Citing and Referencing:
APA (7th Edition) Referencing Style

APA 7th referencing style

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A printable version of the APA 7th referencing style guide. This is based on the "Publication Manual of the American Psychological Association" 7th edition.

What is APA 7th?

The "APA style" is an author-date style for citing and referencing information in assignments and publications. This guide is based on the "Publication Manual of the American Psychological Association" 7th edition (2019).

About referencing

This referencing style guide provides a set of rules on how to acknowledge the thoughts, ideas, and works of others when you use them in your work.

Many types of publication examples have been provided in this guide. If you cannot find the example you need, you can:

- consult the Publication Manual of the American Psychological Association (7th ed.) or APA Style

- view the reference lists of articles in publications that use APA such as American Psychological Association journals (check which APA edition was used)

- consult the **Instructions to authors** if writing for a journal

- adopt the rules of a similar publication type to the item

- consult other institutions' style guides

- consult with your **tutor** or **course coordinator**.

Other resources

- APA Style

- APA Style Blog

- APA 7th edition quick reference guide

- APA 7th sample papers

Includes example papers formatted in the APA 7th style from the American Psychological Association

Using in-text references

- **No specific font type or size is required**. Recommendations include Calibri size 11, Arial size 11, Lucida size 10, Times New Roman size 12, Georgia size 11, or Computer Modern size 10 (LaTeX).

- The last name of the author(s) and the year of publication are generally needed.

- They can be part of a sentence (**narrative**) e.g., Thompson has argued that "...." (2018) or included within parentheses or brackets (**parenthetical**) e.g. (Thompson, 2018).

- They can appear within a sentence or at the end of a sentence before the full stop e.g., ... this week (Johns, 2017).

- A **page number** is included for a direct quote. Place a comma after the year and use p. for single page, pp. for multiple pages e.g. (Harris, 2012, p. 164) or (Lewis, 2016, pp. 56-58).

- When you **paraphrase** or refer to an idea from another work, a page number is not required. However, it can be useful to include.

- If there is **no date**, the abbreviation **n.d.** may be used e.g. (Harris, n.d.)

- if work is **not yet published**, use **in press** e.g. (Taylor, in press).

Author information

- [One author](#)

- [Two authors](#)

- [Three to twenty authors](#)

- [21 or more authors](#)

- [Anonymous designated as author](#)

- [Group authors with known abbreviation](#)

- [Groups authors with no abbreviation](#)

- [No author(s) or editor(s)](#)

- [Authors with same last name](#)

- [Three or more authors with same last name & same year](#)

- [Authors with same last name and first initial](#)

- [Authors included as "with"](#)

Works with authors with same last name

In-text reference

Format	(First author - first name initial. last name, Year)
	First author - first name initial. last name (Year)
	(First author - first name initial. last name & second author - last name, Year)
	First author - first name initial. last name and second author - last name (Year)

Example	(J. P. Lewis, 2007)
	J. P. Lewis (2007) argues that….
	(R. Lewis, 2007)
	R. Lewis (2007) stated that...
	(S. Lewis & Edwards, 2015)
	S. Lewis and Edwards (2015) found that ....

Include each **first author's initials** in **all** citations**.** Do this for the first **author** only**.**

If the **same author's last name i**s found as second, third etc. authors, initials are **NOT** used**.**

Initials of first author are included even if **year of publication** differs**.**

Works with same author(s) and same year

- Place an a, b, c etc. after the year

- The letters are allocated in the reference list where references with the same first author last names are organized alphabetically by title. The first reference listed uses "a", second uses "b" etc.

- If "in press" is used for the year, place dash between "press" and relevant letter e.g., in press-c

- Use each time the references are included. This includes for a single reference within a parentheses or multiple works in same parentheses.

Examples:

(Jordan & Kendall, 2010a)

(Jordan & Kendall, 2010b)

(Jordan & Kendall, in press-c)

(Jordan & Kendall, 2010a; Harris, 2018)

Work with no author(s) or editor(s)

In-text reference

Format	("First words of article, chapter title" - in title case, Year)
	"First words of article, chapter title - in title case" (Year)
	(*Title of book, journal - in title case*, Year)
	*Title of book, journal - in title case (*Year)

Example	("Social Media", 2013)
	"Social Media" (2013)
	(*Social Media Security*, 2014)
	Social Media Security (2014)

Use **double quotation marks** "...." and **title case** (capitalize each word) for title of article, chapter, or web page with no author.

Italicize title of journal, book, brochure, or report with **no author.** Use **title case.**

Use **title case** for **in-text** references only**.**

Multiple works within same reference

Two or more works by different authors

- List works alphabetically (as they appear in the reference list)

- Separate references with a semicolon.

Example:

(Noble et al., 2015; Walker, 2011)

Two or more works by the same author

- Order references by year of publication

- Put n.d. (no date) references first

- Put "in press" references last

- Only use the author's last name or groups name once then list the years

Examples:

(Lewis, n.d., 2012, 2015, 2016, in press)

(Education Queensland, 2011, 2013)

(Education Queensland, 2011; Lewis, 2012, 2015, 2016, in press)

Two or more works by the same author published in the same year

- Place an a, b, c etc. after the year

- The letters are allocated in the reference list where references with the same first author last names are organized alphabetically by title.

- Repeat each year with each letter used e.g., 2018a, 2018b, 2018c

- If "in press" is used, place dash between "press" and relevant letter e.g., in press-c

- Use this format each time the references are used in-text.

Examples:

(Jordan & Kendall, 2010a)

(Jordan & Kendall, 2010a, 2010b, in press-c)

(Jordan & Kendall, 2010a, 2010b; Mitchell & Clarke, 2004; Tourism Queensland, 2009)

Works that are reissued, reprinted, republished, or translated

- Both the original year and the reissued, reprinted, republished, or translated year of the work needs to be included.

- The years are separated by a forward slash /.

- The original year is listed first.

Example:

(Austen, 1813/2015)

Austen (1813/2015)

Direct quotations

What is a direct quotation?

A direct quotation reproduces word-for-word material taken directly from another author's work, or from your own previously published work.

If the quotation is **fewer than 40 words**, incorporate it into your paragraph and enclose it in double quotation marks. Place the in-text reference before the full stop.

David Copperfield starts with "Whether I shall turn out to be the hero of my own life, or whether that station will be held by anybody else, these pages must show" (Dickens, 1869, p. 1).

If the quotation **comprises 40 or more words**, include it in an indented, freestanding block of text, without quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark.

> Whether I shall turn out to be the hero of my own life, or whether that station will be held by anybody else, these pages must show. To begin my life with the beginning of my life, I record that I was born (as I have been informed and believe) on a Friday, at twelve o'clock at night. It was remarked that the clock began to strike, and I began to cry, simultaneously. (Dickens, 1896, p. 1)

Format of a direct quotation in-text reference

- Include the author, year, and specific page number for that quotation.

- For material without page numbers, give the paragraph number or a time stamp.

- Include a complete reference in the reference list.

Examples:

(Smith, 2003, p. 105)

(Brown, 1999, pp. 49-50)

Smith (2003) has argued that "......" (p. 105)

As Brown (1999) found "......" (pp. 49-50)

(Anderson, 2019, 2:17)

Anderson (2019) noted that "...." (2:17)

Placement of a direct quotation in-text reference

- If the direct quote is part of a sentence, place the in-text reference directly after the quote and continue with the sentence. For example: -

Mindfulness has a range of meanings as it "has become a trend word conveying a diversity of understandings dependent on context" (Crane, 2017, p. 586) and can encompass....

As Crane (2017) said, "Mindfulness has become a trend word conveying a diversity of understandings dependent on context" (p. 586) and can encompass....

- If the direct quote is at the end of a sentence, include the in-text reference directly after the quote and end with a full stop.

"Mindfulness has become a trend word conveying a diversity of understandings dependent on context" (Crane, 2017, p. 586).

Quoting audiovisual works

- Add a **time stamp** in place of a page number when quoting from audiovisual works such as videos, songs, TV shows.

Example:

(Yates, 2019, 1:14)

(Henderson, 2017, 2:30:14)

Works without a page number

For works without a page number, you can add: -

- paragraph number (manually count if not listed) e.g., (Kennedy, 2019, para.8)

- heading or section name e.g., (Harris, 2018, Behaviour Therapy section)

- act, scene, and line(s) for plays e.g., (Wilde, 1895/1997, 1.1.6-8) (means Act 1. Scene 1. Line(s) 6-8)

- canonically numbered sections for religious or classical works e.g., (Genesis 15:6) (include book, chapter, verse, line, or canto in place of page number)

Reference list

Reference list formatting

- No specific font type or size required. Recommendations include Calibri size 11, Arial size 11, Lucida size 10, Times New Roman size 12, Georgia size 11 or Computer Modern size 10 (LaTeX).

- The reference list is **double spaced** (between each reference AND within the reference).

- A reference list is **arranged alphabetically by author last name**.

- Each reference appears on a new line.

- Each item in the reference list is required to have a **hanging indent**.

Zarate, K., Maggin, D. M., & Passmore, A. (2019). Meta-analysis of mindfulness training on teacher well-being. *Psychology in the Schools*, 56(10), 1700–1715. https://doi.org/10.1002/pits.22308

- References should not be numbered.

- If a reference has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.

- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.

- If there is no date, the abbreviation **n.d.** may be used.

- Use the **full journal name**, not the abbreviated name.

- Web addresses or DOIs can either be live links (blue and underlined) or as normal black text with no underline. If the work containing the reference list is to be made available online, use the live link format.

Example

- [APA 7th sample papers](#)

Includes example papers formatted in the APA 7th style from the American Psychological Association

Difference between reference list and bibliography

- A **reference list** only includes the books, articles, and web pages etc. that are cited in the text of the document.

- A **bibliography** includes all sources consulted, even if they are not cited in the document

Titles

- **Article or book chapter titles**

- use **sentence case** (the first word uses a capital letter with each subsequent word in lower case). The exceptions are for names e.g., countries and after a colon : e.g., Writing prose in Australia: Words of wisdom from the best

- do not use single or double quotation marks.

- do not italicize.

- **Books (including when using book chapters) and reports titles**

- use **sentence case**

- italicize the title

- **Journal, magazine, and newspaper titles**

- should be provided in full (not abbreviated) and use capitals where appropriate (rather than sentence case) e.g., Psychological *Review*.

- they should be **italicized**.

- **Website titles** should be italicized.

- **No title**

- add a description of the reference used, including the type of reference in square brackets. For example, [Image of a child playing in outdoor playground].

- For **social media posts or comments without a title**, add up to the first 20 words used in the post or comment and **italicize** it. Also include a description of the work in square brackets. For example, *On Monday and Tuesday (16-17 December) this week, we are replacing computers in the PACE Health Sciences Library* [Infographic].

Order of works with no title

- Author, A. A., & Author, A. A. (Year of Publication). [Description of source] Format the remainder according to resource type.

For example,

Smith, F. (2018). [Corpus of Amazon reviews for qualitative coding project]. Unpublished raw data.

Publisher details

- List multiple publisher names in the order in which they appear, separated by semicolons.

- For publisher names, words like "Co.", "Publishers" or "Inc." should not be included. For example, use Springer, not Springer Publishers.

- Places of publication are **not** included.

- Do not include publisher name if it is the same as the author.

Publication date

- Use **n.d.** if there is no date available

- Use **in press** when the work is accepted for publication but has not been published

- When the work has been **published online prior to publication**, include the year of when it was added online.

- When a month, date or season is used, use (Year, Month Date) or (Year, Season). For example, (2019, November 8) or (2019, Autumn/Winter).

- If a "Last Updated" date in used, include this as the publication date. This is only when the information has been clearly changed, not just reviewed.

- For online works that are meant to be changed regularly e.g., Facebook, dictionary entry, use Retrieved Month, Date, Year, from Web address. For example, Retrieved November 8, 2019, from https://www.facebook.com/uniofqldlibrary

Page numbers

- Use the full-page range and full-page numbers e.g., 121-138

- For an online publication that uses **article numbers** or similar, include **Article then the article number** in the Page Number place. For example, Article e09645731

- Page numbers are included when you are referring to a section of a greater work e.g., book chapter, journal article.

- Use pp. for **book chapter** page numbers but not for journal articles.

Multiple works with same author(s) and same year

- Arrange works with the same author(s) and same year **alphabetically by title** in the reference list. This then determines which references uses a, b, c etc.

- Add the relevant letter after the year (which is also used for corresponding in-text references). The first reference listed in the reference list uses "a", second uses "b" etc.

Yang, Q., & Harris, J. G. (2010a). *Dynamic range control for audio signals using fourth-order level estimation* [Paper presentation]. 129th Audio Engineering Society Convention, San Francisco, CA.

Yang, Q., & Harris, J. G. (2010b). *A higher-order spectro-temporal integration model for predicting signal audibility* [Paper presentation]. International Conference on Acoustics, Speech, and Signal Processing, Dallas, TX.

(Yang & Harris, 2010a)

(Yang & Harris, 2010b)

- If the date is **n.d**. (for no date), include a dash then the relevant letter at the end e.g., n.d.-a. It will appear before any specified years.

