The Charles Sturt University APA Referencing Summary

Based on the Publication Manual of the American Psychological Association (7th ed.)

Engineering Addendum

This summary gives examples of the APA referencing style for a number of commonly used information sources. If the work you want to cite does not match any example, choose the group, category, and type that are most similar and adapt the format using the elements shown in the relevant template (APA, 2020, section 9.1). Otherwise, refer to the APA Publication Manual (7th ed.), in particular Chapter 10. Other resources to assist with your referencing can be found on the referencing page and through posting a question on the Academic Skills Advisor Forum. You could explore using the EndNote software, which you can download for free from the library website. EndNote helps you to cite your sources correctly and organise your research and notes. Go to the CSU library guide for Endnote.

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### The Reference List

(APA, 2020, sections 2.21, 9.43, 9.44, Chapter 10)

*See page 11 for an example reference list.*

A reference list is an alphabetically arranged list of sources used in a paper. It starts on a new page immediately after the last page of the paper. The list has the heading *References* (centred, bold, not in italics, and not underlined).

Each item on your list has a hanging indent of 1 cm. (Highlight text + Ctrl T). See the examples on the following pages. No bullets or numbers. Double space all reference entries.

The basic form of a reference list entry displays the following: author: Who is responsible for this work? Date: When was this work published? Title: What is this work called? Source: Where can I retrieve this work?

**Hint:** begin your reference list as you start work on your assignment, adding items as you locate each source. This will save time and energy later.

1. Names of authors appear in the order listed on the title page. An ampersand (&) joins the last two names in the series.
2. When you have more than one source with the same author and date, put a lower-case letter to differentiate between them and use the corresponding letters for the in-text citation e.g. (Brown, 2018a) and (Brown, 2018b).
3. When there are 21 or more authors, include the first 19 authors’ names, insert an ellipsis (but no ampersand), and then add the final author’s name (see p. 7).
4. Format according to **this table** if you have missing source information.

### In-text Citations

(APA, 2020, Chapter 8)

In-text citations should correspond to the author-date information of that source in the reference list. Insert citations as you write. If you wait until later, you may forget the details.

1. When a work has one or two authors, always cite each name every time the reference occurs in the text.
2. When a work has more than two authors include only the surname of the first author followed by “et al.” and the year of publication.
3. Within a paragraph, when the author’s name is outside the parentheses, you do not need to include the year in subsequent references so long as this does not lead to confusion.
   
   e.g. McLean (2004, p. 32) has shown that the effect of the drought on rural towns . . . .

   McLean also demonstrated . . . .

4. When you use the exact words (direct quote) from a source, you must enclose these in double quotation marks “ . . . .” and follow immediately with an in-text citation, including page number or other section identifier. If the citation is at the end of the sentence, the punctuation goes after the parentheses, as the citation is part of the sentence.

5. Quotations of 40 or more words are set as a block quotation, indented about 1 cm. Do not use quotation marks or italics. The citation is given after the full stop at the end of the quotation. APA has sample block quotes [here](https://apastyleblog.org/apa/block-quotation/).

6. To cite multiple sources within parentheses, list citations in alphabetical order separated by a semi-colon e.g. (Cox et al., 2019; Jones, 2017).

### Page and Paragraph Numbers

(APA, 2020, sections 8.25-8.28)

Whether quoting an author directly, or paraphrasing, you **must** credit the source.

1. For direct quotations, the author, year, and page number are given (APA, 2020, p. 270).

   Many electronic sources do not provide page numbers. When using direct quotations in such cases give a section identifier and/or paragraph number instead, like this:

   (Leech, 2006, para. 13)

   (Boland, 2001, Conclusion section, para. 2).

   Alternatively, for audio-visual material, provide a timestamp (e.g. 1:02) for the beginning of the quotation instead of a page number. For religious or classical work use the name of the book, chapter, verse, line, and/or canto. For plays, cite the act, scene, and line(s).

   Although section identifiers are not required for paraphrased material, getting into the habit of quoting page numbers will help readers locate material in lengthy texts, and will assist in your revision (APA, 2020, p. 269).

