the tourism domain. *International Journal of Culture, Tourism and Hospitality Research*, 9(4), 417-422.
<http://dx.doi.org/10.1108/IJCTHR-08-2015-0087>

Abbreviations

The following is a list that is acceptable when forming reference list entries.

edition	ed.
Revised edition	Rev. ed.
second edition	2 nd . ed.
Editor(s)	Ed. (Eds.)
Translator(s)	Trans.
no date	n.d.
page (pages)	p. (pp.)
Volume	Vol.
Volumes	Vols.
e.g.	(Vols. 1-3)
Number	No.
Part	Pt.
Technical Report	Tech. Rep.
Supplement	Suppl.

More information and help

- Explore the EndNote software. This platform enables us to collect, store, organise and use our references.
References can be entered into EndNote manually, or they can be transferred electronically into EndNote from journal databases and library catalogues.
References can be inserted electronically from EndNote into Word documents.
A reference list of all the inserted references is automatically created in the referencing style of our choice.
- Seek help from teachers within your relevant subjects, learning advisors or LRC staff.

Examples of in-text references and reference list entries

Multiple works

If an author (or a group of authors listed in the same order) has published two or more works in the same year, use the lower case letters "a", "b", "c" ... after the year to distinguish between the works. Letters are assigned according to the alphabetical order of the title.

Material type	In-text example	Reference list example
<i>Author with multiple works</i>	<p>Winter (2014a)...</p> <p>Winter (2014b)...</p>	<p>Winter, C. (2014a). Public perception of war memorials: A study in Ballarat. <i>Australasian Journal of Regional Studies</i>, 20(1), 210-230.</p> <p>Winter, C. (2014b). Tourism to the battlefield memorials in Fromelles. <i>Tourism Review International</i>, 17(3), 211-222. doi:10.3727/154427213X13838418677087</p>
<i>Same two or more authors in the same order</i>	<p>Manzoni and Islam (2007a)...</p> <p>Manzoni and Islam (2007b)...</p>	<p>Manzoni, A., & Islam, S.M.N. (2007a). Measuring collaboration effectiveness in globalised supply networks: A data envelopment analysis application. <i>International Journal of Logistics, Economics and Globalisation</i>, 1(1), 77-91.</p> <p>Manzoni, A., & Islam, S.M.N. (2007b). Measuring the performance of supply chain networks in Australia: A business process model using DEA. <i>International Journal of Value Chain Management</i>, 16(3), 211-222.</p>

References by the same author are arranged by year of publication in the **reference list**, with the earliest first. However, for references with the same author and year, the references are arranged alphabetically by title (ignoring "A" or "The"). Lower case letters (a, b) are added immediately after the year within parentheses.

Sources that we find in another source

When we use a source we have found in another author's work it is known as a '**secondary source**'. For the work of one author as cited in another author's work, provide both authors' names **in-text**.

If Rogge's work is cited in Goldblatt, list Rogge and Goldblatt in-text.

In our reference list we provide a reference for the source we have read from.

Material type	In-text example	Reference list example
Secondary sources	Rogge reported that... (as cited in Goldblatt, 2008).	Goldblatt, J.J. (2008). <i>Special events: The roots and wings of celebration</i> (5th ed). Hoboken, NJ: John Wiley & Sons.

Books

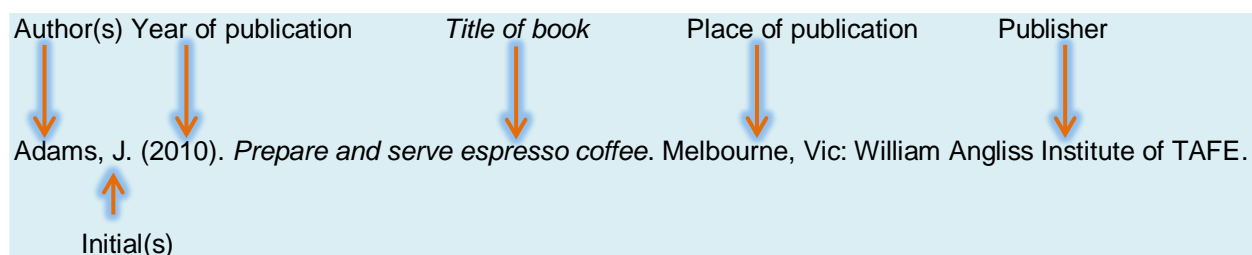
Note: An authored book is one that has been written by one or more authors, opposed to an edited book that has been compiled of a group of articles/chapters and written by different authors and published in a single volume.

Format for reference list (hard copy):-

Author(s) surname, Initials. (Year). *Title of book*. Place of publication: Publisher.

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Note: Title of book to be *italicised* and in sentence case.



Format for reference list (electronic):-

Note: If applicable, the reference list entry also needs to include the e-reader book type i.e. Adobe Digital Editions, Kindle, etc. Ebooks from ProQuest Ebook Central need to have the e-reader version included. If the resource has been assigned a DOI, include this in the reference, otherwise use the URL.

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). doi:xxxxx

Material type	In-text example	Reference list example
Book (print)	"The primary role of the supervisor..." (Van der Wagen & Davies, 1998, p. 16).	Van der Wagen, L., & Davies, C. (1998). <i>Supervision and leadership in tourism and hospitality</i> . Melbourne: Hospitality Press.

Material type	In-text example	Reference list example
<p>Book with a group author (print)</p> <p>Group authors could be (e.g. corporations, associations, government agencies).</p>	<p>Australian Heritage Commission (2001)... OR ... (Australian Heritage Commission, 2001)...</p>	<p>Australian Heritage Commission. (2001). <i>Successful tourism at heritage places: A guide for tourism operators, heritage managers and communities</i>. Canberra: The Australian Heritage Commission, and Department of Industry, Science and Resources.</p>
<p>Book with no author (print or electronic)</p> <p>Where there is no author, use the title of the book (italicised) in place of the author's name in-text and in the reference list entry.</p>	<p><i>Harvard business review on knowledge management</i> (1998) believes that the key... OR The key to any educational experience ... (<i>Harvard business review on knowledge management</i>, 1998).</p>	<p><i>Harvard business review on knowledge management</i>. (1998). Boston, MA: Harvard Business School Press.</p>
<p>Book chapter with no author (print or electronic)</p> <p>Where there is no author, use the title in place of the author's name. Use "double quotation" marks around the chapter title in the in-text citation.</p>	<p>"Title of book chapter" (2015)... OR ...("Title of book chapter," 2015).</p>	<p>Title of book chapter. (2015). <i>Title of book</i>. Place of publication: Publisher.</p>
<p>Book with unknown or uncertain dates (print)</p> <p>Works for which no publication date can be established should be cited using the term n.d. (no date).</p>	<p>Australian Poll Dorset Association Inc. (n.d.)... OR ...(Australian Poll Dorset Association Inc., n.d.).</p>	<p>Australian Poll Dorset Association Inc. (n.d.). <i>"Lamb" country style: Featuring "Lamb in a hollow log" and accompaniments</i>. Melbourne: Australian Poll Dorset Association Inc.</p>
<p>Book with edition (print)</p>	<p>Dark (2011)... OR ... (Dark, 2011).</p>	<p>Dark, G. (2011). <i>Kitchen operations</i> (2nd ed.). Frenchs Forest, N.S.W.: Pearson.</p> <p>Note: the edition number is placed after the title of the work.</p>
<p>Book with editor (print)</p>	<p>McLure (2000)... OR ...(McLure, 2000).</p>	<p>McLure, B. (Ed.). (2000). <i>The small business handbook: How to start and successfully operate a small business</i>. Melbourne: Information Australia.</p>
<p>Book with editor(s) (print)</p>	<p>Fennell and Dowling (2003)... OR ...(Fennell & Dowling, 2000).</p>	<p>Fennell, D., & Dowling, R.K. (Eds.). (2003). <i>Ecotourism policy and planning</i>. New York: CABI Pub.</p>