- If the date is "**in press**", include a dash then the relevant letter at the end e.g., in press-a. It will appear after any specified years.

- If a **month and day are included**, references with **just a year are first**, followed by specified dates in chronological order. For example: -

(Taylor, 2019a)

(Taylor, 2019b, May 14)

(Taylor, 2019c, August 3)

- This applies to **all reference types** with the same author(s) and year.

Example reference list

Ballard, T., Yeo, G., B. Vancouver, J., & Neal, A. (2017). The dynamics of avoidance goal regulation [Advance online publication]. *Motivation and Emotion*, 1-10. https://doi.org/10.1007/s11031-017-9640-8

Brown, C. G. (2020). Ethical and legal considerations for using mind–body interventions in schools. In *Promoting mind–body health in schools: Interventions for mental health professionals.* (pp. 113-128). American Psychological Association. https://doi.org/10.1037/0000157-008

Carson-Chahhoud, K. V., Ameer, F., Sayehmiri, K., Hnin, K., van, A. J. E., Sayehmiri, F., Brinn, M. P., Esterman, A. J., Chang, A. B., & Smith, B. J. (2017). Mass media interventions for preventing smoking in young people. *Cochrane Database of Systematic Reviews* (6). http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD001006.pub3/abstract

Csikszentmihalyi, M. (1975/2000). *Beyond boredom and anxiety*. Jossey-Bass. (Original work published 1975).

Dravsnik, J., Signal, T., & Canoy, D. (2018). Canine co-therapy: The potential of dogs to improve the acceptability of trauma-focused therapies for children. *Australian Journal of Psychology, 70*, 208-216. https://doi.org/https://doi.org/10.1111/ajpy.12199

Leigh, J. (2010). *Self-determined mindfulness and attachment style in college students* (Publication Number 305210119) [Doctoral dissertation, Indiana State University]. ProQuest Dissertations and Theses Global.

Malcolm, L. (2002-present). All in the mind [Audio podcast]. https://www.abc.net.au/radionational/programs/allinthemind/

Mindfulness-based cognitive therapy. (n.d.). *Wikipedia*. Retrieved November 20, 2019, from https://en.wikipedia.org/w/index.php?title=Mindfulness-based_cognitive_therapy&oldid=905716408

O'Brien, B. (2017, May 5). *NVivo 11 training - full video (5/4/17) - updated* [Video]. YouTube. https://www.youtube.com/watch?v=eNo-Qxsp-mk

Office of Fair Trading. (2018, August 17). *Community groups key to seniors staying engaged* [Press release]. https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-latest-news/media-statements/community-groups-key-to-seniors-staying-engaged

Quealy-Gainer, K. (2014, 16 April). I kill the mockingbird by Paul Acampora (review). *Bulletin of the Center for Children's Books*, *67*(10), 494-494. https://doi.org/10.1353/bcc.2014.0415

Rappaport, J., & Dubin, C. S. (1983, January 24). Say no more (Season 11, Episode 12) [Television series episode]. In B. Metcalfe, *M*A*S*H*. 20th Century Fox Television; CBS.

Shapiro, R. E., & Cowan, R. (2017, January 10). *Key points about caffeine and migraines*. American Migraine Foundation. https://americanmigrainefoundation.org/resource-library/caffeine-and-migraine/

Siegal, Z. V., Teasdale, J. D., & Williams, G. M. G. (2011). Mindfulness-based cognitive therapy: Theoretical rationale and empirical status. In S. C. Hayes, V. M. Follette, & M. M. Linehan (Eds.), *Mindfulness and acceptance: Expanding the cognitive-behavioral tradition* (pp. 45-65). Guilford Publications. https://books.google.com.au/books?id=Tr0N7aGgAS4C

Simon, P., & Garfunkel, A. (1965). The sounds of silence. On *Wednesday Morning, 3 A.M.* [Song]. Columbia.

U2. (1988). *Rattle and hum* [Album]. Island; Sun Studio; Point Depot; Danesmoat; STS Studio; A&M Studios; Ocean Way.

University of Queensland Library [@UQ_Library]. (2017, October 4). *Turtles down by UQ St Lucia lakes today. Air-conditioned library or enjoying the sun and the view - tough choice!* [Image attached] [Tweet]. Twitter. https://twitter.com/uqlibrary/status/915782138905034752

University of Queensland Library. (2017, October 4). *The winners of the 2017 Queensland Literary Awards will be revealed at tonight's ceremony. Good luck to all shortlisted writers!* [Status update]. Facebook. https://www.facebook.com/pg/uniofqldlibrary/posts/

Yang, Q., & Harris, J. G. (2010a). *Dynamic range control for audio signals using fourth-order level estimation* [Paper presentation]. 129th Audio Engineering Society Convention, San Francisco, CA.

Yang, Q., & Harris, J. G. (2010b). *A higher-order spectro-temporal integration model for predicting signal audibility* [Paper presentation]. International Conference on Acoustics, Speech, and Signal Processing, Dallas, TX.

Zachary, K. C. (2018). Treatment of seasonal influenza in adults. *UpToDate*. Retrieved May 3, 2018, from https://www-uptodate-com.ezp3.library.uq.edu.au/contents/treatment-of-seasonal-influenza-in-adults

Author information

One author

In-text reference

Format	(Author last name, Year)

Example	.... finding information (Berkman, 1994) OR Berkman (1994) claimed that …

Reference List

Format	Author(s) - last name and initials.
Example	Berkman, R. I. (1994). *Find it fast: How to uncover expert information*. Harper Perennial.

Two authors

In-text reference

Format	(Author last name & Author last name, Year)
Example	(Kendall & Watson, 2015) Kendall and Watson (2015)

Reference List

Format	List both author names - last name, initials. Use & between the author names.
Example	Moir, A., & Jessel, D. (1991). *Brain sex: The real difference between men and women.* Mandarin.

Three to twenty authors

In-text reference

Format	(First author last name et al., Year) First author last name et al. (Year)
Example	(O'Keefe et al., 2016) O'Keefe et al. (2016)

Reference List

Format	List all author names - last name, initials.
Example	O'Keefe, J. H., Bell, D. S. H., & Wyne, K. L. (2009). *Diabetes essentials*. Jones and Bartlett.

21 or more authors

In-text reference

Format	(First author last name et al., Year) First author last name et al. (Year)
Example	(Nath et al., 2019) Nath et al. (2019)

Reference List

Format	Cite the last names & initials of the first 19 authors then follow with a comma and three spaced ellipsis points (. . .), then the last author's name.
Example	Nath, A. P., Ritchie, S. C., Grinberg, N. F., Tang, H. H., Huang, Q. Q., Teo, S. M., Ahola-Olli, A. V., Wurtz, P., Havulinna, A. S., Santalahti, K., Pitkanen, N., Lehtimaki, T., Kahonen, M., Lyytikainen, L. P., Raitoharju, E., Seppala, I., Sarin, A. P., Ripatti, S., Palotie, A., . . . Inouye, M. (2019). Multivariate genome-wide association analysis of a cytokine network reveals variants with widespread immune, haematological, and cardiometabolic pleiotropy. *American Journal of Human Genetics, 105*(6), 1076-1090. https://doi.org/10.1016/j.ajhg.2019.10.001

Anonymous designated as author

In-text reference

Format	(Anonymous listed as author name, 1996) Anonymous listed as author name (1996)
Example	(Anonymous, 1996) Anonymous (1996)

Only ever use **Anonymous** when it is the **listed author.**

If **no author** is listed, use the **title.**

Group authors with known abbreviation

In-text reference

	First Use	**Subsequent Uses**
Format	(Group Name [abbreviation], Year) Group Name (abbreviation, Year)	(Abbreviation, Year) Abbreviation (Year)
Example	(Australian Institute of Health and Welfare [AIHW], 2012) Australian Institute of Health and Welfare (AIHW, 2012)	(AIHW, 2012) AIHW (2012)

Groups as authors include government departments, professional associations, company names, organizations

Groups authors with no abbreviation

In-text reference

Format	(Group Name, 2015) Group Name (2015)
Example	(Tourism Queensland, 2016) Tourism Queensland (2016)

No author(s) or editor(s)

In-text reference

Format	("First words of article, chapter title" - in title case, Year) "First words of article, chapter title - in title case" (Year) (*Title of book, journal - in title case*, Year) *Title of book, journal - in title case (*Year)
Example	("Social Media", 2013) "Social Media" (2013) (*Social Media Security*, 2014) *Social Media Security* (2014)

Use **double quotation marks** "...." and **title case** (capitalize each word) for title of article, chapter, or web page with no author.

Italicize title of journal, book, brochure, or report with no author. Use **title case.**

Use **title case** for **in-text references** only.

Authors with same last name

In-text reference

Format	(First author - first name initial. last name, Year)
	First author - first name initial. last name (Year)
	(First author - first name initial. last name & second author - last name, Year)
	First author - first name initial. last name and second author - last name (Year)
Example	(J. P. Lewis, 2007)
	J. P. Lewis (2007) argues that….
	(R. Lewis, 2007)
	R. Lewis (2007) stated that...
	(S. Lewis & Edwards, 2015) found that ....
	S. Lewis and Edwards (2015) found that ....

Include each **first author's initial(s)** in all citations. Do this for the **first author** only when there are **multiple authors** in a single reference.

Initial(s) are included even if year of publication differs.

Three or more authors with same last name & same year

In-text reference

Format	(Author last name, Author last name, Author last name et al., Year)
	Author last name, Author last name, Author last name et al. (Year)
	Include **first author last name** and as **many of the subsequent author last names** to distinguish them.
	For remaining authors, replace with **et al.**
	If only final author name different, include **author name** instead of et al.
Example	(Harris, Lewis, Peterson, Kane et al., 2017)
	(Harris, Lewis, Peterson, Morris et al., 2017)

Authors with same last name and first initial

In-text reference

Format	(Author - full first name last name, Year) Author - full first name last name (Year) has argued that ....
Example	(Jessica Lewis, 2017) Jessica Lewis (2017) has argued that .... (James Lewis, 2014) James Lewis (2014) notes that ....

Authors included as "with"

In-text reference

Format	(Author last name, Year) **Do not** include **"with"** Author name.
Example	.... finding information (Sternberg, 2004) OR Sternberg (2004) claimed that …

Reference List

Format	Author(s) – last name and initial(s), & Author - last name and initial(s) (with Author - last name and initial(s)). *Title - italicized*. Publisher.
Example	Sternberg, R. J. (with Wilson, J. F.). (2004). *Psychology*. Thomson/Wadsworth.

Using headings

Tips on using headings

- There are five levels of headings

- All headings work from the top level down, regardless of how many subheadings in the section

- Each section begins with the top-level heading, regardless of how many subheadings are used within the section

- **Do not** use numbers or letters as labels in headings

- **Do not** use Introduction as your first heading

- The **title of the paper** is not considered a heading.

  ○ Place the title at the top of the first page

  ○ Use regular font in **title case** (all words except words like and, to, a, they are capitalized. These words are capitalized if first word in title).

  ○ **Bold** and **center** the title.

Five levels of headings

Heading Level	Formatting
1	**Centered, Bold, Upper Case and Lower-Case Heading (Title Case)**
2	**Left aligned, Bold, Upper Case and Lower-Case Heading (Title Case)**
3	***Left aligned, Bold, Italicized, Upper Case and Lower-Case Heading (Title Case)***
4	**Indented, Bold, Upper Case and Lower-Case Heading (Title Case), ending with a full stop.** Text begins on same line and continues as normal paragraph.
5	***Indented, Bold, Italicized, Upper Case and Lower-Case Heading (Title Case), ending with a full stop. Text begins on same line and continues as normal paragraph.***

Book

One author

Elements of the reference	Author(s) of book – family name and initials. (Year). *Title of book - italicized*. Publisher. DOI or Web address - if available
In-text reference	(Swartz, 2019) OR Swartz (2019)
Reference list	Swartz, W. (2019). *Descriptive psychology and the person concept: Essential attributes of persons and behavior*. Academic Press. https://doi.org/10.1016/C2017-0-00372-5

Two authors

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year). *Title of book - italicized.* Publisher. DOI or Web address - if available
In-text reference	(Whittingham & Coyne, 2019) OR Whittingham and Coyne (2019) Always list the **authors** in the **order** in which they **appear in the publication.** Cite **both authors** for each use of reference.
Reference list	Whittingham, K., & Coyne, W. (2019). *Acceptance and commitment therapy: The clinician's guide for supporting parents.* Academic Press. https://doi.org/10.1016/C2017-0-01265-X

Three to twenty authors

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year). *Title of book - italicized.* Publisher. DOI or Web address - if available
In-text reference	(Sheldon et al., 2019) Sheldon et al. (2019) found that.... Cite **last name** of **first author** followed by **et al.**
Reference list	Sheldon, P., Rauschnabel, P. A., & Honeycutt, J. M. (2019). *The dark side of social media: Psychological, managerial, and societal perspectives.* Academic Press. https://doi.org/10.1016/C2017-0-04063-6

Twenty-one or more authors

Elements of the reference	Author(s) of book – family name and initials (for first 19 authors), . . . final author name and initial(s). Title of book – italicized. Publisher. DOI or Web address - if available
In-text reference	(Harris et al., 2019) Harris et al. (2019) found that.... Cite **last name** of **first author** followed by **et al**

Reference list	Harris, K., Johnson, W., Matthews, L., Wilson, K., Lewis, S., Bailey, T., Kelly, M., Norris, O., James, P., Harrison, I., Grant, Q., Vince, J., Patterson, Y., Carson, H., Allison, T., Lang, R., Roberts, G., Gordon, N., Yates, J., . . . Holland, F. (2019). *Brisbane city history*. University of Queensland.

