APA Citation Style Guide
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INTRODUCTION - REFERENCING STYLES

All academic writing must fully acknowledge the material that it draws upon, including the work of other writers, artists, photographers, etc. This is to give credit to the origin of the ideas and works being used (in doing so, avoiding plagiarism), and allows the reader to go back to your sources should they be interested in particular ideas that are contained within your work. The referencing system that you employ should therefore be clear, logically arranged, and consistent throughout the document.

There are a variety of rules, or styles, that have been developed by universities and publishers to maintain a consistent and logical referencing system. It is common for different academic disciplines to use differing referencing styles (e.g. Sciences often use Harvard In-text referencing, while Humanities often employ APA style). Some of the more popular styles are APA, Chicago Style, Harvard, and MLA. Different styles will determine whether endnotes, footnotes, or in-text referencing are used, how these references are formatted, and how the bibliography should appear. The style can also determine the layout of the document, including page margins, line-spacing, etc.

This guide outlines the APA (American Psychological Association) system for documenting sources, which is set forth in the following manual:


The APA manual is available in the Architecture and Design Library, and should be referred to for information not found in this abbreviated guide. There are other helpful sources of information relating to APA citation styles:


NOTE: This APA Citation Style Guide is based on information from this source.

University at Albany, SUNY (2014, May 7). CitationFox-APA. In University Libraries. Retrieved from http://library.albany.edu/cfox

APA requires ‘author-date’ style in-text citations that refer readers to a reference list. An in-text citation names the author of the source, often in a signal phrase, the date it was published, and the page number in parentheses. At the end of the paper, reference list provides publication information about the source. This list is alphabetised by authors’ last names (or by titles for works without authors).

You may request to use a different citation style by approaching your Course Co-ordinator.
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**Part One: APA In-Text Citations**

Where you use the words or ideas of another writer, you must reference that writer as a source. You must do this, even if you are paraphrasing or summarising the words of that writer. The following text, taken from Dallas Moore’s *Old St. Paul’s: The First Hundred years*, is used here to illustrate this:

**Original Text**

The tower was strengthened with eight braces in 1868. One of these timbers, on the south side of the doorway, has an angle cut out of it. This was to allow the south door to open fully for all the doors opened inward at first. They were altered to open outwards in 1904 as a fire protection measure.

**Quoting from the original text**

Historian Dallas Moore (1970), explains that the doors “were altered to open outwards in 1904 as a fire protection measure” (p. 17) – a fact that is still apparent in the current form of the building.

Or

**Paraphrasing the original text**

Historian Dallas Moore (1970), explains that the angle that has been cut out of the doorway reveals that the doors originally opened inward (p. 17).

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**Basic Rules for Print and Electronic Sources**

The APA system of author-date in-text citations was created in the early 1970s with print sources in mind. Because some of today's electronic sources have unclear authorship and lack page numbers, they present a special challenge. Nevertheless, the basic rules are the same for both print and electronic sources.

1. **Author Named in Signal Phrase**

Ordinarily, introduce the material being referred to with a signal phrase that includes the author's name. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

    Julia Gatley (1996), notes that the Modernist aesthetic of the Berhampore State Flats showed New Zealand architecture was coming under the influence of the International Style (p. 53).

The signal phrase — Julia Gatley notes that — names the author; the first parenthetical citation gives date that the referred to source was published. A second parenthetical reference is used at the end of the material that has been drawn from the referenced source, and is used to record the page number that those words can be found on in that original source material.

Page numbers are required for all material that has been directly quoted from a source (unless the source does not provide page numbers). Although it is not a requirement to provide page numbers for indirect references, such as paraphrasing or summarising of the source material, it is recommended by APA that you do anyway. Your course coordinator may specify that it is required. If you are unsure, you should check.

1.2 **Author Named in Parentheses (no signal phrase)**

If a signal phrase does not name the author, put the author's last name in parentheses along with the year and page number (each separated by a comma), directly after the referenced material. If the whole sentence has been drawn from another source (either quoted or paraphrased), place the citation at the end of the sentence (before the full stop).

