Citing In-text: Basic Principles

Paraphrasing
Running text (Author, Date).
Author (Date) running text.

Parenthetical Format. The citation can appear within or at the end of a sentence and includes the author and date separated by a comma. If at the end of a sentence, a full stop is placed after the citation.


Case study research does not employ the scientific method (Barlow et al., 2017) although it is an important tool for qualitative researchers (Travers, 2001).

Narrative Format. The author is used as part of the text; the date appears directly after the author in parentheses. If the date is used as a part of the text, just separate the author and date with a comma.

As discussed by Newman and Newman (2017), growth occurs at every stage of life.

In 2019, Hiscock et al. pointed out that half of Australian children and adolescents who experienced mental health issues did not receive professional treatment.

Common Examples.

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three or more authors</td>
<td>(Geldard et al., 2017).</td>
<td>Geldard et al. (2017).</td>
</tr>
<tr>
<td>Subsequent citations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Quotations**

"Quoted text" (Author, Date, p. Page#).

Author (Date) "quoted text" (p. Page#).

**Parenthetical Format.** Quoted text is placed inside double quotation marks. The citation appears in parentheses outside the quotation and includes the author, date and page number (p. #) separated by commas. If at the end of a sentence, a full stop is placed after the citation.

- Patients with both depressive episodes and mania are “more severely impaired than those without concurrent depression and manic symptoms” (Barlow et al., 2017, p. 219).
- The question then becomes, “What makes one person construe a situation differently from another person?” (Beck, 2011, p. 32).

**Narrative Format.** Quoted text is placed inside double quotation marks. The author is used as part of the text and the date appears directly after the author in parentheses. The page number appears in brackets at the end of the quote followed by a full stop if at the end of a sentence.

- Barlow et al. (2017) point towards several studies which support the idea that patients with both depressive episodes and mania are "more severely impaired than those without concurrent depression and manic symptoms" (p. 219).

**Common Examples.**

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two authors</td>
<td>(Prochaska &amp; Norcross, 2020, p. 12).</td>
<td>Prochaska and Norcross (2020) ... (p. 12).</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Geldard et al., 2017, p. 111).</td>
<td>Geldard et al. (2017) ... (p. 111).</td>
</tr>
<tr>
<td>Group author with abbreviation</td>
<td>(American Psychological Association [APA], 2020, p. 21).</td>
<td>American Psychological Association (APA, 2020) ... (p. 21).</td>
</tr>
<tr>
<td>First citation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reference in APA 7: Quick Guide

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsequent citations</td>
<td>(APA, 2020, para. 3).</td>
<td>APA (2020) ... (para. 3).</td>
</tr>
<tr>
<td>Group author without abbreviation</td>
<td>(Department of Health, 2020, section 4.3)</td>
<td>Department of Health (2020) ... (section 4.3)</td>
</tr>
</tbody>
</table>

Reference List Entries: Basic Principles

**Reference List Elements**

Author. (Date). *Title in italics*. Source.

Any sources you refer to in-text must appear in the reference list and the reference list must only contain sources you have referred to in-text. Different types of resources are referenced in slightly different ways but usually have the same four basic ingredients. These include:

<table>
<thead>
<tr>
<th>Author</th>
<th>The person, persons, and/or group responsible for the work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Author.</td>
<td>Author, A. A.</td>
</tr>
<tr>
<td>Two Authors <em>(use the ampersand).</em></td>
<td>Author, A. A., &amp; Author, B. B.</td>
</tr>
<tr>
<td>Three to Twenty Authors <em>(use the ampersand).</em></td>
<td>Author, A. A., Author, B. B., &amp; Author, C. C.</td>
</tr>
<tr>
<td>Group Authors <em>(do not use abbreviations).</em></td>
<td>Australian Institute of Health and Welfare.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>The date the work was published (or the indicator “n.d.” if no date of publication is available).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Only <em>(use in most cases).</em></td>
<td>(2020).</td>
</tr>
<tr>
<td>Unpublished or Advanced Publications. <em>(in press).</em></td>
<td></td>
</tr>
<tr>
<td>Approximating the date of Publication <em>(use circa).</em></td>
<td>(ca. 1999).</td>
</tr>
</tbody>
</table>
### Reference in APA 7: Quick Guide

**No Date (use n.d.).**

(n.d.).

**Retrieval Dates (use only if the work is not archived and changes over time).**

Retrieved September 30, 2020, from https://xxxxx

### Title

**The Parts of a Whole** (Articles, chapters: Normal font, standard capitalisation and punctuation):

Red dust healing: Acknowledging the past, changing the future.