Elements of the reference	*Title of book - italicized*. (Year). Publisher. DOI or Web address - if available
In-text reference	Management is defined as (*CCH Macquarie Dictionary*, 1993) OR *CCH Macquarie Dictionary* (1993) defines… Cite in the text the **first few words** of the **title** and the **year. Italicize** the book title.
Reference list	*The CCH Macquarie dictionary of business*. (1993). CCH Australia.

Elements of the reference	Anonymous - only if author is specifically named as "Anonymous". (Year). *Title of book - italicized.* Publisher. DOI or Web address - if available
In-text reference	(Anonymous, 1996) Use **only** if author is specifically named as **Anonymous**
Reference list	Anonymous. (1996). *Primary colors: A novel of politics*. Random House.

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year). *Title of book - italicized.* Publisher. DOI or Web address - if available
In-text reference	(Queensland Health, 2002) Queensland Health (2002) recommends that….
Reference list	Queensland Health. (2002). *Best practice guidelines for the management of type 1 diabetes in children and adolescents*. If the **author's name** is the **same** as the **publisher, omit** the publisher.

eBook from database e.g., ProQuest, EBSCO

Elements of the reference	Author(s) of book – family name and initials. (Year). *Title of book - italicized*. Publisher. DOI or Web address - if stable
In-text reference	(Khan, Kunz, Kleijnen & Antes, 2011) OR Khan, Kunz, Kleijnen and Antes (2011)
Reference list	Khan, K., Kunz, R., Kleijnen, J., & Antes, G. (2011). *Systematic reviews to support evidence-based medicine: how to review and apply findings of healthcare research*. CRC Press.

Do not include the name of the database.

End the reference after the publisher's name if there isn't a stable web address or DOI (like a print book reference).

Different editions

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year). *Title of book - italicized* (Edition number ed.). Publisher. DOI or Web address - if available
In-text reference	(DeHart, Sroufe, & Cooper, 1995) DeHart, Sroufe, and Cooper (1995) state the idea that…
Reference list	DeHart, G. B., Sroufe, L.A., & Cooper, R. G. (1995). *Child development: Its nature and course* (4th ed.). McGraw-Hill. The **edition statement** is placed **after the title** of the work. This is not necessary for a first edition.

Edited book

Elements of the reference	Editor(s) of book – family name and initials, use & for multiple editors. (Ed. or Eds.). (Year). *Title of book - italicized.* Publisher. DOI or Web address - if available
In-text reference	(Hoffmann & Bublitz, 2017) OR Hoffmann and Bublitz (2017) Treat multiple editors **same** as multiple authors

Reference list	Hoffmann, C. R., & Wolfram Bublitz, W. (Eds.). (2017). *Pragmatics of social media*. De Gruyter. https://doi.org/10.1515/9783110431070
	If the book's chapters are written by **different authors** to the editor(s), you must **reference each chapter** you use as a book chapter.

Translation of a book

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year). *Title of book - italicized* (Translator name - first initial. last name, Trans.; Edition - if available). Publisher. (Original work published Year). DOI or Web address - if available
In-text reference	(Ylinen, 2007/2008) Include **original year** of publication and **year of translated** publication.
Reference list	Ylinen, J. (2008). *Stretching therapy: For sport and manual therapies* (J. Nurmenniemi, Trans.). Churchill Livingstone. (Original work published 2007)

Book chapter

Referencing multiple chapters from same book

- **If there are different authors for each chapter, you need to reference EACH chapter you use.**

- **If you use multiple chapters from a book with different authors for each chapter, you still need to reference EACH chapter you use. (This is because you need to acknowledge who wrote the work you are using, not the person who edited/compiled the book).**

- **If the book does not have chapters written by different authors, you only need to reference the book.**

Chapter in an edited book

Elements of the reference	Author(s) of chapter – family name and initials, use & for multiple authors. (Year). Title of chapter. In Editor(s) – initial(s) and family name - of book (Ed. OR Eds.), *Title of book – italicized* (pp. Page numbers). Publisher. DOI or Web address (if available)
In-text reference	(Rattan, 2019) Use the **chapter authors**, not the editors of the book Treat multiple authors in **same format** as **books**
Reference list	Rattan, A. (2019). What lay theories (or mindsets) shape the confrontation of prejudice. In R. K. Mallett & M. J. Monteith (Eds.), *Confronting prejudice and discrimination: The science of changing minds and behaviors* (pp. 121-140). Academic Press. https://doi.org/10.1016/B978-0-12-814715-3.00008-4

Yearbook

Elements of the reference	Author(s) of section – family name and initials, use & for multiple authors. (Year of publication). Title of section. *Title of database – italicized.* DOI or Web address (if available)
In-text reference	(Engelhard, 2001) Engelhard (2001) has argued that ....
Reference list	Englehard, G. (2001). Review of the Closed High School Placement Test. In B. S. Plake & J. C. Impara (Eds.), *The fourteenth mental measurements yearbook.* http://search.ebscohost.com.ezproxy.library.uq.edu.au/login.aspx?direct=true&db=mmt&AN=test.2083&site=ehost-live

Brochure and pamphlets

Online brochure or pamphlet

Elements of the reference	Author(s) - last name, initial(s) or company name - use & for multiple authors. (Year). *Title of brochure or pamphlet* [Brochure OR Pamphlet]. Web address
In-text reference	(Queensland Government, 2021) Queensland Government (2021) found that ....
Reference list	Queensland Government. (2021). Queensland's COVID safe future [Pamphlet]. https://www.covid19.qld.gov.au/__data/assets/pdf_file/0016/127150/DPC7309-COVID-19-Restrictions-roadmap.pdf?nocache-v27

Conferences

Conference paper

Elements of the reference	Author(s) of paper – last name and initials, use & for multiple authors. (Year, Month Date). *Title of paper - italicized.* [Type of paper e.g., Paper presentation]. Conference Name, Location. DOI or Web address - if available.
In-text reference	(Norton et al., 2018) Norton et al. (2018) stated that ....
Reference list	Norton, M., Moloney, G., Burke, S., Sanson, A., & Louis, W. (2018, September 27-30). *Psychological responses to social threats: From stigma to solidarity* [Paper presentation]. 2018 APS Congress Psychology advancing into a new age, Sydney, NSW, Australia.

Poster presentation

Elements of the reference	Author(s) - last name, initial(s). (Year, Month, Date). *Title - italicized* [Poster presentation]. Conference Name, Location. DOI or Web address - if available
In-text reference	(Snoswell, 2016) Snoswell (2016)
Reference list	Snoswell, C. (2016, October 31 - November 3). *Models of care for store-and-forward teledermatology in Australia* [Poster presentation]. 7th International Conference on Successes and Failures in Telehealth, Auckland, New Zealand.

Cancelled conference paper

Elements of the reference	Author(s) of paper – last name and initials, use & for multiple authors. (Year, Month Date(s)). *Title of paper - italicized*. [Type of paper e.g., Paper presentation]. Conference Name, Location. DOI or Web address - if available (Conference cancelled)
In-text reference	(Johnson, 2020) Johnson (2020) stated that ....
Reference list	Johnson, R. (2020, May 4 - 8). *Positioning the library as a place of cultural safety*. [Paper presentation]. ALIA National 2020 Conference: Courageous and Audacious, Sydney, Australia. (Conference cancelled)

Dataset

Dataset - individual author

Elements of the reference	Investigator(s). (Year). *Title of dataset - italicized* (Version - if needed) [Description of format or type]. Name of publisher - if available. DOI or Web address
In-text reference	(Wong & Langevin, 2007) Wong and Langevin (2007) found that ....
Reference list	Wong, K. K., & Langevin, W. E. (2007). *Policy expansion of school choice in the American states, 1991-2005* (Version 1) [Dataset]. ICPSR. http://doi.org/10.3886/ICPSR20427.v1

Dataset - group author

Elements of the reference	Group author name(s). (Year). *Title of dataset - italicized* (Version - if needed) [Description of format or type]. Name of publisher - if available. DOI or Web address
In-text reference	(Pew Hispanic Center, 2004) The Pew Hispanic Center (2004) reported that ....
Reference list	Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. http://pewhispanic.org/datasets/

Unpublished or raw dataset

Elements of the reference	Investigator(s). (Year). *Title - italicized* OR [Description of data - if untitled] [Unpublished raw data]. Data source - if available.
In-text reference	(Sherlock & Mulvihill, 2018) Sherlock and Mulvihill, (2018) found that ....
Reference list	Sherlock, D., & Mulvihill, A. (2018). *MASTER Focus Program: Outline of skills* [Unpublished raw data]. The University of Queensland.

Dictionary or encyclopedia

Using dates & retrieval dates

- **Use n.d. if the work is updated regularly**

- **Use the "Last Updated" date if it is referring to the specific content you are referencing**

- **Do not use "last reviewed" dates**

- **Include a Retrieved date if the work is designed to or likely to change regularly e.g., dictionary entry**

- **Do not include a Retrieved date if an archived version is available**

Dictionary or encyclopedia – print version

Elements of the reference	Author(s) or editor(s) of work – family name and initials, use & for multiple authors or editors. (Ed. or Eds. - if editor used). (Year). *Title - italicized* (Edition - if other than first). Publisher.

In-text reference	(Wolman, 1989)
	In Wolman (1989), it was argued that ....
Reference list	Wolman, B.B. (Ed.). (1989). *Dictionary of behavioral science* (2nd ed.). Academic Press.

Dictionary or encyclopedia entry - individual author

Elements of the reference	Author(s) or editor(s) of work – family name and initials, use & for multiple authors or editors. (Year). Entry title. In Editors - initial(s). Initial(s). Last Name - use & for multiple editors (ed. or Eds), *Title of dictionary or encyclopedia - italicized* (Edition ed.). Publisher. DOI or Web address - if available
In-text reference	(Redmond, 2009)
	Redmond (2009)
Reference list	Redmond, B. F. (2017). Affective events theory. In S. G. Rogelberg (Ed.), *The SAGE encyclopedia of industrial and organizational psychology* (2nd ed.). Sage. http://dx.doi.org.ezproxy.library.uq.edu.au/10.4135/9781483386874.n10

Dictionary or encyclopedia entry - group author

Elements of the reference	Group author name. (Year or n.d.). Title of entry. In *Title of dictionary or encyclopedia - italicized.* Retrieved Month Date, Year, from Web address
In-text reference	(American Psychological Association, n.d.)
	American Psychological Association (n.d.) defined ....
Reference list	American Psychological Association. (n.d.). Mindfulness meditation. In *APA dictionary of psychology*. Retrieved November 21, 2019, from https://dictionary.apa.org/mindfulness-meditation

Dictionary or encyclopedia - no author

Elements of the reference	Entry title. (Year). In Editors - initial(s). Last Name - use & for multiple editors, *Title of dictionary or encyclopedia - italicized* (Edition - if other than first ed.). DOI or Web address - if available
In-text reference	(Action theory, 2002)
	Use **entry title**, not editors.

Reference list	Action theory. (2002). In C. Calhoun (Ed.), *Dictionary of the social sciences.* https://www-oxfordreference.com.ezproxy.library.uq.edu.au/view/10.1093/acref/9780195123715.001.0001/acref-9780195123715-e-18?rskey=WCYpQn&result=18

Figures

Referencing figures

- **Each figure needs to be numbered in the order in which they appear in the document.**

- **If a figure is being reproduced for inclusion in a work which is being published, you must seek permission from the copyright holder. This permission must also be included in the caption.**

- **Provide each figure with a brief but explanatory title. This should appear next to the figure number.**

- **A caption should be included the bottom of the figure to acknowledge that the figure has been reproduced from another source.**

- **Include the full reference in the reference list.**

- **[Examples](#) of figures with copyright attributions.**

Figure caption format

Journal Article

Elements of caption	*Note.* From (use for reprinted) or Adapted from (use for adaptations) "Title of Article," by Author first name - initial(s). Author - last name and Author - first name - initial(s). Author - last name, Year, *Title of Journal*, *Volume* (Issue - if available), p. xx. (DOI or Web address - if available). Copyright Year by Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).
Caption	*Note.* From "Long-Term Development of Employee Well-Being: A Latent Transition Approach" by A. Mäkikangas, W. Schaufeli, E. Leskinen, U. Kinnunen, K. Hyvönen and T. Feldt, 2016, *Journal of Happiness Studies, 17*(6), p. 2332. (https://doi.org/10.1007/s10902-015-9696-7). Copyright 2015 by Springer Science+Business Media Dordrecht.
In-text reference	An in-text reference is not used. The caption is used instead.
Reference list	Mäkikangas, M., Schaufeli, W., Leskinen, E., Kinnunen, U., Hyvönen, K. and Feldt, T. (2016). Long-term development of employee well-being: A latent transition approach. *Journal of Happiness Studies, 17*(6), 2325–2345. https://doi.org/10.1007/s10902-015-9696-7

Book

Elements of caption	*Note.* From (use for reprinted) or Adapted from (use for adaptations) *Title of Book* (any edition or volume information, p. xxx), by Author first name - initial(s). Author - last name and Author - first name initial(s). Author - last name, Year, Place of Publication: Publisher. Copyright Year by Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain). If you are using it in a **published work**, at the end **include Reprinted [or Adapted] with permission.**
Caption	*Note.* From "Systematic Reviews in Health Care: A Practical Guide (p.61), by P. Glaszious, L. Irwig, C. Bain and G. Colditz, 2001, Cambridge, UK: Cambridge University Press. Copyright 2001 by Cambridge University Press. Reprinted with permission.
In-text reference	An in-text reference is not used. The caption is used instead.
Reference list	Glaszious, P., Irwig, L., Bain, C., & Colditz, G. (2001). *Systematic reviews in health care: A practical guide*. Cambridge University Press.

