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Dissertation, Published
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Report From a Private Organization
Conference Proceedings
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• Article From an Online Periodical with DOI Assigned
• Article From an Online Periodical with no DOI Assigned
Article from a Database
Abstract
Newspaper Article
Electronic Books
Kindle Books
Chapter/Section of a Web Document or Online Book Chapter
Online Book Reviews
Dissertation/Thesis from a Database
Online Encyclopedias and Dictionaries
Online Bibliographies and Annotated Bibliographies

Data Sets

Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Qualitative Data and Online Interviews

Online Lecture Notes and Presentation Slides

Nonperiodical Web Document or Report

Computer Software/Downloaded Software

E-mail

Online Forum or Discussion Board Posting

Blog (Weblog) and Video Blog Post

Wikis

Audio Podcast

Video Podcasts

5.5. Other non-print sources

Interviews, Email, and Other Personal Communication

Motion Picture

A Motion Picture or Video Tape with International or National Availability

A Motion Picture or Video Tape with Limited Availability

Television Broadcast or Series Episode

Single Episode of a Television Series

Television Broadcast

A Television Series

Music Recording
1. Introduction

All submission should follow JAT guidelines. Read the information below and then format your paper accordingly.

JAT style guide follows the rules of APA style guide (6th edition). Remember that APA is not only a referencing style, it deals also with presentation of tables, figures, use of italics, quotation marks etc. Use APA Manual 6th edition as reference or APA blog: https://apastyle.apa.org/blog/

If you have any doubts while editing your paper please consult the above mentioned sources or the APA style guide (6th edition).

2. Contribution Categories

JAT accepts contributions in different lengths and formats. All of them are peer reviewed.

a. Article
   Full-length manuscript on research, theory, reviews of the literature, or practice-based activities.
   Length: 5000 words (references excluded) – 8000 words (references included).

b. Practice report
   Report on professional practice
   Length: 2.500 – 3.000 words (references included).
3. Template contribution

Visit our website to download a template contribution:
http://jatjournal.org/index.php/jat/about/submissions

3.1. Preset styles

Please use the pre-set styles to format the submission. We prepared them for almost everything:

- First heading of the paper.
- All other headings.
- Paragraph.
- Block quotation.
- Table caption 1st line and 2nd line.
- Figure caption 1st line and 2nd line.
- Footnotes.
- References.

3.2. Examples

Display examples of subtitles, voice-over, dubbing, audio description, etc. following the structure suggested below and adapting it to your needs as we are unable to foresee all possible contexts. When referring to the examples in the body of the text, please use capital letters, i.e. "In Example 1 we can see..."

(1) Title of the film (00:00:00)

English subtitle:
A bishopric in a see of your own choice.

Swedish subtitle:
Ett kirkostift i valfritt hav.

Back translation:
A church pin in any sea.
(2) *Title of the film* (00:00:00)

**Original segmentation:**
I’m going to the fair
and I’m going to buy
a strawberry ice-cream!

**Suggested segmentation:**
I’m going to the fair
and I’m going to buy
a strawberry ice-cream!

(3) *Title of the film* (00:00:00)

**English audio description:**
Bebe café.

Translation:
She drinks coffee.

**Polish audio description:**
Upija łyk z filiżanki.

Translation:
She drinks from a cup.
3.3. Tables and Figures

Submit tables and figures in an editable format and according to APA style (see below). They should be left-aligned. When you refer to the Tables or Figures in the body of the article use capital letters, e.g.

Results of the experiment are presented in Table 1.

A graphical display of approximately normally distributed data is shown in Figure 3.

Table 1.

*Put the Title of the Table Here*

<table>
<thead>
<tr>
<th>Component 1</th>
<th>Component 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q7N</td>
<td>.795</td>
</tr>
<tr>
<td>Q2N</td>
<td>.778</td>
</tr>
<tr>
<td>Q1N</td>
<td>.775</td>
</tr>
<tr>
<td>Q3N</td>
<td>.774</td>
</tr>
<tr>
<td>Q9N</td>
<td>.769</td>
</tr>
<tr>
<td>Q8N</td>
<td>.754</td>
</tr>
<tr>
<td>Q5N</td>
<td>.745</td>
</tr>
<tr>
<td>Q6N</td>
<td>.513</td>
</tr>
<tr>
<td>Q10N</td>
<td>.894</td>
</tr>
<tr>
<td>Q4N</td>
<td>.814</td>
</tr>
</tbody>
</table>

Table 2.