   For a single page, the number is given thus: p. 27. For multiple pages use pp. e.g. for page range use pp. 245–246 or a selection of pages pp. 7, 12, 15. Notice that there is always a space between p. or pp. and the page number.
Books and Reference Works

The books category includes authored books, edited books, anthologies, religious works, and classical works. The reference works category includes dictionaries, encyclopaedias (including Wikipedia), and diagnostic manuals.

This category includes both print and electronic versions. If a book has a digital object identifier (DOI, see p. 6) or is from most academic research databases, it is presented the same for print or electronic versions. The platform or device (e.g. Kindle) is not included in the reference. If an ebook does not come from a database (all ebooks from the Charles Sturt library are from academic databases), then include a URL. If you retrieved an ebook elsewhere (e.g. Kindle book) use model 22 in Chapter 10 of the manual. Where an author wrote the whole book, reference the book in its entirety; there is no need to provide entries for individual chapters.

<table>
<thead>
<tr>
<th>Book Type</th>
<th>Reference List</th>
<th>In-text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Basic form)</td>
<td>The title is in italics, with sentence-style capitalisation. This means in book and article titles, capitalise only the first word, the first word after a colon (:) or em dash (—), and proper nouns. If you are writing the source title within the body of your assignment, use italics and title case, e.g. The descriptions provided in Management Accounting for Beginners demonstrate that…(Apostolides, 2019, p. 45). In reference lists and in-text citations, a full stop is always followed by a space. If a book has a DOI, include it after the publisher. See page 6 for more information on how to present this. If you can find an electronic book in the library at Charles Sturt University, it comes from an academic research database and is presented in the same format as a printed book.</td>
<td><strong>1) Parenthetical citation:</strong> both the author and date, separated by a comma, appear in parentheses. The appropriation account tracks …(Apostolides, 2016, p. 25). <strong>2) Narrative citation:</strong> the author’s name is included in the sentence: Apostolides (2016, p. 25) suggests that… For either form, you can separate the page number, which follows the cited information: Apostolides (2016) argues that…(p. 25).</td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
<td><strong>Nelson, D. L., &amp; Cox, M. M. (2005). Principles of biochemistry (4th ed.). Freeman.</strong> Buchner’s work in biochemistry was a “pioneering discovery” (Nelson &amp; Cox, 2005, p. 45). Cite both names every time the citation occurs in text. Use ‘and’ when author names are part of the sentence, or ‘&amp;’ when inside parentheses.</td>
<td>Note When using short direct quotations (less than 40 words), the words are enclosed within double quotation marks: “…” and there must be a page number or section identifier in the citation (see p. 2).</td>
</tr>
<tr>
<td>Book Type</td>
<td>Reference List</td>
<td>In-text Citation</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Three or more authors                   | Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). *The craft of research*. University of Chicago Press.                                                                                                    | (Booth et al., 2008)  
For three or more authors, cite only the first author, followed by ‘et al.’ for all citations. |
|                                         | As noted on page 2, when there are 20 authors or fewer, include them all in the reference list entry. For 21 or more authors include the first 19 authors’ names, then insert an ellipsis (three spaced periods / full stops), and add the last author’s name. See the periodicals category for an example.  
**Note** the position of the authors’ initials, the space before a second initial, and the punctuation. |                                                                                                       |
Capitalise the start of a subtitle as though it were a new sentence. | (Malcolm et al., 2009)                                                                                                                                  |
[https://doi.org/10.1002/9781118826164](https://doi.org/10.1002/9781118826164)  
Use ‘(Ed.)’ if there is just one editor.  
If a print book has a DOI, include it at the end of your reference list entry.  
As shown in the above example, this should be in the hyperlink format [https://doi.org/xxxxx](https://doi.org/xxxxx)  
Read more about this on page 6. | (Sleezer et al., 2014)                                                                                                                                 |
**Please note:**  
- the edition number and page numbers are in the same parentheses;  
- the position of the editors’ initials. | (Goeser, 2009, p. 119)  
Goeser (2009) writes that “hair follicles do not continuously produce hair” (p. 120).  
The full stop follows the closing parenthesis, because the citation is a part of the sentence. |
Lynch and Stillinger (2012) suggest “…” (p. 4). | (Lynch & Stillinger, 2012, p. 4)  
Lynch and Stillinger (2012, p. 4) maintain . . .  
Lynch and Stillinger (2012) suggest “…” (p. 4). |
<table>
<thead>
<tr>
<th>Type of book or reference material</th>
<th>Reference List</th>
<th>In-text Citation</th>
</tr>
</thead>
</table>
| Encyclopaedia or dictionary article  
[http://doi.org/10.1093/acref/9780191844386.001.0001](http://doi.org/10.1093/acref/9780191844386.001.0001) | (Porta, 2018) |
When an online reference work is continually updated and the versions are not archived, use ‘n.d.’ as the year of publication and include a retrieval date. | (MIMS, n.d.)  
If you have more than one source with the same author and no date, put a dash and a lower-case letter to differentiate between them and use the corresponding letters for the in-text citation, e.g. (MIMS, n.d.-a) and (MIMS, n.d.-b). |
| Wikipedia entry  
(author unknown) | Yellow fever. (2019, 4 November). In *Wikipedia*.  
When the author is unknown, the title of the work is moved to the author position.  
Cite the archived version of the page so that readers can retrieve the version you used. Select the archived version by clicking on “view history”. If a wiki does not provide permanent links to archived versions of the page, include the URL for the entry and the retrieval date. | (“Yellow fever”, 2019)  
When the author is unknown, the title of the work is placed in the author’s position in double quotation marks. |
Periodicals