Book Chapter

Elements of caption	*Note.* From (use for reprinted) or Adapted from (use for adaptations) "Title of Chapter," by Author first name - initial(s). Author - last name and Author - first name - initial(s). Author - last name, in Editor - first name initial(s). Editor - last name (Ed.), *Title of Book* (any edition or volume information, p. xxx), Year, Place of Publication: Publisher. Copyright Year by Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain). If you are using it in a published work, at the end include **Reprinted [or Adapted] with permission.**
Caption	*Note.* Adapted from "Evidence About Diagnosis" by J. Doust, in T. Hoffman, S. Bennett and C. Del Mar (Eds), *Evidence-Based Practice: Across the Health Professions* (p.138), 2010, Chatswood, NSW: Elsevier Australia. Copyright 2010 by Elsevier Australia. Adapted with permission.
In-text reference	An in-text reference is not used. The caption is used instead.
Reference list	Doust, J. (2010). Evidence about diagnosis. In T. Hoffman, S. Bennett, & C. Del Mar (Eds.), *Evidence-based practice across the health professions* (pp. 128-144). Elsevier Australia.

Elements of caption	*Note*. From (use for reprinted) or Adapted from (use for adaptations) "Title of Web Document," by Author first name - initial(s). Author - last name and Author - first name - initial(s). Author - last name, Year (http://xxxxxx). Copyright Year by Name of Copyright Holder (if no permission needed) OR CC License (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain). If you are using it in a **published work**, at the end **include Reprinted [or Adapted] with permission.**
Caption	*Note*. From "Health Is Not The Same For Everyone" by the Australian Institute of Health and Welfare, 2016 (https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone). Copyright 2016 by the Australian Institute of Health and Welfare. Reprinted with permission.
In-text reference	An in-text reference is not used. The caption is used instead.
Reference list	Australian Institute of Health and Welfare. (2016). *Health is not the same for everyone*. https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone

Government legislation

Act

Elements of the reference	Short Title of the Act - italicized Year - italicized (Jurisdiction abbreviation) s. Subdivision number - if applicable. Web address **Long title** should only be used if there is **no short title.**
In-text reference	*(Major Events Act 2014* (Qld) s. 3) *Major Events Act 2014* (Qld) states that ....
Reference list	*Major Events Act 2014* (Qld). https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2014-060

Bill

Elements of the reference	Short Title of the Bill Year (Jurisdiction abbreviation) s. Subdivision number - if applicable. Web address **Long title** should only be used if there is **no short title.**

In-text reference	Healthy Futures Commission Queensland Bill 2017 (Qld) s. 23
	As found in the Healthy Futures Commission Queensland Bill (2017, s. 23) ....

Reference list	Healthy Futures Commission Queensland Bill 2017 (Qld) s. 23. https://www.legislation.qld.gov.au/view/pdf/bill.first/bill-2017-007

Parliamentary debates

Elements of the reference	Jurisdiction. *Parliamentary debates.* Chamber. Day Month Year. Volume. Web address

In-text reference	(Commonwealth, 2010)

Reference list	Commonwealth. *Parliamentary debates.* Senate. 2 February 2010. 1. http://parlinfo.aph.gov.au/parlInfo/download/chamber/hansards/2010-02-02/toc_pdf/7347-8.pdf;fileType=application%2Fpdf#search=%222010s%202010%22

Images

Images - from a website

Elements of the reference	Author(s) - Last name, initial - use & for multiple authors. (Year). *Title - italicized.* [Image description]. Site name. Web address

In-text reference	The University of Queensland, n.d.
	The University of Queensland (n.d.) shows that...

Reference list	The University of Queensland. (n.d.). [Photograph of baby koala in tree]. https://www.uq.edu.au/news/article/2020/01/new-umbrella%E2%80%99-species-would-massively-improve-conservation

Infographic

Elements of the reference	Author(s) - Last name, initial - use & for multiple authors. (Year). *Title - italicized.* [Infographic]. Site name. Web address

In-text reference	(Ivett, 2017)
	Ivett (2017) showed that ....

Reference list	Ivett, K. (2017). *Women and equality in national parliaments.* [Infographic]. Kantar Information is Beautiful. https://www.informationisbeautifulawards.com/showcase/1850-women-and-equality-in-national-parliaments

Photographs

Elements of the reference	Creator(s) - Last name, initial - use & for multiple authors. (Year). *Title - italicized.* [Photograph]. Site name. Web address
In-text reference	(Watson, n.d.) Watson (n.d.) demonstrates that ....
Reference list	*Includes title* Waton, C. (n.d.). *Red-capped robin* [Photograph]. Australian Geographic. https://www.australiangeographic.com.au/topics/wildlife/2019/09/a-guide-to-australias-most-colourful-robins/ *No title* Gilligan, J. (n.d.). [Photograph of Australian cassowary sleeping]. Australian Geographic. https://www.australiangeographic.com.au/topics/wildlife/2019/10/jungle-royalty-the-enigmatic-cassowary/ If there is no title, include a **brief description** in **square brackets** [] where the title goes. Do **not** italicise.

Stock image or clip art

Elements of the reference	Author(s) - use & to combine authors. (Year). *Title - italicized* [Clip art OR Stock image]. Site name. Web address
In-text reference	(Lucky Business, n.d.) Lucky Business (n.d.)
Reference list	Lucky Business. (n.d.). *Close up view of student taking notes during lecture* [Stock image]. shutterstock. https://www.shutterstock.com/image-photo/close-view-student-taking-notes-during-309289910

Instagram photo

Elements of the reference	Author(s) - use & to combine authors [Instagram name]. (Year, Month Day). *Title or content up to first 20 words - italicized* [Photograph(s)]. Instagram. Web address
In-text reference	(The University of Queensland Library, 2019) The University of Queensland Library (2019) showed that....
Reference list	The University of Queensland Library [uniofqldlibrary]. (2019, October 21). *St Lucia is looking extra gramable this morning. Happy Monday everyone!* [Photograph]. Instagram. https://www.instagram.com/p/B32v1CUFTQ3/ **Short form web addresses** can also be used

Interview

Referencing interviews

- **If it is a published interview, use the reference type in which you found the interview e.g., online video, newspaper article**

Using personal communications

- These can include: -
  - personal interviews
  - emails
  - letters
  - memos
  - phone conversations
  - text messages
- personal communications are **not** included in the reference list. They are only added as an in-text citation.

Personal communication

Elements of the reference	Person - initial(s). last name (personal communication, Month Day, Year)
In-text reference	J. T. Lewis (personal communication, May 14, 2018) (K. Taylor, personal communication, March 17, 2019)

Interview recorded and available in an archive

Elements of the reference	Name of interviewee - last name, initial(s). (Year, Month Day). *Title/ or description of interview - italicized* [Interview]. Name of archive or place stored, Owner. Web address
In-text reference	(Sabbatini, 1993) Sabbatini (1993) stated that ....
Reference list	Sabbatini, G. (1993, September 10). *Musical performance of Giuseppe Sabbatini* [Interview]. Studs Terkel Radio Archive; The Chicago History Museum. https://studsterkel.wfmt.com/programs/musical-performance-giuseppe-sabbatini?t=NaN%2CNaN&a=%2C

Interview with participant(s), as part of your own research

Elements of the reference	Not included in reference list
In-text reference	Do not cite individually, because this could compromise confidentiality. Quote anonymously, for example, "Participant A said".
Reference list	Do not include in the reference list.

Journal article

Print article

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name – italicized*, *Volume – italicized* (Issue or number), Page number(s).
In-text reference	(Lowrie & Diezmann, 2009) Lowrie and Diezmann (2009) have found that ....
Reference list	Lowrie, T., & Diezmann, C. M. (2009). National numeracy tests: A graphic tells a thousand words. *Australian Journal of Education*, *53*, 141-158.

One author

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name – italicized*, *Volume – italicized* (Issue or number), Page number(s). DOI address OR Web address (if no DOI available)
In-text reference	(Osman, 2010) OR Osman (2010) thought that….
Reference list	Osman, M. (2010). Controlling uncertainty: A review of human behavior in complex dynamic environments. *Psychological Bulletin*, *136*(1), 65-86. http://doi.org/10.1037/a0017815 The **volume** number is in **italics**

Two authors

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name – italicized, Volume – italicized* (Issue or number), Page number(s). DOI address OR Web address (if no DOI available)
In-text reference	(Kerrigan & Kingdon, 2010) Kerrigan and Kingdon (2010) mentioned that ....
Reference list	Kerrigan, A. M., & Kingdon, C. (2010). Maternal obesity and pregnancy: A retrospective study. *Midwifery*, *26*, 138-146. https://doi.org/10.1016/j.midw.2008.12.005

Three to twenty authors

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name – italicized, Volume – italicized* (Issue or number), Page number(s). DOI address OR Web address (if no DOI available)
In-text reference	(Skenderian et al., 2008) Skenderian et al. (2008) stated that ....
Reference list	Skenderian, J. J., Siegel, J. T., Crano, W. D., Lac, A., & Alvaro, E. E. (2008). Expectancy changes and adolescents' intentions to use marijuana. *Psychology of Addictive Behaviors*, *22*, 563-569. https://doi.org/10.1037/a0013020

21 authors or more	
Elements of the reference	Author(s) of journal article – family name and initials for first 19 . . . Last Author family name, initial(s). (Year). Title of journal article. *Journal name – italicized, Volume – italicized* (Issue or number), Page number(s). DOI address OR Web address (if available)
In-text reference	(Nath et al., 2008) Nath et al. (2008) have said that .... Use only the **first author's last name** followed by **et al.**, for every use of the reference.
Reference list	Nath, A. P., Ritchie, S. C., Grinberg, N. F., Tang, H. H., Huang, Q. Q., Teo, S. M., Ahola-Olli, A. V., Wurtz, P., Havulinna, A. S., Santalahti, K., Pitkanen, N., Lehtimaki, T., Kahonen, M., Lyytikainen, L. P., Raitoharju, E., Seppala, I., Sarin, A. P., Ripatti, S., Palotie, A., . . . Inouye, M. (2019). Multivariate genome-wide association analysis of a cytokine network reveals variants with widespread immune, haematological, and cardiometabolic pleiotropy. *American Journal of Human Genetics, 105*(6), 1076-1090. https://doi.org/10.1016/j.ajhg.2019.10.001 List **all** authors up to **19 names.** For 21 or more authors, include the **first 19**, then an ellipsis - ... - followed by the **last author's name.**

No author	
Elements of the reference	Title of article. (Year). *Title of journal - italicized, Volume - italicized* (Issue or number), Page number(s). DOI OR Web Address (if no DOI available)
In-text reference	("Vitamin K for Newborns", 2016) Use the **first words** of the **article title.** Use **double quotation marks** around the **article title.**
Reference list	Vitamin K for newborns. (2016). *Journal of Midwifery & Women's Health*, *61*(5), 675-676. http://doi.org/10.1111/jmwh.12550

Advance online publication	
Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. Journal name – italicized. Advance online publication. DOI address OR Web address (if no DOI available)

In-text reference	(Allan, 2010) Allan (2010) found that ....
Reference list	Allan, H. (2010). The perils facing nurse education: A call for leadership for learning. *Nurse Education Today*. Advance online publication. https://doi.org/10.1016/j.nedt.2010.01.002

Article in press

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (in press). Title of journal article. *Journal name – italicized.* DOI address OR Web address (if no DOI available)
In-text reference	(Baldwin & Keefer, in press) Baldwin and Keefer (in press) stated that ....
Reference list	Baldwin, M., & Keefer, L. A. (in press). Being here and now: The benefits of belonging in space and time. *Journal of Happiness Studies*. https://doi.org/10.1007/s10902-019-00214-7

Cochrane Systematic Review

Elements of the reference	Author(s) of article – family name and initials, use & for multiple authors. (Year). Title of article. *Cochrane Database of Systematic Reviews.* DOI address.
In-text reference	(Shaw et al., 2005) Shaw et al. (2005) stated that ....
Reference list	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. *Cochrane Database of Systematic Reviews.* https://doi.org/10.1002/14651858.CD003818.pub2

Article number (instead of page numbers)

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name* – italicized, *Volume* - italicized (Issue number), Article article number. DOI address OR Web address (if no DOI available)
In-text reference	(de Boer et al., 2014) de Boer et al. (2014) stated that ....