Material type	In-text example	Reference list example
<i>Book with editor(s) and volume (print)</i>	Kiple and Ornelas (2000)... OR ...(Kiple & Ornelas, 2000).	Kiple, K. F., & Ornelas, K. C. (Eds.). (2000). <i>The Cambridge world history of food</i> (Vol. 1). Cambridge: Cambridge University Press.
<i>Book chapter edited (print)</i>	Gross (2006)... OR ...(Gross, 2014).	Gross, J. E. (2014). Food activism in Western Oregon. In C. Counihan, & V. Siniscalchi (Eds.), <i>Food activism: Agency, democracy and economy</i> (pp. 15-30). New York: Bloomsbury Academic.
<i>Book chapter with editor(s) and edition (print)</i>	Avraham (2006) noted... OR ...(Avraham, 2006).	Avraham, E. (2006). Public relations and advertising strategies for managing tourist destination image crises. In Y. Mansfeld, & A. Pizam (Eds.), <i>Tourism, security and safety: From theory to practice</i> (1st ed., pp. 233-249). Oxford: Elsevier Butterworth-Heinemann.
<i>Book chapter (electronic) - from Bloomsbury Food Library</i>	Albala (2007)... OR ...(Albala, 2007).	Albala, K. (2007). Soy: China, Japan and the world. In K. Albala, <i>Beans: A history</i> (pp. 179–200). http://dx.doi.org/10.5040/9781350025677-ch-012 If the resource has been assigned a DOI give the DOI in the reference. Otherwise use the URL.
<i>Book (electronic) - from Ebscohost (ebook Community College Collection)</i>	Finn (2017)... OR ...(Finn, 2017).	Finn, S. M. (2017). <i>Discriminating taste: How class anxiety created the American food revolution</i> . Retrieved from http://ezproxy.angliss.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e900xw&AN=1455671&site=ehost-live If the resource has been assigned a DOI give the DOI in the reference. Otherwise use the URL.
<i>Book chapter in a volume in a series (electronic) - from Emerald Database</i>	Gozzoli (2018)... OR ...(Gozzoli, 2018).	Gozzoli, R.B. (2018). Sustainable tourism development and Thai cultural heritage. In O. Timo, P. Julianna, & S. Jürg (Series Eds.), <i>Advances in Culture, Tourism and Hospitality Research Series: Vol. 15. Contemporary challenges of climate change, sustainable tourism consumption, and destination competitiveness</i> (pp. 139-157). https://doi.org/10.1108/S1871-317320180000015014 If the resource has been assigned a DOI give the DOI in the reference. Otherwise use the URL.

Material type	In-text example	Reference list example
<i>Book (electronic) - from Knovel</i>	Clarke (2012)... OR ...(Clarke, 2012).	Clarke, C. (2012). <i>The science of ice cream</i> (2nd ed.). Retrieved from http://app.knovel.com/web/toc.v/cid:kpSICE0011/viewerType:toc/root slug:science_of_ice_cream_2nd_edition If the resource has been assigned a DOI give the DOI in the reference. Otherwise use the URL.
<i>Book (electronic) - from ProQuest Ebook Central</i>	Schädel (2012)... OR ...(Schädel, 2012).	Schädel, C. (2012). <i>Work-life balance among cruise ship crews: A quantitative research approach</i> [Adobe Digital Editions version]. Retrieved from http://angliss.eblib.com.au/patron/FullRecord.aspx?p=887656 Ebooks from ProQuest Ebook Central need to have the e-reader version included. If the resource has been assigned a DOI, include this in the reference, otherwise use the URL.
<i>Book chapter with editor(s) (electronic) - from ProQuest Ebook Central</i>	Avieli (2014)... OR ...(Avieli, 2014).	Avieli, N. (2014). Vegetarian ethics and politics in late-socialist Vietnam. In Y. Jung, J. A. Klein, & M. L. Caldwell (Eds.), <i>Ethical eating in the postsocialist and socialist world</i> [Adobe Digital Editions] (pp. 144-166). Retrieved from https://ebookcentral-proquest-com.ezproxy.angliss.edu.au/lib/angliss/detail.action?docID=1629229 Ebooks from ProQuest Ebook Central need to have the e-reader version included. If the resource has been assigned a DOI, include this in the reference, otherwise use the URL.
<i>Book (electronic only)</i> Electronic only books are resources that have never been published before in any form.	Shrout (n.d.)... OR ...(Shrout, n.d.).	Shrout, R. N. (n.d.). <i>True hypnotism: Understanding its science and mastering its art</i> . Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=253
Reports Reports could be technical in content or research reports. If the author has assigned a number (e.g., report number, publication number etc.) to the report, give that number in parentheses immediately after the title. For a hard copy report, use the format as for a book. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.		
Format for reference list:- Author, A.A. (Year). <i>Title of work</i> (Report No. xxx). Location: Publisher.		

Material type	In-text example	Reference list example
<i>Hard copy report</i>	William Angliss Institute (2007)... OR ...(William Angliss Institute, 2007).	William Angliss Institute. (2007). <i>Annual review and report</i> . Melbourne: The Institute.
<i>Online report</i>	Department of Treasury and Finance (2014)... OR ...(Department of Treasury and Finance, 2014).	Department of Treasury and Finance. (2014). <i>Building for growth 2013-14 financial report: Incorporating Quarterly Financial Report No. 4</i> (No. 382, session 2010-14). Retrieved from https://www.dtf.vic.gov.au/sites/default/files/2018-02/2013-14_financialreport.pdf

Articles – Periodicals/Journals and Magazines

Periodical is a broad term, meaning anything that is published periodically. It could be newspapers, magazines, newsletters or **journals** that are available at regular intervals. The frequency could be daily, weekly, monthly, quarterly, or annually.

