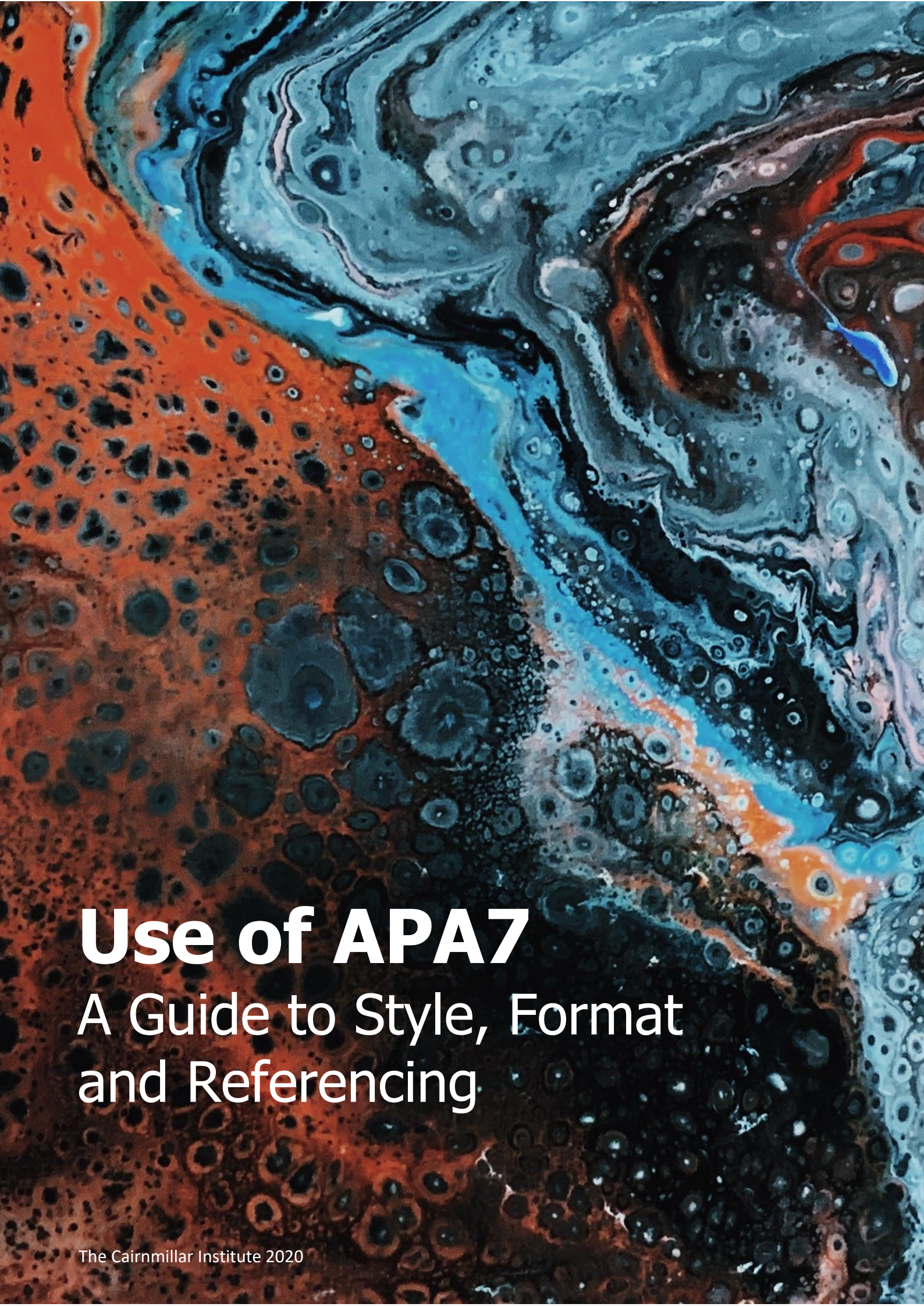




Use of APA7

A Guide to Style, Format and Referencing

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Preface

This information handbook has been prepared to provide a definitive guide for the writing of assessment tasks at the Cairnmillar Institute. The publication upon which this document is based, and which should be referred to for further information is:

American Psychological Association. (2019). *Publication manual of the American Psychological Association*. (7th ed.). Washington, DC: American Psychological Association.

General Information

Format

- Assessed work must be typed on A4 paper
- The options for font are 11-point Arial, 11-point Calibri, 12-point Times New Roman or 11-point Georgia
- The work must be printed single sided
- Spacing is double spaced
- The left and right, top and bottom margins should be 2.54 cm.
- The left margin should be left aligned – ie. text is aligned along the left margin; and the right margin should be ragged – ie. having uneven line lengths on the right margin.
- Indent the first line of each paragraph by five spaces from the left margin.
- Pages are to be numbered. In a thesis or research paper, the pagination should consist of Roman numerals for the pages prior to the body of the work; and Arabic numerals for the body of the work, and including the references and appendices
- All diagrams, tables, and figures must contain a number and caption
- The length of the work is determined within the appropriate Cairnmillar Institute unit guide and/or research handbook for each unit or cohort

Titles of words and headings within works

There are two types of capitalization for titles of works and headings within works.

