APA Ver. 7th —Quick guide

Introduction

This short guide provides basic rules for using APA 7th style. For further information and more examples, please consult the APA 7th Library Guide.

What is referencing?

Referencing is a system used in academic work to acknowledge the ideas, evidence, facts or any other information presented, and to indicate their sources. It helps you avoid plagiarism.

APA 7th requires you to reference every source you have used in your assignment. You do not have to reference sources you consulted but did not use.

Elements of referencing

There are two places that you need to write references in your assignments:

- The first is where you actually cite or refer to the material in the body of your assignment. This is called an **in-text citation**.

- The second is In a list at the end of your assignment where you provide all the bibliographic detail. This is called a **reference list**.

All in-text citations must have a corresponding entry in the reference list. All sources in the reference list must have a corresponding in-test citation.

In-text citations

The basics

APA 7th style uses author-date in-text citations.

There are two types of in-text citations.

An **author prominent** citation is where the author's name forms part of the sentence.

Example: Kanwal (2020) argues that the notion of biological time is … national level.

An **information prominent** citation highlights the information being conveyed and cites the author's name, typically at the end of the sentence.

Example: The notion of biological time is …national level (Kanwal, 2020).

Examples

There are different rules for formatting in-text citations depending on the number of authors.

One author
… the results of the study were inconclusive (Griffin, 2021).
Griffin (2021) reported that the results of the study were inconclusive.

Two authors
…(Ramsey & McGrew, 2005)
Ramsey and McGrew (2013) argue that...

Note: Note the difference between "**and**" (author prominent) and "**&**" (information prominent)

Three or more authors

Robbins, et al. (2017) believe that "downsizing can be highly stressful … feelings of insecurity" (p. 313).

They may be required to work harder now there are … perform the same tasks (Robbins, et al., 2017).

Note: Cite the first author and ensure et al has a full stop and comma before the year.

Corporate or group author (s)

First mention if recognised by abbreviation.

Census data gives valuable insight into…(Australian Bureau of Statistics [ABS], 2021).

Note: [ABS] is in square brackets for the first in-text citation.

Subsequent mention

Australia's next census will be held on 10th August 2021 (ABS, 2021).

If the abbreviation is not widely known give the full name every time.

Multiple citations

Where there are two or more citations within the same parentheses, cite them in alphabetical order, not date order and separate each citation with a semicolon (;)

…as demonstrated in several studies (Minor, 2019; Shafranske & Mahoney, 2013).

Direct quotation

When using a direct quotation, always include the page number.

A patient is in pain when they tell you and "it is important to believe the patient so as to build a trusting relationship" (Phipps et al., 1983, p. 45).

Gittins (2006) suggests that "the key to understanding microeconomics it to realise that its overwhelming focus is on the role of price" (p. 18).

Reference list

A reference list records all the sources you have cited in the body of your assignment.

- The reference list is placed at the end of the essay on a new page.
- The word **References** is in bold in title case and is centred at the top of the page.
- APA 7th style uses hanging indents. This means that the second and subsequent lines of each reference are indented.
- Arrange reference list alphabetically by the first author's surname. If an item has multiple authors, leave them in the order they appear. Do not rearrange them.
- For author first name(s) use initials only.
- If there is no author, use the organisation name as the author.
- If there is no date (for example on a webpage) use **(n.d.)** for "no date".

- For multiple authors, separate each by a comma, with "&" between the last two authors.
- However, when there are 21 or more authors, include the **first nineteen** authors' names with a comma after each, then **three ellipsis points (. . .)**, followed by the **last author's name. Do not include "&" before the last name.**

Digital object identifier (DOI)

The DOI is a unique identifier that provides a persistent link to the location of the content. It should be provided in the reference when available.

APA 7th requires this format https://doi.org/xxx as a link.

Example:
https://doi.org/10.37534/bp.jhssr.2020.v2.n2.id1056.p3

Different reference types

Here are some examples of common reference types. There are many more, so make sure you consult the APA 7th Library Guide.

Print book

Coronel, C. & Morris, S. (2019). *Database systems: Design, implementation, and management.* (13th ed.). Cengage Learning.

Electronic book

Wallwork, A., & Southern, A. (2020). *100 tops to avoid mistakes in academic writing and presenting.* Springer International Publishing. https://doi.org/10.37534/bp.jhssr.2020.v2.n2.id1056.p3

Chapter in an electronic book

Moye, J., & Wood, E. (2020). Understanding legal and clinical capacities. In J. Moye (Ed.), *Assessing capacities of older adults: A casebook to guide difficult decisions* (pp. 9–23). American Psychological Association. https://doi.org/10.1037/0000184-002

Journal article

Matney, G. T. (2014). Early mathematics fluency with CCSSM. *Teaching Children Mathematics. 21*(1), 27-35. https://doi.org/10.37534/bp.jhssr.2020.v2.n2.id1056.p3

Document on the web

Hughes, L., & McMichael, T. (2011). *The critical decade: Climate change and health.* Climate Council. https://www.climatecouncil.org.au/uploads/1bb6887d6f8cacd5d844fc30b0857931.pdf

Company annual report

Woolworths Group Limited. (2019). *Better together: 2019 annual report.* https://www.woolworthsgroup.com.au/icms_docs/195582_annual-report-2019.pdf

Country report (from Market Line database)

MarketLine. (2020, April). *Country analysis report: Vietnam, in-depth PESTLE insights. Marketline.* http://www.marketline.com