**Direct quotation**

Emerging technology and new materials, as well as the “systematic examination of human needs” (Alington, 1978, p. 350), was part of an ongoing project of architectural modernity.
VARIATIONS ON THE BASIC RULES
This section describes the APA guidelines for handling a variety of situations not covered by the basic rules just given. Again, these rules for in-text citations are the same for both traditional print sources and electronic sources.

1.3 Author and/or Date Unknown
Where the author is unknown, either use the complete title in a signal phrase or use a short form of the title in parentheses. Titles of books are written in italics; titles of articles are left as regular text.

If the date is unknown, simply record “n.d.” (‘no date’), in the parenthesis where the date would normally be recorded.

Signal phrase
According to the article, Walter Gropius Bauhaus Period (2016), in order for students to gain knowledge of the use of materials and processes in design, practical craft training became a key aspect of Bauhaus teaching philosophy under Gropius (p. 2).

No signal phrase
In order for students to gain knowledge of the use of materials and processes in design, practical craft training became a key aspect of Bauhaus teaching philosophy under Gropius (Walter Gropius Bauhaus Period, 2016, p. 2).

TIP: Before assuming that an internet source has no author or date, do some detective work. Often the author's name is available but is not easy to find. For example, it may appear at the end of the source, in tiny print. Or it may appear on another page of the site, such as the home page.

NOTE: If a source has no author and is sponsored by a corporate entity, such as an organisation or a government agency, name the corporate entity as the author (see item 1.8).

1.4 Page Number Unknown
When a source lacks page numbers, you should try to include information that will help readers find the passage being cited. This is often the case with material drawn from websites.

If a document has numbered paragraphs rather than page numbers, use the abbreviation “para.” followed by the paragraph number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes section headings, provide the appropriate heading and specify the paragraph under that heading.

According to Smith (n.d.), the house that Brown designed for Betty White at Milford Beach was destroyed in 2009 ... (The Provis House section, para. 4)

1.5 Personal Communication
For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

Signal phrase
According to Toomath, his comments about the carport post were taken out of context by subsequent historians (personal communication, November 3, 2008).

No signal phrase
Subsequent historians have taken those original comments about the carport post out of context (Toomath, personal communication, November 3, 2008).

1.6 Two or More Sources by the Same Author
If your reference list includes two or more titles by the same author, usually the dates will be different, which will allow the reader to work out exactly which source you are referring to. However, where your
reference list records two or more sources written in the same year by the same author, you need to distinguish between the sources by adding lower-case letters to the date in both the reference list and in-text citation.

Edmund Anscombe's churches were influenced by Methodist designs in the United States (McCarthy, 2009a, p. 170).

According to McCarthy (2009b), Walden advanced an idea of a bicultural New Zealand architecture (p. 27).

1.7 A Source with Two or More Authors

Name the authors (surnames only), in a signal phrase, as in the following example, or, if there is no signal phrase, include their last names in the parenthetical reference: (Walker & Clark, 1996, p. 108). Note the use of the ‘ampersand’ rather than ‘and’ in the parenthesis.

Walker and Clark (1996), state that architectural photographs are not only representations of actual buildings, but also of “concepts, propositions, ideologies” (p. 108).

When there are between three and five authors of a source, list all of the author surnames in the signal phrase or parenthesis the first time you cite that source. In subsequent references to that source, simply record the first authors’ surname, followed by “et al.”. This is a Latin abbreviation meaning “and others”

**Signal phrase**

Sims, Becker, and Quin (1995), developed an outline of the benefits of an integrated workplace strategy (p. 34).

Sims et al. (1995), suggest that draft recommendations should be presented to several focus groups (p. 35).

**No signal phrase**

The benefits of an integrated workplace strategy have been outlined (Sims, Becker, & Quin, 1995, p.35).

Draft recommendations of the workplace strategy should be presented to several focus groups (Sims et al., 1995, p. 35).

Do not list all of the authors’ names if there are six or more authors of a source, even on the first mention. Instead, simply record the first authors’ surname, followed by “et al.”

1.8 Corporate Author

When the author is a corporation, an organisation, or a government agency, name the corporate author either in the signal phrase or in the parentheses.