Reference list	de Boer, M. J., Steinhagen, H. E., Versteegen, G. J., Struys, M. M. R. F., & Sanderman, R. (2014). Mindfulness, acceptance, and catastrophizing in chronic pain. *PloS One*, *9*(1), Article e87445. https://doi.org/10.1371/journal.pone.0087445

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. *Journal name – italicized, Volume – italicized* (Issue or number), Page number(s).
In-text reference	(Duffy, 2012) Duffy (2012) have found that ....
Reference list	Dufty, N. (2012). Using social media to build community disaster resilience. *The Australian Journal of Emergency Management*, 27(1), 40–45.

Only use if there is no DOI

If DOI available, use examples above

Lecture notes and slides

Lecture notes and slides e.g., PowerPoint - Blackboard

Elements of the reference	Author(s) - use & for multiple authors. (Year, Month Day). *Title of slides or lecture topic – italicized* [PowerPoint slides]. Site name. Web address
In-text reference	(Johnson, 2008) Johnson (2008) stated that...
Reference list	Johnson, A. (2008). *Week three: Foucault* [PowerPoint slides]. Learn. UQ. https://learn.uq.edu.au/

Lecture notes and slides e.g., PowerPoint - online

Elements of the reference	Name of author(s) or the institution responsible, use & for multiple authors. (Year). *Title of slides – italicized* [Type of format]. Site information e.g., SlideShare. Web address
In-text reference	(Surden, 2017) Surden (2017)

Reference list	Surden, H. (2017). *Artificial intelligence and law overview* [PowerPoint slides]. SlideShare. https://www.slideshare.net/HarrySurden/harry-surden-artificial-intelligence-and-law-overview

Legal sources

Cases - reported, organized by volume

Elements of the reference	*Case name - italicized* (Year). Volume Law Report Abbreviation Starting Page Number. Web address
In-text reference	(Montevento Holdings Pty Ltd v Scaffidi, 2012) As found in *Montevento Holdings Pty Ltd v Scaffidi* (2012) ...
Reference list	*Montevento Holdings Pty Ltd v Scaffidi* (2012). 246 CLR 325. https://www-westlaw-com-au.ezproxy.library.uq.edu.au/

Cases - reported, organized by year

Elements of the reference	*Case name - italicized* [Year] Volume Law Report Abbreviation Starting Page Number. Web address
In-text reference	(Nothdurft & Anor v QGC Pty Limited & Ors, 2017) As found in *Nothdurft & Anor v QGC Pty Limited & Ors* (2017) ....
Reference list	*Nothdurft & Anor v QGC Pty Limited & Ors* [2017] QLC 41. http://www.austlii.edu.au/au/cases/qld/QLC/2017/41.pdf

Music

Song

Elements of the reference	Singer or composer - last name, initial(s). (Year). Song Title [Song]. On *Album Title - italicized*. Record Company. (Original work published Year - if needed). Web address - if needed
In-text reference	(Simon & Garfunkel, 1965) Simon and Garfunkel (1965) wrote about ....
Reference list	Simon, P. & Garfunkel, A. (1965). The sounds of silence [Song]. On *Wednesday Morning, 3 A.M.* Columbia.

Album

Elements of the reference	Singer or group name. (Year). *Title of album - italicized* [Album]. Record Company. (Original work published Year - if needed). Web address - if needed
In-text reference	(U2, 1988) U2 (1988) sang about ....
Reference list	U2. (1988). *Rattle and hum* [Album]. Island; Sun Studio; Point Depot; Danesmoat; STS Studio; A&M Studios; Ocean Way.

Newspaper or magazine article

Newspaper article

Elements of the reference	Author(s) of article – family name and initials, use & for multiple authors. (Year). Title of article. *Newspaper title – italicized,* Page number(s) - if available. Web or DOI address - if available
In-text reference	(Lytton, 2020) Lytton (2020) argued that .... Month Day **not** included in in-text reference
Reference list	Lytton, C. (2020, January 18). The playground game re-energising gym classes. *Brisbane Times.* https://www.brisbanetimes.com.au/national/the-playground-game-re-energising-gym-classes-20200117-p53sga.html

Newspaper article, no author

Elements of the reference	Title of article. (Year, Month Day). *Newspaper title – italicized,* Page number(s) - if available. Web or DOI address - if available
In-text reference	("Meeting the needs", 2001) Month Day **not** included in in-text reference.
Reference list	Meeting the needs of counsellors. (2001, May 5). *The Courier Mail*, 22.

Online news websites

Elements of the reference	Author(s) of article – family name and initials, use & for multiple authors. (Year, Month Day - if available). *Title of article - italicized.* Name of news website. Web address
In-text reference	(McGhee & Burt, 2019) McGhee and Burt (2019) argued that .... Month Day **not** included in in-text reference.
Reference list	McGhee, R. & Burt, J. (2019, November 22). *Bushfire crisis costing Queensland and northern NSW millions.* ABC News. https://www.abc.net.au/news/2019-11-22/queensland-bushfire-crisis-nsw-fires-cost-insurance-damage-bill/11725920

Magazine article

Elements of the reference	Author(s) - last name, initial(s). (Year, Month Day - if available). Article title. *Magazine name - italicized, volume - italicized* (Issue - if available), Page(s) - if available. DOI or Web address - if available
In-text reference	(Flora, 2017) Flora (2017) has found that .... Month Day **not** included in in-text reference.
Reference list	Flora, C. (2017, September 5). The hardest work. *Psychology Today, 50*(5). https://www.psychologytoday.com/articles/201709/the-hardest-word?collection=1105674 If any **elements** e.g., page numbers are **missing**, **leave** them out.

Other web sources

Podcast

Elements of the reference	Author - last name, initial(s) (Role e.g., Host). (Year - Year). *Title - italicized,* [Type Podcast]. Publisher. Web address - if available
In-text reference	(Malcolm, 2002-present) Malcolm (2002-present)

Reference list	Malcolm, L. (Host). (2002-present). *All in the mind* [Audio podcast]. Australian Broadcasting Corporation. https://www.abc.net.au/radionational/programs/allinthemind/
	If access via **app** or **no web address**, **leave out** web address

Elements of the reference	Author - last name, initial(s) (Role e.g., Host). (Year, Month Day). Episode Title (No. Episode Number - if available) [Type podcast episode]. In *Series Title - italicized.* Publisher. Web address - if available
In-text reference	(Malcolm, 2019) Malcolm (2019)
Reference list	Malcolm, L. (Host). (2019, September 8). Inside talking therapy [Audio podcast episode] *All in the mind.* Australian Broadcasting Corporation. https://www.abc.net.au/radionational/programs/allinthemind/inside-talking-therapy/11478090 If access via **app** or **no web address**, **leave out** web address

Elements of the reference	Not included in reference list
In-text reference	K. P. Miles (personal communication, August 6, 2018) Or (L. J. Henderson, personal communication, February 5, 2017)
Reference list	Not included in reference list, only cited in text.

Elements of the reference	Author - last name, initial(s). (Year, Month Day). Title of post. *Blog name - italicized.* Web address
In-text reference	(Conason, 2018) Conason (2018) stated that ....

Reference list	Conason, A. (2018, October 5). Why you should consider group therapy. *Eating Mindfully.* https://www.psychologytoday.com/au/blog/eating-mindfully/201810/why-you-should-consider-group-therapy

Comment on a post or article

Elements of the reference	Author - last name, initial(s). (Year, Month Day). Title of post comment or up to first 20 words [Comment on the article "Article or post title"]. *Blog title - italicized.* Web address
In-text reference	(Hordofa, 2019) Hordofa (2019)
Reference list	Hordofa, A. B. (2019, October 9). I am very interested to read it and congratulates the author for the finding! [Comment on the post "In the eye of the beholder: Why you should care about color blindness when designing scientific images"]. *Elsevier Researcher Academy.* https://www.elsevier.com/connect/authors-update/in-the-eye-of-the-beholder Use name of person making comment as author Include title of comment or up to first 20 words of comment as title Shortened web address can be used

YouTube video - real name of person posting known

Elements of the reference	Author - last name, initial(s) or group name [Username - if available]. (Year, Month Day). *Title of video - italicized [*Video]. YouTube - or similar site name. Web address
In-text reference	(O'Brien, 2017) O'Brien (2017) demonstrated that ....
Reference list	O'Brien, B. [Brenna O]. (2017, May 5). *NVivo 11 training - full video (5/4/17) - updated* [Video]. YouTube. https://www.youtube.com/watch?v=eNo-Qxsp-mk

YouTube video - screen name only

Elements of the reference	Username - exactly as posted. (year, month day). *Title of video* [Video]. Site name (e.g., YouTube). Web Address
In-text reference	(ssiconamed, 2013) ssiconamed (2013) noted that ....

Reference list	ssiconamed. (2013, July 5). *Tutorial NVivo* [Video]. YouTube. https://www.youtube.com/watch?v=7AtFisYXo9k

Elements of the reference	Title of entry. (Year, Month Date or n.d.). In *Wikipedia*. Retrieved Month Date, Year - if needed, Web address
In-text reference	("Mindfulness-based cognitive therapy", 2019) "Mindfulness-based cognitive therapy" (2019)
Reference list	**Archived Version Available** Mindfulness-based cognitive therapy. (July 10, 2019). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Mindfulness-based_cognitive_therapy&oldid=905716408 Use archived version (click on "View History" to check). Include listed date in (Year, Month Date) section. **No Archived Version** Mindfulness-based cognitive therapy. (n.d.). In *Wikipedia*. Retrieved November 20, 2019, https://en.wikipedia.org/w/index.php?title=Mindfulness-based_cognitive_therapy&oldid=905716408 If no archived version available, use n.d. in (Year) and include Retrieved information (as below)

Patents and standards

Elements of the reference	Patent inventor last name, initials. (Year patent issued). *Patent title - italicized* (Country Patent No.). Name of official source of patent information - usually patent office. Web address - if available
In-text reference	(Graboski, 2016) Graboski (2016)
Reference list	Graboski, T. M. (2016). *Solar hot water and recovery system* (Australian application no. 2016253585). IP Australia. http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2016253585

Elements of the reference	Name of standards organization. (Year). *Title of standard - italicized* (Standard number). Publisher (print) or Web address - if available
In-text reference	(Standards Australia, 2016) Standards Australia (2016)
Reference list	Standards Australia. (1989). *Electrical equipment for coal mines - Insulating materials - Materials for insulating power conducting components* (AS 1147.1-1989). https://www-saiglobal-com.ezproxy.library.uq.edu.au/PDFTemp/osu-2019-12-09/0496997084/11471.PDF.

Personal communication

Using personal communications

- **These can include: -**

- **personal interviews**

- **emails**

- **letters**

- **memos**

- **phone conversations**

- **text messages**

- **personal communications are not included in the reference list. They are only added as an in-text citation.**

Personal communication

Elements of the reference	Person - initial(s). last name (personal communication, Month Day, Year)
In-text reference	J. T. Lewis (personal communication, May 14, 2018) (K. Taylor, personal communication, March 17, 2019)

Press (media) release

Elements of the reference	Author - last name, initial(s) or corporate name. (Year, Month Day). *Title - in italics* [Press release]. Web address
In-text reference	(Office of Fair Trading, 2018)
Reference list	Office of Fair Trading. (2018, August 17). *Community groups key to seniors staying engaged* [Press release]. https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-latest-news/media-statements/community-groups-key-to-seniors-staying-engaged

Report

Abbreviating groups as authors

- **Group authors can be an organization, professional association, company, government department**

- **Include the full name of the group the first time it is used. The abbreviation is included in square brackets.**

- **If the abbreviation is well known, it can be included for subsequent uses.**

In-text Example:

United Nations International Children's Emergency Fund ([UNICEF], 2018)

(United Nations International Children's Emergency Fund [UNICEF], 2018)

- **The full group name should be used in the reference list.**

Government report

Elements of the reference	Author(s) - last name, initial(s) or company name - use & for multiple authors. (Year). *Title of report - italicized* (Report number - if available). Publisher - include if different to author. Web address - if available
In-text reference	(Queensland Department of Innovation and Tourism Industry Development, 2016) Queensland Department of Innovation and Tourism Industry Development (2016) found that ....

Reference list	Queensland Department of Innovation and Tourism Industry Development. (2016). *Advancing tourism 2016-20.* https://www.publications.qld.gov.au/dataset/advancing-tourism/resource/df997cf7-14fc-47b1-ac99-ddc7f0975967

Industry/Corporate report

Elements of the reference	Author(s) - last name, initial(s) or company name - use & for multiple authors. (Year). *Title of report - italicized (*Report number - if available). Publisher - include if different to author. Web address - if available
In-text reference	(The Coca-Cola Company, 2017) The Coca-Cola Company (2017) has found that ....
Reference list	The Coca-Cola Company. (2017). *2016 sustainability report.* http://www.coca-colacompany.com/content/dam/journey/us/en/private/fileassets/pdf/2017/2016-sustainability/2016-Sustainability-Report-The-Coca-Cola-Company.pdf

Secondary source (indirect citation)

What is an indirect citation or secondary source?

