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What is APA Style referencing?
A referencing style is a standard way of structuring and formatting references for publishing. At MIT, the School of Business uses APA Style, formulated by the American Psychological Association (APA), and widely used across many disciplines.

Why reference?

There are three reasons to reference your work:

1. Avoid plagiarism
   Plagiarism is a form of theft and cheating, and MIT does not tolerate it. We all need to use others’ ideas, so referencing ensures that we credit our sources properly.

2. Show you’ve done the research
   Referencing and citing our sources demonstrates that we know what we’re talking about. We’ve done the research and we can be taken seriously as writers.

3. Let your readers find your sources
   It’s a good idea to show our readers where we got the information we used from. They might want to double check our facts or learn more about the topic. Good referencing makes this easy.
APA Style referencing: The basics

An APA reference has two major parts:
- The in text citation, and
- The reference list entry

Every reference list entry should have at least one in text citation. However, each document cited only needs one reference list entry. Think of it like a many-to-one relationship:

![Image of in text citation and reference list example](https://example.com/image.png)

Figure 1. Examples of in text citations and reference list. Adapted from “Copyright, fair use, and fair dealing in Australia,” by L. Brien, 2018. Licensed under a Creative Commons Attribution 4.0 International License.
In text citations

APA Style is a parenthetical author date system. This means that we write our in text citations in parentheses ( ) and provide the author’s last name and the date. Like this:

(Nguyen, 2017)

We can also use the author’s name in the sentence and just provide the year in parentheses:

As Nguyen (2017) reported, most survey respondents reacted positively to the new model.

We should provide a citation every time we use another person’s ideas or words, or if we relied on someone else’s work for facts, figures, or statistics.

Reference list basics

An APA Style reference list is a list of all the sources we’ve used in our research. It’s organized alphabetically by authors’ last names, and it includes enough information for our readers to find the same sources we used.

Each reference list entry can be broken down into four components:

1. The author or creator
2. The date it was created or published
3. The title of the document (and format, if needed)
4. How we accessed it
Here’s an example of a print book reference list entry:


The book’s authors are Riad A. Ajami and G. Jason Goddard. In APA Style, we provide just the authors’ last names and initials.

Most things only need a year, but there are exceptions. This book was published in 2018, so that’s the date we’ll provide.

This document is a book, so we’ll provide the title of the book in italics and sentence case. See Appendix A for more information.

This book was published by *Routledge in Abingdon, England*.

APA Style says we provide the publisher’s:

- city and country, OR
- city and USA state followed by the publisher’s name.

Following this format ensures that anyone wishing to look at the same book we looked at can get the correct version. And that’s how we construct a reference. It might seem daunting right now, but this will make more sense as we build up your skills over the next few pages to make you a master at APA Style referencing!
Quoting and Paraphrasing
In most cases, we are encouraged to paraphrase our sources. That means we read or listen to the original document, then reword or summarise the original author’s words with our own:

Quoting an original text
The First Amendment states that “Congress shall make no law . . . abridging the freedom of speech, or of the press” (U.S. Const. amend. I), making free speech and a free press the rights of US citizens.

Paraphrasing an original text
The First Amendment in the US Bill of Rights (U.S. Const. amend. I) codifies the population’s right to freedom of speech and to a free press.

Paraphrasing demonstrates to our readers (our markers) that we understand the original text and can incorporate the authors’ ideas into our own work. While we are encouraged to paraphrase, sometimes the original words may be the most appropriate or succinct way to communicate the original author’s ideas or intent. This is something we have to decide each time we want to use another’s work.

All in text citations, whether paraphrases or quotes, require the authors’ names and the date. Quotes also require a page or paragraph number to pinpoint the exact location of the words we used.
Rules for authors

APA Style has several rules for how to present authors’ names, depending on the number of authors. These rules stay the same for all sources, regardless of the format or location.

The examples below have the authors’ names shaded. This is not necessary in your own work.

1 - 2 authors

In text

The Australian Bureau of statistics. (2018) recorded a 19.5 increase in total job vacancies between August 2017 and August 2018.

There is concern that individuals are starting to treat online products such as Facebook or Tumblr in the same way they treat real personal friends (Wachter-Boettcher, 2017).

According to Grewal and Levy (2015), companies can learn a lot about their customers by monitoring online communications like social media.

Reference list


3 – 5 authors

In text

First citation: Langfield-Smith, Thorne, Smith, & Hilton (2015) state that the budgeting process is a way of getting all the managers across an organization to communicate and share their plans.