Title Case Heading – capitalize the following words in a title or heading:

- major words
- the first word of the heading even if a minor word such as “The”
- the first word of the subheading, or after a colon even if a minor word
- words of four letters or more such as “with”, “between”, “from”
- lowercase only minor words of three letters or fewer such as “and”, “an”, “but”

Sentence Case Heading - most words are lowercased. Capitalize only the following:

- the first word of the heading, title or subtitle
- the first word after a colon or em dash
- nouns followed by numerals or letters
- proper nouns – that is names, places, organizations (Jean Wood, Melbourne, Cairnmillar Institute)

Headings

Headings should be used to divide the work into sections and subsections, which lead the reader through the text in a logical and clear manner. APA7 Style headings have five levels which may be used, although most works use three or four levels of headings.

However, regardless of how many levels of headings are used, the heading structure follows the same pattern from the top down. Always use the same level of heading for topics of similar importance.

Headings are not labelled with numbers or letters.

Levels of Heading

Headings should be used to effectively organize ideas within a paper; as well as to assist the reader in tracking the development of the key points and argument. Levels of heading establish the hierarchy of the sections as consistent.

Different formats are used for different levels of headings, and the number of headings depends on the length and complexity of your work.

- Level 1

Centered, Bold Title Case Heading

Then the paragraph begins below, indented as a new paragraph. It continues like a regular paragraph.

- Level 2

Flush Left, Bold, Title Case Heading

Then the paragraph begins below, indented like a regular paragraph. It continues like a regular paragraph.

- Level 3

Flush Left, Bold, Italic, Title Case Heading

Then the paragraph begins below, indented as a new paragraph. It continues like a regular paragraph.

- Level 4

Indented, Bold, Title Case Heading, Ending with a Period. Then the text begins on the same line and continues like a regular paragraph.

- Level 5

Indented, Bold, Italic, Title Case Heading, Ending with a Period. Then your paragraph begins right here, in line with the heading. It continues like a regular paragraph.

Point Form or Seriation

To enable the reader to understand the organization of key points in a section, you may use a list form or seriation. These should be consistent in format throughout the work.

When listing three or more items, use an Arabic numeral, followed by a period mark, for example:

The Cairnmillar Institute has been active in four important areas:

1. Clinical services and consulting,
2. A school providing professional education in psychology, counselling and psychotherapy,
3. Research in a wide range of areas including prevention, psychological wellbeing and other mental health issues,
4. Community education and prevention of mental health issues.

Alternatively, the same information may be presented as a bulleted list, using dot points.

The Cairnmillar Institute has been active in four important areas:

- Clinical services and consulting
- A school providing professional education in psychology, counselling and psychotherapy
- Research in a wide range of areas including prevention, psychological wellbeing and other mental health issues
- Community education and prevention of mental health issues

Within a paragraph or a sentence, use lower case letters within parenthesis to identify elements.

The Cairnmillar Institute has been active in four important areas: (a) clinical services and consulting; (b) a school providing professional education in psychology, counselling and psychotherapy; (c) research in a wide range of areas including prevention, psychological wellbeing and other mental health issues; and (d) community education and prevention of mental health issues.

Numbers

The general rule on the use of numbers is to use words to express numbers one to nine, and to use numerals to express numbers 10 and above.

Italics

Italics may be used sparingly, for example for key terms or phrases which are followed by a definition, and for titles of books, reports, periodicals and webpages.

Italics should not be used merely for emphasis.

Figures and Tables

Purpose of Figures and Tables

The primary purpose of a figure or table is to provide the reader with a greater understanding of the work. They can be used to summarize information, present results, present data analysis, estimate statistics or functions, or to share data. A figure or table should not be included in a paper for decoration, but rather to serve a purpose of providing information on, or clarity to the work.

General Guidelines of Figures and Tables

All figures and tables must be formatted in accordance with the APA7 rules.

Tables and figures may be:

- Embedded within the text after the first callout (mention) of the table or figure
OR
- Placed on separate pages after the reference list – with each table on a separate page followed by each figure on a separate page

Tables

- usually show numerical values or textual information arranged in a logical manner and are characterized by a clear structure of columns and rows, to enhance the readability of the data.
- should not repeat information which is already reported in the text of the work and should supplement the text.

Figures

- are used represent illustrations or non-textual materials such as photographs, drawings, charts or graphs.
- Refer to any type of illustration other than a table

Figure and table numbering

- Is done with Arabic numerals in the order in which they appear in the text.
- For example, they should be numbered as Figure 1, Figure 2, or Table 1, Table 2 and so on.