**Signal phrase**

A public spaces study commissioned by the Wellington City Council (2004), found that the waterfront route largely consisted of unattractive street frontages (p. 36).

**No signal phrase**

A public spaces study found that the waterfront route largely consisted of unattractive street frontages (Wellington City Council, 2004, p. 36).

In the reference list, the Wellington City Council is treated as the author and alphabetised under ‘W’.

1.9 Authors with the Same Last Name

If your reference list includes works by two or more authors with the same last name, to avoid confusion it is necessary to use the author's first initial in the signal phrase or the parentheses.

Estimates of the number of accidents caused by distracted drivers vary because little evidence is being collected (D. Smith, 2010, p. 7).
1.10 Indirect Source (Source Quoted in another Source)
When a writer's or a speaker's quoted words appear in a source written by someone else, begin the parenthetical citation with the abbreviation "as cited in."

According to Sweeney, "the plastic organization of forms suggested by line and colour on a flat surface" (as cited in Giedion, 1941, p. 394).

NOTE: In the Reference List, simply record the source that the work was discussed in. In the above example, the Reference List entry would be for Giedion, not Sweeney.

1.11 Two or More Titles in the Same Reference
To cite more than one source in the parentheses, give the citations in the same order that they appear in the reference list (alphabetically by author surname), and separate them with a semicolon.

Le Corbusier’s “five points” have been well documented by 20th century historians (Blake, 1960, p 60; Giedion, 1941, p 434; Jencks, 1973, p. 86).
Part Two: APA Reference Lists

An alphabetised list of references, which appears at the end of your research paper, gives publication information for each of the sources you have cited in the paper so that readers may locate and retrieve the sources of information that you have used. Each source referenced in your paper must be included in the reference list (with the exception of personal communications).

PREPARING THE REFERENCE LIST

Begin the reference list on a new page at the end of the paper. Centre the title (Reference List), about one inch from the top of the page. Double-space throughout.

Alphabetisation: Alphabetise the list by the last names of the authors (or editors); if a work has no author or editor, alphabetise by the first word of the title other than A, An, or The.

If your list includes two or more works by the same author, order by year of publication (see item 2.5).

Indenting: Do not indent the first line of each works cited entry, but indent any additional lines 35mm (or five spaces). This technique highlights the names of the authors, making it easy for readers to scan the alphabetised list.

Capitalisation – Capitalise all major words in journal titles, but when referring to books, chapters, articles, or webpages, capitalise only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Italicisation – Italicise the titles of longer works, such as books, newspapers, or journals.

NOTE: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. If you have a source that APA does not include, it is suggested that you find the example that is most similar to your source and use that format. For more information, see page 193 of the Publication Manual of the American Psychological Association, (6th ed., 2nd printing).

GENERAL GUIDELINES FOR LISTING AUTHORS

Alphabetise entries in the reference list by authors' last names (if a work has no author, alphabetise it by its title). The author's name is important because citations in the text of the paper refer to it and readers will be looking for it at the beginning of an entry in the alphabetised list.

Name cited in text

According to Moore, ...

Beginning of works cited entry

Moore, D.

Items 2.1–2.5 show how to begin an entry for a work with a single author, multiple authors, a corporate author, an unknown author, and multiple works by the same author. What comes after this first element of your citation will depend on the kind of source you are citing.

2.1 Single Author

For a work with one author, begin with the author's last name, followed by a comma; then give the author's initials, followed by a period.

Giedion, S.

2.2 Multiple Authors

For works with two or more authors, name the authors in the order in which they are listed in the source. Use commas to separate the authors, except use an ampersand (“&”), before the last author.

Wood, P., Frascina, F., Harris, J., & Harrison, C.

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Baird, G., Gray, J., Isaacs, N., Kernohan, D., Shibley, R. G., Schneekloth, L. H., ... & McIndoe, G.

2.3 Corporate Author

When the author of a print document or Web site is a corporation, a government agency, or some other organisation, begin your entry with the name of the group that created the document. Remember that the author identified in the corresponding in-text signal phrase or parenthetical reference needs to match these details.

Wellington City Council.