Periodicals are generally published on a continuous basis and include journals, magazines, newspapers, newsletters and even blogs, and other online platforms that publish articles (see APA, 2020, section 10.1).

Journal Articles

Most journal articles (sometimes called periodicals) are available on the web. Some have previously been published in print; others are only available electronically. Peer-reviewed journals provide reliable information. In contrast, general websites are often unreliable, and can be difficult to cite.

For these reasons, the following approach is highly recommended:

1. **use the university library's databases** to find reliable, peer-reviewed (academic-quality) articles;
2. **select the pdf versions** of articles whenever possible;
3. **cite the articles** using the models given below.

Digital Object Identifier (DOI):

- Many scholarly publishers assign a Digital Object Identifier (DOI) to journal articles and other documents. Include a DOI for all works (see APA, 2020, 9.34) that have a DOI, regardless of whether you used the online version or the print version.
- The DOI is a unique string of numbers that identifies content and provides a lasting link to its location on the Internet.
- The DOI is usually located on the first page of an article. It may also be listed on the full record display of the database you used to find the article.
- Present a DOI in the standardised format: https://doi.org/xxxxx. For example, use https://doi.org/10.1037/a0040251 in your reference even though an article may have presented the number in an older format.
- When a DOI or URL is long or complex, you can use the shortDOI service if desired (http://shortdoi.org/).

Retrieval dates: The retrieval date is NOT included when electronic content is in its final form, and is not likely to change.

Database name: In general, it is NOT necessary to include a database name in a reference list entry.
## Engineering examples