We use the terms '**periodical**' and '**journal**' interchangeably in the library; its usual context is to mean a resource that has academic or scholarly articles within.

Format for reference list:-

Author(s) surname, Initials. (Year). Title of article. *Journal title*, volume number(issue number), page number(s). doi: xx.xxxx

Notes: Title of journal and volume number to be *italicised*. Use sentence case for article name and capitalise main words for journal title.

Include the digital object identifier (DOI) in the reference if one is assigned. If no DOI is assigned to the resource and it's been retrieved online, include the home page URL Retrieved from http://

No retrieval date is required.

Author(s) Initial(s)	Year	Title of article
↓	↓	↓
Cha, J., Kim, S., & Cichy, R.F.	(2013).	Hospitality students' intent to become involved as active alumni: A predictive model.
		Journal of Hospitality & Tourism Education, 25(1), 1-10. doi: 10.1080/10963758.2013.777583
		↑
	Journal title	volume number issue number page number(s)
		↑
		↑

Material type	In-text example	Reference list example
<i>Article - Journal with DOI (print or online)</i>	Cha, Kim, and Cichy (2013)... OR ...(Cha, Kim, & Cichy, 2013).	Cha, J., Kim, S., & Cichy, R. F. (2013). Hospitality students' intent to become involved as active alumni: A predictive model. <i>Journal of Hospitality & Tourism Education</i> , 25(1), 1-10. doi: 10.1080/10963758.2013.777583

Material type	In-text example	Reference list example
<i>Article - Journal without DOI (print)</i>	Dufrêne (2014)... OR ...(Dufrêne, 2014).	Dufrêne, B. (2014). Taiwan's tea industry: Growing from green to bubble. <i>Tea & Coffee Trade Journal</i> , 186(5), 42-44.
<i>Article - Journal without DOI (online)</i>	Maximiliano (2011)... OR ...(Maximiliano, 2011).	Maximiliano, K. (2011). Can tourism be considered ethical? <i>Journal of Travel & Tourism Research</i> , 11(1), 91-104. Retrieved from http://ezproxy.lrc.angliss.vic.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hjh&AN=64286678&site=ehost-live
<i>Article - Magazine (print)</i>	Cavalliotis (2013)... OR ...(Cavalliotis, 2013).	Cavalliotis, I (2013, August/September). The bread and butter project. <i>Australian Baking Business</i> , 40-45.
<i>Article - Magazine (online)</i>	Smart (2019)... OR ...(Smart, 2019).	Smart, F. (2019, June). Big time sensuality: How to activate all the senses in your café. <i>Café Cultural Digital</i> , (6), 16-19. Retrieved from https://issuu.com/cafeculture/docs/cci_digital_issue_6/8
<i>Article - Newspaper (print)</i>	Kitney (2015)... OR ...(Kitney, 2015).	Kitney, D. (2015, March 10). Coles plans food charity expansion to farmgate. <i>The Australian</i> , p. 21.
<i>Article - Newspaper with section (print)</i>	Bourke (2018)... OR ...(Bourke, 2018)	Bourke, L. (2018, August 14). Jamie Oliver: 'Nonna knows best.' <i>The Age</i> , Epicure section, p. 8. When sourced from a print version, annotate the section name (if there is one) within your reference list entry.
<i>Article - Newspaper (online)</i>	Massola (2018)... OR ...(Massola, 2018).	Massola, J. (2018, August 9). A cry for help from the epicentre. <i>The Age</i> . Retrieved from http://ezproxy.angliss.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=azh&AN=DOC71D2Q9AAHPUOMKV8JA2&site=ehost-live Include the permanent/persistent URL of the online article. When sourced online you are not required to specify a section name, cite the title of the newspaper within your reference list entry.
<i>Article with no author (print or electronic)</i> Where there is no author, use the title in place of the author's name in-text and in the reference list entry.	"Futureshock" (2004)... OR ...("Futureshock", 2004). Use "double quotation" marks around the title of an article in-text.	Futureshock! (2004, July/August). <i>Australasian Baker</i> , 16-17. Italicise the title of the periodical in the reference list entry.

Material type	In-text example	Reference list example
<p>Article with unknown or uncertain dates (print or electronic)</p> <p>Works for which no publication date can be established should be cited using the term n.d. (no date).</p>	<p>Smith (n.d.)... OR ... (Smith, n.d.).</p>	<p>Author(s) surname, Initials. (n.d.). Title of article. <i>Journal title</i>, volume number(issue number), page number(s).</p>

Conference papers and Symposia

A *conference paper* is usually a research paper that has been peer reviewed in advance. If accepted it is presented orally at a conference by one or more members of the research team. Most conferences publish these papers as part of their proceedings.

A *poster session* is a conference session in which researchers stand next to a large poster displaying their research results and answer questions about it from conference attendees.

A *symposium* is a small conference or a formal meeting at which experts discuss related topics and present papers or deliver short addresses within their field of expertise.

Format for reference list:-

Presenter, A. (Year, Month). *Title of paper*. Paper presented at the Title of Conference, Location.

Material type	In-text example	Reference list example
<p>Conference - Paper presentation / Poster session (not published)</p> <p>For conference presentations or poster sessions that have not been formally published give the month and year in the reference.</p>	<p>Nixon (1988)... OR ... (Nixon, 1988).</p>	<p>Nixon, B. (1998, May). <i>The changing face of the winery tourist</i>. Paper presented at the Wine Tourism - Perfect Partners, Proceedings of the First Australian Wine Tourism Conference, Margaret River, Western Australia.</p>
<p>Symposia (not published)</p> <p>For symposium contributions that have not been formally published give the month and year in the reference.</p>	<p>Contributor (2016)... OR ... (Contributor, 2016).</p>	<p>Contributor, A.A. (2016, Month). Title of contribution. In B.B. Chairperson (Chair), <i>Title of symposium</i>. Symposium conducted at the meeting of Organization Name, Location.</p>