An indirect citation or secondary source is when the ideas of one author are published in another author's text, but you have not read or accessed the original author's work.

- **Include both the original author and year and the author and year of the work where quote/idea was found in the in-text reference.**

- **Add "as cited in" before the author in the in-text reference. For example - (Harris, 2009, as cited in Lewis, 2019).**

- **In the reference list, provide the details of the work in which you found the quotation or idea.**

Citing a secondary source (indirect citation)

Elements of the reference	Follow the format of the reference in which you found the indirect citation.
In-text reference	(Original author last name, Year of original work, as cited in Author last name of work where quote found, Year) Miller (1953, as cited in Agrios, 2005) found …… as was found (Miller, 1953, as cited in Agrios, 2005)

Reference list	Agrios, G.N. (2005). *Plant pathology* (5th ed.). Elsevier Academic Press.

Social media

Referencing social media

- **Do not change or correct nonstandard spelling and capitalization.**

- **Include any links or hashtags.**

- **If emojis are used, replicate them where possible or include its name in square brackets. For example, [winking face].**

Post on Facebook or similar e.g., Tumblr

Elements of the reference	Author of post - last name, initial(s). (Year, Month Day). *Content or caption of the post - up to the first 20 words - italicized* [Image attached - if needed] [Content form e.g., Video, Status update, Infographic]. Social media service e.g., Facebook. Web address - short web address can be used
In-text reference	(University of Queensland, 2017) The University of Queensland (2017) found that ....
Reference list	University of Queensland Library. (2017, October 4). The winners of the 2017 Queensland Literary Awards will be revealed at tonight's ceremony. Good luck to all shortlisted writers! [Status update]. Facebook. https://www.facebook.com/pg/uniofqldlibrary/posts/

Tweet

Elements of the reference	Author of post - last name, initial(s) [Twitter Name]. (Year, Month Day). *Content or caption of the post – up to the first 20 words - italicized* [image attached - if needed] [Tweet]. Twitter. Web address
In-text reference	(University of Queensland Library, 2017) The University of Queensland Library (2017) noted that ....
Reference list	University of Queensland Library [@UQ_Library]. (2017, October 4). Turtles down by UQ St Lucia lakes today. Air conditioned library or enjoying the sun and the view - tough choice! [Image attached] [Tweet]. Twitter. https://twitter.com/uqlibrary/status/915782138905034752

Elements of the reference	Author(s) - use & to combine authors [Instagram name]. (Year, Month Day). *Title or content up to first 20 words - italicized [*Photograph(s)]. Instagram. Web address
In-text reference	(The University of Queensland Library, 2019) The University of Queensland Library (2019) showed that....
Reference list	The University of Queensland Library [uniofqldlibrary].(2019, October 21). St Lucia is looking extra gramable this morning. Happy Monday everyone! [Photograph]. Instagram. https://www.instagram.com/p/B32v1CUFTQ3/

Facebook page

Elements of the reference	Author – last name, initials, OR group name. (Year). *Title of page - italicized (e.g., Home, Photos)* [Facebook page]. Facebook. Retrieved Month Day, Year, from Web address
In-text reference	(The University of Queensland Library, n.d.) The University of Queensland Library (n.d.) mentioned that.....
Reference list	The University of Queensland Library. (n.d.). Home [Facebook page]. Retrieved November 29, 2019, from https://www.facebook.com/uniofqldlibrary

Software and mobile apps

When do I reference software or apps?

- **Software or apps that are common (to your field or audience) do not need to have in-text references and reference list entries. Just include the full software or app name and the version in brackets (if relevant). For example, Covidence (Version 2).**

- **If they have limited access or distribution, the in-text reference and reference list entries are required. Please see the examples below.**

- **If you have quoted or paraphrased from software or an app, they also need to use an in-text reference and include a reference list entry.**

- **If you used a website to create something like a survey, include the website name and address in text. For example - We used Checkbox (https:www/checkpoint.com) to create our survey. An in-text reference and including a reference list entry isn't required.**

Software

Elements of the reference	Author(s) last name, initial(s) or group author(s). (Year). *Title of software - italicized* (Version ver. number) [Computer software]. Publisher. Web address
In-text reference	(Psychology Software Tools, 2021) Psychology Software Tools (2021) found that ....
Reference list	Psychology Software Tools. (2021). *E-Prime* (Version 3.0) [Computer software]. Psychology Software Tools. https://pstnet.com/products/e-prime/

Mobile apps

Elements of the reference	Author(s) last name, initial(s) or group author(s). (Year). *Title of software - italicized* (Version ver. number) [Mobile app]. Apple Store OR Google Play. Web address
In-text reference	(Psycnet Software, 2020) Psycnet Software (2020) found that ....
Reference list	Psycnet Software. (2020). T*he psychology blog* (Version 2.0) [Mobile app]. Google Play. https://play.google.com/store/apps/details?id=com.newandromo.dev7998.app965243

Specialized health information

UpToDate

Elements of the reference	Author(s) of section – family name and initials, use & for multiple authors. (Year of publication). Title of section. *Title of database – italicized.* Retrieved, Month Date, Year - of retrieval, from Web address
In-text reference	(Zachary, 2018) Zachary (2018) has argued that ....
Reference list	Zachary, K. C. (2018). Treatment of seasonal influenza in adults. *UpToDate*. Retrieved May 3, 2018, from https://www-uptodate-com.ezp3.library.uq.edu.au/contents/treatment-of-seasonal-influenza-in-adults

Cochrane Systematic Review

Elements of the reference	Author(s) of article – family name and initials, use & for multiple authors. (Year). Title of article. *Cochrane Database of Systematic Reviews.* DOI address.
In-text reference	(Shaw et al., 2005) Shaw et al. (2005) stated that ....
Reference list	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. *Cochrane Database of Systematic Reviews.* https://doi.org/10.1002/14651858.CD003818.pub2

Codes of conduct

Elements of the reference	Author - last name, initial(s) or group author name. (Year). *Title of report - italicized.* Web address
In-text reference	(Nursing and Midwifery Board of Australia, 2018) The Nursing and Midwifery Board of Australia (2018) states that ....
Reference list	Nursing and Midwifery Board of Australia. (2018). *Code of conduct for nurses.* http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx.

British Pharmacopoeia Online

Elements of the reference	Title of entry. (Year - use n.d. if no year available). In *Title of work - italicized.* Web address
In-text reference	("Aspirin tablets", 2018)
Reference list	Aspirin tablets. (2018). In *British Pharmacopoeia Online.* https://www-pharmacopoeia-com.ezproxy.library.uq.edu.au/monographs/Aspirin-tablets.pdf

Double quotation marks are included for the title in in-text reference if title is not italicized in reference list e.g., article title, chapter title

Tables

- **Each table needs to be numbered in the order in which they appear in the document e.g., Table 1, Table 2.**
- **Always refer to a table by their number. Statements such as "in the table below" or "the table shown on page 78" should not be used.**
- **Provide each table with a brief but explanatory title. This should appear below the table number.**
- **A table note (caption) should be included the bottom of the table to acknowledge that the table has been reproduced from another source.**
- **If a table is being reproduced for inclusion in a work which is being published, you must seek permission from the copyright holder. This permission must also be included in the table note (caption). The word "Note" is included at the start in italics.**
- **"Note" is used in place of in-text reference.**
- **Include the full reference in the reference list.**
- **Check out some table examples.**

- **If the table has been reprinted, include "Reprinted with permission" after copyright statement.**

- **If the table has been adapted, include "Adapted with permission" after copyright statement.**

Type	Statement	Example
Copyrighted material	Copyright Year by Copyright Holder Name	Copyright 2019 by The University of Queensland.
Creative Commons	CC relevant licence abbreviation	CC BY-SA
Public domain	In the public domain	In the public domain.

Journal Article

Elements of the table note	*Note.* From (use if reprinted) or Adapted from "Title of Article," by Author first name - initial(s). Author - last name and Author first name - initial(s). Author - last name, Year, *Title of Journal*, *Volume (*Issue - if available*)*, p. xx. (DOI or Web address - if available). Copyright statement. If you are using it in a published work, at the end include **Reprinted [or Adapted] with permission.**

Example table note	*Note*. From "Using a Gratitude Intervention to Enhance Well-Being in Older Adults" by A. Killen and A. Macaskill, 2015, *Journal of Happiness Studies, 16*(4)*,* p. 955. (https://doi.org/10.1007/s10902-014-9542-3). Copyright 2014 by Springer Science + Business Media Dordrecht. Reprinted with permission.
In-text reference	An in-text reference is not used. The table note is used instead.
Reference list	Killen, A., & Macaskill, A. (2015). Using a gratitude intervention to enhance well-being in older adults. *Journal of Happiness Studies, 16*(4), 947–964. https://doi.org/10.1007/s10902-014-9542-3

Book

Elements of the table note	*Note*. From (for reprinted) Adapted from *Title of Book* (any edition or volume information, p. xxx), by Author - first name initial(s). Author - last name and Author - first name initial(s). Author - last name, Year, Publisher. (DOI or Web address - if available). Copyright statement. If you are using it in a published work, include **Reprinted [or Adapted] with permission at the end.**
Example table note	*Note*. Adapted from *Systematic reviews in health care: A practical guide* (p. 83), by P. Glaszious, L. Irwig, C. Bain and G. Colditz, 2001, Cambridge University Press. Copyright 2001 by Cambridge University Press. Adapted with permission.
In-text reference	An in-text reference is not used. The table note is used instead.
Reference list	Glaszious, P., Irwig, L., Bain, C., & Colditz, G. (2001). *Systematic reviews in health care: A practical guide*. Cambridge University Press.

Book Chapter

Elements of the table note	*Note*. From (or reprint) or Adapted from "Title of Chapter," by Author first name - initial(s). Author - last name and Author - first name - initial(s). Author - last name, in Editor - first name initial(s). Editor - last name (Ed.), *Title of Book* (any edition or volume information, p. xxx), Year, Publisher. (DOI or Web address - if available). Copyright statement. If you are using it in a published work, at the end include **Reprinted [or Adapted] with permission.**
Example table note	*Note*. From "Evidence About Diagnosis" by J. Doust, in T. Hoffman, S. Bennett and C. Del Mar (Eds), *Evidence-Based Practice: Across the Health Professions* (p.141), 2010, Elsevier Australia. Copyright 2010 by Elsevier Australia. Reprinted with permission.

In-text reference	An in-text reference is not used. The table note is used instead.
Reference list	Doust, J. (2010). Evidence about diagnosis. In T. Hoffman, S. Bennett, & C. Del Mar (Eds.), *Evidence-based practice: Across the health professions* (pp. 128-144). Elsevier Australia.

Website

Elements of the table note	*Note.* From (if reprinted) or Adapted from "Title of Web Document," by Author - first name initial(s). Author - last name and Author - first name initial(s). Author - last name, Year (Web address). Copyright statement. If you are using it in a published work, at the end include **Reprinted [or Adapted] with permission.**
Example table note	*Note.* From "Health is not the same for everyone" by the Australian Institute of Health and Welfare, 2016 (https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone). Copyright 2016 by the Australian Institute of Health and Welfare. Reprinted with permission.
In-text reference	An in-text reference is not used. The table note is used instead.
Reference list	Australian Institute of Health and Welfare. (2016). *Health is not the same for everyone*. https://www.aihw.gov.au/reports/australias-health/australias-health-2016-in-brief/contents/health-is-not-the-same-for-everyone

Television program

Television series		

Elements of the reference	Executive Producer(s) (Executive Producer(s)). (Years - it aired, use present if still airing). *Title - italicized* [TV series]. Production Company(ies); Broadcaster Name.
In-text reference	(Benioff et al., 2009-2011) Benioff et al. (2009-2011)
Reference list	Benioff, D., Casady, G., Doelger, F., Gerardis, V., & Weiss, D. B. (Executive Producers). (2011–2019). *Game of thrones* [TV series]. Television 360; Grok! Studio; Generator Entertainment; Bighead Littlehead; Home Box Office.

Episode from television series or webisode

Elements of the reference	Episode writer's name - last name, initial(s) (Writer), & Director name - last name, initial(s). (Director). (Year, Month Day). Title of television series episode (Season ..., Episode ...) [Television series episode]. In Executive producer - inital(s), last name (Executive producer(s)), *Television series name - italicized.* Production Companies - use; to separate multiples.
In-text reference	(Writer's last name & Director's last name, Year) (Rappaport & Dubin, 1983) Rappaport and Dubin (1983) found that ....
Reference list	Rappaport, J. (Writer) & Dubin, C. S. (Director). (1983, January 24). Say no more (Season 11, Episode 12) [Television series episode]. In B. Metcalfe (Executive producer), *M*A*S*H.* 20th Century Fox Television; CBS.

Thesis

Thesis - from website

Elements of the reference	Author - last name, initial(s). (Year). *Title of thesis – italicized [*Doctoral dissertation or Master's thesis, Institution]. Archive name. http://www.xxxxxx
In-text reference	(Axford, 2007) Axford (2007) found that ....
Reference list	Axford, J.C. (2007). *What constitutes success in Pacific Island community conserved areas?* [Doctoral dissertation, University of Queensland]. UQ eSpace. http://espace.library.uq.edu.au/view/UQ:158747

Thesis - from database

Elements of the reference	Author - last name, initials. (Year). *Title of thesis – italicized* (Publication No. - if available) [Doctoral dissertation or master's thesis, Institution]. Database Name.
In-text reference	(Leigh, 2010) Leigh (2010) reported that ....

