A Guide to Referencing – APA 7th Style

Why Should I Acknowledge My Sources
At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author’s theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author’s own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people’s ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University’s Student Academic Integrity Policy (referred to in the UC Student Guide to Policies at: http://www.canberra.edu.au/current-students/student-policies).

You need to acknowledge your sources:

• to acknowledge the work and ideas of other authors
• to allow the reader to check that what you are claiming is correct
• to show that you have read and understood the research in your area of study
• to lend authority to what you are writing
• to strengthen your argument
• to support your own ideas
• to provide details or background to what you are writing
• to provide interest.
In-Text Citation

You need to provide an in-text reference if you:

- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising.

In-text references typically contain the following information, in this order:

- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts).

References

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.
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General Guidelines

Format

Author, A. A. (Year of publication). *Title of work*. Publisher.

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Publisher.

Author, A. A. (Year of publication). *Title of article*. *Title of Journal, volume(issue)*, pages. DOI or URL

Guidelines

- Authors: Give authors in the format Author, A. A.
  
  Smith, J. P., & Tindale, F.

- Date
  
  - For books use the copyright date shown on the work's copyright page.
  
  - No date can be determined - write n.d.
  
  - For a journal use the year of the volume, even if different from the copyright year.

- Titles: Are written in italics. Capitalise the first word of the title and subtitle and any proper nouns.

  *This is my life: Collection of photos by Andrew Snowden*

- Titles: If there is no title on an item, e.g. photo from the web, create a title and enter it in square brackets in place of the title.

  *[Photo of a child playing with dog]*

- Articles: Article titles are not italicised. All major words in journal titles are capitalised and the title is italicised.

  How we use mobile phones. *Social Science Quarterly*
• Publishers: Write the publishers name as shown on the work. If two or more publishers are shown on the copyright page include all of them in the order they are listed.


• DOI or URL

Include the DOI in the reference if it is available.

Effective March 2017, the recommended DOI display format looks like this: https://doi.org/10.1037/a0016372.

However, older formats such as doi:10.1037/arc0000014 or http://dx.doi.org/10.1037/arc0000014 are also acceptable.

Pick one format to use consistently throughout a reference list.
In-text Citations

General guidelines

Note: In-text citations for specific formats are listed below.

Note: If there is no author include the title and year of publication. If there is no date display as n.d.

Note: To enter pages:

- single page - p. 25
- multiple pages - pp. 25-26
- discontinuous pages pp. 25, 31

In-text citations are entered in 2 ways:

- Parenthetical citation or 'Information prominent' (the author's name is within the round brackets):

  (Author, Year)
  The conclusion reached in a recent study (Cochrane, 2007) was that . . .

- Narrative citation or 'Author prominent' (the author's name is outside the round brackets):

  Author (Year)
  Cochrane (2007) concluded that . . .

Format - no direct quote

(Author, Year)
Author (Year)

Examples

The conclusion reached in a recent study (Cochrane, 2007) was that . . .

Cochrane (2007) concluded that . . .
Format - direct quote, fewer than 40 words

"..." (Author, Year, p. Page)

Author (Year) "..." (pp. Pages)

Note

The quote is entered in double quotation marks.

Examples

An interesting view was expressed that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (Cochrane, 2007, p. 117).

An interesting view was expressed by Cochrane (2007) that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (p. 117).

Format - direct quote, more that 40 words

Text ... Author (Year)

Quote (p. Page)

Text

or

Text

Quote (Author, Year, pp. Pages)

Note

Quotation marks are not used in this format. The entire quote must be indented by 0.5 in. and double spaced.
Example

Much has been written about acute care. Finkelman (2006), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours. (p. 184)

Recently, this trend has been seen in some Australian hospitals and research here . . .

One Author

Format

(Author, Year)
Author (Year)

Examples

The conclusion reached in a recent study (Cochrane, 2007) was that . . .
Cochrane (2007) concluded that . . .

Two Authors

Note

Cite both names every time the reference occurs in text.

Format

(Author & Author, Year)
Author and Author (Year)

Examples

(Carr & Kemmis, 2005)
Littlejohn and Foss (2005)
Three or More Authors

Note: For a work with three or more authors, include only the first name and "et al" in all citations - unless this creates ambiguity.

Format

(Author 1 et al., Year)

Author 1 et al. (Year)

Examples

(Rose et al., 2015)

Rose et al. (2015)

Note

If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique. Note the comma before et al.