When referring to tables or figures in the text, use the number assigned to that table or figure. For example

As shown in Table 1, the number of participants....

Figure 3 shows the comparison of the ...

Do not write “the table above”, or “the figure on page 12” to refer to tables and figures. The placement of tables and figures often changes during the writing and referring to them by number helps readers to access the work.

Table Layout

All tables must follow a set format. See Table 1 as an example.

- All table parts are double spaced, including the title
- The Table number is flush left, using bold font and upper and lower case, ie Table 2
- The Table title is one double-spaced line below the table number in italic title case. flush left, upper and lower case, and italicized
- There is no full stop at the end of the title
- There should be no vertical lines or borders in the table
- There should only be 3 horizontal lines in a table – above and below the column headings, and at the bottom of the table body
- An exception to the horizontal line rule will be if the table is extremely detailed, and the lines are required to aid clarity of the data
- As much as is practicable, the entire Table should be on one page.
- If a table is large, it may be over more than one page, but should be labelled with headings to ensure clarity

Table 1

Numbers of Children with Pets

	Dog	Cat	Fish	Rabbit	TOTAL
Grade 1	7	4	12	1	24
Grade 2	9	6	11	0	26
Grade 3	9	5	9	0	23
Grade 4	4	6	4	0	14
TOTAL	29	21	36	1	87

Note: Table represents a random selection of children in grades 1-4 from the Cherry Creek Primary School on February 12, 2020.

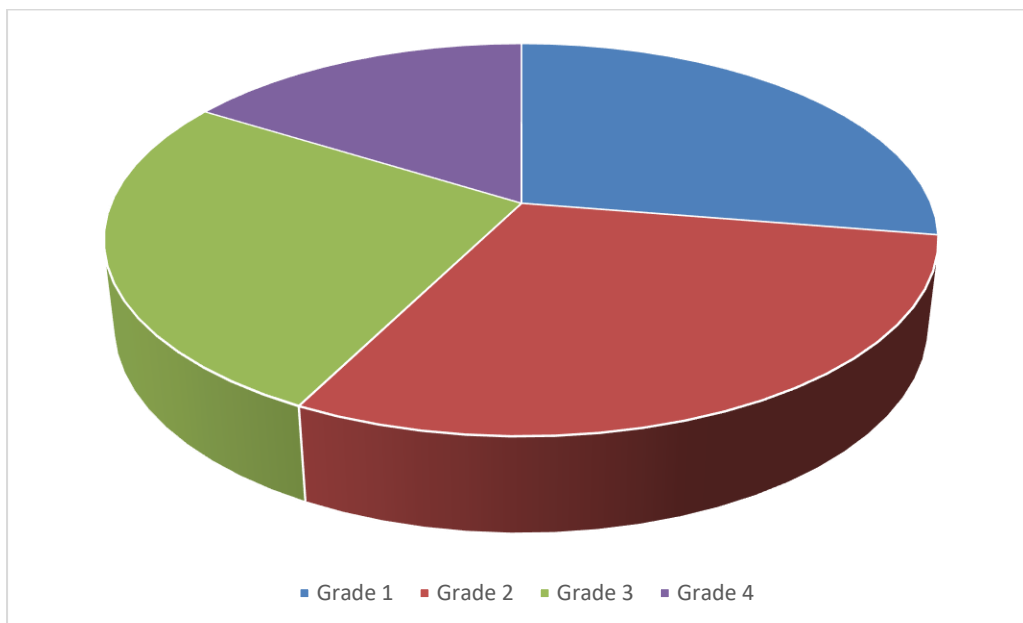
Figure Layout

There are many different types of figures, the most common of which is the graph. Regardless of the type of figure, they must follow a set format and the following principles apply. See Figure 1 as an example.

- The figure should enhance, simplify or amplify the text
- Consider if a figure is the best way to communicate the information
- All figures should be as clear and simple as possible
- All elements of the figure should be clearly labelled or explained
- Never split a figure across two pages
- Figures may include graphs, charts, maps, drawings or photographs
- The Table number is flush left, using bold font and upper and lower case, ie Table 2
- The Table title is one double-spaced line below the table number in italic title case. flush left, upper and lower case, and italicized
- There is no full stop at the end of the title
- Figure notes contain information needed to clarify the contents of the figure

Figure 1

Number of Children with Pets



Note. Children with a range of animals which included dogs, cats, fish and rabbits.

Works Credited in the Text

Primary and Secondary Sources

Primary Source provides a first-hand account of original thinking, information, research, or reports of an event or discovery and are considered authoritative. Primary Sources reports the original content. These sources are often created at the time the event / information occurred and are usually the first formal appearance of original research or thinking.

