Referencing in APA 7
Student Guide
libguides.navitas.com/apa7

What is referencing?
When to reference?
Why reference?
How to reference in APA 7?
What is Referencing?
In academic writing, you must show which sources you have used and give credit to the authors of those sources. This is called referencing or citing. Every source you use such as information and ideas, statistics, theories, case studies or examples must be credited in two places:

- in-text after each idea in the body of an assignment;
- in a reference list at the end of an assignment.

When to Reference?
Remember you need to reference or cite whenever you use someone else’s ideas. This could be done by:

- directly quoting part of another’s work;
- paraphrasing another’s ideas into your own words; or
- using parts of videos, sound, images, links or any other information that was created by someone else.

Why Reference?
Contributing to the body of academic knowledge at ACAP is an important component of your work as a student. Correctly referencing the work of other authors in assignments:

- allows readers to locate the material you used to support your work;
- shows you have read widely;
- protects you against plagiarism; and
- clearly distinguishes your ideas and arguments from others.

How to Reference in APA 7?
The Publication Manual of the American Psychological Association, Seventh Edition (APA 7) is widely used in the social sciences and other fields to cite and format academic work. This guide shows examples of both in-text and reference list citations from the most common sources of information you might use in assignments. For more examples and detailed explanations refer to the online guide: libguides.navitas.com/apa7
Using APA 7 in Assessments

Citing in-text

In-text citations contain the author’s surname or the name of an organisation followed by the year of publication. Page numbers are also included when using a direct quote. Here are some examples:

Reference citation: paraphrasing or summarising in your own words

Geldard and Geldard (2012) suggested that differentiating between thoughts and feelings can be difficult for novice counsellors. Differentiating between thoughts and feelings can be difficult for novice counsellors (Geldard & Geldard, 2012).

Quotation: the author’s exact words in double quotation marks (you should include page number information)

Geldard and Geldard (2012) stated that counsellors “often have problems in distinguishing between thoughts and feelings” (p. 62). “New counsellors often have problems in distinguishing between thoughts and feelings” (Geldard & Geldard, 2012, p. 62).

Formatting the author element

<table>
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<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
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<tr>
<td>Three or more authors:</td>
<td>(Geldard et al., 2017).</td>
<td>Geldard et al. (2017).</td>
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<td>Use et al. from the first citation.</td>
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Creating a reference list

Any sources you refer to in-text must appear in the reference list. 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 are:

1. author;
2. date;
3. title information; and
4. publication details.

Format reference lists using the following elements:

- 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.
- 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.

Common examples

**Journal Articles**

**Whole Books & eBooks**
Author, A. A., & Author, B. B. (Copyright Year). Title of the book (# ed.). Publisher. https://doi.org/xxxx

**Chapter in an Edited Book**
21 or more authors?

Use ellipses between the 19th and the last author and do not include an ampersand.


DOIs, URLs and hyperlinks

A DOI (Digital Object Identifier) is a series of numbers used to identify ebooks and journal articles. The DOI of an eBook can often be found on the details page of the resource or on the front page of an article. If you can't find the DOI use the following free online tool to look it up: https://search.crossref.org/

- DOIs must take the format https://doi.org/xxxxx (do not add a full stop after it, e.g. https://doi.org/10.12964/jsst.19005).
- If available, always add a DOI to the end of print or online resources in your reference lists.
- Never use URLs for sources found in academic databases.

URLs (Uniform Resource Locator) should link directly to the source being cited and can be found in the address bar of your internet browser.

- For websites (not including academic research databases), which don't have DOIs, provide a URL in the reference.
- If a URL is broken, do not include it in the reference. Copy and paste only live URLs to references (do not add a full stop after them).

It is acceptable to use either the default display setting (blue hyperlinks) or plain text (without underlining) when formatting DOIs and URLs in reference lists. ACAP recommends the use of live, blue hyperlinks in reference lists. Remember to be consistent throughout the entire document.

What is a Citation Tool?

Academic databases, MultiSearch and other online search tools often have what is known as a citation tool to help you with referencing. A citation tool generates a citation (or reference) for the resource you are looking at. You can copy the generated citation and use it in your reference list. However, always double check the citation against this APA guide for accuracy. To use a citation tool, open up the record for a resource and look for a ‘double quotation marks icon’ or the word ‘cite’ or ‘citation’ and follow the link.

For more information about citation tools and reference management software such as Mendeley & Zotero see: libguides.navitas.com/referencing
Sample Papers

Note. These sample papers are produced by the APA and may not match the exact formatting required for ACAP assessment. For example, APA sample papers use a range of fonts, while 12pt Times New Roman is required at ACAP unless otherwise noted. Refer to specific unit outlines or ACAP Student Learning Support for more information. Download full and annotated sample papers directly from the APA here: apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers

References


## Common Reference Examples

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  (Van Deurzen & Arnold-Baker, 2018)  
  Cooper (2008) … (p. 15).  
  (Cooper, 2008, p.15). |  
  https://doi-org/10.1176/appi.books.9780890425596 |
  https://doi.org/10.1002/9781119221715 |
  https://doi.org/10.1037/14646-000  
  http://dx.doi.org/10.4135/9781483346502 |
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| **Secondary Sources** | Developing therapeutic rapport with adolescents and young adults can be a long process (Marsh & Dale, 2006, as cited in Dingle et al., 2008).  
Marsh and Dale (2006, as cited in Dingle et al., 2008) stated "it may take a long time to establish trust and rapport when working with young people" (p. 196). | In the example, we've read an article by Dingle et al. (2008) in which Marsh and Dale (2006) was cited, and the Marsh and Dale text is out of print and unable to be borrowed or downloaded from the library.  
In this case, cite Marsh and Dale as the original source, followed by Dingle et al.’s work as the secondary source. Only Dingle et al.’s work appears in the reference list. |
| **News Articles**   | Boseley et al. (2020). (Boseley et al., 2020).  
Boseley et al. (2020, para. 2). (Boseley et al., 2020) … (para. 2).  
| **Theses**          | Scott (2020). (Scott, 2020).  
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<td>(Microtraining Associates et al., 2018).</td>
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<td>(Moore, 2020).</td>
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<td>(Savory, 2013, 10:00).</td>
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<td>(Vogt &amp; Goldman, 2019, para. 56).</td>
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<td>Legislative material and cases are adapted to APA 7 from the Australian Guide to Legal Citation. Refer to the relevant section of the APA 7 Guide online for examples: <a href="https://libguides.navitas.com/apa7/legislation">https://libguides.navitas.com/apa7/legislation</a></td>
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