**Stand Alone** (Books, reports, webpages: Italicised font, standard capitalisation and punctuation):

Helping skills: Facilitating exploration, insight, and action.

The psychology of music (3rd ed.).


**Bracketed Descriptions** (use square brackets to identify non-standard works):

Comprehensive meta-analysis (Version 3.3.070) [Computer software].

### Source

The location where readers can retrieve the cited work.

<table>
<thead>
<tr>
<th>Type</th>
<th>Elements</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Article</td>
<td>Periodical title, volume, issue, page range, and DOI or URL</td>
<td>Couple and Family Psychology: Research and Practice, 8(3), 137-151. <a href="https://doi.org/10.1037/cfp0000121">https://doi.org/10.1037/cfp0000121</a></td>
</tr>
<tr>
<td>Journal Article with Article Number</td>
<td>Periodical title, volume, issue, article number, and DOI or URL</td>
<td>PLoS ONE, 14(9), Article e0222224. <a href="https://doi.org/10.1371/journal.pone.0222224">https://doi.org/10.1371/journal.pone.0222224</a></td>
</tr>
<tr>
<td>Whole Book</td>
<td>Publisher name and DOI or URL</td>
<td>Springer. <a href="https://doi.org/10.1007/978-3-030-25513-8">https://doi.org/10.1007/978-3-030-25513-8</a></td>
</tr>
<tr>
<td>Webpage</td>
<td>Website name and URL</td>
<td>Mayo Clinic. <a href="https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967">https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967</a></td>
</tr>
<tr>
<td>Webpage (same author as publisher)</td>
<td>URL</td>
<td><a href="https://www.cdc.gov/cancer/kinds.htm">https://www.cdc.gov/cancer/kinds.htm</a></td>
</tr>
</tbody>
</table>

**Common Examples.**

**Journal Articles.**

Author, A. A., & Author, B. B. (Year). Title of the article. Name of the Periodical, volume(issue), #-#. https://doi.org/xxxx

**Whole Books.**

Author, A. A., & Author, B. B. (Copyright Year). Title of the book (# ed.). Publisher. DOI or URL
Chapter in an Edited Book.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (# ed., pp. #-#). Publisher. DOI or URL

**Formatting.**

| New Page | Start the reference list on new page after the main body of text. Use the Insert - Page Break function on your word processor. |
| Heading | Enter the (level 1) heading References on the first line of the page, centered and in bold font. |
| Spacing | Ensure that the reference list is doubled spaced throughout. Do not use before, after or extra spaces between entries. |
| Alphabetical Order | List the sources in alphabetical order according to the first author's surname. Use the A-Z function on your word processor. For multiple works by the same author(s) in the same order, place works in chronological order. For works with the same author(s) in the same order and the same date, use lowercase letters after the year to differentiate the references. Order the works according to which title comes first alphabetically. |
| Hanging Indent | Apply the hanging indent to the page. The second and subsequent line of each source is indented (1.27cm). Use the paragraph settings option in your word processor to do this. |
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Reference List Examples: Books

Author, A. A., & Author, B. B. (Copyright year). *Title of book in italics: Subtitle* (# ed.). Publisher Name. https://doi.org/xxxx

- Always use a DOI if available (regardless of the format).
- Only use a URL instead of a DOI if the book is not from an academic database.
- When author and publisher are the same, omit the publisher from the reference.

References


Reference List Examples: Edited Book Chapters

Chapter Author, A. A., & Chapter Author, B. B. (Copyright year). Title of the chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book in italics: Subtitle (# ed., pp. #-#). Publisher Name. https://doi.org/xxxx

- Note that editors' initials precede their surnames along with the word 'In'.
- Anthologies, republished and translated books follow this format. Use "Trans." as the translator abbreviation and add the original publication date with the phrase (Original work published YEAR) in parentheses to the end of the reference.

**References**


Reference in APA 7: Quick Guide

Reference List Examples: Journal Articles


- Always use a DOI if available (regardless of the format).
- Only include a URL if the journal is not from an academic database and a DOI is not available.
- Include up to 20 authors before using ellipses.

References


https://doi.org/10.1002/14651858.CD012807.pub2


https://doi.org/10.22074/ijfs.2020.5785
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Reference List Examples: Websites & Webpages

Author, A. A., & Author, B. B. (Year, Month Day). *Title of the webpage in italics.* Site Name. https://url-of-webpage

- Only use this format if there is no other category that fits the source better.
- Date information on websites can vary so use the most detailed date information available on the page. Use (n.d.) if no date information can be located.
- Only included a retrieval date if the information on the page is designed to change over time or is not archived.
- When author and site name are the same the site name is omitted.

