AFTRS’ Citation and Referencing Guidelines

AFTRS’ citation and reference style for all written work is based on the Publication Manual of the American Psychological Association, 6th edition. The below guide provides examples on how to use the APA (6th ed.) style and outlines AFTRS’ style preferences regarding citing and referencing screen material.

For further and more detailed information on the APA style, please consult the APA publication manual. A copy of the manual is available in the AFTRS library. The APA Style website, the APA style blog, the Online Writing Lab (OWL) at Purdue University, the University of Western Australia, and the University of Sydney also provide helpful information and examples about APA citation and referencing:

Websites

APA Style Website: http://www.apastyle.apa.org
APA Style Blog: http://blog.apastyle.org/
OWL, Purdue University: https://owl.english.purdue.edu/owl/resource/560/01/
The University of Western Australia: https://guides.library.uwa.edu.au/apa
The University of Sydney: https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476096

Books

APA Publication Manual:


APA Referencing

APA referencing consists of two parts:

1. In-text Citation
2. Reference List
General Guidelines: In-Text Citations

For in-text citations, the “author – date” method applies. This means the author’s last name and the year of publication are referenced in the text (Balfour, 2015), a complete reference should appear in the reference list at the end of the paper.

Direct Quotations

Direct quotations can be embedded in the text as follows:

Short Quotations

Short quotations (less than 40 words) can be used as part of the sentence or as a complete sentence. The quote is an exact copy of the text and is enclosed in double quotation marks.

Examples:

a) He argues “that the history of film as art has been determined by major historical shifts” (Younger, 2011, p. 27).

b) Younger (2011) argues that “it is for this reason that the history of film as art has been determined by major historical shifts in the way film has been defined as an art form” (p. 27).

Long Quotations

A long quotation (more than 40 words) start on a new line and is indented from the left margin. No double quotation marks are used. Example:

Younger (2011) argues:

It is for this reason we can say that the history of film as art has been determined by major historical shifts in the way film has been defined as an art form. Each of these paradigm shifts has involved the recognition of new aesthetic values and created new canons, bringing certain aspects of the cinema into sharp relief while allowing others to fall into the shadows. (p. 27)

If not directly quoting but using an idea or referring to another source, the author’s last name and the year of publication are referenced in the text.

Example

Paradigm shifts throughout history guide us in our thinking, understanding, and interpretation of film as art (Younger, 2011).

General Guidelines: Reference List
The reference list concludes a research paper, document or presentation and provides all relevant information about the sources used within the written text such as the author’s name, year, the title, location, and publisher.

The following provides information about the rules and conventions of referencing the most common sources. For specific questions, consult the above mentioned websites or the APA manual (6th ed.).

**Standard Citation Formats**

- Books
- Electronic Books (eBooks)
- Book Chapters
- Journal Articles
- Online Articles
- Film, TV Shows, Music & Radio Programmes
- Images
Standard Format for Referencing Books

Standard format for a Reference


Author

Author’s last name, initial of first name(s)

Publication Year

The year of publication is housed in round brackets

Title

The title is in lower case. The first word of the title or following a colon is capitalised.

The title is in italics.

Edition

The edition of the book. Do not include if no edition information is available.

Publisher

Location of Publisher followed by the publisher’s name.

Location of publisher: If within the US, the states and territories are included in abbreviated form (e.g. New York, NY: McGraw-Hill); if outside the US, city name and country are included (e.g. Barcelona, Spain: Index Books).

Example of a Print Book

Standard Format for Referencing Electronic Books (eBooks)

When referencing an electronic book, the author, date, title (see information above), and source (URL or DOI) are included.

DOI stands for Digital Object Identifier, which is a unique alphanumeric string. It is used “to identify content and provide a persistent link to its location on the internet” (APA, p. 189).

<table>
<thead>
<tr>
<th>Standard format for a Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>doi:10.XXXX/XXXXXXXX.XX</td>
</tr>
<tr>
<td>OR</td>
</tr>
</tbody>
</table>

Example with doi:


Example with URL

Standard Format for Referencing Book Chapters

For a chapter in a printed book or eBook, the chapter title and page numbers are included.

**Standard format for a Reference**

Author of Part, A. A. (Year). Title of chapter or part. In A. A. Editor & B. B. Editor (Eds.), *Title: Subtitle of book* (edition., inclusive page numbers). Place of publication: Publisher.

**Author**

Author’s last name, initial of first name(s)

**Publication Year**

The year of publication is housed in round brackets

**Title**

The title is in lower case. The first word of the title or following a colon is capitalised.

The title is in *italics*.

**Edition**

The edition of the book. Do not include if no edition information is available.

The edition is within circle brackets before the page numbers.

**Page Numbers**

Include the page numbers of the book chapter.

The page numbers are is within circle brackets after the edition, and should be prefix with pp.

**Publisher**

Location of Publisher followed by the publisher’s name.

Location of publisher: If within the US, the states and territories are included in abbreviated form (e.g. New York, NY: McGraw-Hill); if outside the US, city name and country are included (e.g. Barcelona, Spain: Index Books).