Examples of primary sources include:

- A periodical article reporting new research or findings
- Statistical data
- Research reports
- Diaries
- Interviews
- Government documents

Secondary Source involves analysis, interpretation, restatement, evaluation or commentary of a primary source, and refers to content which was first reported in another source. They often attempt to describe or explain a primary source.

Examples of secondary sources include:

- Periodical articles that comment on or analyze research
- Textbooks
- Books that interpret or analyses
- Dissertations

It is preferable to obtain the original (Primary Source) of material which is used. However, if you have read about the original source in another work, but cannot access the original source, it is necessary to rely on the Secondary Source.

Cite only:

- The works which you have read and ideas which you have incorporated into your work.
- Cite primary sources when possible.
- Secondary sources should be used sparingly.

In using a Secondary Source, you must acknowledge both the primary and the secondary source of the information. To do this, include the primary source first, then insert the words “as cited in” before including the secondary source.

The following are some examples of how these may be presented.

In the first example, you will have read the work of Corey, who referred to a publication by Freud, but you did not read Freud yourself. Freud, the author whom you did not read, is cited here, but it is not included in the reference list. Corey, the author whom you did read, is cited here, and is included in the reference list.

...Freud's highly descriptive diary (Freud, 1929, as cited in Corey, 2016) distinguishes between.....

...(Mellin, Walker, & Jones, 2014, as cited in Brown, 2018).

In Crawford's (1987) study (as cited in Wood, 2017)....

If the year of the primary source is not known, omit it from the in-text citation.

Jung's memoirs (as cited in Macnab, 2019).....

In all of these instances, only the secondary source – the source which is actually viewed and read – is included in the reference list.

It is important to acknowledge how others contributed to your work, and APA7 provides guidance on such acknowledgement through the use in-text citations, direct quotations and paraphrasing.

In-Text Citations

An in-text citation is inserted when you quote directly from someone else's work; and when you paraphrase someone else's work, findings, concepts, or beliefs.

The use of in-text citations provides a link to the reference list of sources which have been used in the preparation of your work. Citing references has three main purposes.

- To acknowledge and identify the original source of information which has been included in your work. That is, if you use someone else's work or ideas, concepts or research findings, you must give them credit.
- To ensure that the reader can retrieve and use the original work if desired. That is, if the reader of your work wishes to read further into the topic, they can source the material used in your work.
- To abide by the Cairnmillar Institute's Academic Integrity and Student Conduct Policy and Procedure which includes plagiarism and collusion.

Every work cited using in-text citations in your work must be included in the reference list at the end of your work. Similarly, all sources which are in the reference list, must be cited in the text.

In-Text Citation General Notes

- In-text citations consist of the author's family name and the year of publication of the source being cited, for example, (Walker, 2018)
- Page numbers are included for direct quotes for example, (Walker, 2018, p. 26)
- Page numbers are not generally used when paraphrasing but may be included if desired.
- The in-text citation is placed immediately adjacent to the information being cited.
- If quoting or citing a source which has been cited within another document, mention the original source together with the secondary reference details, for example: (Wood, 2018, as cited in Brown, 2019). Only the secondary reference (i.e. Brown, 2019) should be included in the reference list.
- If the citation is at the end of a sentence, place a full stop after the reference.
- For citations in brackets with two authors the '&' symbol can be used. If the author citation forms part of a sentence the word 'and' must be used, e.g. (Brown & Wood, 2018) OR "Brown and Wood (2018) indicate that..."

In-Text Citation Style

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

Parenthetical Citation. Both the author/s name and year of publication appear in parenthesis, separated by a comma. These citations can appear at the end of or within a sentence. For example:

The findings on the use of pokies in hotels demonstrated a strong correlation between unemployment and frequency of attendance. (Brown, 2019).

When the citation is within the sentence, but the author's name is not part of the narrative, the author's name and the year of publication are separated by a comma and put in parentheses. For example:

Research previously undertaken on the use of pokies in hotels (Brown, 2019) has found overwhelming evidence of this correlation.

Narrative Citation. The author's name is part of the narrative or text, and the year of publication is put in parentheses immediately after the author name. For example:

Brown (2019) found that the use of pokies in hotels showed a strong correlation between unemployment and frequency of attendance.

In rare cases, the author and the date might both appear in the narrative. In this instance, parentheses are not used. For example:

In 2019, Brown noted that the use of pokies in hotels showed a strong Correlation between unemployment and frequency of attendance.

Table 2*Basic Citation Styles*

Type of Citation	Parenthetical Citation	Narrative Citation
One author	(Walker, 2020)	Walker (2020)
Two authors	(Arnold & Allen, 2020)	Arnold and Allen (2020)
Three or more authors	(Wood et al., 2020)	Wood et al. (2020)
Groups author with abbreviation		
First Citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent Citation	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Monash University, 2020)	Monash University (2020)

Note: Adapted from *Publication manual of the American Psychological Association*, by APA, 2020, p. 266.