Example

(Rose, Andrew, et al., 2015)

(Rose, Smith, et al., 2015)

Same Author, Same Year

General guidelines

If the same author or group of authors have multiple works published in the same year, identify each work by the addition of a lowercase letter after the year. Year-letter is used in the reference list and every citation.

Examples

(Fullan, 1996a)

(Fullan, 1996b)
Corporate Author / Organisation

Note

The full corporate author is written out in the first citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the corporate author in the first occurrence and used in subsequent occurrences.

Format - First Citation

(Corporate author [abbreviation], Year)
Corporate author [abbreviation] (Year)

Format - Subsequent Citations

(Abbreviation, Year)
Abbreviation (Year)

Example

(Australian Institute of Health and Welfare [AIHW], 2009)
Subsequent occurrences (AIHW, 2009)

Group author without abbreviation

Format - First Citation

(Corporate author, Year)
Corporate author (Year)

Example

(University of Canberra, 2018)
University of Canberra (2018)
Two or More Works Cited Together

General guidelines

Order the citations within the round brackets in alphabetical order as they would appear in the reference list, separated by a semicolon. Works by the same author, place the citations in order of publication date, giving the author once then each citation date.

Example

(Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995)
(Carr & Kemmis, 1986; MacIsaac, 1995; 2001)

Citing a Source Within a Source

Secondary source refers to information first reported in another source, the primary source. If it is possible, find the original source and read it, citing the original source. If this is not possible then use the procedure below.

Provide a reference to the secondary source (the source you read) and, in-text, identify the primary source then write "as cited in" the secondary source that you used.

Format

(Author 1 as cited in Author 2, Year)
Author 1 (as cited in Author 2, Year)

In-text reference

Lilly (as cited in Maxwell, 1999) stated that ...
"..." (Schwartz as cited in Burton, Westen, & Kowalski, 2009, p.63)

Reference list

No Author / Editor

General guidelines

If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title. Capitalize all major words in the title as in title case.

Use double quotation marks around the title of an article, a chapter or a web page.

Italicise the title of a periodical, a book, a brochure or a report.

If the author is given as anonymous then enter this in place of the author.

Format

(Title, Year)

Title (Year)

(Anonymous, Year)

Examples

(Macroeconomics, Prices and Quantities, 1983)

"Internet Pioneer to Oversee Network Redesign" (2007)

("Tunguska Event," 2012)

No Year

General guidelines

If no date of publication is available use n.d. in place of the year. If you have an estimated date use the abbreviation ca. (circa) and the estimated date. For works that have been accepted for publication but have not yet been published use "in press". For unpublished, informally published or in-progress works use the year the item was produced.
Format

(Author, ca. Year)
(Author, n.d.)
Author (in press)

Examples

Smythe (ca. 2007)
(Browne, n.d.)

**Special Cases**

Multivolume sets or collections or works produced over several years

Enter a range of years to cover the set or collection.

(Allport, 1930-1967)

Music recordings

For a classical work record the composer as the author. For all other works the author is the recording artist or group.

For classical works include the year of original composition as well as the recording year.

(Beethoven, 1804/2012)

(Beyonce, 2016)

Reprinted material

Include the original and reprint date in the citation.

(Hade, 2002/2005)

Personal communication

Include the words personal communication and the full date of the communication.

(personal communication, July 11, 2007)
Legislation
Include the name and year of the Act.
(Anti-Discrimination Act, 1991)

Case law
Give the name of the case in italics and the year of the decision.
(Mace v. Murray, 1955)

Patent
Give the inventor and the year.
(Rajaram, 2011)
Reference List

No Author / Editor

General guidelines

When the author is not named / unknown, the title of the work replaces the author position. If the work is signed "Anonymous", use anonymous as the author.

Format

*Title of work*. (Year of publication). Publisher. DOI or URL

Example


No Year

General guidelines

If the date is not known use n.d. in place of the year. If you have an approximate date use the abbreviation ca. (circa) and the approximate year.

Format

Author, A. A. (ca. year). *Title of work*. Publisher. DOI or URL

Author, A. A. (n.d.). *Title of work*. Publisher. DOI or URL

Examples


Citing a Source Within a Source

Secondary source refers to information first reported in another source, the primary source. If it is possible, find the original source and read it, citing the original source. If this is not possible then use the procedure below.
Provide a reference to the secondary source (the source you read) and, in-text, identify the primary source then write "as cited in" the secondary source that you used.