*Put the Title of the Table Here*

<table>
<thead>
<tr>
<th>Language combination</th>
<th>Genre</th>
<th>Description</th>
<th>Duration</th>
<th>Words per minute (wpm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES &gt; EN</td>
<td>Narration</td>
<td>Wildlife documentary</td>
<td>2 mins 24 secs</td>
<td>73 wpm</td>
</tr>
<tr>
<td>ES &gt; EN</td>
<td>Speech</td>
<td>Presidential speech</td>
<td>2 mins 24 secs</td>
<td>131 wpm</td>
</tr>
<tr>
<td>ES &gt; EN</td>
<td>News</td>
<td>RTVE - Robot museum</td>
<td>1 min 58 secs</td>
<td>191 wpm</td>
</tr>
<tr>
<td>EN &gt; ES</td>
<td>Narration</td>
<td><em>Desperate Housewives</em>, opening scene</td>
<td>2 mins 33 secs</td>
<td>102 wpm</td>
</tr>
<tr>
<td>EN &gt; ES</td>
<td>Speech</td>
<td>Presidential speech</td>
<td>2 mins 4 secs</td>
<td>101 wpm</td>
</tr>
<tr>
<td>EN &gt; ES</td>
<td>News</td>
<td>BBC - <em>Can a robot do your job?</em></td>
<td>2 mins 9 secs</td>
<td>173 wpm</td>
</tr>
</tbody>
</table>
4. References and quotations

We provide only some of the most relevant instructions. Please consult Table 2 on page XX for more information on what to do with sources with multiple or group/institutional authors, no author or no date.

4.1. Titles of TS Journal

For the sake of uniformity, please make sure that you use titles listed below when listing them in references. If you have any doubts about a title, please consult it here: https://dbh.nsd.uib.no/publiseringskanaler/erihplus/search.action

Journal of Audiovisual Translation
MonTi: Monografías de traducción e interpretación
Perspectives: Studies in Translatology
Perspectives: Studies in Translation Theory and Practice
Hermeneus: Revista de Traducción e Interpretación
Meta: Journal des Traducteurs
Target
The Journal of Specialised Translation
TRANS. Revista de Traductología
The Translator
Babel
Revista Tradumàtica

4.2. References

Do not cite complete bibliographical information in the text. Follow the author-date method of in-text citation. All sources that are cited in the text must appear in the reference list at the end of the paper.

a. If you are referring to an idea from other work, making a reference to other work etc. but NOT DIRECTLY quoting the author make reference only to the author and year of publication and not the page number.

Example 1:
(Brown, 2001)

Example 2:
(World Health Organization, 2011)

b. If you are paraphrasing information from other work but NOT DIRECTLY quoting the author you may make reference only to the author and year of publication and not the page number – for example (Brown, 2001). However APA also recommends you to include page or paragraph/line number to help locating the relevant passage.
Example 1:
(Brown, 2001) or (Brown, 2001, p. 34)

Example 2:
(World Health Organization, 2011) or (World Health Organization, 2011, p. 56)

c. If you are referring to an author with several publications in the same year, differentiate them by including a letter to the year.

Example 1:
(Brown, 2001a, 2001b)

4.3. Citing short quotations (less than 40 words)

Incorporate short quotations into the running text. Do not cite complete bibliographical information in the text. Follow the author-date-page number method of in-text citation. All sources that are cited in the text must appear in the bibliography list at the end of the paper.

a. If you are quoting DIRECTLY words from another work you need to make reference to the author and year of publication and the page number.

Example 1 – if the author is named in the text:

Wang (2017) stated that „popular foreign audiovisual products have attracted a large and growing audience in the People’s Republic of China” (p.165).

Example 2 – if the author is not named in the text:
One of the researchers emphasized that “popular foreign audiovisual products have attracted a large and growing audience in the People’s Republic of China” (Wang, 2017, p. 165).

b. If you are referring to an author with several publications in the same year, differentiate them by including a letter to the year.

Example 1 – if the author is named in the text:

Wang (2017a) stated that “popular foreign audiovisual products have attracted a large and growing audience in the People’s Republic of China” (p.165).

Example 2 – if the author is not named in the text:
One of the researchers emphasized that “popular foreign audiovisual products have attracted a large and growing audience in the People’s Republic of China” (Wang, 2017b, p. 165).
4.4. Citing long quotations (more than 40 words)

Do not cite complete bibliographical information in the text. Follow the author-date-page number method. All sources that are cited in the text must appear in the bibliography list at the end of the paper.

Insert quotations longer than 40 words as a separate block of text in which all lines of the quotations are indented 1 cm from the left margin. Do not use quotation marks.

a. Introduce the quotation with author’s name, a complete sentence and a colon.

