APA Referencing (7ᵗʰed) – The Basics

Top Tips

- **Referencing and note taking go hand in hand.**
  - o **Record the details of your information sources as you take notes, this will save you time later on!**

- **References are needed for all ideas that are not your own, BUT…**
  - o **"Common knowledge" (loosely defined as something a Year 7 student would know) does not need a reference.**

- **General Rule = Paraphrasing (putting ideas in your own words) is better than direct quotations.**

In Text References

Every time you mention information or any idea that is not your own AND that is not considered to be "common knowledge", **the source must be credited directly in the text.**

Example 1 – in-text reference at the END OF A SENTENCE
The field of engineering has largely developed around the positivist philosophical position (Hector, 2008).

Example 2 - in-text reference in the MIDDLE OF A SENTENCE
An RBA paper (Simon et al., 2009) found that participation in a loyalty program and access to an interest-free period…   *NOTE: "et al." is used for 3 or more authors for in text refs*

Example 3 - Author referred to WITHIN THE SENTENCE
Smith (2020) states that the field of engineering has largely developed around the positivist philosophical position.

Reference List (also called a Bibliography)

This is a list of all the sources used **which you must include at the end of your essay/report.**
- Arrange sources in alphabetical order according to author's last name.
- Use "hanging indent" when more than one line of text for a reference (see example below).

Example:
Adamich, T. (2010). Context and relationships, past and present: the role of authority in information discovery. *Knowledge Quest*, *38*(3), 66-70.
Australian Bureau of Statistics. (2020). *Job Vacancies, Australia*.
    https://www.abs.gov.au/statistics/labour/employment-and-unemployment/job-vacancies-australia/nov-2020
McDougall, K.L. (2007). Grazing and fire in two subalpine peatlands. *Australian Journal of Botany*, *55*(1), 42-47. https://doi.org/10.1071/BT06096

As always, come and see Mr. Hilton, the teacher librarian, for more help whenever you get stuck with an assignment. ☺

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REFERENCE LIST / BIBLIOGRAPHY CITATION EXAMPLES
NOTE: The author's name is written as *Surname, First Initial* in alphabetical order

Website

Corporate Author   **Date**   *Title of webpage*

Australian Psychological Society. (2008). *Substance abuse: Position statement.* http://www.psychology.org.au/publications/statements/substance/

Human Author   **Date**   **Retrieval Date**

Burns, A. (2021, January 9). Statement on the events at the US Capitol on January 6, 2021. Retrieved 9 January from, https://medium.com/@allieb/statement-on-the-events-at-the-us-capitol-on-january-6-2021-2f4e27d7bc0a   **URL of webpage**

NOTE: Only include retrieval date for websites if the information is time sensitive.

Streaming video

Who posted it   **Date**   **Title of clip**   **Title of Channel**

History. (2014, May 22). *Tech developments of World War I* [Video]. YouTube. https://www.youtube.com/watch?v=k7v3cq1ZJjM

Journal

Author(s)   **Date**   **Article Title**   *Journal title*

McDougall, K.L. (2007). Grazing and fire in two subalpine peatlands. *Australian Journal of Botany*, *55*(1), 42-47. https://doi.org/10.1071/BT06096   **DOI (Digital Object Identifier)**

Volume **(Issue)**   **Pages**

NOTE: List all names up to 20 authors. Only include the DOI if it's available.

Book

Author(s)   **Year of publication**   *Title*

Smith, J., & Bruce, S. (1997). *A guide to personnel management*. McGraw Hill.   **Publisher**

Image

Creator(s)   **Year**   **[Type of Image e.g. Photograph]**

Tanakawho. (2013). *Screw* [Image]. Flickr. https://www.flickr.com/photos/28481088@N00/8514800142

Title   **Title of Website**