Ministry for Culture and Heritage.

2.4 Unknown Author

When the author of a work is unknown, begin with the work's title, followed by the date and other publication details:

Article or other short work


Book or other long work


Before concluding that the author of a Web source is unknown, check carefully. Also remember that an organisation may be the author (see also item 2.3).

2.5 Two or More Works by the Same Author

If your reference list includes two or more works by the same author, list the entries by year, earliest first. If there are two or more works by the same author in the same year, organise them alphabetically by the first letter of the article or book title. Then assign a lower-case letter to the year – this should then be used to correspond with the corresponding in-text references (as discussed in item 1.6)


2.6 Basic Format for a Book

For most books, arrange the information into four units, each followed by a period and one space: the author's name; the date of publication; the title and subtitle (in italics); and the publication details (place and name of publisher). Take the information about the book from its title page and copyright page.

Author, A. A. (Year of publication). Title of work: Subtitle. Location: Publisher.

2.7 Author with a Translator
Begin with the name of the author. After the title, write the name of the translator and then "Trans." (for "Translated by").


2.8 Book Editor
When referring to a whole edited book, rather than a smaller piece within that book, the reference list entry is similar to a basic book entry - except that the name is followed by (Ed.) – short for editor (or (Eds.) if there is more than one editor).


2.9 Article or Chapter in an Edited Book
Begin with the name of the author of the selection, not with the name of the editor of the anthology. Then give the title of the selection; the name of the editor (preceded by "Ed." for "Edited by"); the title of the anthology; publication information; and the pages on which the selection appears.


Note: when you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

2.10 Edition Other Than the First
If you are citing an edition other than the first, include the number of the edition after the title (or after the names of any translators or editors that appear after the title).


2.11 Multivolume Work
Include the total number of volumes before the city and publisher details, using the abbreviation "Vols."


If your paper cites only one of the volumes, give the volume number of the cited material, before the city and publisher details.

2.12 Encyclopaedia or Dictionary Entry
The same basic format as an article or chapter in an edited book – except the entry heading becomes the ‘title’ of the shorter work.


2.13 Republished Book
After the title of the book, cite the publication date as normal, followed by the current publication information. At the end of the entry, include the date that the work was originally published, as set out in the example below.


ARTICLES IN PERIODICALS
This section shows how to prepare works cited entries for articles in magazines, scholarly journals, and newspapers.

2.14 Article in a Magazine or Journal
List, in order, separated by periods, the author's name; date of publication, the title of the article; and then, in italicised text, the title of the magazine or journal and the volume and issue (issue numbers in brackets after the italicised volume number). Finally, record the page number or page numbers upon which the article appear in the source.

If a DOI number (Digital Object Identifier), has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

*Journal/magazine paginated by volume (page numbers start at zero only at the beginning of each volume, not with each separate issue)*


*Journal/magazine paginated by issue (page numbers start at zero at the beginning of issue)*


If the magazine does not have volume or edition numbers, record its full date in the format provided below (Year and month for a monthly edition; or year, month, and day for a weekly edition), after the author:


**NOTE:** there is no need to abbreviate ‘page’ (p) or ‘pages’ (pp) for journal or other periodical entries in the Reference List – simply record the page numbers as above.
2.15 Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. For single pages use “p.” (e.g. p. B2); and for multiple pages use “pp.” (e.g. pp. 38-45). If the newspaper includes the section letters in the page numbers, include these in your reference – e.g. “pp. C4-C6”


**NOTE:** If the city of publication is not obvious, include it in brackets after the name of the newspaper: *The Dominion Post* (Wellington).

In most cases listing the journalist as the author is straightforward (see section 2.4 if the author is not named). However, for some types of newspaper content, other information is necessary to inform the reader what sort of ‘article’ it is – include this in square brackets.

*Newspaper editorial:*


*Letter to the editor:*


2.16 Reviews (books, films, etc.)

Name the reviewer, provide the date, and title of the review, if any. Next put, in square brackets, the words “Review of the” and record the medium, title and author or director of the work reviewed. Add the publication information for the periodical in which the review appears.