Repeat Citations of the same work in one paragraph

In any one paragraph, if you cite an author/s more than once in the narrative (that is, the author's name does not appear in parentheses), include the family name/s and year of publication in the first citation. In subsequent citations in the same paragraph, you need to only cite the family name/s, as long as it is clear that the citations come from the same work.

According to Arnold (2019) the isolation experienced by farmers and their families in rural settings demonstrated..... Arnold argues that in such an environment the rate of depression in farm workers....

In discussing methods of seeking rural farm workers to participate in the study, Arnold (2019) raises a number of methods.....

When the name of the author/s and year are in parentheses in any one paragraph, the year is included in the subsequent citations.

The isolation experienced by farmers and their families in rural settings demonstrated...(Arnold, 2019). Arnold (2019) argues that in such an environment the rate of depression in farm workers....

Multiple References in same Parentheses

In the instance of acknowledging similar findings or statements by several researchers, you should include works by each of the authors in the same parentheses. In this instance, list the works in alphabetical order according to the author's family name.

If a work has two or more authors, use the surname of the first author to decide the alphabetical order.

Use a semicolon to separate the works cited.

Several studies (Arnold, 2019; Brown, 2019; Mellin & Walker, 2018; Young, 1997) examined.....

No Publication Date

If a work to be cited has no publication date, cite the author's family name, followed by the letters "n.d.", which means "no date". There should be full stops after each letter.

Vaughan (n.d.) found identified that.....

Author Unknown or Identified as "Anonymous"

If the author of a work is not named, the author may be unknown, or identified specifically as anonymous.

If the author identified specifically as "Anonymous", use the word "Anonymous" in place of the author's name.

The findings of the report showed that ... (Anonymous, 2019)...

If the author of a work is not named, the author may be unknown. For such works, include the title and year of publication in the in-text citation. In this instance, the title also moves to the author position in the reference list entry.

If the title of the text is in italics in the reference list, also use italics for the title in the in-text citation.

If the title of the work is not italicized in the reference (such as a periodical article), use double quotation marks around the title in the in-text citation.

Capitalize these titles in the in-text citation using title case, although sentence case must be used in the reference list entry.

Book with no author: (*Mental Health of Australian Farmers*, 2019)

Periodical article with no author: ("Health Issues of Wheat Farmers," 2020)

Quotations

A direct quotation is when you reproduce material in your text, word for word from another author's work.

Quotations should be used sparingly, and only when they cannot be easily paraphrased, or when they make a significant statement.

It is often better to paraphrase the information into your own words and to acknowledge the source of the material using an in-text citation.

When using a quotation, the author and year of publication are used, as well as the specific page number of the work from which you have quoted. The page number is listed at the end of the citation, and should be formatted as follows:

- for single page, use "p." For example, (p.25)
- for multiple pages, use "pp." and separate the page range with an en dash. For example, (pp. 24-36).

Short quotes of less than 40 Words

A short quote is one of less than 40 words and should be incorporated into the text and form part of a sentence. Use double quotation marks to indicate where the quote starts and ends.

There are two ways in which a short quote may be presented.

In discussing the value of keeping a record of all the bibliographic details of each source used that you think will be used in your reference list, Ridley (2018) commented "as every librarian will remind you, it is vital to keep a record of all texts used" (p. 81).

Alternatively,

Keeping a record of all the bibliographic details of each source used that you think will be included in your reference list is essential, and "as every librarian will remind you, it is vital to keep a record of all texts used" (Ridley, 2018, p.81).

Long Quotes of More than 40 Words

A long quote (also called a "Block Quote") is one of more than 40 words. If you use a long quote of 40 or more words, you should use block form, where the quote is set off as a separate block of text, starting on a new line.

Instead of using quotation marks, place the entire quotation in indented form, 1.5 cm from the left margin, and keep all lines indented the same amount. The block quote should be double spaced.

The Block Quotation can have a parenthetical citation at the end of the quote for example, (Oliver, 2018, p.12); or have a narrative citation as is shown in the example below.

For example:

A good thesis has several characteristics. Oliver (2018) comments that:

The thesis should have clear aims which are enumerated near the beginning and which provide a rationale and framework for the remainder of the work. The thesis then sets out to explain the way in which the research meets those aims. If some aims are only met partially, then this also is explained. Finally, the conclusion reviews those aims, and discusses the ways in which they have been addressed. (p.12)

Students should therefore set clear aims, as they act as a link throughout the thesis.....

Quotations from Research Participants

When quoting research participants, use the same formatting as for other quotations, that is:

- a quotation of less than 40 words should be placed in quotation marks and placed in the text
- a quotation of more than 40 words should be presented as a block quotation

Do not include these quotations in the reference list or provide an APA style citation, or treat them as personal communications, as the quotations form part of original research.