Wang (2017a) stated that:

Fansubbing in China involves a great number of people who have made significant efforts to produce subtitles for a considerable number of foreign audiovisual programmes in a wide variety of languages. Most of these people are working voluntarily outside the officially sanctioned distribution channels Chinese. (p. 185)

b. Introduce the without mentioning author’s name in the text, a complete sentence and a colon.

As we can read in one of the first articles on fansubbing in China:

Fansubbing in China involves a great number of people who have made significant efforts to produce subtitles for a considerable number of foreign audiovisual programmes in a wide variety of languages. Most of these people are working voluntarily outside the officially sanctioned distribution channels Chinese. (Wang, 2017a, p. 185)
### 4.5. Citing references within your paper - guide

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>1st time citing a reference, using parentheses format at the end of your sentence</th>
<th>2nd+ citation of a reference, using parentheses format at the end of your sentence</th>
<th>1st time citing a reference when authors are named in your sentence</th>
<th>2nd+ citation of the reference in another paragraph with authors named in your sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author</strong></td>
<td>-------- (Lee, 2007, p. 82).</td>
<td>same format as 1st time</td>
<td>Lee (2007) stated, “- -------------------” (p. 82).</td>
<td>same format as 1st time</td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
<td>-------- (Smith &amp; Jones, 2004, p. 93). (use &amp; between names)</td>
<td>same format as 1st time</td>
<td>Smith and Jones (2004) found that “-- ---” (p. 93). (use and between names)</td>
<td>same format as 1st time</td>
</tr>
<tr>
<td><strong>Six or more authors</strong></td>
<td>-------------- (Kallai et al., 2011, p. 121).</td>
<td>same format as 1st time</td>
<td>Kallai et al. (2011) said “--------” (p. 121).</td>
<td>same format as 1st time</td>
</tr>
<tr>
<td><strong>Organizations, institutions, etc. as group author</strong></td>
<td>-------- (TransCanada, 2006, p. 11).</td>
<td>same format as 1st time</td>
<td>TransCanada (2006) reported that ------ (p. 11).</td>
<td>same format as 1st time</td>
</tr>
<tr>
<td><strong>Group author, no page numbers (use web page headings and paragraph numbers)</strong></td>
<td>------------------------ (World Health Organization [WHO], 2010, Fostering Health Security, para. 1). (Name of group author and its acronym are written)</td>
<td>------------------------ (WHO, 2010, Fostering Health Security, para. 8). (World Health Organization is written as an acronym in subsequent citations)</td>
<td>World Health Organization (WHO, 2010) found that ------ Fostering Health Security, para. 1. (Name of group author and its acronym are written)</td>
<td>WHO (2010) reported on the problem, saying that ------ Fostering Health Security, para. 8. (World Health Organization is written as an acronym in subsequent citations)</td>
</tr>
<tr>
<td><strong>No author - article</strong> (use title of article in quotation marks in place of author’s last name)</td>
<td>-------- (“Ancient Tool Makers Discovered Fire Treatment,” 2009, p. 6).</td>
<td>same format as 1st time</td>
<td>The article “Ancient Tool Discovered Fire Treatment” (2009) summarized ----- (p. 6).</td>
<td>As well, “Ancient Tool Makers Discovered Fire Treatment” (2009) included discussion of----- (p. 8).</td>
</tr>
<tr>
<td><strong>No date available</strong> (use n.d.)</td>
<td>------------------------ (Buzan, n.d., p. 23).</td>
<td>same format as 1st time</td>
<td>Buzan (n.d.) explained that ------ ------ (p. 23).</td>
<td>same format as 1st time</td>
</tr>
</tbody>
</table>

Table 2 Citing references within your paper (Mount Royal University 2017)

---

1 When authors are named in your sentence, and you use the reference again in the same paragraph, list authors, date, and page number the first time. List only the page number for the subsequent citations if it is clear to the reader that you are still citing the same source. If you write the authors’ names again as part of the sentence, omit the date. This does not apply if the names are in parentheses at the end of the sentence. However, when you use that reference in a later paragraph, include again the authors (with et al. if applicable), date, and page number.
5. References

You can prepare bibliography either manually or use tools that will generate it and adjust to APA style automatically. You can use the features or commercial reference management tools build into Word or use for example Mendeley or Endnote. You can also use freeware citation generators such as for example Citethisforme or Citation Machine.