Format

(Author 1 as cited in Author 2, Year)
Author 1 (as cited in Author 2, Year)

In-text reference

Lilly (as cited in Maxwell, 1999) stated that ...
"..." (Schwartz as cited in Burton, Westen, & Kowalski, 2009, p.63)

Reference list


Artwork in a Museum

Format

Creator, A. A. (Year of creation). *Title of work* [Description].
Museum Name, Museum Location. URL

Examples

Rodin, A. (1902). *The thinker* [Bronze and marble sculpture].
Musee Rodin, Paris, France.

Artwork From the Web

Format

Creator, A. A. (Year of creation). *Title of work* [Description]. Website. URL.

Examples

GDJ. (2018). *Neural network deep learning prismatic* [Clip art].


**Blog**

**Format**

Author, A. A. (Year, Month Day of post). Title of post. *Title of Blog*. URL

Name of Group. (Year, Month Day of post). Title of post. *Title of Blog*. URL

**Examples**


**Book – One Author**

**Format**

Author, A. A. (Year of publication). *Title of work*. Publisher. DOI or URL

**Examples**


Book – Two Authors

Format

Author, A. A., & Author, B. B. (Year of publication). Title of work. Publisher. DOI or URL

Examples


Book – Three to Twenty Authors

General guidelines

Provide surname & initial for up to and including twenty authors.

Format


Example


Book – Twenty-one or More Authors

General guidelines

List the first 19 authors enter three full stops (ellipsis) then enter the last author.
Format


Book – Corporate Authors / Organisations

General guidelines

If the corporate author and publisher are the same, you may omit the publisher.

Spell out the full name; do not use abbreviations.

When there are multiple layers of government used as the author, use the most specific one.

Format

Corporate Author. (Year of publication). Title of work. Publisher. DOI or URL

Example

Australian National Audit Office. (1990). Aboriginal and Torres Strait Islander Commission: Community Development Employment Project. AGPS.

Book – Edited Book

Format

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Publisher. DOI or URL

Editor, A. A., & Editor, B. B. (Eds). (Year of publication). *Title of work*. Publisher. DOI or URL

Examples


Book – Later Editions

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 2nd ed., rev. and expanded
- 1st American ed.
- New ed.
- Facsim. ed.

Format

Author, A. A. (Year of publication). *Title of work* (x ed.). Publisher. DOI or URL
Examples


**Book – Translated Book**

**Format**

Author, A. A. (Year of publication). *Title of work* (A. Translator, Trans.). Publisher. (Original work published Year). DOI or URL

**Example**


**Book – Multivolume Works**

**General Guidelines**

If there is a volume editor and a series editor, include only the volume editor.

If there is no title for the volume, include the volume number in parentheses.

If the volume has its own title, include the volume number and title after the main title, in italics.
Format

Author, A. A. (Year of publication). *Title of work* (Vols. x). Publisher. DOI or URL

Author, A. A. (Year of publication). *Title of entire work: Vol. x. Title of volume*. Publisher. DOI or URL

Examples


**Book – eBook**

Format - eBook accessed from an academic research database

*Note: Do not include a URL or database information for works from an academic research database.*

Author, A. A. (Year of publication). *Title of book* [Version/edition]. Publisher. DOI

Format - eBook accessed from a website

Author, A. A. (Year of publication). *Title of work* [Version/edition]. Publisher. URL

Examples


**Book Chapter**

**Format**

Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Publisher. DOI or URL

**Examples**


Brochure / Pamphlet

Note: There are no formal guidelines for brochures in APA 7th ed. UC will treat them as a book.

Format

Author, A. A. (Year of publication). Title of work. Publisher. DOI or URL

Corporate Author. (Year of publication). Title of work. Publisher. DOI or URL

Note: If corporate author and publisher are the same, you may omit the publisher.

Examples


Computer Program

Format

Author, A. A. (Year of publication). Title of work (Version). [Computer software]. Publisher. URL

Corporate Author. (Year of publication). Title of work (Version). [Computer software]. Publisher. URL

Examples


CD-ROM

Note: There are no formal guidelines for CR-ROMs in APA 7th. UC will treat them as Audiovisual Works.

Format

Author, A. A. (Year of publication). Title of work [CD-ROM]. Publisher.