Second citation: Individual area managers are held accountable for their areas’ budgets (Langfield-Smith et al., 2015).

Reference list

6 – 7 authors
In text
There are several factors managers should consider to decide if training is the right solution to a
given problem (Kramer et al., 2011).

Reference list
Kramar, R., Bartram, T., De Cieri, H., Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M.
Ryde, Australia: McGraw Hill.

8 or more authors
In text
A progressive sliding scale for employee bonuses may be a way of recognizing both near misses
and over achievement of set goals (Shields et al., 2016).

Reference list
England: Cambridge University Press.
Reference examples

The following pages provide formats and examples for referencing specific information sources. We have tried to include sources that will be most useful to MIT students, but the list is finite. More descriptions and examples can be found in Chapter 7 of the *Publication Manual of the American Psychological Association* (2010).

As you go through this guide, you’ll notice that the reference list examples have this general shape:

This empty space is a **hanging indent.** This is how APA Style delineates references in the reference list. To see it in action, have a look at the essay in the Appendix. To create a hanging indent, select the references then press Control+T on Windows or Command+T on Mac.
### Journal articles

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (year). Article title. Journal Title, Vol(issue), xx-xx. DOI or Retrieved from URL</th>
</tr>
</thead>
</table>

### Notes

APA prefers DOIs, but not all sources have them. Provide a URL of the *journal homepage* if you can’t find a DOI.

There are three acceptable formats for DOIs:

- https://doi.org/10.123456 (preferred by APA)
- https://dx.doi.org/10.123456
- doi:10.123456

The key is to be consistent.

Some newer, online, journals are not using volume or issue numbers, and are only giving each article an article number. In these cases, provide the article number and page numbers:


If a PDF version of an article does not show page numbers, provide the total number of pages. For example, a PDF with 8 page will use 1-8 in the reference list.
Books – Entire book
Use these formats when one person or group wrote the whole book.

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (year). Title of book. Location: Publisher.</th>
</tr>
</thead>
</table>

*Notes*
The rules for ebooks are very similar to print books, with two major changes:
1. Provide the ereader version in square brackets [ ] immediately after the title
2. Ebooks do not have physical publishers, so provide the electronic retrieval information using the DOI or URL.

Books – Book chapter
Use these formats when different people wrote each chapter.

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (year). Chapter title. In A. Editor (Ed.), Book title (pp. xx-xx). Location: Publisher</th>
</tr>
</thead>
</table>

*Notes*
This format is only for books with chapters written by different people. If the same person or group wrote the whole book, use the entire book format.
### Dictionaries and Encyclopedia (including Wikipedia)

|---------------------------------|-----------------------------------------------------------------------------------------------|

**Notes**

In general, we should avoid using Wikipedia for our research. However, it is a valuable resource for getting started on a topic, and the references in Wikipedia articles may be a great way to further your understanding – we should read and cite those rather than the Wiki article.
Web sources

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (year). Title. Retrieved from URL</th>
</tr>
</thead>
</table>

Notes
If you view a document online in a webpage, use the webpage format.
If the document downloads and opens as a PDF, Word document, Excel file, or in another program, use the standalone document format.

Class handout (EG. Power Point slides)

<table>
<thead>
<tr>
<th>Template</th>
<th>Subject coordinator. (year). <em>Subject code: Title of subject, week x notes (or title of notes)</em> [Format]. Retrieved from URL</th>
</tr>
</thead>
</table>
### News sources

|------------------------|-------------------------------------------------------------------------|
### Blogs

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (year, month day). Title [format]. URL</th>
</tr>
</thead>
</table>

### Social media

<table>
<thead>
<tr>
<th>Template</th>
<th>Author [screen name]. (year, month day). Post/tweet [format/platform]. Retrieved from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tweet</td>
<td>Musk, E. [elonmusk]. (2018, October 12). Tesla exists to help reduce risk of catastrophic climate change, which affects all species on Earth. Even if your faith in humanity is faltering, this is worth caring about. Support makes a difference. Thank you [Tweet]. Retrieved from <a href="https://twitter.com/elonmusk/status/1050809258659344384">https://twitter.com/elonmusk/status/1050809258659344384</a></td>
</tr>
<tr>
<td>Instagram post</td>
<td>Businessrulesforwomen. (2017, August 26). A few months ago I received an invite to speak at the @thecurlycounselor Inaugural Wellness Brunch. Initially, I wasn't sure how I would add value to a panel full of esteemed Doctors + Pros who specialize in #mentalhealth and various . . . . [Instagram post]. Retrieved from <a href="https://www.instagram.com/p/BYOyfxOnPJ5">https://www.instagram.com/p/BYOyfxOnPJ5</a></td>
</tr>
</tbody>
</table>