**ELECTRONIC SOURCES**

This section shows how to prepare works cited entries for a variety of electronic sources, including Web sites, online books, articles in online periodicals and databases. In general the references are formatted in the same manner as the print versions of these types of sources, however, instead of publishers details and page numbers, simple provide the URL (the www. address), from where the source can be found on the internet.

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, instead of the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

**NOTE:** that if you have found a source using Google or other search engines, you must click through to the source page – do not list the URL provided in the Google search screen (especially for images).

**NOTE:** When a Web address in a reference list must be divided at the end of a line, break it after a slash. Do not insert a hyphen unless there is one in that place in the URL.

2.17 An Entire Website

Begin with the name of the author or corporate author (if known), date of publication (if known), and the title of the site, written in italicised text. Then write the words “Retrieved from”, and provide the relevant URL. Provide as much of this information as is available.

*With author*


*With organisational author*

Author unknown

With editor

2.18 Online or Electronic Book
Electronic books may include books found on personal websites, databases, or even in audio form. If the book is readily available in print, provide those details rather than the online reference. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. For books available in print form and electronic form, include the publication date in parentheses after the author's name.


NOTE: If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it (e.g. Amazon.com).


For references to e-book editions, be sure to include the type and version of e-book you are referencing (e.g., "[Kindle DX version]").


2.19 Chapter or Section of a Website or Online Book
For a shorter work from a website or online book/document, include as many of the following elements as apply and as are available: author's name; date of publication, title of the short work; title of the website or online book (written in italicised text), followed by the chapter or section number; and the URL where the work can be retrieved or is available from.

With author

Author unknown

2.20 Article in an Online Journal
When citing online articles, follow the guidelines for printed articles (see item 2.14), giving whatever information is available in the online source. End the reference with the DOI for the source (or URL if no DOI is provided).


2.21 Article in an Online Newspaper

Treat the same as a section in an online book (see item 2.19). Put the newspaper title in place of the book title:


2.22 Online Reviews (books, films, etc.)

Treat the same as print reviews (see section 2.16), except provide URL details instead of publisher details and page numbers:


2.23 Online Encyclopaedias and Dictionaries

Treat the same as print examples (see section 2.12), except provide URL details instead of publisher details and page numbers:


2.24 Blogs, Discussion Boards, and Other Online Posting

Provide the author name (screen name if that is all that has been provided), followed by the date of the posted message or comment, and then the title of the post, the type of post it is (include the comment/message number if relevant), and the URL.

Blog post


Comment on blog post


Comment/message on discussion board


2.25 Wikis (including Wikipedia)

Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries. In most SoA courses, citing from Wikipedia and other Wikis is not acceptable.

MULTIMEDIA SOURCES (INCLUDING ONLINE VERSIONS)

Multimedia sources include visuals (such as works of art), audio works (such as sound recordings), and audio-visual material (such as films).

2.26 Work of Art (Painting, Sculpture, Photograph, Architectural Drawing)

Cite the artist’s name and the date of the work; the title of the artwork (italicised); the medium (for instance, “Lithograph on paper,” “Photograph,” “Charcoal on paper”); and the institution and city in which the artwork is located. For images of artworks found online, include the URL in place of the location details.


For architectural drawings, use the architectural practice if the person who drew the drawings is unknown. If no title is given for the work, create a descriptive title of your own. Include any drawing numbers in square brackets after the title, and then record details of where the drawing can be found.


Dickson (1985). First Church of Christ, Scientist, Wellington [Drawing No. 80.56W1] [Ink on paper]. Wellington City Archives [Item No. 00058_1381_C59887]. Wellington City Archives, Wellington, New Zealand.

For more examples, see http://guides.library.mun.ca/content.php?pid=228430&sid=1953644

2.27 Sound Recording

For a music recording, begin with the name of the songwriter/composer, and the date of copyright. Add the title of the piece, and provide, in brackets, details of the performer (if different from the songwriter/composer), preceded by the words “Recorded by”. Then provide the title of the album, its format (in square brackets – e.g. CD, Cassette tape, Record, Audio file, etc.), location details and production label, and finally the recording date (if it is different from the copyright date).