Please refer to the APA7 Manual, Chapter 8.36 for information regarding the ethical requirements of confidentiality and anonymity when using such quotations.

Paraphrasing

A paraphrase restates another's work in your own words. This is a commonly used technique for authors and students but must be used with caution. Ensure that each concept, idea or finding is put into your own words, but that maintains the integrity of the original, and is written in a professional tone.

The work paraphrased must be cited in the text using either the narrative or parenthetical format. Page numbers are not generally used when paraphrasing but may be included if desired.

APA7 Referencing

APA7 Style requires the use of a Reference List.

A **Reference List** includes the works which specifically support the ideas, claims and concepts in the paper. Conversely, a **Bibliography** lists works for background or further reading, and may include descriptive notes about the works.

The Reference list contains only those works which you have cited in the body of your work. Each work cited in the text must be included in the reference list; and each work in the reference list must be cited in the text. These must be cross checked for accuracy, including the spelling of the author names, and the publication dates of the works.

The Reference List

The reference list provides the full details of all sources which have been used in the preparation of your work.

Citing references and creating a reference list has four main purposes.

- To ensure that the writer acknowledges and identifies the source of work written by other persons. That is, if you use someone else's work or ideas, concepts or research findings, you must give them credit.
- To ensure that the reader can retrieve and use the original author's work. That is, if the reader of your work wishes to read further into the topic, they are able to source the material used in your work
- To abide by the Cairnmillar Institute's Academic Integrity and Student Conduct Policy and Procedure which includes plagiarism and collusion.
- To demonstrate the depth of your research

Reference Elements

There are four basic elements of every reference: author, date, title and source. Additional information is also included depending on the type of reference (eg. online vs print, periodical, book chapter, website, lecture notes) and specific information about the reference (eg if there is an editor, edition numbers, translations).

There are many variations within the four basic elements, the most common of which can be found in the following Reference Examples and in Appendix 1 – Sample Reference List.

For other examples, please refer to the *Publication manual of the American Psychological Association*. (7th ed.) or to www.apastyle.org.

Author

The Author refers to the person/s or group/s responsible for a work, and includes not only the author of a book, periodical article, report or other work, but also those who play a primary role in the creation of a work, such as the editor, podcast host or film director.

To format the author element:

- Put family name first, followed by a comma, and the initials which should be followed by a full stop. For example: Jones, C. B.
- Use a comma to separate each author's name from the next author; and even if there are only two authors, use an ampersand (&) before the final author. For example: Jones, C. B., & Smith, M. J.
- Use one space between the initials
- Provide family names and initials for up to 20 authors. When there are two to 20 authors, use an ampersand (&) before the final author's name. For example: Jones, C. B., Smith, M. J., & Brown, D. F.
- If there are 21 or more authors, include the names of the first 19 authors, insert an ellipsis (...) but no ampersand (&), and then add the final author's name.

Spelling and initials of author names:

- Write the author's name exactly as it appears in the published work including hyphens.
- Keep in mind that the same author may have written several articles using only one initial for some articles, and two initials for others. Regardless of if you know it is the same author, you must list the author in exactly the way in which it appears.

Identification of special roles:

- Use the abbreviation of (Ed.) for one editor, and (Eds.) for multiple editors
- When the reference includes a range of specialized roles undertaken by different people, identify the roles separately. For example: Gallagher, F. (Writer), Adams, R. (Writer), & Porter, S. (Director).
- If an individual played multiple roles, combine the roles using an ampersand (&). For example: Barker, R.N. (Writer & Director).

Group authors:

- Group authors include government agencies, associations, organizations, businesses, task forces, and study groups
- Spell out the full name of a group author in the reference list entry, followed by a period. For example: Australian Psychological Association.
- An abbreviation for the group author can be used in the text, but do not include the abbreviation for the group in the reference list entry.

No author:

- If the author is unknown or cannot be determined, move the title of the work to the author position, followed by a period. For example: Chronic pain in endometriosis. (2020).

Author Style

Table 3

Author Style in the Reference List

When a publication has:	List the authors in the reference list as:
One author	Author, A. A.
Two authors	Author, A. A., & Author, B. B.
Two to 20 authors – list all authors	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G.
21 or more authors – list the first 19 authors, then add a three-dot ellipse, (but no ampersand) and then the last author	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author Q. Q., Author, R. R., Author, S. S.,...Author, Z. Z.
No author	Use the title in the place of the author
Two or more works by the same author	Use the author's name for all works, and list the works by year, with the earliest year first If the works are published in the same year, list the works alphabetically by title, and add a lower case letter to the year of publication, (2016a, 2016b)
Works by a group, association, organisation or corporate author	Use the full name, not the abbreviation. For example: World Health Organisation, rather than WHO

Date

The date refers to the date of publication, and is usually listed as the year only, but may also take other forms.