**Notes**

Social media sites use privacy settings that change who can view which posts or comments. Before you use the information on a social media site, find out whether it’s viewable by someone not logged in. If you have to be logged in to view it, treat the post or comment as a personal communication (p. 15). If the post is publicly accessible, then follow this format.
**Personal communication**

<table>
<thead>
<tr>
<th>Template</th>
<th>(Name, year).</th>
</tr>
</thead>
<tbody>
<tr>
<td>In text</td>
<td>T. Jaffe (personal communication, August 20, 2017) responded positively Several people said they liked the new format (T. Jaffe, personal communication, August 20, 2017).</td>
</tr>
</tbody>
</table>

**Notes**
Personal communications are not published or recoverable. Provide an in text citation only.

**Video – posted online**

<table>
<thead>
<tr>
<th>Template</th>
<th>Poster. [Screen name]. (year, month day). Title of video [format]. URL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without screen name</td>
<td>Delloitte US. (2017, August 24). <em>Evolving role of the CIO</em> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=4sFlwCQ06o4">https://www.youtube.com/watch?v=4sFlwCQ06o4</a></td>
</tr>
</tbody>
</table>

**Video, film – studio production**

<table>
<thead>
<tr>
<th>Template</th>
<th>Primary contributor (Role). (year). Title [format]. Country: Distributor/Studio</th>
</tr>
</thead>
</table>

**Notes**
Use a website like imdb.com to find accurate film production information For films distributed online (itunes, Netflix, etc), provide the streaming service in place of the country and studio If the film is behind a paywall or password, use “Available from” rather than “Retrieved from”.
### Music

<table>
<thead>
<tr>
<th>Template</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single track (online)</strong></td>
<td>Jett, J. (1976). Cherry bomb [Recorded by the The Runaways]. Available from <a href="https://spotify.com">https://spotify.com</a>. In text, provide the name and year: (Jett, 1976)</td>
</tr>
</tbody>
</table>

### Podcasts

<table>
<thead>
<tr>
<th>Template</th>
<th>Details</th>
</tr>
</thead>
</table>
Legal materials

The *Publication Manual of the American Psychological Association* refers us to *The Bluebook: A Uniform System of Citation* as the source for legal citation styles. The following are simplified versions of APA’s interpretation of *The Bluebook*.

**Legislation**

<table>
<thead>
<tr>
<th>Template</th>
<th>Statute name Year (jurisdiction) s. Retrieved from URL</th>
</tr>
</thead>
</table>

In text, provide the full statute title, year, and section:
*According to the Corporations Act 2001 (Cth) s 1.5.3, a new company operator must register with the Australian Securities and Investment Commission.*

**Cases**

<table>
<thead>
<tr>
<th>Template</th>
<th>Name v Name [year] Court abbreviation decision number. Retrieved from URL</th>
</tr>
</thead>
</table>

In text provide the case name and year:
*Coleman v Power [2004], demonstrated that the Australian Constitution has an implied freedom of political communication.*

**Case components explained**

<table>
<thead>
<tr>
<th>Component</th>
<th>Example</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name v Name</td>
<td>Coleman v Power</td>
<td>Provide the plaintiff first, then v (this stands for ‘and’) and then the defendant.</td>
</tr>
<tr>
<td>[year]</td>
<td>[2004]</td>
<td>Provide the year in square brackets.</td>
</tr>
<tr>
<td>Court abbreviation</td>
<td>HCA</td>
<td>Australian courts are often abbreviated to just a few letters. HCA stands for the High Court of Australia.</td>
</tr>
<tr>
<td>Decision number</td>
<td>39</td>
<td>This is the decision number of the court for the year. Coleman v Power was the 39th decision the HCA handed down in 2004.</td>
</tr>
<tr>
<td>Retrieval URL</td>
<td><a href="http://www.austlii.edu.au">http://www.austlii.edu.au</a></td>
<td>This is where you read the case or decision.</td>
</tr>
</tbody>
</table>
### Images and figures

<table>
<thead>
<tr>
<th>Template</th>
<th>Creator. (year). Title or short description of image. Retrieval URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>In text template</td>
<td>Figure X. Title or short description of image. Adapted from “Original document title”, by Original Creator, year, retrieval URL. Copyright year by Creator.</td>
</tr>
</tbody>
</table>

#### In text

![Governance Structure Diagram](image_url)


### Notes

References for figures and images (including graphs) go below the image. Figures are numbered sequentially as they appear in the text.
### Table 1
Adjusted attrition, retention, and progress rates for commencing bachelor students, 2005-2011.