Material type	In-text example	Reference list example
<p>Conference paper (electronic)</p> <p>If the proceedings are located online, substitute "Retrieved from URL" for the publisher and location.</p>	<p>Vohland (2014)... OR ...(Vohland, 2014).</p>	<p>Vohland, K. (2014, November). <i>Tourism partnerships supporting conservation</i>. Paper presented at the 2014 Global Eco Tourism in Protected Area Forum. Retrieved from http://www.globaleco.com.au/conference-proceedings-2014.php</p> <p>Mason, S. (2011). <i>Malcolm Gladwell versus twitter: examining the behaviours of market mavens in social media</i>. Proceedings of the ANZMAC Conference 2011. Retrieved from http://www.anzmac.org/conference_archive/2011/Papers%20by%20Presenting%20Author/Mason,%20Steven%20Paper%20273.pdf</p>
<p>Conference or Symposia (published)</p> <p>To cite published proceedings from a book, use the same format as for a book or book chapter.</p>	<p>Barber (2012)... OR ...(Barber, 2012).</p>	<p>Barber, K. (2012). Celebrating and Japanese food. In M. McWilliams (Ed.), <i>Celebration: Proceedings of the Oxford Symposium on Food and Cookery 2011</i> (pp. 31-36). Totnes, Devon [U.K.]: Prospect Books.</p> <p>If the proceedings have been published onto a CD, include [CD] after the title.</p>
<p>Conference or Symposia (published regularly)</p> <p>To cite proceedings that are regularly published, use the same format as for a periodical.</p>	<p>Balgaradean (2015)... OR ...(Balgaradean, 2015).</p>	<p>Balgaradean, C. (2015). Emotions and marketing: A theoretical approach. <i>Proceedings of the International Conference "Marketing - from Information to Decision"</i>, 8-22. Retrieved from http://search.proquest.com/docview/1751219522?accountid=49749</p> <p>If the proceedings have been published onto a CD, include [CD] after the title.</p> <p>If the proceedings have been assigned a DOI give the DOI in the reference. Otherwise use the URL.</p>

Legal Materials

For detailed guidelines, the 'Publication manual of the American Psychological Association' (APA Style guide) refers readers to 'The Bluebook: A uniform system of citation' however, this does not cover Australian law and cases. When citing legal materials in Australia the convention is to use the resource, 'Australian guide to legal citation' (AGLC). Hence the following referencing information below is based on (AGLC). See link for more detailed information.

https://law.unimelb.edu.au/_data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf

Note:

Abbreviations are to be used for the jurisdiction and designation. Full-stops are not used in abbreviations.

Jurisdiction	Abbreviation
Commonwealth	Cth
Victoria	Vic

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Western Australia	WA

Pinpoint, is when you identify the particular paragraph, part, schedule, section etc. of the Act.

Designation	Abbreviation
Paragraph	para
Part	pt
Schedule	sch
Section	s

Format for reference list:-

Title of the Act Year (Jurisdiction) Pinpoint. Retrieved from <URL>

Material type	In-text example	Reference list example
Statutes (Acts)	<i>Food Act 1984 (Vic) s 4C.</i> In-text citations include all of the elements except for the URL.	<i>Food Act 1984 (Vic) s 4C.</i> Retrieved from http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/fa198457/#s1

Doctoral Dissertations and Master's Theses

Format for reference list (available from a database service):-

Author, A.A. (Year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)

Format for reference list (unpublished):-

Author, A.A. (Year). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Material type	In-text example	Reference list example
Master's Thesis (database)	<i>Brunette (2011)...</i> OR <i>...(Brunette, 2011)</i>	Brunette, C. A. (2011). <i>The functional approach to volunteerism in organizational volunteers</i> (Master's thesis). Available from ProQuest Dissertations and Theses database. (1517361)

Material type	In-text example	Reference list example
<i>Doctoral Dissertation (database)</i>	Ambrosie (2012)... OR ...(Ambrosie, 2012)	Ambrosie, L. M. (2012). <i>Tourism: Sacred cow or silver bullet?</i> (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (NR92687)
<i>Master's Thesis / Doctoral dissertation (unpublished)</i>	Raviv (2010)... OR ...(Raviv, 2010)	Raviv, C. (2010). <i>Responsible tourism Qualmark accreditation: A comparative evaluation of tourism businesses and tourists' perceptions</i> . (Unpublished doctoral dissertation). Lincoln University, New Zealand.
<i>Doctoral Dissertation (Internet)</i>	Weeden (2008)... OR ...(Weeden, 2008)	Weeden, C. (2008). <i>The values of ethical and responsible tourists</i> . (Doctoral dissertation, University of Glasgow). Retrieved from http://theses.gla.ac.uk/187/1/2008weedenphd.pdf

Translated material

For foreign or translated works, a reference follows the basic APA Style template, but we need to add some additional information to lead our reader to the source we have used.

Material type	In-text example	Reference list example
<i>Book - English translation (print)</i>	Pellaprat (1960)... OR ...(Pellaprat, 1960).	Pellaprat, H.P. (1960). <i>Modern French culinary art</i> (translated by W.Bachmann, Trans.). Castagnola, Switzerland: Virtue. If we read an English translation of a foreign work, we cite the author, year of publication etc. from the version read and also give credit to the translator.
<i>Book - Foreign language (print)</i>	Blanc (1984)... OR ...(Blanc, 1984).	Blanc, G. (1984). <i>Ma cuisine des saisons</i> [My cuisine of the seasons]. Paris: Robert Laffont If we read a work in a foreign language, we cite the author, year etc. and also provide an English translation of the title of the work in square brackets.

Translations - Personal

If we have translated a passage from one language into another (i.e. Chinese to English), it is considered a paraphrase, not a direct quotation. Hence to cite the translated material, we are required to include the author and date of the material in the in-text citation. APA also recommend (but it's not required) to include the page in the citation, as this will help our readers who do speak the language find the translated piece in the original.

Material type	In-text example	Reference list example
<i>Book - Personal translation</i>	The presentation in Chinese cookery reflects the skills and personality of the chef (Wei Quan Culture and Education Foundation, 1987, p.1).	Wei Quan Culture and Education Foundation. (1987). <i>Jin chu chan yan</i> . [Golden chef banquet]. Taipei: Chun Qing. In the reference list, provide the citation for the work in its original language. Also provide an English translation of the title of the work in square brackets after the foreign-language title, without italics.

Personal communication

If we have obtained information directly from a person or organisation through letter, interview, or informal conversation and they have agreed to be identified as a source, this should be acknowledged in the body of our written work (as an in-text reference).

Material type	In-text example	Reference list example
<i>Interview</i>	T. Smith (personal communication, April 5, 2006) confirmed... OR It was stated that good hand-washing techniques ... (J. Smith, personal communication, April 24, 2009).	No entry is required within the reference list.

Audiovisual Media

This type of material includes motion pictures, audio or television broadcasts (including podcasts) and music recordings.

Format for reference list (music recording):-

Writer, A. (Copyright year). Title of song [Recorded by B.B. Artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

Format for reference list (motion picture):-

Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of Origin: Studio.