Podcasts and types of sound files available online, provide as much information as possible. ‘Authors’ might include producers, directors, performers, etc. If it is an episode in a series, include both the episode title, and provide the series title in italics.


2.28 Film or Video

Begin with the names of the producer and director (either, or both if known), then the date of release. Next record the title of the film, a short descriptor in square brackets (e.g. Motion picture, VHS, DVD, Video file), the country of origin, and distributor.


If the item is not readily available, then the name of the holding institution and full address details should also be listed.


If the item is available online, simply record the author and date, the title of the work, and the URL. Note that if there are no credits, assume that the person or organisation who uploaded the video file is the ‘author’. In some cases (especially YouTube), using the uploaders’ screen name is necessary (see the example immediately below).


2.29 Radio or Television Programmes

The format for referencing radio or television broadcasts is essentially the same as for film (see above). However, directors are not listed, and name the broadcaster rather than the distributor at the end of the reference. For single episodes, the date that the show was broadcast also needs to be recorded, rather than just the year.

For a single episode/show (where applicable, also provide the series title in italics, immediately after the episode title)


For a series


Online


2.30 Published Interviews (Radio/Television/Online)

Begin with the name of the interviewer, followed by the name of the interviewee. Then record the date and other details as appropriate for the medium that the interview is recorded on.

Where the interviewers’ name is not provided, use the name of the website or publication that the interview is sourced from if they were responsible for recording the interview (i.e. do not use YouTube, Vimeo, NZONSSCREEN, or other content hosts as interviewer names).
Live broadcast, with no recording available online (substitute “Television” or “Film” if appropriate, and record the director name instead of producer if possible)


Online podcast. Note, the actual podcast is behind a paywall, so is listed as “available from”, rather than “retrieved from”


Online video (including YouTube). Note – in this case it is not known who the interviewer is. Because the website hosting the documentary were not the creators of the video, the interviewer has not been included in the reference.

Interview transcript (online).


2.31 Interviews, Email, and Other Personal Communication

No personal communication is included in your reference list; instead, parenthetically cite the communicator’s name, the phrase “personal communication,” and the date of the communication in your main text only.


OTHER SOURCES (INCLUDING ONLINE VERSIONS)

This section includes a variety of traditional print sources not covered elsewhere. For sources obtained on the Web, consult the appropriate model in this section and give whatever information is available for the online source; then end the citation with the date on which you accessed the source and the URL.

2.32 Reports (authored by government, corporate, and other organisations)

Treat the same as a book, with the name of the organisation (or department or ministry etc.), as the author. If the report or document has a series number, include that in brackets after the source title:

Print


Online

2.33 Pamphlet or Brochure

Cite a pamphlet as you would a book.


2.34 Dissertations and Theses

Begin with the author’s name, the year that the dissertation or thesis was accepted, followed by the dissertation title (in italics). Then record the type of dissertation or thesis, and whether it is published or unpublished.

There are slight differences between unpublished dissertations/theses (hardcopies found in university libraries), and dissertations/theses that have been published in online databases:

Published dissertation/thesis (i.e. full-text available online)


Unpublished dissertation/thesis (i.e. hardcopy found in library)


2.35 Published Proceedings of a Conference

For papers published in a conference proceedings, create a Reference List entry as you would a book, adding information about the conference after the title.

Print


Online


2.36 Archival Records

To cite an unpublished archival record, list the basic author, date, and title of the work, as appropriate to the type of record that it is. Then provide a very brief descriptor in square brackets (e.g. typescript, manuscript, notebook, etc.). Record the name of the collection it belongs to (often just the holding institution), and any record or item number associated with the record you are citing. Lastly, provide the name of the holding institution, and give the location details.

Note – if the record has been published in print form (e.g. book, journal, newspaper clippings), use the regular format for the appropriate medium. Only cite it as an archival record if it is very hard to obtain by usual means.


2.37 Public Signs and Plaques

List the name of the organisation that commissioned or placed the sign/plaque, and the date it was placed (or unveiled if appropriate). Provide the title of the sign or plaque, and then a short descriptor in square brackets. Finally, provide the location details, including a full address. Although in many cases very little information is available, list as many of these details as possible.