<table>
<thead>
<tr>
<th>Source type</th>
<th>Reference list</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
N.B. ‘a’ has been added to the date here and in the reference list entry to differentiate this source from the one below which has the same author and the same publication date. |
(New South Wales Government [NSWG], 2018)  
Subsequent citations:  
(NSWG, 2018) |
|                                  | New South Wales Government. (2016). *State environment planning policy No. 21 under the Environmental Planning and Assessment Act 1979.*  
<table>
<thead>
<tr>
<th>Guidelines and specifications</th>
<th>First in-text citation:</th>
<th>Subsequent citations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. State government</strong></td>
<td>(New South Wales Ministry of Health [NSWMoH], 2013)</td>
<td>(NSWMoH, 2013)</td>
</tr>
<tr>
<td><strong>2. Council</strong></td>
<td>(City of Sydney, 2017)</td>
<td></td>
</tr>
<tr>
<td><strong>Lecture notes</strong></td>
<td>(Briozzo, n.d.)</td>
<td></td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
<td>(Queensland Building Services Authority and Other Legislation Amendment Act, 2007)</td>
<td></td>
</tr>
<tr>
<td>Source Type</td>
<td>Source</td>
<td>Date</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>N.B. “Available from” is used here instead of “Retrieved from” because these drawings are not freely available to the public. Only staff of the company and relevant stakeholders would be able to access them.</td>
<td></td>
</tr>
<tr>
<td>Product website</td>
<td>Bushmans. (2014). <em>TXD2200 squat round 9,500 litre tank.</em></td>
<td>(Bushmans, 2014)</td>
</tr>
<tr>
<td>Professional codes</td>
<td>Engineers Australia. (n.d.). <em>Our code of ethics.</em></td>
<td>(Engineers Australia, n.d.)</td>
</tr>
<tr>
<td>Topic tree</td>
<td>Charles Sturt University. (2018). Civil Engineering topic tree: Milestones: Weight-volume relationships: Learning map. In <em>Civil Engineering: BTech/MEng (Civil systems)</em> [Course Interact2 site]. Retrieved from Charles Sturt University website: <a href="https://interact2.csu.edu.au/webapps/blackboard/content/contentWrapper.jsp?content_id=750263_1&amp;displayName=Civil+Engineering+Topic+Tree&amp;course_id=16301_1&amp;navItem=content&amp;href=%2Fwebapps%2Fblackboard%2Fexecute%2Fblti%2FlaunchPlacement%3Fbtiplacement_id%3D_44_1%26content_id%3D_750263_1%26course_id%3D_16301_1">https://interact2.csu.edu.au/webapps/blackboard/content/contentWrapper.jsp?content_id=750263_1&amp;displayName=Civil+Engineering+Topic+Tree&amp;course_id=16301_1&amp;navItem=content&amp;href=%2Fwebapps%2Fblackboard%2Fexecute%2Fblti%2FlaunchPlacement%3Fbtiplacement_id%3D_44_1%26content_id%3D_750263_1%26course_id%3D_16301_1</a></td>
<td>(Charles Sturt University [CSU], 2018)</td>
</tr>
</tbody>
</table>
N.B. Citing information on the Topic Tree is particularly difficult due to the many structural levels. These have been identified almost as a pathway using colons in the example above. The name of the site is in italics and the type of source is in square brackets. As always, use the principles of transparency, traceability, and consistency as your guides: your reader should be given sufficient information to find their way to the source.
Example of a reference list in APA style

References


Info&searchKeyword=Rivaroxaban&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=81970001_2


**Note on assignment layout:**

The *APA Publication Manual* (7th ed.), which offers guidance on many aspects of formatting and presentation, was written to provide guidance for authors preparing manuscripts to be submitted for publication in journals. While student work may not be formally published, it still warrants the same care and attention to writing and referencing (APA, 2020, p. 3). However, student assignments are not usually intended for publication: they are a ‘final’ product. Consequently, the requirements for the presentation of university essays, theses, and reports—particularly in relation to questions of layout and structure—may differ from APA style. In all cases, the rules should be balanced with good judgement. If in doubt, check your subject outline or ask your lecturer.

**Other Resources**


- The official APA Style Blog ([https://apastyle.apa.org/blog](https://apastyle.apa.org/blog)) is searchable and contains excellent advice for APA users

- The APA Academic Writer tool, which is available at [http://student.csu.edu.au/study/skills/guidesandtips/referencing](http://student.csu.edu.au/study/skills/guidesandtips/referencing)

- The Academic Referencing Tool (ART), which is available at [https://student.csu.edu.au/study/skills/guidesandtips/referencing](https://student.csu.edu.au/study/skills/guidesandtips/referencing)

- The Academic Skills Discussion Forum in the Study Success site on Interact 2. This provides responses to referencing questions and can be searched.