List the primary contributors in the author position and use parentheses to identify their contribution.

Format for reference list (television or radio series):-

Use the same format as for a chapter in a book however, list the writer and director in the author position and the producer in the editor position.

Material type	In-text example	Reference list example
Music recording	...(Sebastian, 2012, track 3). In-text citations include side and band or track numbers	Sebastian, G. (2012). Battle scars. On <i>Armageddon</i> [CD]. Sydney, N.S.W: Sony Music Entertainment.
Motion picture	Lum (2014)... OR ...(Lum, 2014).	Lum, T., Mason, A., & Rodger, K. (Producer), & Crowe, R. (Director). (2014). <i>The water diviner</i> [Motion picture]. Australia: Fox Studios.
Television series - single episode	Fleming (2016)... OR ...(Fleming, 2016)	Fleming, D. (Writer), & Franc, R. (Director). (2016). It's Marco Pierre White Week on MasterChef Australia! [Television series episode]. In M. Benson (Executive producer), <i>Masterchef Australia Series 8</i> . Melbourne: Ten Network.
Podcast - audio For a podcast, the 'author's position' might be a producer, a writer, or a speaker. You can use parentheses to identify the contribution of the person in the author's position.	Parker (n.d.)... OR ...(Parker, n.d.).	Parker, G. (Speaker). (n.d.). <i>Ep. 21: William Angliss short courses</i> [Audio podcast]. Retrieved from http://www.upsidehl.com.au/education-hub/podcasts Pryor, C. (Producer). (2016, January 30). <i>National parks and tourism</i> [Audio podcast]. Retrieved from http://www.abc.net.au/radionational/programs/blueprintforliving/ The recommendation for the "Retrieved from" line includes the homepage URL, (an organisation's webpage or their part of the website where they host the podcasts), not the link to the full URL of where you found the podcast. Though a full URL may be more direct, links can change over time, hence not using the full URL may be more accurate down the track for a reader.
Podcast - video	Lewis (2012)... OR ...Lewis, 2012).	Lewis, D. J. (Producer). (2012, March 12). How to use powerpress to setup your wordpress blog for podcasting – TAP072 [Video podcast]. Retrieved from https://theaudacitytopodcast.com/?s=video+podcast
Video	Ogilvie and Quesnelle (2009)... OR ...(Ogilvie & Quesnelle, 2009).	Ogilvie, A., & Quesnelle, A. (Producer). (2009). <i>Addicted to money</i> [DVD]. Available from https://shop.abc.net.au/products/addicted-to-money
Online material For online material provide an in-text citation (with the author and date) and a reference list entry (with the author, date, title, and source URL).		

The **format description** in brackets below is only used when the format is something out of the ordinary, such as a blog post or lecture notes. Otherwise it is not necessary. Brackets indicate a description of form, not title. Capitalise the first letter of the description.

Author, A. (date). Title of document [Format description]. Retrieved from http://URL

Online material without pagination

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting from a website, that is not a PDF, include as part of the in-text reference any of the following:-

- A 'paragraph number', if provided, alternatively, count paragraphs down from the beginning of the document.
- A 'section heading' within the document plus a 'paragraph number' within that section.
- Where there are no page or paragraph numbers visible and section headings are lengthy, a 'short title' enclosed in quotation marks can be used for the parenthetical citation.

Format for a reference list:-

Author, Initial. (Date). Title of document. Retrieved from <URL>

Author	Date	Title of document
↓	↓	↓
Tourism Research Australia. (2018, January 16). Accessible tourism in Australia and Victoria.		
Retrieved from		
↑		
https://www.tra.gov.au/ArticleDocuments/258/Accessible%20Tourism%202018_%20Factsheet_VIC.		

Material type	In-text example	Reference list example
<i>Website with group author</i>	"The industry is largely operating outside of modern fisheries management..." (Greenpeace Australia Pacific, 2013, p. 2).	Greenpeace Australia Pacific. (2013). Out of line: The failure of the global tuna longline fisheries. Retrieved from https://www.greenpeace.org/new-zealand/publication/out-of-line-the-failure-of-the-global-tuna-longline-fisheries/
<i>Website with paragraph number</i> See 'Online material without pagination'.	"Meru vanished from safari tour operators' programmes"... (Butler, 2013, para. 2).	Butler, S. (2013). Born free...again: The revival of Kenya's Meru National Park. Retrieved from https://www.lonelyplanet.com/kenya/around-mt-kenya/travel-tips-and-articles/77803

Material type	In-text example	Reference list example
Website with section heading See 'Online material without pagination'.	...“heavy toll, with nine rhinos killed in 2012 alone” (Butler, 2013, Other highlights close to Meru section, para. 3)	Butler, S. (2013). Born free...again: The revival of Kenya's Meru National Park. Retrieved from https://www.lonelyplanet.com/kenya/around-mt-kenya/travel-tips-and-articles/77803
Website with short title See 'Online material without pagination'.	“...” (Bonetto, 2015, “Lights, camera, Australia,” para. 5).	Bonetto, C. (2015). Lights, camera, Australia: A state-by-state guide to the best movie and TV sets. Retrieved from https://www.lonelyplanet.com/australia/travel-tips-and-articles/lights-camera-australia-a-state-by-state-guide-to-the-best-movie-and-tv-sets

Website/Webpages - No author

To determine authorship, look at the website to see who may be responsible; it may be just one person or a group author. Group authors could be entities, such as governments, companies, organizations or associations.

In some cases we may find that there is truly no apparent author of a website. In this instance the website is referenced as having 'no author'.

For example, it can be difficult to determine authorship for wiki entries or other unattributed website content.

Where there is no author for a website/webpage, the **title of the website/webpage** moves to the first position of the reference entry (i.e. the authors' position).