<table>
<thead>
<tr>
<th>Measure</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attrition Rate</td>
<td>15.0</td>
<td>14.6</td>
<td>14.8</td>
<td>12.8</td>
<td>12.5</td>
<td>13.1</td>
<td>12.8</td>
</tr>
<tr>
<td>Retention rate</td>
<td>84.6</td>
<td>85.0</td>
<td>84.9</td>
<td>87.0</td>
<td>87.2</td>
<td>86.6</td>
<td>86.9</td>
</tr>
<tr>
<td>Progress rate</td>
<td>85.7</td>
<td>85.5</td>
<td>85.1</td>
<td>85.4</td>
<td>85.5</td>
<td>84.8</td>
<td>84.4</td>
</tr>
</tbody>
</table>

*Note.* Adapted from “FactCheck: are university drop-out rates higher than ever?” By G. Moodle & T. Pitman, 2013, August 1, The Conversation, retrieved from https://theconversation.com/factcheck-are-university-drop-out-rates-higher-than-ever-16383. Licensed under Creative Commons Attribution-NoDerivatives 4.0 International (CC BY-ND 4.0).

**Notes**

Tables are numbered sequentially as they appear in the text.

Citation information appears below the table in the *Note.*

Start the citation information with “Adapted from” (no quotation marks)

Provide:
- the title of the document
- the authors’ names with initials first (EG. G. Moodle)
- the year or date the document was published
- only if applicable, the title of the book, journal, or news source – normal rules for sources apply
- the retrieval information
- a copyright statement
Copyright, Fair Use, and Fair Dealing in Australia

Copyright - the legal protection granted to original authors, artists, musicians, and other creators – was first enacted in 1710 in England by Queen Anne (‘Copyright’, 2002). This law gave authors, rather than publishers or printers, exclusive rights to copy or make derivative works from their books (CrashCourse, 2015). In the late 18th Century, the United States of America included the ‘Intellectual Property Clause’ in the Constitution (CrashCourse, 2015), granting Congress the power to “[p]romote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries” (U.S. Const. art 1, §8, cl. 8). Initially, copyright lasted 14 years, but, after numerous revisions and amendments, has since been extended to the life of the author with an additional 70 years, and the scope of the legislation has been expanded to include many different types of works (CrashCourse, 2015).

However, copyright law also has some limitations. For example, one is generally unable to copyright a name (trademark laws may apply) or an idea, as copyright only protects the expression of ideas (through writing, recording, or otherwise documenting them) (The University of Sydney, 2009). There are also certain instances - exemptions - where a person may use another’s copyrighted work without permission. Under US law, the ‘fair use’ exemption allows for copyrighted material to be used, without permission, for criticism or commentary, parody or satire, news reporting, scholarship, or art (Electronic Frontier Foundation, n.d.).

Australian law has a similar exemption, called ‘fair dealing’, however it is narrower in scope that its US counterpart (Kallenbach & Middleton, 2015; Australian Copyright Council, 2014a), and there has been recent attention given to the idea of expanding it to bring Australia into line with the US (Turner, 2014). The Australian Copyright Council (2014b) claims that while the United States fair use exemption is flexible and open to interpretation - and deliberately so (CrashCourse, 2015) – Australia’s fair dealing exemption is clearer and the law more easily
applied (Australian Copyright Council, 2014b). The narrow scope of fair dealing in Australia is claimed to be too rigid or inflexible, that it limits innovation, that copyright law in Australia is biased in favour of larger, wealthier publishers, and that it can’t meet changing consumer or technological demands (Australian Copyright Council, 2014b).

Copyright is a nuanced and complex area of law within the larger context of intellectual property law (CrashCourse, 2015). While it nominally grants exclusive rights to creators of original content, it is not without limits and exceptions - most notably fair use or fair dealing – which are the subject of recent investigations and debates in Australia.
References


U.S. Const. art. 1, § 8, cl. 8.