Reference list	Leigh, J. (2010). *Self-determined mindfulness and attachment style in college students* (Publication No. 305210119) [Doctoral dissertation, Indiana State University]. ProQuest Dissertations and Theses Global.

Video

Film or movie

Elements of the reference	Director(s) - or similar e.g., Executive Producer, use & for multiple names (Director - or similar descriptor e.g., Producer). (Year). *Title of film or movie - italicized* [Film; list details of format e.g., two-disc special edition - if needed]. Production Company. Web address - if available
In-text reference	(Wilder, 1959) Wilder (1959)
Reference list	Wilder, B. (Director). (1959). *Some like it hot* [Film]. Ashton Productions; The Mirisch Corporation. Scott, R. (Director). (2006). *Blade runner* [Film; director's cut on DVD]. Roadshow.

YouTube video

Elements of the reference	Author - last name, initial(s) or group name [Username - if available]. (Year, Month, Day). *Title of video - italicized [*Video]. YouTube - or similar site name. Web address
In-text reference	(O'Brien, 2017) O'Brien (2017) demonstrated that ....
Reference list	O'Brien, B. [Brenna O]. (2017, May 5). *NVivo 11 training - full video (5/4/17) - updated* [Video]. YouTube. https://www.youtube.com/watch?v=eNo-Qxsp-mk

Instagram video

Elements of the reference	Author(s) - use & to combine authors [Instagram name]. (Year, Month, Day). *Title or content up to first 20 words - italicized [*Video]. Instagram. Web address
In-text reference	(The University of Queensland Library, 2019) The University of Queensland Library (2019) showed that....
Reference list	The University of Queensland Library [uniofqldlibrary]. (2019, October 21). Visit the High-Use and Requested Items section on level 1 of Central Library [Video]. Instagram. https://www.instagram.com/p/B2BQbfRlabj/

Referencing webpages

Use these examples if the page is not from a larger publication e.g., newspaper or if no other reference type fits it.

- If you use multiple pages from within the same website, reference each page individually.

- If referring to a website in general, do not include it in the in-text reference or in the reference list. Include website name within the text and add the web address in parentheses. For example - The survey was developed using Checkbox (http://www.checkbox.com)

- Leave out the name of the website if the author and site name are the same.

- If a part of the date is not available e.g., not specific date e.g., March 16 or no month, just include the year.

  - The University of Queensland. (2020).

  - The University of Queensland. (2020, October).

  - The University of Queensland. (2020, October 15). If there is no date at all, include n.d.

- If there are references with the same author(s) and year, list them in alphabetically by title in the reference list. For the first of these references, add "a" after the year, b after the year for the second reference and so on. Use the relevant letter after the year in the in-text reference.

Webpage within website - individual author

Elements of the reference	Author(s) of page – person or organization, use & for multiple authors. (Year, Month Day - if available). *Title of page - italicized.* Website name. Web address
In-text reference	(Shapiro & Cowan, 2017) Shapiro and Cowan (2017) mentioned that .... Only include **Year**
Reference list	Shapiro, R. E., & Cowan, R. (2017, January 10). *Key points about caffeine and migraines.* American Migraine Foundation. https://americanmigrainefoundation.org/resource-library/caffeine-and-migraine/

If there is no date or no month, these can be left out e.g., Shapiro, R. E., & Cowan, R. (2017) or Shapiro, R. E., & Cowan, R. (2017, January).

Webpage within website - group author

Elements of the reference	Group author name. (Year, Month Day - if available). *Title of page - italicized.* Website name - if needed. Web address
In-text reference	(Mayo Clinic, 2017) Mayo Clinic (2017) stated that .... Only include **Year**
Reference list	Mayo Clinic. (2017, March 8). *Nutrition and healthy eating.* https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/caffeine/art-20045678?p=1

If there is no date or no month, these can be left out e.g., Mayo Clinic. (2017) or Mayo Clinic. (2017, March).

Webpage within website - no date

Elements of the reference	Group author name. (n.d.). *Title of page - italicized.* Website name - if needed. Web address
In-text reference	(Australian Psychological Society, n.d.)
Reference list	Australian Psychological Society. (n.d.). *Anxiety disorders.* https://www.psychology.org.au/for-the-public/Psychology-Topics/Anxiety Leave out the name of the website if the author and site name are the same.

Works in non-English languages

Journal article

Elements of the reference	Author(s) - last name, initials. (Year). Article title in original language [English translation of article title]. *Journal name - italicized, volume – italicized (*Issue - if available. Not italicized), Page(s). DOI or Web address - if available
In-text reference	(Guimard & Florin, 2007) Guimard and Florin (2007) argued that ....

Reference list	Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, *19*, 5-17. http://doi.org/10.4000/rfp.4219

Book

Elements of the reference	Author - last name, initial(s), & last name, initial(s). (Year). *Title - italicized* [English translation of title]. Publisher. DOI or Web address - if available
In-text reference	(Mangelsdorf, 2020) Mangelsdorf (2020) argues that...
Reference list	Mangelsdorf, J. (2020). *Positive psychologie im coaching: Positive coaching für coaches, berater und therapeuten* [Positive psychology in coaching: Positive coaching for coaches, consultants and therapists]. Springer. https://doi-org.ezproxy.library.uq.edu.au/10.1007/978-3-658-27632-4

Works in non-English scripts, such as Arabic or Chinese

Non-English scripts, such as Arabic or Chinese

If you use the original version of a non-English work, cite the original version. Non-Latin alphabets are not used in the reference list in APA Style, so the title needs to be transliterated (that is, converted to the alphabet you are using to write a paper), and then followed by an English translation, in brackets.

Book

Elements of the reference	Author(s) - last name, initial(s). (Year). *Original Title - italicized* [Title - English translation]. Publisher. DOI or Web address - if needed
In-text reference	(Najm, 1966) Najm (1966) stated that ....
Reference list	Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Dar Al-Thaqafah.

APA STYLE

7th Edition

Student Paper Setup Guide

This guide will help you set up an APA Style student paper. The basic setup directions apply to the entirepaper. Annotated diagrams illustrate how to set up the major sections of a student paper: the title page or cover page, the text, tables and figures, and the reference list.

Basic Setup

Seventh edition APA Style was designed with modern word-processing programs in mind. Most defaultsettings in programs such as Academic Writer, Microsoft Word, and Google Docs already comply with APA Style. However, you may need to make a few adjustments before you begin writing.

- Margins: Use 1-in. margins on all sides of the page (top, bottom, left, and right).
- Font: Use a legible font. Many fonts are acceptable, including 11-point Calibri, 11-point Arial, 12- point Times New Roman, and 11-point Georgia. The default font of your word-processing programis acceptable.

- Line spacing: Use double-spacing for the entire paper (including block quotations and the referencelist). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.

- Paragraph alignment and indentation:Align paragraphs of text to the left margin. Leave the rightmargin ragged. Do not use full justification. Indent the first line of every paragraph of text 0.5 in.using the tab key or the paragraph-formatting function of your word-processing program.

- Page numbers:Put a page number in the top right corner of every page, including the title page orcover page, which is page 1. Student papers do not require a running head on any page.

Title Page Setup

Title Page Elements

- The affiliation consists of the department of the course and the name of the university.
- Write the course number and name and instructor name as shown on course materials.
- Use the date format used in your country for the assignment due date.
- Page number 1 appears in the top right of the page in the page header.
- No running heads are required for student papers.

Title Page Line Spacing

Double-space
whole title page

1

Place title 3 or 4 lines down
from top of page

Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges

Extra line between title and author names

Robert T. Schatz and Pamela I. Ansburg

Department of Psychology, Metropolitan State University of Denver

PSY-4510: History & Systems Psychology

Dr. Mackenzie R. Teacher

September 10, 2020

Title Page Alignment

Right-align
page number

1

Center entire title page
(except page number)

Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges

Robert T. Schatz and Pamela I. Ansburg

Department of Psychology, Metropolitan State University of Denver

PSY-4510: History & Systems Psychology

Dr. Mackenzie R. Teacher

September 10, 2020

Title Page Font

Bold paper title

Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges

Robert T. Schatz and Pamela I. Ansburg

Department of Psychology, Metropolitan State University of Denver

PSY-4510: History & Systems Psychology

Dr. Mackenzie R. Teacher

September 10, 2020

Standard font (no bold, no italic) for all other title page elements

Text Setup

Text Elements

- Repeat the paper title at the top of the first page of text.
- Begin with an introduction to provide background and context.
- Use descriptive headings to identify other sections (e.g., Method, Results, Discussion for quantitative research papers).
- Sections and headings vary depending on paper type and complexity.
- Text can include tables and figures, block quotations, headings, and footnotes.

Text Line Spacing

Double-space all text, including
- headings and section labels
- paragraphs of text
- block quotes

Text Alignment

Center paper title

2

Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges

The *APA Guidelines for the Undergraduate Psychology Major* outlines strategies for psychology departments to help students discern and take steps toward their professional development goals (APA Board of Educational Affairs Task Force on Psychology Major Competencies, 2013). For many students, graduate school is fundamental to achieving postbaccalaureate success. High-quality advising can be vital in helping students gain admission to psychology graduate programs. However, little is known about the strategies that psychology departments use to advise students about graduate school. We conducted the present research to better understand these strategies.

The job outlook for psychology majors who earn graduate degrees is quite good. In fact, the demand for psychologists with graduate degrees is expected to grow much faster than the demand for

Indent first line of paragraphs 0.5"

Left-align text

Ragged right margin

Block Quotation Alignment

5

Although students correctly noted that research experience, letters of recommendation, personal statements, GPA, and program fit are important factors, they erroneously attached relatively low importance to conference presentations, publications, and the thoroughness of application materials (Sanders & Landrum, 2012). Appleby and Appleby (2006) found that the shortcomings of many psychology majors' applications to graduate programs resulted from

> a lack of exposure to information that would otherwise enable [the applicants] to understand the graduate school culture, the requirements of the graduate school application process, and the exact nature of some of its components [as well as] a lack of appropriate advising and mentoring. (p. 22)

Indent whole block quote 0.5" from left margin (also double-spaced)

Thus, there is a need for psychology departments to improve the quality of the advising they deliver to undergraduate students about applying to psychology graduate programs.

According to the National Academic Advising Association (2007), successful advising programs

Text Font

- Use the same font throughout the entire paper.
- Write body text in the standard (nonbold, nonitalic) font.
- Use italics sparingly, for instance, to highlight a key term on first use (see *Concise Guide to APA Style* Section 4.15).

Headings Format

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush left, Bold, Title Case Heading Text begins as a new paragraph.
3	*Flush Left, Bold Italic, Title Case Heading* Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	*Indented, Bold Italic, Title Case Heading, Ending With a Period.* Text begins on the same line and continues as a regular paragraph.

- Alignment: Center Level 1 headings. Left-align Level 2 and Level 3 headings. Indent Level 4 and Level 5 headings like a paragraph.
- Font: Boldface all headings. Also italicize Level 3 and Level 5 headings.
- Tip: Create heading styles using your word-processing program (built into Academic Writer, available for Word via [sample papers](#) on the APA Style website).

Tables and Figures Setup

- Only some papers have tables and figures.
- Tables and figures share the same elements.

