A BRIEF INTRODUCTION TO REFERENCING:
APA 7th edition

Referencing is a key part of your academic work. It's important to understand what you need to reference so you can avoid any concerns about plagiarism.

You **need to** reference and cite in your text...
- Direct quotations
- Paraphrased information or ideas
- Someone else's ideas or theories
- The results of someone else's research
- Statistical information collected by someone else
- Statements of law or fact
- Definitions

You **don't need to** reference and cite...
- Concrete facts easily verifiable in a reference book
- Knowledge which is so generally available as to be taken for granted in any general reader
- Your own ideas or theories
- Results of your own empirical research
- Results of a survey you have personally conducted
- Anything you have read but not used in your work

The function of referencing and citation is to point your reader (or marker) to the sources you've used in your work, and to give academic credit to the original authors of those sources. In order to do this, you need to answer four basic questions about your sources:

Who wrote it?
This will provide the author element of your reference and citation. It can be an individual, a group of people, or an organisation.

When was it published?
This will provide the date element of your reference and citation. It is usually the copyright date for books, and the publication date for journal articles.

What is the title?
This will provide the title element of your reference. The title is the name of the book, article or other source.

Where did you find it?
This will provide the source element of your reference. For books, this will be the publisher. For articles, it will be the name of the journal, magazine or website it was published in or on. Journals and magazines will usually have volume and/or issue number details to help identify the exact copy it appeared in. For online versions of sources, this will also include the DOI or URL where it can be found online.

APA 7th edition referencing is compromised of two parts; the references (arranged in a reference list), and the in-text citations.

The reference list

The reference list at the end of your work provides the information necessary to identify and find each source cited. You should only include items in your reference list which you have cited in your work - do not include background reading.

You should arrange entries in your reference list in alphabetical order by the surname of the first author followed by the initials of the author's given name.

Alphabetise letter by letter.

When alphabetising surnames, remember that "nothing precedes something". Brown, J. R., comes before Browning, A. R., even though I comes before J in the alphabet. For example:

Singh, Y., comes before Singh Siddhu, N.

Villafuerte, S. A., comes before Villa-Lobos, J.

In-text citations

You should include an in-text citation for every piece of information in your assignment that you take from a published source. The purpose of the in-text citation is to show your reader which item in your reference list the specific information you've used has come from.

In-text citations have two formats: parenthetical and narrative.

In parenthetical citations, both the author name and date (or equivalent information) appear in brackets. A parenthetical citation can appear within or at the end of a sentence. When it appears at the end of a sentence, the full stop should be placed after the closing bracket.

For example:

This vulnerability is described... (Balay, 2018).

In narrative citations, this information is incorporated into the text as part of the sentence. Either the author name appears in the sentence, with the date (and page numbers if appropriate) in brackets immediately following it, or both author name and date appear in the sentence.

Balay (2018, p. 45) describes this vulnerability...

In their 2018 study, Balay described this vulnerability...

Either style is acceptable, but you must include all necessary information for a complete citation.

For sources with two authors

Use both authors surnames in each in-text citation. If the citation is inside brackets, use an ampersand (&) between the names. If they are in the text of your work, use 'and' between them.

(Salas & D'Agostino, 2020)

Salas and D'Agostino (2020) argue that...

For sources with three or more authors

State the name of the first author, followed by 'et al.'

'et al.' is plural, meaning "and others".

(Jones et al., 2018)

Jones et al. (2018) found that...

The same applies if any of the authors are organisations or groups.

Page numbers

If you are using a direct quote from a source, you should always include a page number where available. Pagination should be copied exactly as it is presented on the document, so if a section of a book uses roman numerals for example, use those in your citation.

The APA manual states that although you are not required to provide a page or paragraph number in the citation for paraphrased information, you may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g. a book).

We have included examples of in-text citations with and without page numbers in our guidance to show how these would be done.

Some lecturers have specific preferences about the use of page numbers in citations, so if you are in any doubt, please check with the lecturer who will be marking your work.

To quote from a publication with no page numbers, you need to provide your reader with another way of locating the relevant part of the source.

If the source is a webpage, or a short printed pamphlet, you can use paragraph numbers in place of pages. You may need to count the paragraphs manually if they are not numbered in the source. You should use para. in place of p. to show this is what you are doing:

(Smith, 2019, para. 7)

Smith (2019, para. 7) argues that...

Alternatively, if there are distinct sections in the source, you can use these to point your reader to the information you are using:

(Gecht-Silver & Duncombe, 2015, Osteoarthritis section)

If the work is particularly long, you can combine these two approaches to make it easier for your reader to locate the information:

(DeAnglis, 2018, Musical Forays section, para. 4)

Using quotations

Short quotations (fewer than 40 words)

You should incorporate the quotation into the text of your work and enclose within double quotation marks. If the quotation appears at the end of a sentence, close the quoted passage with quotation marks and cite the source in brackets immediately after the quotation marks, for example:

Although there is little law that affects the appraisal process "it can nevertheless have an indirect impact in that individual appraisal records inform decisions in the fields of promotion, payment, dismissal, access to benefits and access to training opportunities" (Taylor, 2002, p. 259).

He stated, "the relative importance of the systems may nevertheless remain in approximately the same proportion" (Gardner, 1973, p. 41).

Smith (1991) found that "there is no evidence that chimpanzees can produce a drawing and discern the object represented in it " (p. 84).

Longer quotations (40 or more words)

You should place the quotation in a separate block of text, omit the quotation marks and start on a new line. Indent the block by 1.3cm (0.5 inches) from the left margin. The quotation should be double-spaced. At the end of a block quotation, cite the quoted source and the page number in the brackets after the final punctuation mark, for example:

> In practice, the law does not intervene to any great extent in the performance appraisal process itself, but it can nevertheless have an indirect impact in that individual appraisal records inform decisions in the field of promotion, payment, dismissal, access to benefits and access to training opportunities. (Taylor, 2002, p. 259)

Quotations with part omitted or material inserted

Use ellipses to indicate that you have left out material from a quotation. Type three full stops, with a space before and after each full stop, if the omitted words are within a sentence:

"Irrespective of which . . . is examined, clear evidence was obtained" (Roughan, 2000, p. 72).

Type four full stops to indicate omitted material between two sentences (a full stop for the sentence, followed by three spaced full stops . . . .).