References

Ackerman, C.E. (2020, April 16). *What is positive psychology & why is it important?*


Reference in APA 7: Quick Guide

Reference Elements: Reports & Grey Literature


- Use to cite government, technical and research reports as well as codes of ethics, discussion papers, media releases etc.
- Where the author and publisher are the same, do not include the publisher.
- Use the most specific agency as the author and the parent agency as the publisher. Any parent agency not included in the author information is to be included as the publisher name.
- Describing the type of grey literature in square brackets whilst not necessary can still be helpful for the reader.

References


Reference List Examples: Audiovisual Material

Film and Video
Director, A. A. (Director), Producer, A. A. (Executive producer), & Writer, A. A. (Writer). (Date). Title of work [Description]. Production Company. https://xxxxx

- Give the Author element a description in parentheses, e.g. (Director).
- Give the Title element a description in square brackets, e.g. [Film].
- Where works have multiple production companies separate each with a semicolon.
- Include a URL if it resolves without authentication.

References


Streaming Services, TV & Radio Whole Series

- Provide the executive producer/s in the Author element.
- Give the date range in which the series aired. e.g. (2010-present).
- Give the Title element a description in square brackets, e.g. [Audio Podcast], [TV series] or [Radio series].
- Include a URL if it resolves without authentication.

References


Reference Elements: Episodes & Webisodes
Director, A. A. (Director), Producer, A. A. (Executive producer), & Host, A. A. (Host). (Year, Month Day). Title of episode (Season No. #, Episode No. #). [Description]. In P. P.
Producer (Executive producer), *Title of series in italics*. Production Company or Host Site. https://xxxxx

- Give the Author element a description in parentheses, e.g. (Director). (Writer).
- Provide a specific release date along with series and episode numbers in brackets.
- Give the Title element a description in square brackets, e.g. [TV series episode], [Audio podcast episode].
- Where works have multiple production companies separate each with a semicolon.
- Include a URL if it resolves without authentication.

**References**


Renck, J. (Director), & Manzin, C. (Writer). (2019, May 27). The happiness of all mankind (Season No. 1, Episode No. 4) [TV series episode]. In C. Mazin, C, Strauss, J. Featherstone, J. Renck, & C. Fry (Executive producers), *Chernobyl*. HBO; Sky UK; Sister Pictures; The Mighty Mint; Word Games.

**Reference Elements: YouTube & Other Streaming Services**

Director, A. A. (Director), Creator, A. A. (Creator), & Uploader, A. A. (Uploader). (Date). *Title of work* [Description]. Production Company or Hosting Service. https://xxxxx

- Give the Author element a description in parentheses, e.g. (Director, Creator, Uploader, Presenter).
- Give the Title element a description in square brackets, e.g. [Video, Webinar, Podcast].
- The production company, in these cases, may also be the hosting service such as YouTube, Vimeo, TED Talks.

**References**


Reference Elements: Artwork & Images

Creator. (YEAR). *Title in italics* [Description]. Site or Institution Name, Location. https://xxxxx

- **Clip Art, Stock Images.** When using images that state “no attribution required” there is no need to provide a reference list entry, in-text citation, or copyright attribution statement. Works from MS Clip Art or sites like Unsplash and Pixabay can be used in this way.

- **Copyrighted Images.** If using images that require attribution (e.g. a Creative Commons license) such as Flickr, add a reference list entry and the usual in-text citation as a note below the image. Use this method if you are unsure about the licensing or attribution requirements of the source.

- **Artworks.** Images sourced from galleries or museums can be cited in-text using conventional APA style.

**Figure 1**

*Jackahuahua*

![Jackahuahua](image1.png)

*Note.* Source: Colorisgray, 2010.

**Figure 1**

*Matter and graffiti*

![Matter and graffiti](image2.png)


**References**


Legislation & Cases: Using AGLC with APA7

ACAP students, who are working with APA7, should refer to the free edition of the *Australian Guide to Legal Citation (AGLC)* ([https://law.unimelb.edu.au/mulr/aglc/about](https://law.unimelb.edu.au/mulr/aglc/about)) when citing legislative material and cases.

AGLC 4th edition is a footnote system while APA7 is an author-date system. This means you'll have to adapt the style slightly to fit with APA7.

Use the University of Melbourne’s *Re:cite* tool to help cite:

- Cases ([https://library.unimelb.edu.au/recite/aglc/cases](https://library.unimelb.edu.au/recite/aglc/cases)).

Adjust the examples from *Re:cite* to match APA 7 by using:

- The "Entry in footnote" examples to format your in-text citations.
- The "Entry in bibliography" examples to format your reference list citations.