Examples


Conference Proceedings

Format

Author, A. A. (Year of publication). Title of proceedings. Publisher. DOI or URL

Examples


Conference Paper – Published

Format - Paper in published proceedings

Author, A. A. (Year of publication). Title of paper. In A. A. Editor (Ed.), Title of proceedings (pp. xx-xx). Publisher. DOI or URL
Format - Paper in regularly published proceedings

Author, A. A. (Year of publication). Title of paper. *Title of proceedings*, volume(issue), pages. DOI or URL

Examples


**Conference Paper – Unpublished**

Format - Unpublished paper

Contributor, A. A. (Year, Month Day/s of symposium). Title of contribution. In B. B. Chairperson (Chair), *Title of symposium* [Symposium]. Conference Name, Location. URL

Format - Paper presentation or poster session

Presenter, A. A. (Year, Month Day/s of conference). *Title of paper or poster session* [Type of contribution]. Conference Name, Location. URL
Example


**Data Sets**

**Format**

Author, A. A. (Year of publication). Title of data set (Version xx) [Data set]. Publisher. DOI or URL


Note: If the author and the source are the same, you may omit the source.

**Examples**


**Dictionary / Encyclopedia – Whole**

**Format - Printed dictionary / encyclopedia**

Format - Online dictionary / encyclopedia

DOI or URL

Example


**Dictionary / Encyclopedia – Entry**

Format - Printed dictionary / encyclopedia entry

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Publisher.

Format - Online dictionary / encyclopedia entry

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Publisher. DOI or URL

Author, A. A. (n.d.). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Retrieved Month Day, Year, from DOI or URL

Examples


Facebook / Twitter / Instagram

Note: The title or description is up to the first 20 words of the post.

Format

Author, A. A. (Year, Month Day of post). Title or description of post [Description of post]. Platform Name. URL

Name of Group. (Year, Month Day of post). Title or description of post [Description of post]. Platform Name. URL

Author, A. A. [@username]. (Year, Month Day of post). Title or description of post [Description of post]. Platform Name. URL

Username. (Year, Month Day of post). Title or description of post [Description of post]. Platform Name. URL

Example


Film / DVD / Videorecording

Format

Director, B. B. (Director). (Year of release). Title of work [Description]. Production Company. URL
Examples


**Government Document**

**Format**

Publisher. DOI or URL

Corporate Author. (Year of publication). *Title of report* (Report number).
Publisher. DOI or URL

Author, A. A. (Year of publication). *Title of report* (Title of report series, Issue No.) Publisher. DOI or URL

**Note**

If the corporate author and publisher are the same, you may omit the publisher.

**Examples**


Hansard – General Guidelines

APA follows guidelines outlined in The Bluebook: A Uniform System of Citation for parliamentary debates. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult The Bluebook for other jurisdictions.

The Bluebook: a uniform system of citation (20th ed.) by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015
ISBN: 9780692400197
Publication Date: 2015

Hansard

Format

Jurisdiction, Parliamentary Debates, Legislative Chamber, Day Month Year of debates, pages (full name of speaker and position, if applicable) (Country abbreviation if not evident) URL

Examples


Image

General guidelines

If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title. Include the type of material in the title

[Photo of child playing with dog]

Format

Creator, A. A. (Year of publication). Title of image [Description of material]. In A. Author (if different from the creator). Title of work. (pp. x). Publisher. URL

Creator, A. A. (Year of creation). Title of image [Description of material]. Source of the item. URL

Examples


Journal Article – General Guidelines

Italicise the volume number but not the issue number or the enclosing parentheses.

Include the DOI in the reference if it is available.

Effective March 2017, the recommended DOI display format looks like this: https://doi.org/10.1037/a0016372.

However, older formats such as doi:10.1037/arc0000014 or http://dx.doi.org/10.1037/arc0000014 are also acceptable.

Pick one format to use consistently throughout a reference list.

Journal Article – One Author

Format

Author, A. A. (Year of publication). Title of article. Title of Journal, volume(issue), pages. DOI or URL

Examples


Journal Article – Two Authors

Format

Author, A. A., & Author, B. B. (Year of publication). Title of article. Title of Journal, volume(issue), pages. DOI or URL
Examples


**Journal Article – Three to Twenty Authors**

General Guidelines

List all authors and initials up to and including 20 authors.

Format


Example


Journal Article – Twenty-one or More Authors

General guidelines

Enter the first 19 authors, type three full stops (ellipsis), then enter the last author.