- Start the reference page on a separate page at the end of your contribution.
- Include only sources cited in your paper except for personal communication.
- Font size: 12 points, normal, 1.5 spacing, left aligned.
- First line of the reference flush left, subsequent lines 0.5 cm left indent.
- Organize the list in alphabetical order according to the first letter beginning each entry.
- Use initials for author’s first/middle name.
- Break website URL before punctuation such as / or – but don’t break http://

Below you will find reference examples from OWL APA APA Formatting and Style Guide.

If you have any doubts while editing your paper please consult the above mentioned sources or the APA style guide (6th edition).

5.1. Books

Basic Format for Books

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).


Edited Book, No Author


Edited Book with an Author or Authors

A Translation


Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

Edition Other Than the First


Article or Chapter in an Edited Book


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.


Multivolume Work

5.2. Articles in periodicals

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI 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.

**Article in Journal Paginated by Volume**


**Article in Journal Paginated by Volume**

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.


**Article in Journal Paginated by Issue**

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.


**Article in a Magazine**

**Article in a Newspaper**


**Letter to the Editor**


**Review**

5.3. Other print sources

An Entry in an Encyclopedia


Work Discussed in a Secondary Source

List the source the work was discussed in:


NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Dissertation Abstract


Dissertation, Published


Dissertation, Unpublished


Government Document


Report From a Private Organization

Conference Proceedings

5.4. Electronic sources

**Article From an Online Periodical**

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.


**Online Scholarly Journal Article: Citing DOIs**

*Please note:* In August of 2011 the formatting recommendations for DOIs changed. DOIs are now rendered as an alpha-numeric string which acts as an active link. According to *The APA Style Guide to Electronic References, 6th edition*, you should use the DOI format which the article appears with. So, if it is using the older numeric string, use that as the DOI. If, however, it is presented as the newer alpha-numeric string, use that as the DOI. The Purdue OWL maintains examples of citations using both DOI styles.

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to 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 some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendor's name like "CrossRef" or "PubMed." This button will usually lead the user to the full article which will include the DOI. Find DOIs from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

- **Article From an Online Periodical with DOI Assigned**

  Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*, page range. doi:0000000/000000000000 or http://doi.org/10.0000/0000


- **Article From an Online Periodical with no DOI Assigned**

  Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.


- **Article from a Database**

  **Please note:** APA states that including database information in citations is not necessary because databases change over time (p. 192). However, the OWL still includes information about databases for those users who need database information.

  When referencing a print article obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). By providing this information, you allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number or accession number or database URL at the end, but the APA manual says that this is not required.

  If you are citing a database article that is available in other places, such as a journal or magazine, include the homepage's URL. You may have to do a web search of the article's title, author, etc. to find the URL.

  For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis. For more about citing articles retrieved from electronic databases, see pages 187-192 of the Publication Manual.


- **Abstract**

  If you only cite an abstract but the full text of the article is also available, cite the online abstract as any other online citations, adding "[Abstract]" after the article or source name. However, if the full text is not available, you may use an abstract that is available through an abstracts database as a secondary source.


**Newspaper Article**


**Electronic Books**

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. 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. For books available in print form and electronic form, include the publish date in parentheses after the author's name. 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]"). If DOIs are available, provide them at the end of the reference.


**Kindle Books**

To cite Kindle (or other e-book formats) you must include the following information: The author, date of publication, title, e-book version, and either the Digital Object Identifier (DOI) number, or the place where you downloaded the book. Please note that the DOI/place of download is used in-place of publisher information.

Stoker, B. (1897). *Dracula* [Kindle DX version]. Retrieved from Amazon.com

**Chapter/Section of a Web Document or Online Book Chapter**


**NOTE**: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

**Online Book Reviews**

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.


**Dissertation/Thesis from a Database**


**Online Encyclopedias and Dictionaries**

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Online Bibliographies and Annotated Bibliographies


Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").


Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.


Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):


Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).


Nonperiodical Web Document or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don’t be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn’t have the information you’re looking for, move up the URL to http://www.somesite.com/):


NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn’t a date available for the document use (n.d.) for no date.

To cite a YouTube video, the APA recommends following the above format.

Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.


Software that is downloaded from a Web site should provide the software’s version and year when available.


E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.


Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?v=lqM90eQi5-M

Wikis

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.


Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.


Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

5.5. Other non-print sources

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.


A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Motion Picture

Basic reference list format:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

A Motion Picture or Video Tape with International or National Availability


A Motion Picture or Video Tape with Limited Availability

Harris, M. (Producer), & Turley, M. J. (Director). (2002). Writing labs: A history [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

Television Broadcast or Series Episode


Single Episode of a Television Series


**Television Broadcast**


**A Television Series**


**Music Recording**

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).