Table Elements

Number → **Table 1**

Title → *Departments' Formal Requirements for Students to Learn About Graduate School in Psychology*

Body (rows and columns) →

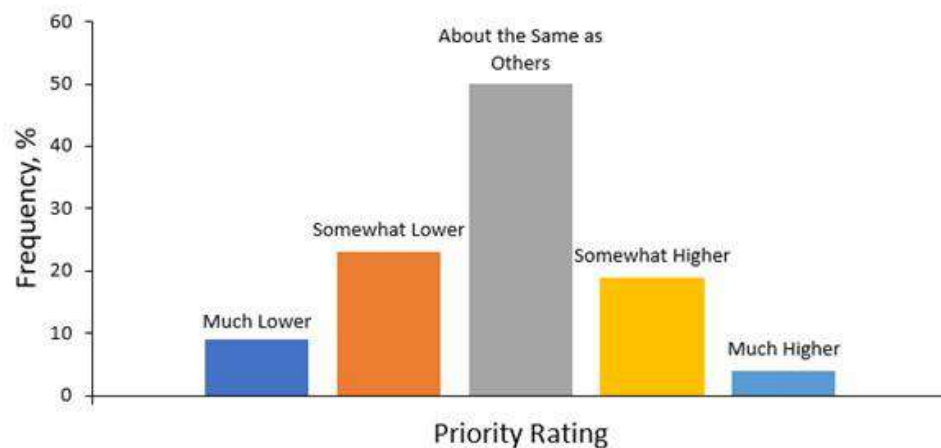| Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Note (optional) → *Note.* The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Figure Elements

Number → **Figure 1**

Title → *Participant Response Frequencies Regarding Priority of Graduate School Advising*

Image →

Note (optional) → *Note.* The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Line Spacing

Double-space number and title

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Single-, 1.5, or double-spacing in table body

(adjust as needed for readability)
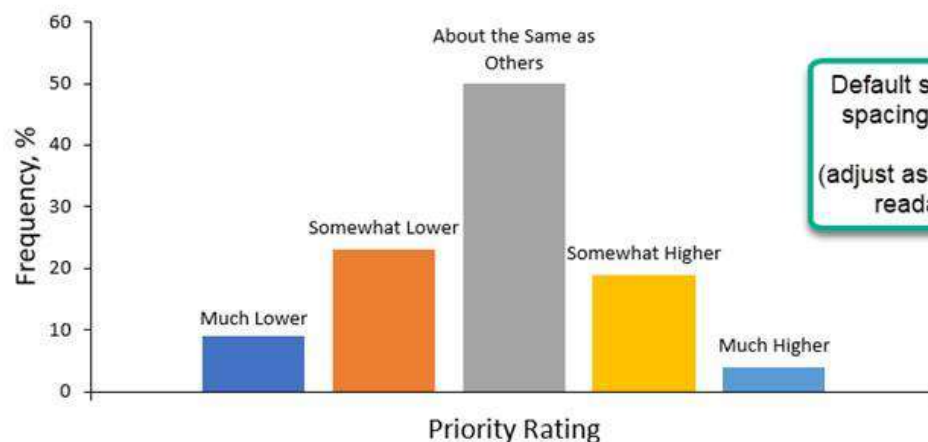
Double-space note

Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Figure Line Spacing

Double-space number and title

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Default settings for spacing in image

(adjust as needed for readability)

Double-space note

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Alignment

Left-align number and title

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Center table headings

Left-align table itself

and

Left-align leftmost column

Center data (if short)

or

Left-align data (if long)

Answer	%	n
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Left-align note

Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."
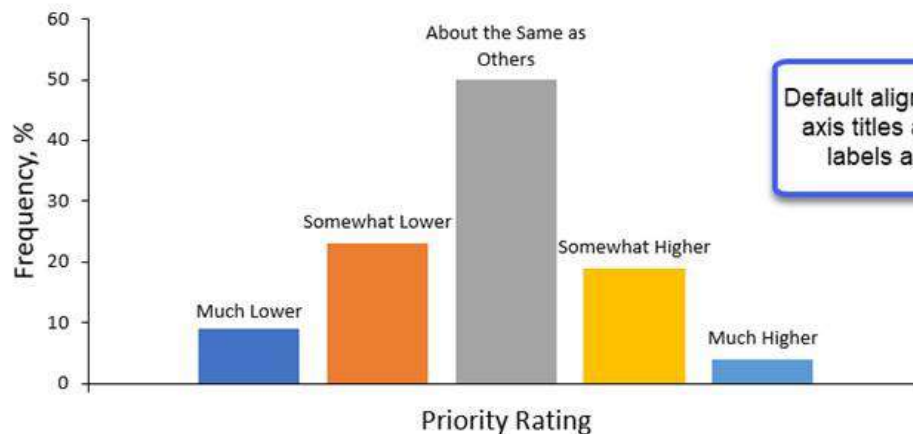
Figure Alignment

Left-align number and title

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Left-align whole image (chart, graph, etc.)

Default alignments for axis titles and data labels are fine

Left-align note

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Font

Bold number → **Table 1**

Italic title → *Departments' Formal Requirements for Students to Learn About Graduate School in Psychology*

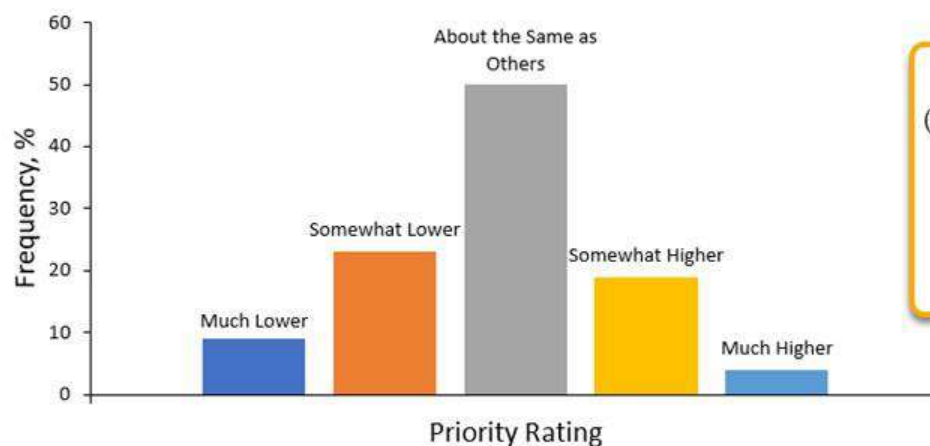| Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Same font as paper in table body

Italic "*Note*" → *Note.* The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Same font as paper in note text

Figure Font

Bold number → **Figure 1**

Italic title → *Participant Response Frequencies Regarding Priority of Graduate School Advising*

Sans serif font (e.g., Calibri, Arial) in image, size 8-14 pt

(default settings are fine)

Italic "*Note*" → *Note.* The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"
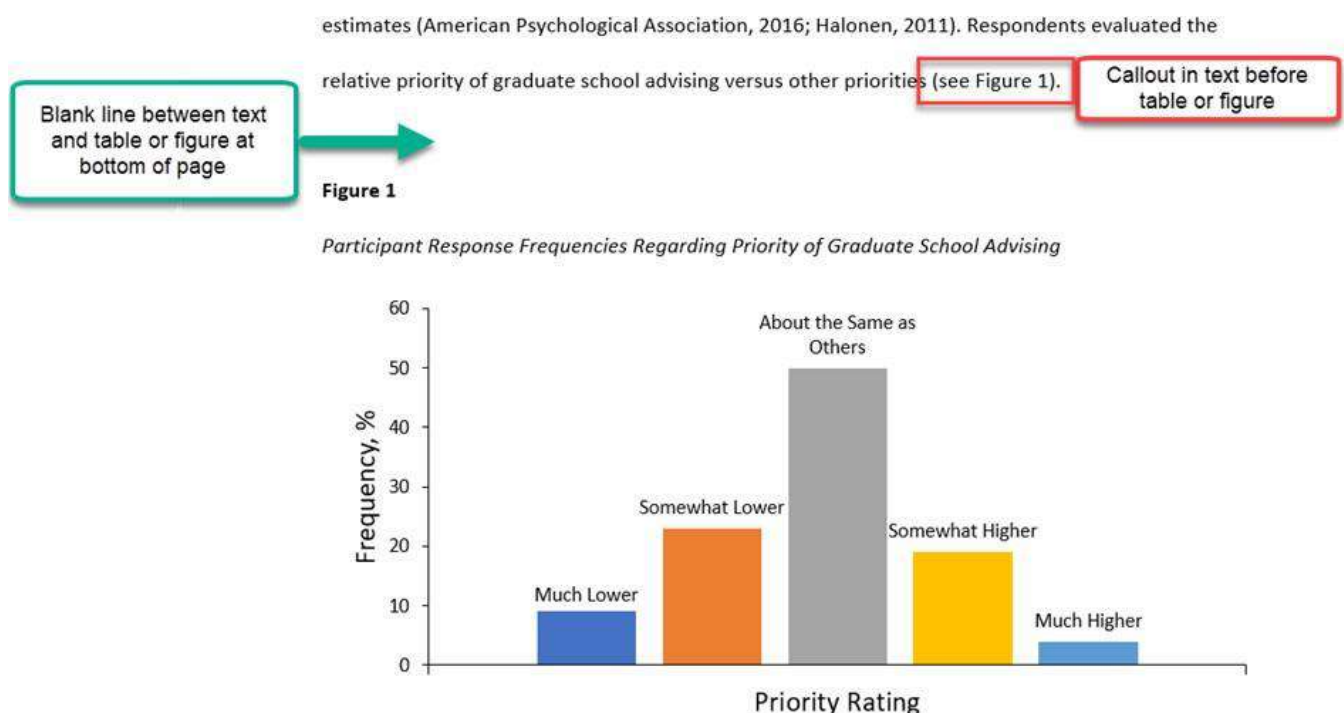
Same font as paper in note text

Placement of Tables and Figures

You can embed tables and figures in the body of the paper.

This guide shows options for placement. If your instructor requires tables and figures to be placed at the end of the paper, see examples in the *Publication Manual* and in the professional sample paper on the APA Style website.

- Embed tables and figures in the text.
- Call out (mention) the table or figure in the text before embedding it.
- Place the table or figure after the callout
  - at the bottom of the page
  - at the top of the next page
  - by itself on the next page
- Avoid placing tables and figures in the middle of the page.

Embedding at the Bottom of the Page

estimates (American Psychological Association, 2016; Halonen, 2011). Respondents evaluated the

relative priority of graduate school advising versus other priorities (see Figure 1).

Callout in text before table or figure

Blank line between text and table or figure at bottom of page

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Embedding at the Top of the Page

Table 1 presents responses to the question regarding formal requirements for students to learn about graduate school in participants' home departments. A little more than a third of departments required students to complete a careers or professional development course or course module(s) that included information about graduate school, and 25% of departments required that students meet with a department advisor about graduate school. Forty-eight percent of participants indicated that their department had no formal requirements for students to learn about graduate school.

6

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Table 2 shows participants' perceptions regarding the most common way that students in their department learn about the psychology graduate school application process. Over half of the

Embedding on Its Own Page

Table 4

Challenges or Barriers to Advising Students About Applying to Graduate School in Psychology

Challenge	%	n	Example
Disseminating information	32	52	We need to get information to students effectively.
Faculty time and resources	20	33	We each have 30 to 40 advisees.
Student effort or initiative	7	12	Students need to be more proactive.
Student constraints	7	12	Many students cannot leave the area due to family responsibilities.
Student planning and timelines	7	12	Students get involved in research too late.
Student interest	6	9	Not all students are interested in graduate school.
Student resources	5	8	We do not have adequate research and field work opportunities for all interested students.
Assessment	4	7	There is no easy way to track students or follow up to find out who actually applies to graduate school.
Faculty interest and motivation	4	6	Some faculty do not encourage students to apply.

- Embed long tables or large figures on their own page if needed.
- Text continues on the next page.

Reference List Setup

Reference List Elements

"References" section label — 9

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines for the undergraduate psychology major* (Version 2.0). https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Alphabetical list of references

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process. *Teaching of Psychology, 33*(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate Departments of Psychology. https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

- View reference examples on the APA Style website
- Consult Chapter 10 for even more examples.

Reference List Line Spacing

Start reference list at top of a new page after text

9

References

Double-space the entire reference list

(both within and between entries)

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines*

for the undergraduate psychology major (Version 2.0).

https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process.

Teaching of Psychology, 33(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate

Departments of Psychology.

https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.

pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

Ware, M. E., Busch-Rossnagel, N. A., Crider, A. B., Gray-Shellberg, L., Hale, K., Lloyd, M. A., Rivera-

Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare

Reference List Alignment

Center the bold "References" label

9

References

Hanging indent of 0.5" on all reference entries

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines*

for the undergraduate psychology major (Version 2.0).

https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process.

Teaching of Psychology, 33(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Create hanging indent with your word-processing program

(do not manually hit enter and tab keys)

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate

Departments of Psychology.

https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.

pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

Ware, M. E., Busch-Rossnagel, N. A., Crider, A. B., Gray-Shellberg, L., Hale, K., Lloyd, M. A., Rivera-

Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare

Reference List Font

Bold "References" label at top of first page of references

9

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines for the undergraduate psychology major* (Version 2.0). https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process. *Teaching of Psychology, 33*(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate Departments of Psychology. https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

Ware, M. E., Busch-Rossnagel, N. A., Crider, A. B., Gray-Shellberg, L., Hale, K., Lloyd, M. A., Rivera-Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare students for life. In T. V. McGovern (Ed.), *Handbook for enhancing undergraduate education in psychology* (pp. 47–70). American Psychological Association. https://doi.org/10.1037/10126-002

Italics in reference entries either

on the title (e.g., webpages, books, reports)

or

on the source (e.g., journal articles, edited book chapters)

Final Checks

Check Page Order

- Start each section on a new page.
- Arrange pages in the following order:
    - Title page (page 1)
    - Text (starts on page 2)
    - Reference list (starts on a newpage after the text)

Check Headings

- Check that headings accurately reflect the content in each section.
- Start each main section with a Level 1 heading.
- Use Level 2 headings for subsections of the introduction.
- Use the same level of heading for sections of equal importance.
- Avoid having only one subsection within a section (have two or more, or none).

Check Assignment Instructions

- Instructors' guidelines supersede APA Style.
- Students should check their assignment guidelines or rubric for specific content to include in their papers and to make sure they are meeting assignment requirements.

Tips for Better Writing

- Ask for feedback on your paper from a classmate, writing center tutor, or instructor.
- Budget time to implement suggestions.
- Use spell-check and grammar-check to identify potential errors.
- Proofread the paper by reading it slowly and carefully aloud to yourself.
- Consult your university writing center if you need extra help.

Works used in this guide

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