**Example Printed Book**

Example eBook

Standard Format for Referencing Journal Articles

**Standard format for a Reference**


**Author**

Author’s last name, initial of first name(s).

**Publication Year**

The year of publication is housed in round brackets.

**Title of the Article**

The title of the article is in lower case. The first word of the title or following a colon is capitalised.

**Title of the Journal the Article appears in**

The title of the journal is in Upper case. Each word of the title is capitalised.

The journals title is *italics*.

**Journal Issue and Volume number**

Journal volume numbers are italicised.

The issue number is never italicised and are contained within brackets.

**Pagination**

The page numbers of the article.

**Example of a Journal Article**

Standard Format for Referencing Online Articles

Like with electronic books, an online journal article should include either a DOI or URL of the journal home page.

**Standard format for a Reference**

Article Author, A. A., & Article Author, B. B. (Year). Title of article. *Title of Journal, volume number* (issue number if necessary), inclusive page or paragraph numbers. doi:10.XXX/XXXX.XX

OR


OR


**Example of an Online Journal Article with a DOI**


**Example of an Online Journal Article with a URL**

Standard Format for Referencing Films, TV Shows, Music, Radio Programmes, etc.

<table>
<thead>
<tr>
<th>Standard format for a Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Author, A. A. (contribution), &amp; Article Author, B. B. (contribution). (Year). <em>Title of Programme</em>:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Subtitle [format]. Place of recording: Publisher. (Year of recording if different from year of copyright).</td>
</tr>
</tbody>
</table>

**Author**

The primary contributor’s last name, initial of first name(s) with their contribution identified in round brackets. The most common contributors are the producer and director, but any contributor can be included, for example the cinematographer or screenwriter.

**Publication Year**

The year of production is housed in round brackets.

When the resource is produced over multiple years, use the year the resource was first broadcast.

For example, Once upon a time: Season one was produced in 2011-2012, just use **2011**.

**Title of the Programme**

The title of the programme is in lower case. The first word of the title or following a colon is capitalised.

The programme title is in *Italics*.

**Format**

The description of the medium is housed in square brackets.

**Publisher**

Location of Publisher followed by the publisher’s name.

Location of publisher: If within the US, the states and territories are included in abbreviated form (e.g. New York, NY: McGraw-Hill); if outside the US, city name and country are included (e.g. Barcelona, Spain: Index Books).
Example of a DVD/Blu-ray

Example of a Streaming or Online video

Example of a TV Show

Example of a An Episode TV Show

Example of a Music Recording

Example of a Music Recording, an individual track

Example of a Radio Programme

Example of a Podcast Episode
Standard Format for Referencing Images

Artist or Creator, A. (Year). *Title: Subtitle* [medium (if appropriate)]. Reproduced in Full details of book.

OR

Artist or Creator, A. (Credit). (Year). *Title: Subtitle* [medium (if appropriate), length of work (if appropriate)]. Place: Publisher. Retrieved Month date, Year, from Database name.

OR

Artist or Creator, A. (Year). *Title: Subtitle* [medium (if appropriate)]. Place: Publisher. Retrieved from internet address

OR

Artist or Creator, A. (Year). *Title: Subtitle* [medium (if appropriate)]. Place: Gallery or Collection.

Artist/Creator

The artist or creator’s last name, initial of first name(s).

Creation Year

The year of creation

Name of the Creation

Name of the creation. The name is in *Italics*.

Format

The description of the medium is housed in square brackets.

Publisher

Location of Publisher followed by the publisher’s name.

Location of publisher: If within the US, the states and territories are included in abbreviated form (e.g. New York, NY: McGraw-Hill); if outside the US, city name and country are included (e.g. Barcelona, Spain: Index Books).

Example of an Images in a Book

Example of a single Image in a Book


Example of an Image in a Journal


Example of an Image in the Internet

General Guidelines: Abbreviations

Abbreviations are used throughout the APA referencing style, here is a list of some of the more common ones.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>chap.</td>
</tr>
<tr>
<td>Edition</td>
<td>ed.</td>
</tr>
<tr>
<td>Editor(s)</td>
<td>Ed.(Eds.)</td>
</tr>
<tr>
<td>et alii, et aliae</td>
<td>et al.</td>
</tr>
<tr>
<td>No date of publication</td>
<td>n.d.</td>
</tr>
<tr>
<td>Number</td>
<td>No.</td>
</tr>
<tr>
<td>Page(s)</td>
<td>p. (pp.)</td>
</tr>
<tr>
<td>Paragraph</td>
<td>para.</td>
</tr>
<tr>
<td>Part</td>
<td>Pt.</td>
</tr>
<tr>
<td>Revised edition</td>
<td>Rev. ed.</td>
</tr>
<tr>
<td>Supplement</td>
<td>Suppl.</td>
</tr>
<tr>
<td>Translator(s)</td>
<td>Trans.</td>
</tr>
<tr>
<td>Volume (as in Vol. 4)</td>
<td>Vol.</td>
</tr>
<tr>
<td>Volumes (as in 4 vols.)</td>
<td>Vols.</td>
</tr>
</tbody>
</table>
Example Reference List– Quick Reference Guide