- For books, use the copyright date found on the work's copyright page
- For periodicals, use the year of the volume
- If no date of publication can be determined or is unknown, write "n.d." (which stands for no date. For example, Smith, J. (n.d.).
- When citing webpages and websites, do not use a copyright date from the webpage or website footer, because this may not indicate when the content on the site was published. Instead, if a note indicates the "last updated" date of the page, use that date.
- If no separate date of publication is indicated for a work on a webpage, treat the work as having no date

Title

The title refers to the title of the work being cited.

Definition of title:

- There are two general categories of titles:
 - Works that stand alone, for example: whole books, reports, theses, videos, podcasts, social media and works on websites
 - Works that are part of a greater whole, for example: book chapters and podcast episodes
- When a work stands alone, the title of the work appears in the title element of the reference.
- When a work is part of a greater whole, the title of the article or chapter appears in the title element of the reference, and the title of the greater whole (the periodical or book title) appears in the source element.

Format of title:

- For works that stand alone (whole books, reports, webpages and podcasts), capitalize the title using sentence case, and use italics. For example: *Basic personal counselling: A training manual for counsellors.*
- For works that are part of a greater whole (periodical articles and book chapters), capitalize the title using sentence case, and do not use italics. For example: Focusing-oriented expressive arts therapy: Working on the avenues.
- For book and report references, any additional information given in the publication for its identification such as an edition number, report number or volume number should be enclosed in parenthesis after the title. Do not add a period between the title and the information in the parenthesis. For example:

Handbook of psychological assessment (6th ed.).

- Finish the title element with a period. However, if the title finishes with another punctuation mark such as a question mark or explanation mark, that punctuation mark should replace the period.

Source

The source refers to where the cited work can be retrieved.

Definition of source:

- There are two general categories of source:
 - Works that stand alone, for example: whole books, reports, theses, videos, podcasts, social media and works on websites where the source is the publisher of the work, database, archive, database, or website, plus any applicable DOI or URL.
 - Works that are part of a greater whole, for example: book chapters and periodical articles, where the source is that greater whole, plus any applicable DOI or URL.
- Works which are associated with a specific location, such as a conference proceeding including the location information in the source and may also include a DOI or URL.

Format of the source:

- The source for a print book generally has one part – the publisher.
- The source for a periodical article with a DOI has two parts – the periodical information (the periodical title, volume number, issue number, and pages) and the DOI.

Periodical Sources:

- For a periodical (periodical, magazine or newspaper) provide the periodical title, volume number, issue number and page range. For example:
The Psychologist, 26(12), 124-131.
- Capitalize the title of a periodical using title case, use italics, and put a comma after the title
- Reproduce the periodical title exactly as written, and do not abbreviate any words, unless the abbreviation is included in the official title. For example:
JAMA Pediatrics, POS ONE
- Use italics for the volume number
- Include the issue number for the periodical if one exists. Do not use italics for the issue number or parentheses. Place the issue number directly after the volume number, with no space in between, enclosed in parentheses. Place a comma after the closing parenthesis.
- Place the page range after the issue number and comma without using italics. Separate the page numbers by an en dash, followed by a period. Separate discontinuous page numbers by commas. For example: 39-47, 50.
- Complete the periodical information with period, followed by a DOI or URL.
- Do not put a period after the DOI or URL.

Publisher Sources:

- The publisher name should be used in the same format as shown on the work, followed by a period.
- Do not abbreviate the publisher name unless it is shown in that abbreviated form in the work.
- Do not include the designations of the publisher's business structure, for example Inc., Ltd., or Pty Ltd in the publisher name.
- When the publisher is the same as the author (for example the DSM-5, where the author and the publisher are the American Psychiatric Association), omit the publisher from the reference to avoid repetition.
- Complete the publisher information of the source element with a period, followed by a DOI or URL as applicable.

Social media Sources:

- Use social media as a source only when the content was originally published there, for example if you used social media to discover content (ie you found a link to a blog post on Twitter) cite it directly. It is not necessary to mention that it was found via a link to social media

Websites and Webpages Sources:

- Use the information on the websites and webpages category only if there is no other appropriate reference category other than the website itself.
- If citing multiple webpages from the same website, create a reference for each.
- The author of a website or webpage is often not clear but can often be identified from the "About us", "Contact us" or acknowledgements page of the site.
- Provide the most specific date possible, even only the year.
- When the author of the work and the website name are the same, omit the site name from the source element to avoid repetition.
- Include a retrieval date only when the content is designed to change over time
- Include the URL without a full stop at the end.

DOIs and URLs

The DOI or URL is the final component of the reference list entry.

A DOI is a digital object identifier and is a permanent number given to an object (periodical article) to identify electronic documents or items of intellectual property, and to provide a permanent link to its location on the internet.