Material type	In-text example	Reference list example
Website with no author Where there is no author, use the title of the website/webpage in place of the author's name in-text and in the reference list entry. Use “double quotation” marks around the title of the webpage.	“Wikitravel: Travellers' pub.” (2018)... OR ... (“Wikitravel: Travellers' pub,” 2014).	Wikitravel: Travellers' pub. (2018). Retrieved from https://wikitravel.org/en/Wikitravel:Travellers%27_pub For the webpage above there is no apparent author, so the title of the webpage moves to the authors' position.
Website with unknown or uncertain dates Use the term n.d. (no date) in both the in-text citation and reference list.	Donna Hay Home Pty Ltd (n.d.)... OR ... (Donna Hay Home Pty Ltd, n.d.).	Donna Hay Home Pty Ltd. (n.d.). Donna Hay: How to. Retrieved from https://www.donnahay.com.au/video/how-to/

Material type	In-text example	Reference list example
Lecture notes	Williams (2016)... OR ...(Williams, 2016).	Williams, K. (2016, February 17). HTE602 Event management, overview of the events sector. [Lecture notes]. Retrieved from http://angliss.trainingvc.com.au/pluginfile.php/190580/mod_resource/content/1/1_2016_Event%20Management_Lecture%201.pdf
Powerpoint	William Angliss Institute Learning Resource Centre (2015)...	William Angliss Institute Learning Resource Centre. (2015, October). Databases and searching. [Powerpoint]. Retrieved from http://angliss.trainingvc.com.au/pluginfile.php/20355/mod_resource/content/24/LRC_Databases_Oct2015.pdf
Webinar/Webcast A webinar is live and interactive, while a webcast is usually pre-recorded with little to no interactivity. However, these terms are used interchangeably.	Craig (2013)... OR ...(Craig, 2013).	Craig, D.E. (2013, December 10). Top social media strategies for 2014 [Webinar]. Retrieved from http://resources.reviewpro.com/webinars/top-hospitality-social-media-strategies-thanks?submissionGuid=cb3ee310-4b52-4536-85cc-95677948b9a3 Logan, S. (2015, February 3). Road to China: trade + business + culture [Video webcast]. Retrieved from http://www.winecommunicators.com.au/News/Media-Gallery-1/WEBCAST-Road-to-China-Trade-Business-Culture.aspx
Podcast - see Audiovisual Media section		

Social Media

If we paraphrase or quote specific, retrievable information from social media we need to provide an in-text citation (with the author and date) and a reference list entry (with the author, date, title, and source URL). The guidelines below describe how to format each of these elements for any social media citation.

Author, A. (Date). Title of document [Format description]. Retrieved from <http://URL>

Author

First, provide either an individual author's real last name and initials (Author, A. A.) or the name of a group author e.g. corporations, associations, government agencies (William Angliss Institute).

Second, provide social media identity information.

On Facebook and Google+, when the author is an individual, spell out his or her given name in square brackets.

On Twitter, provide the author's screen name in square brackets (if only the screen name is known, provide it without brackets).

The author reflects who posted the content, not necessarily who created it. Acknowledge additional individuals in the narrative if necessary.

Date

Provide the year, month, and day for items that have a specific date associated with them, such as status updates, tweets, photos, and videos; otherwise, provide only the year. If a date can't be found use n.d. (no date).

Title

Provide the name of the page or the content or caption of the post (up to the first 40 words) as the title. Italicise titles of items that 'stand-alone' e.g. videos and photo albums.

Do not italicise titles of status updates, tweets, pages, or photographs.

Describe the content (e.g., tweet, Facebook status update, photograph, timeline, video file), after the title in square brackets.

Source

Provide a retrieval URL that leads directly to the cited content. If the content may change provide a retrieval date. A retrieval date is not necessary if the post has a specific date associated with it already (e.g., status updates, tweets, photos, and videos).

Format for a reference list (Facebook) :-

Author, Initials [screen name]. (year, month day). Name of the page or the content or caption of the post up to first 40 words. [Facebook status update]. Retrieved from URL

Group author	Year, Month Day	First 40 words of post
William Angliss Institute College & University.	(2015, April 14).	To celebrate National Youth Week, Angliss's VCAL students took to Yarra Trams' City Circle trams to run the onboard commentary and give out sweets and mocktails. The project was great way for students to meet multiple learning outcomes with preparing. [Facebook status update]. Retrieved from
https://www.facebook.com/williamanglissinstitute/photos/a.167977859899124/1131542513542649/?type=3		
Content		URL

Material type	In-text example	Reference list example
Facebook	...(William Angliss Institute College & University, 2015).	William Angliss Institute College & University. (2015, April 14). To celebrate National Youth Week, Angliss's VCAL students took to Yarra Trams' City Circle trams to run the onboard commentary and give out sweets and mocktails. The project was great way for students to meet multiple learning outcomes with preparing. [Facebook status update]. Retrieved from https://www.facebook.com/williamanglissinstitute/photos/a.167977859899124/1131542513542649/?type=3

Material type	In-text example	Reference list example
<i>Twitter</i>	...(William Angliss Institute, 2016).	William Angliss Institute [@William_Angliss]. (2016, January 28). Angliss to partner with @swtafe to deliver hospitality, events & tourism courses in SW Vic. [Tweet]. Retrieved from https://twitter.com/William_Angliss/status/692839906410762242
<i>Instagram Post</i>	...(William Angliss Restaurant, 2017)	William Angliss Restaurant. (2017, November 17). Macarons with a difference. [Instagram post]. Retrieved from https://www.instagram.com/p/Ba-9yPkDch1/?hl=en&taken-by=williamanglissinstitute
<i>Instagram Screenshot</i>	...(maisonvy, 2018)	Maisonvy. (2018, September 6). New beautiful dish from chef Linh. True local central Vietnam food. [Screenshot]. Retrieved from https://www.instagram.com/p/BnXfJXulwec/?taken-by=maisonvy
<i>Google+ Post</i>	...(William Angliss Institute, 2015).	William Angliss Institute. (2015, January 25). Despite online bookings, travel agents remain in demand according to the Herald Sun, with Flight Centre looking to recruit at least 1000 new staff in 2015. Their head of human resources said "we firmly believe travel agents will always play a. [Google+post]. Retrieved from https://plus.google.com/+williamangliss/posts/EtKMBDi3yw9
<i>Social media video</i> Italicise titles of items that 'stand-alone' e.g. videos and photo albums.	...William Angliss Institute College & University, 2015).	William Angliss Institute College & University. (2015, December 20). <i>William Angliss Institute 2015 highlights</i> [Video file]. Retrieved from https://www.facebook.com/williamanglissinstitute/videos/1062650783765156/

YouTube, Streaming video

If we paraphrase or quote specific, retrievable information from YouTube, provide an in-text citation (with the author and date) and a reference list entry (with the author, date, title, and source URL). The guidelines below describe how to format each of these elements for any YouTube/Streaming video.

For YouTube in-text citations include the author name outside of brackets (whichever that may be) and the date.

Format for a reference list:-

If both the real name of the person who posted the video and the screen name are known:

Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from <http://URL>

If only the screen name of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Retrieved from <http://URL>

Material type	In-text example	Reference list example
<i>YouTube</i>	...(William Angliss Institute, 2016).	William Angliss Institute. (2016, March 30). <i>William Angliss Institute highlights 2015 HD</i> [Video file]. Retrieved from https://youtu.be/0MXecPmaggC8

Part of a work (table, figure, chapter etc.)