Author (and date), unknown


2.38 Unknown Formats (How to Create Your Own Reference)

This APA Citation Style Guide provides only a summary of the range of types of sources that might need to be listed in a reference list. When references need to be created for types of source material not listed in this guide, first check with the other APA referencing sources listed in the introduction of this guide (p. 1). Remember that the Publication Manual of the American Psychological Association (6th ed.) (2010), is the authoritative source of information, and is available on closed reserve in the Architecture and Design Library.

When all else fails, it is sometimes necessary to create your own referencing format. To do this, you need to keep in mind the four parts of an APA reference:

- Author/creator
- Date (published/released/created)
- Title of work/piece, including, where relevant, the title of the larger work it is part of (+if necessary, additional descriptor in square brackets)
- Location (Physical or online)

As long as this information is provided for your source (with the end goal of creating a reference that can direct your readers to the actual source of information), and the usual APA punctuation conventions are followed, the resulting reference will be perfectly adequate.

The example below is a combination of the reference formats for a work of art for the author/date/title details, and a public sign for location details (BMD is the name signed on the wall by the street artist)

BMD. (2013). Ban shark finning [Painted graffiti on wall]. 100 Cable Street, Te Aro, Wellington, New Zealand.

For maps generated from the Google Map tool, use the short URL, which can be generated by checking the ‘short URL’ checkbox in the share link. Because Google Maps does not provide titles, the actual title has been omitted, leaving the description to indicate what the subject of the source is (see also Part 3).

https://goo.gl/maps/MrMDE6V4ZT72
Part Three: Using and Citing Visual Material

PLACING AND CITING VISUAL MATERIAL IN-TEXT

APA classifies visuals as tables and figures (figures include graphs, charts, maps, photographs, and drawings). Label each table or figure (image), with an Arabic numeral (Table 1, Table 2; Figure 1, Figure 2, and so on) and provide a brief caption that clearly identifies the subject. The label and caption immediately below the table or figure. Remember that a reference should be provided in both the captions and the Reference List, for images that you have taken from other sources (it is good practice to also state if the images are your own – as in example below).

![Figure 1. Alington House Plan. Source: Bonny, S. & Reynolds, M. (1980). p. 24.](image1)

![Figure 2. Alington House courtyard. Source: Author’s photograph.](image2)

Visuals should be placed in the text, as close as possible to the sentences that relate to them, unless your instructor prefers them in an appendix.

RECORDING VISUAL SOURCE MATERIAL IN THE REFERENCE LIST

Unless you have created the visual material yourself, references for visual material must be provided in the reference list, following the basic format below:

Image creator. (Date). Image title [Descriptor]. Location details

If the visual material is sourced from a book, record the book reference in place of the location details, using the same format as a section within a book (see item 2.9).


Online visual material should be referenced in the same way as other online multimedia sources (see items 2.27 and 2.28). Always use the shortest URL possible. This means, when using Google Image Search, you should click the “Visit page” link and copy the URL provided from the page that actually hosts the image.


For visual material held in museums and galleries, or archives, see items 2.26 and 2.36 respectively.

Where no title details are recorded, simple include the words “Untitled”, and a very brief description of your own, all enclosed in square brackets.


Note: for maps generated from the google map tool, use the short URL, which can be generated by checking the ‘short URL checkbox in the share link.
Part Four: APA Information Notes

APA does not encourage the use of footnotes or endnotes. However, information notes may be employed for one of two purposes:

- to provide additional material that might interrupt the flow of the paper yet is important enough to include
- to refer readers to any sources not discussed in the paper

Information notes may be either footnotes or endnotes. Footnotes appear at the foot of the page; endnotes appear on a separate page at the end of the paper, just before the Reference List. For either style, the notes are numbered consecutively throughout the paper. The text of the paper contains a raised Arabic numeral that corresponds to the number of the note.

Text

Gropius is most often associated with the Bauhaus movement that arose in Germany after WW1.¹

Footnote

¹ For a discussion of Post-War Germany and the Bauhaus, see Giedion p. 417.