Format

Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O.
O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., ...
Author, Z. Z. (Year of publication). Title of article. Title of
Journal, volume(issue), pages. DOI or URL

Example

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin,
L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah,
M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C.,
NCEP/NCAR 40-year reanalysis project. Bulletin of the American
Meteorological Society, 77(3), 437-471. https://doi.org/fg6rf9

Book / Film Review in a Journal

Format

Author, A. A. (Year of publication). Title of review. [Review of the
book/film Book/Film title, by B. B. Author]. Title of Journal,
volume(issue), pages. DOI or URL

Example

accomplished. [Review of the book Human Body Size and the Laws
of Scaling: Physiological, Performance, Growth, Longevity and
Ecological Ramification, by T. Samaras]. Public Health Nutrition, 12,
1299-1300.
Lecture / Tutorial Notes

Format

Author, A. A. (Year of lecture). Unit number and name, lecture number, week number: Title of lecture [Description]. URL

Author, A. A. (Year, Month Day of lecture). [Description of lecture material]. Unit, Department, University. URL

Example

http://learnonline.canberra.edu.au

Canan, E., & Vasilev, J. (2019, May 22). [Lecture notes on resource allocation]. Department of Management Control and Information Systems, University of Chile.
https://uchilefau.academia.edu/ElseZCanan

Reading Lists

Format


Author, A. A. (Year of publication). Title of chapter or entry. In A. Editor & B. Editor (Eds), Title of book (pp. xx-xx). University of Canberra Reading Lists.

Examples


Legislation / Case Law – General Guidelines

APA follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for parliamentary debates. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult The Bluebook for other jurisdictions.

**The Bluebook: a uniform system of citation (20th ed.)** by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015
ISBN: 9780692400197
Publication Date: 2015

Legislation

Format

*Name of Act Year of Act (Jurisdiction) s section number (Country abbreviation, if not evident) URL*

Examples

Anti-Discrimination Act 1991 (Qld) s 15 (Austl.).*

Case Law

Format - Reported Cases

*Name v Name (Year) Volume Reporter abbreviation First page.*

Format - Unreported Cases
If case adopted by the court:

*Name v Name* [Year] Court abbreviation Decision number (Day Month Year of judgement) (Country abbreviation if not evident).

Otherwise:

*Name v Name* (Unreported, Name of Court, Name of Judge, Day Month Year of case) (Country abbreviation if not evident).

Examples

*Browne v Dunne* (Unreported, Supreme Court of Queensland, Bland J, 22 July 1999) (Austl.).

*Mace v Murray* (1955) 92 CLR 370 (Austl.)


Map

Format

Creator, A. A. (Year of publication). *Title of map* [Type of map]. Publisher. URL

Note: You may include a retrieved date if there is no date on the item.

Examples


Music – Print

Note: There are no formal guidelines for print music in APA 7th ed. UC will treat these as Visual Works.

Format

Author, A. A. (Year of publication). *Title of work* [Format]. Publisher. URL

Examples


Music – Recorded

General guidelines

For classical works enter the composer as the author and note in square brackets the individual or group who recorded the version you are citing. Provide the publication date of the item you are citing and the year of the original composition in parentheses at the end of the reference. For the in-text citation include the original publication date as well as the recording date. e.g. (Bach, 1721/2010)

Include the URL in the reference if that is the only location for retrieval of the music.

Format

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Publisher.

Artist, A. A. (Year of publication). Title of track [Type of recording]. On *Title of work*. Publisher.

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Publisher. URL
Composer, A. A. (Year of publication). Title of work [Type of work and individual/group recording this copy]. Publisher. (Original work published Year)

Examples


**Newsletter**

*Note: There are no formal guidelines for Newsletters in APA 7th ed. UC will treat these as Magazine Articles.*

**Format**

Author, A. A. (Year, Month Day of publication). Title of article. *Title of Newsletter, Volume* (Issue), pp. xx. DOI or URL

**Example**


Newspaper Article

Format

Author, A. A. (Year, Month Day of publication). Title of article. Title of Newspaper, pp. xx. URL

Examples


News from Online News Site

Note: Use this format for online news sources. To site articles from online newspapers see Newspaper Articles.

Format

Author, A. A. (Year, Month Day of publication). Title of news item. News Site. URL

Example

Patent

Format


Examples


Personal Communication

General guidelines
Works that cannot be retrieved by the reader are cited in the text as Personal Communications. This can include emails, text messages, personal interviews, telephone conversations, live speeches, unrecorded lectures or letters. Personal communications are cited in-text only with no entry in the Reference List. Include the name of the sender and the date of the communication e.g. (C. Barnes, personal communication, May 13, 2004)

If personal communications are recorded in some way use the format of the recorded medium. e.g. audio recording, video recording, archive.