To cite just part of a work, such as a table, figure, image or a chapter in an authored book provide a reference list entry for the whole work (the reference list entry reflects the larger work containing the part and is formatted according to the source type).

In-text provide the usual author-date citation. Also include information about the specific part you wish to highlight for the reader. This will give the reader a methodical pathway to the source and further specifies which part of the source the reader should attend to.

Formatting Requirements

When referencing part of a work use these formatting guidelines:

- Capitalise the names of Table, Figure, Chapter, Appendix and official names or headings (e.g., Wild Greens section).
- Use lowercase for row, column, footnote and descriptive section names (e.g., The pavlova).
- Abbreviate in parentheses page (p.), pages (pp.), paragraph (para.), paragraphs (paras.)

Material type	In-text example	Reference list example
<i>Part of a work - photograph (book, print)</i>	Tim Low's photographic work on the Birdsville-Bedourie "highway" depicts a wild green plant; ... the climbing saltbush (<i>Einandia nuans</i>). This plant is entirely edible... (Low 1989, Wild Greens section, column 3).	Low, T. (1989). <i>Bush tucker: Australia's wild food harvest</i> . North Ryde, N.S.W: Angus & Robertson. The whole work is the book, so the reference list entry is formatted as a print book.
<i>Part of a work - table (book, print)</i>	Miller, James, and Maggiore (1993, Table 2, row 1, p. 165) depicts within their fruit composition table that the nutrition analysis for the wild plum could not be determined...	Miller, J.B., James., K.W & Maggiore, P.M.A. (1993). <i>Tables of composition of Australian Aboriginal foods</i> , Canberra, ACT: Aboriginal Studies Press. The whole work is the book, so the reference list entry is formatted as a print book.

Material type	In-text example	Reference list example
<i>Part of a work - table (journal article, online)</i>	...(Bart Bartlett, 2007, <i>Factor analysis</i> , Table 2).	Bart Bartlett, A. L. (2007). Job characteristics and job design in table-service restaurants. <i>Journal of Human Resources in Hospitality & Tourism</i> , 6(1), 23-36. Retrieved from http://ezproxy.angliss.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hjh&AN=24253323&site=ehost-live The whole work is a journal, so the reference list entry is formatted as an online journal article.
<i>Part of a work - image (online)</i>	The photograph of the Pavlova depicts the usual meringue with strawberries which Australia has claimed as their invention; however, recent research has shown... (Wells, 2013, <i>The pavlova – honouring the dance</i> , para. 6).	Wells, K. (2013). Australian food and drink [Photograph]. Retrieved from http://www.australia.gov.au/about-australia/australian-story/austn-food-and-drink The whole work is a website, so the reference list entry is formatted as a website.

Images

To cite a freestanding image on the Internet, provide author (artist's name), date (year of fabrication), title (title of the work), format description and source (URL).

If we have viewed the image in person, then we substitute the URL for the place and location.

Author, A. (date). *Title of work* [Format description]. Retrieved from <http://URL>

Author, A. (date). *Title of work* [Format description]. Place: Location.

Material type	In-text example	Reference list example
<i>Image (Art)</i>	...(da Vinci, 1503). ...(da Vinci, 1503).	da Vinci, L (1503). <i>Mona Lisa</i> [Painting]. Retrieved from https://www.louvre.fr/en/oeuvre-notices/mona-lisa-portrait-lisa-gherardini-wife-francesco-del-giocondo da Vinci, L (1503). <i>Mona Lisa</i> [Painting]. Paris, France: The Louvre.

Images/Figures - Reproduced (chart, graph, picture, photograph, screenshot or table)

Note: - Images can be a chart, graph, picture, photograph, screenshot or table. For an APA style paper everything is referred to as figures except for tables.

We are unable to assume that we can freely reproduce an image that we may have found within a journal article, magazine, book, website or the Internet.

We are required to check for the copyright on the work before we reproduce it. We need to determine whether we are required to obtain permission or if we need to give the author credit for the reproduced image. Images are usually accompanied with copyright statements that depict what we are allowed to do.

See pages 32-34, for examples of copyright statements that may be visible and that accompany an image.

- **Regular copyright or “all rights reserved” copyright**

We are required to obtain written permission from the copyright holder in order to reproduce a copyrighted image. The work will accompany the word ‘copyright’ or the copyright symbol ©.

- **Creative commons copyright**

We are allowed to reproduce and or adapt without getting permission from the copyright holder, though we are required to give credit to the original author in the form of a copyright statement. Creative Commons (CC) licences do vary, so specific terms of individual images will need to be checked to determine what is permissible. Creative commons licences are indicated by the words ‘creative commons’ or CC.

- **Public domain**

We are allowed to reproduce and or adapt, the works are not bound by copyright. Credit must be given to the original author in the form of a copyright statement.

- **No copyright indicated**

If no copyright statement is indicated, we treat the work as copyrighted. Therefore we are required to obtain written permission from the copyright holder.

Therefore when citing reproduced images, we require:-

- APA in-text citation
- APA reference list entry
- APA Style copyright permission statement (this statement appears underneath the figure caption/table note with the reproduced image).
- Figure caption (the figure number and caption appears underneath the image).
OR
- Table title (the table number and title appears at the top of the table)

Images are subject to copyright, please **read and follow** the terms and conditions. Consider searching via [Creative Commons](#) or [Google advanced](#) (narrow your results by ‘usage rights’) to ensure you are searching public domain or creative commons images.

Format for a reference list:-

The reference list entry reflects the whole work. Hence if our image is from a journal article, book, book chapter, website, write the reference list entry as per APA standards for the particular source.

Format for a copyright permission statement (Website):-

Figure X. From [or Adapted from]



“Title of Web Document,” by A. B. Author, year (http://URL). Copyright [year] by Name of Copyright Holder. Reprinted [or Adapted] with permission.

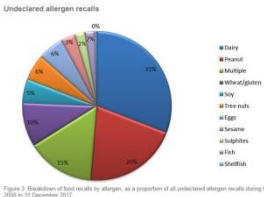

Note: - The wording “Reprinted [or Adapted] with permission” is also annotated in the copyright permission statement only when we have sought permission from the copyright holder.


For more examples of how to write APA copyright statements for different sources please refer to:- <http://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-4.html>

Instagram images can only be reproduced when permission has been sought and granted from the copyright holder (i.e. the person that has posted the image). The only exception to this is if a visible copyright statement such as a creative commons licence accompanies the image, or if the owner has placed it in the public domain.

Below, shows an example of how to write a copyright statement for a reproduced Instagram image if permission had been sought.

