

APA7 REFERENCING

REFERENCE LIST & IN-TEXT EXAMPLES

This is a support document. For other examples of APA Referencing, refer to the

TAFE NSW APA Referencing Guide located at <https://tafensw.libguides.com/research/referencing>

Reference list checklist

- ☐ The references list appears at the end of the article, report or document on a separate page.
- ☐ The references list is headed by the centred title **References** in bold.
- ☐ The references list is organised in alphabetical order.
- ☐ All references should be double-spaced, and have a 1.25 cm hanging indent for subsequent lines for each entry.
- ☐ References cited in text must appear in the references list and vice versa. The only exceptions to this rule are personal communications and classical works; they are cited in text only and are not included in the references list.
- ☐ In the case of secondary sources, if you have not consulted the primary source, only include the secondary source in your references list.
- ☐ Use only the initial(s) of the author's given name, not the full name.
- ☐ If the references list includes two or more entries by the same author(s), list them in chronological (date) order with the earliest first.
- ☐ References by the same author published in the same year are arranged alphabetically by title (excluding 'a' or 'the'), with the suffixes 'a', 'b', 'c', and so on, assigned accordingly.
- ☐ If the author's name is unavailable, use the first few words of the title of the article, book or web source, including the appropriate capitalisation and italics formatting.
- ☐ Arrange reference entries in one alphabetical sequence by the surname of the first author or by title or first word if there is no author. Ignore the words 'a', 'an', and 'the' when alphabetising by title.
- ☐ In titles and subtitles of articles, chapters, and books, capitalise only the first letter of the first word and any proper nouns, except in parenthetical (in-text) citations.
- ☐ Italicise book titles, journal titles, and volume numbers. Do **NOT** italicise issue numbers.
- ☐ If a **Digital Object Identifier (DOI)** is listed on either a print or an electronic source, it is included in the reference. It is often found on the first page of an article. Do not include database references or URLs when including a DOI. Adjust all DOIs to match this format <https://doi.org/xxx>. You can shorten a DOI if needed. Use the following service: <http://shortdoi.org/>
- ☐ You can leave URLs hyperlinked/underlined or remove same. Just be consistent throughout
- ☐ Check your entries to examples for each format type ie. book, periodical, websites to make sure you have included all the required elements and have italicized and capitalized where necessary.
- ☐ Check with your teacher regarding font size and type preferences.

In-text author date examples

When paraphrasing include the author and date using either a parenthetical citation or narrative citation style.

Author Type	Parenthetical citation	Narrative citation
0 authors Note: If the title is in italics in the reference list use italics in-text. Otherwise place title in quotation marks.	(<i>Why cats are smarter than dogs</i> , 2020) Or ("Dogs help reduce stress levels", 2020)	n/a
1 author	(Orwell, 1984)	Orwell (1984)
2 authors	(King & Straub, 2018)	King and Straub (2018)
3 or more authors	(White et al., 2015)	White et al. (2015)
Organisation/Corporate	(University of Newcastle, 2020)	University of Newcastle (2020)
Organisation/Corporate with Abbreviation (1 st entry)	(World Health Organisation [WHO], 2019)	World Health Organisation (WHO, 2019)
(Subsequent citations)	(WHO, 2019)	WHO (2019)
No date of publication	(Merriam-Webster, n.d.)	Merriam-Webster (n.d.)

If you are using a direct quote, remember to put **the exact wording** in quotation marks and **include a page no.** or other locating information after the date.

"Research has shown that overweight people tend to have overweight dogs" (Stromberg, 2014, para. 9).

Tips

- Collect the referencing information as you go for your assignment. It is much harder to remember or locate at a later date.
- Collect all four elements; Author, Date, Title & Source for everything you cite in your assignment.
- Copy exact website links into a separate document called "References for Assignment X".
- Take a photo of the title page of a book. Or use the library catalogue to find out information about a book you have used.
- Always include the page or paragraph numbers when you copy a quote to use in an assignment.

Where to find support

- You can book a one-on-one session with a librarian to help you with referencing. Contact your local library at <https://tafensw.libguides.com/contacts>.
- Checkout the TAFE APA Guide and citation generator at <https://tafensw.libguides.com/research/referencing>.

Examples - (Your reference list should be formatted in double space)

References

Adcock, M. (2014). *Analysing nursing care plans*. Cambridge University Press.

Adcock, M. (2015). *Nursing plans revisited*. Cambridge University Press.

Australian Bureau of Statistics. (2013a). *Australian social trends* (No. 4102.0).

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4102.0Main+Features20April+2013>

Australian Bureau of Statistics. (2013b). *Causes of death* (No. 3303.0).

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/3303.0/>

Early Childhood Australia. (n.d.-a). *The early childhood Australia leadership program*.

<http://leadership.earlychildhoodaustralia.org.au/>

Early Childhood Australia. (n.d.-b). *Faq*. <http://leadership.earlychildhoodaustralia.org.au/faq/>

Medicine in old age (2nd ed.). (1988). British Medical Journal.

Stromberg, J. (2014, August 26). *Study: Dogs really do look like their owners*.

<https://www.vox.com/2014/8/26/6070957/dogs-look-like-owners-resemble>