Format - Archive
Author, A. A. (Year of communication). Description of material. Name of Collection (Box/file number). Name of Repository.

Example - Archive
Podcast

General Guidelines
List the host of the podcast as the author. Provide the producer if the host is unknown.

Specify the type of podcast, audio or video, in square brackets.

Format - Podcast series
Creator, A. A. (Host). (Year, Month Day of creation). Title of work [Type of podcast]. Production Group. URL

Creator, A. A. (Host). (Range of years). Title of work [Type of podcast]. Production Group. URL

Producer, A. A. (Producer). (Year, Month Day of creation). Title of work [Type of podcast]. Production Group. URL

Format - Podcast episode
Creator, A. A. (Host). (Year, Month Day of creation). Title of Episode (Episode number) [Type of podcast episode]. In Title of Podcast. Production Group. URL

Examples


Press / Media Release

Format
Author, A. A. (Year, Month Day). Title of release [Release type]. URL

Corporate author. (Year, Month Day). Title of release [Release type]. URL
Examples


**Report**

See also Government Document

**Format**

Author, A. A. (Year of publication). *Title of work* (Report No. xxx). Publisher. DOI or URL

Note: If the corporate author and publisher are the same, you may omit the publisher.

Examples


**Speech**

**General guidelines**

The preferred method for citing a speech is to find a transcript or recording of the speech and cite this in your document using the rules for citing books, articles or recordings. There are no formal guidelines for live speeches in APA 7th ed. UC is using the guidelines for Conference Paper Presentations.

**Format**

Speaker, A. A. (Year, Month Day of speech). *Title of speech [Speech]*. Event, Location.

**Examples**


**Standard**

**Note:** There are no formal guidelines for standards in APA 7th ed. UC will treat these as Reports.

**Format**

Corporate Author. (Year of publication). *Standard name (Standard Number)*. Publisher. URL

**Note**

If the corporate author and publisher are the same, you may omit the publisher.
Examples


**Thesis**

Format - Unpublished thesis

Author, A. A. (Year of creation). *Title of work* [Type of thesis]. Name of Institution.

Format - Thesis from a database

Author, A. A. (Year of creation). *Title of work* (Publication number) [Type of thesis, Name of Institution]. Database name.

Format - Thesis from the Web

Author, A. A. (Year of creation). *Title of work* [Type of thesis, Name of Institution]. Web site. URL

Examples


TV / Radio – Program

Format

Presenter, A. A. (Host). (Year, Month Day of program). Title of program [Description]. Production company. URL

Examples


TV / Radio – Program Segment

Format

Presenter, A. A. (Host). (Year, Month Day of program). Title of segment [Description]. In Title of program. Production company. URL

Examples


TV / Radio – Episode from a Series

Format

Director, A. A. (Director). (Year of production). Title of episode (Season x, Episode x) [Description]. In B. Producer (Executive/Associate Producer), Title of Series. Production Company. URL
Author. A. A. (Writer). (Year of production). Title of episode (Season x, Episode x) [Description]. In B. Producer (Executive/Associate Producer), Title of Series. Production Company. URL

Example


**TV / Radio – Transcript**

Format

Presenter, A. A. (Host). (Year, Month Day of program). Title of segment [Description]. In Title of program. URL

Examples


**TV / Radio – Advertisement**

Format

Producer, A. A. (Producer). (Year, Month Day of broadcast). Title of work [Description]. Production company.

Example

Web Site
When citing an entire web site it is sufficient to cite the address in the text. No entry is needed in the reference list.
e.g. Beyondblue (http://www.beyondblue.org.au/) is a website supporting . . .

Web Page
Note: Only cite an item as a web page when it doesn't fit into any other category e.g. journal, blog, conference proceedings.
If the author and web site are the same, you may omit the site.
You may add a retrieved date if there is no creation date for the item.
Format
Author, A. A. (Year, Month Day of creation). Title of work. Name of Web site. URL
Examples
http://physicsed.buffalostate.edu/danowner/actionrsch.html


**YouTube**

**General Guidelines**

The person or group who uploaded the video is credited for the author even if they did not create the work.

**Format**

*Author, A. A. (Year, Month Day of upload). Title of video [Video]. Title of Stream. URL*

**Examples**