Material type	In-text example	Reference list example
<p>Figure - reproduced (instagram) with copyright statement</p> <p>Note: A figure caption and a regular copyright or “all rights reserved” copyright statement accompanies the image. Use title case for the article title in the copyright statement.</p>	<p>...(Maisonvy, 2018).</p>  <p>Figure 1. Vietnamese local food</p> <p>From “New Beautiful Dish from Chef Linh. True Local Central Vietnam Food. [Screenshot],” by Maisonvy, 2018 (https://www.instagram.com/p/BnXfJXulwec/?taken-by=maisonvy). Copyright 2018 by Maisonvy.</p>	<p>Maisonvy. (2018, September 6). New beautiful dish from chef Linh. True local central Vietnam food. [Screenshot]. Retrieved from https://www.instagram.com/p/BnXfJXulwec/?taken-by=maisonvy</p>
<p>Figure - reproduced (website) with copyright statement</p> <p>Note: A figure caption and a regular copyright or “all rights reserved” copyright statement accompanies the image. Use title case for the article title in the copyright statement.</p>	<p>...(Aitchison, n.d).</p>  <p>Figure 2. Example of an image used in the Menu Design Report.</p> <p>From “Ships and Fashions 1375,” by M. Aitchison, n.d. (http://wait.sdp.sirsidynix.net.au/custom/web/SpecialCollections/Menus/permitted/transport/PO/red183/page.html). Copyright [1963] by P&O cruises. Reprinted with permission.</p>	<p>Aitchison, M. (n.d.). Ships and fashions 1375. [Painting]. Retrieved from http://wait.sdp.sirsidynix.net.au/custom/web/SpecialCollections/Menus/permitted/transport/PO/red183/page.html</p>

Material type	In-text example	Reference list example
<p><i>Figure - reproduced (website) with copyright statement</i></p> <p>Note: A figure caption and a creative commons copyright statement accompanies the image. Use title case for the article title in the copyright statement.</p>	<p>...(Food Standards Australia New Zealand, 2015).</p>  <p>Figure 3. Undeclared allergen recalls.</p> <p>From “Food Recall Statistics,” by Food Standards Australia New Zealand, 2015 (http://www.foodstandards.gov.au/industry/foodrecalls/recallstats/Pages/default.aspx). CC BY 3.0.</p>	<p>Food Standards Australia New Zealand. (2015). Food recall statistics. Retrieved from http://www.foodstandards.gov.au/industry/foodrecalls/recallstats/Pages/default.aspx</p>
<p><i>Figure - reproduced (website) with copyright statement</i></p> <p>Note: A figure caption and a public domain copyright statement accompanies the image. Use title case for the article title in the copyright statement.</p>	<p>...(Yang, 2005).</p>  <p>Figure 4. Example of an image used in the Tourism Research Report.</p> <p>From “Melbourne Great Ocean Road,” by M. Yang, 2015 (https://www.publicdomainpictures.net/en/view-image.php?image=36091&picture=melbourne-great-ocean-road-2005). CCO Public Domain.</p>	<p>Yang, M. (2005). Melbourne Great Ocean Road. [photograph]. Retrieved from https://www.publicdomainpictures.net/en/view-image.php?image=36091&picture=melbourne-great-ocean-road-2005</p>

Material type	In-text example	Reference list example										
<p>Figure - reproduced (journal article) with copyright statement</p> <p>Note: A figure caption and a creative commons copyright statement accompanies the image. Use title case for the article and journal title in the copyright statement.</p>	<p>...(Gurr, et al., 2016).</p>  <p>Figure 5. World map of annual coconut production and occurrences of yellowing-type diseases of palms.</p> <p>From “Coconut Lethal Yellowing Diseases: A Phytoplasma Threat to Palms of Global Economic and Social Significance,” by G. M. Gurr, A. C. Johnson, G. J. Ash, B. A. L. Wilson, M. M. Ero, C. A. Pilotti,. . . M. S. You, 2016, <i>Frontiers in Plant Science</i> 7(1521), p. 1. CC BY 4.</p>	<p>Gurr, G. M., Johnson, A. C., Ash, G. J., Wilson, B. A. L., Ero, M. M., Pilotti, C. A., . . . You, M. S. (2016). Coconut Lethal Yellowing Diseases: A phytoplasma threat to palms of global economic and social significance. <i>Frontiers in Plant Science</i> 7(1521). pp. 1-21. https://doi.org/10.3389/fpls.2016.01521</p>										
<p>Table - reproduced (online) with copyright statement</p> <p>Note: A table number and title appear at the top of the table, and a creative commons copyright statement accompanies the table. Use title case for the article title in the copyright statement.</p>	<p>...(Australian Bureau of Statistics, 2017).</p> <p>Table 1. Person born overseas</p> <table><tr><th colspan="2">Persons born overseas</th></tr><tr><td>Median Age</td><td>44</td></tr><tr><td>Sex (Mode)</td><td>Female</td></tr><tr><td>Country of Birth of Person (Mode)</td><td>England</td></tr><tr><td>Language Spoken at Home (Mode)</td><td>English</td></tr></table> <p>From “Typical’Australian”, by Australian Bureau of Statistics, 2017 (http://www.abs.gov.au/website/dbs/D3310114.nsf/home/2016+Census+National). CC BY 2.5 AU.</p>	Persons born overseas		Median Age	44	Sex (Mode)	Female	Country of Birth of Person (Mode)	England	Language Spoken at Home (Mode)	English	<p>Australian Bureau of Statistics. (2017). ‘Typical’ Australian. Retrieved from http://www.abs.gov.au/website/dbs/D3310114.nsf/home/2016+Census+National</p>
Persons born overseas												
Median Age	44											
Sex (Mode)	Female											
Country of Birth of Person (Mode)	England											
Language Spoken at Home (Mode)	English											

Example of a reference list

Note: APA requires that the reference list be **double-spaced** and that entries have a **hanging indent**.

References

Adams, J. (2010). <i>Prepare and serve espresso coffee</i> . Melbourne, Vic: William Angliss Institute of TAFE.	Book (print) with one author
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Massola, J. (2018, August 9). A cry for help from the epicentre. <i>The Age</i> . Retrieved from http://ezproxy.angliss.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=azh&AN=DOC71D2Q9AAHPUOMKV8JA2&site=ehost-live	Article (newspaper) with one author online
O'Shannessy, V., Minett, D., & Hyde, G. (2008). <i>The road to tourism: Skills for the new professional</i> (2nd ed.). Frenchs Forest, N.S.W.: Pearson Education Australia.	Book (print) with three authors and edition
Schädel, C. (2012). <i>Work-life balance among cruise ship crews: A quantitative research approach</i> [Adobe Digital Editions version]. Retrieved from http://angliss.ebib.com.au/patron/FullRecord.aspx?p=887656	Book (electronic version of print book)