- If a DOI is present, it should be added at the end of the reference, with no full stop at the end.
- The DOI is usually located on the first page of an article, and starts with “https://doi.org”, “http://dx.doi.org”, or “DOI” which is then followed by a string of letters and numbers.

A URL is a uniform resource locator and specifies the location of digital information on the internet and can be found in the address bar of the internet browser.

- URLs in references should link directly to the cited work if possible. For example, if citing an editorial on an online journal article, the URL in the reference should link to the comment rather than to the article or the journal home page.

Including DOIs and URLs in references

- Include a DOI for all works which have a DOI, regardless of whether you used the online or print version
- Remember that not all works have a DOI. This applies particularly to older material, works in non-academic publications, and material which is published by small societies and organizations
- If a print work does not have a DOI, do not include any DOI or URL in the reference
- If an online work has both a DOI and a URL, include only the DOI
- If an online work has a URL but no DOI, include the URL in the reference

Format of DOIs and URLs

- Use hyperlinks for both DOIs and URLs, that is beginning with http:// or https://. Because a hyperlink leads directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL
- Use either the default display setting for hyperlinks which is usually blue font and underlined, or plain text which is not underlined
- The current recommendation for formatting of DOIs in the reference list is: <https://doi.org/xxxxxxx> where the xxxxx refers to the DOI number
- DOI formatting has changed, and although older DOIs may be presented differently, they should all be standardized to this format in the reference list.
- Copy and paste the DOI or URL to the reference list to avoid errors.
- Do not add a period after the DOI or URL because it may interfere with the functionality of the link.

Reference Examples

All references are made of the four key elements, the author, date, title and source, and are entered in a standard way. References all follow the same style of formatting, punctuation, sentence case and italicization, but have differences depending on the type of reference, as indicated in the Reference Elements below.

Periodicals

A periodical refers to a publication that is published on a continual basis and includes journals, magazine and newspapers.

All elements of a periodical reference must be entered in a standard way, and includes the author, date, title, and source, which comprises the periodical information and the DOI or URL. If periodical information such as the issue number or page range is missing, it should be omitted from the reference.

Articles in online (electronic) periodicals are referenced in the same manner as hardcopy periodical articles, except the retrieval statement or DOI is included at the end.

Journal article with a DOI

Smith, J.S., Black, A.N., & Jones, S.H. (2018). The stressors of writing a psychology thesis in post graduate education. *Journal of Academic Psychology*, 14(6), 321-345. <https://doi.org/14.1036.acpsych000012>

Journal article without a DOI located from an academic research database, OR from a print version

Adams, R., Buckley, D.S., & Chalmers, C. (1996). Key influences in determining adolescent depression. *Journal of Adolescent Psychology*, 21(4), 26-33.

Journal, magazine newspaper article without DOI, not located on an academic research database

Zamani, E., Chasmi, M., & Hedayati, N. (2009). Effect of addiction to computer games on physical and mental health of female and male students of Guidance School in City of Isfahan. *Addiction and Health*, 1(2), 98-104. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3905489/pdf/AHJ-01-098.pdf>

Journal article with 21 or more authors

If there are more 21 or more authors in a work, list the first 19 authors followed by three ellipses, then list the final author. For example,

Walker, W.F., Brown, A., Vaughan, M., Wood, J.S., Crawford, R.S., Arnold, I.F., Smallpage, A., Oram, J., Dunlop, F.D., Ellard, L.M., Hemphill, R.M., Barker,

R.N., Turnbull, K.M., Carter, N., Clarke, R.D., Tepper, D.C., White, I.B., Allen, M.A., Jess, S.,... Mellin, M. (2019). A study of the psychological effects of isolation of people living in rural Australian communities. *Journal of Rural Medicine*, 76(4), 28-32.

Online Newspapers

Example of online newspaper article:

Short, M. (2016, March 21). Some good can come when survivors of sexual abuse denounce the criminals. *Sydney Morning Herald*.
<http://www.smh.com.au/comment/some-good-can-come-when-survivors-of-sexual-abuse-denounce-the-criminals-20160304-gnaiy1.html>

Books and Reference Works

A book refers to authored books, edited books, and classical works. Reference works refer to dictionaries, encyclopedias and diagnostic manuals. Generally, the manner in which a book or reference work is referenced includes the author/s or editor/s, the year of publication, the title of the book, and the publisher.

Authored Book

Furrow, J.L., Palmer, G., Johnson, S.M., Faller, G., & Palmer-Olsen, L. (2019). *Emotionally focused family therapy: Restoring connection and promoting resilience*. Routledge.

Edited Book

Davis, P., Patton, R., & Jackson, S. (Eds.). (2018). *Addiction: Psychology and treatment*. Wiley.

Book with edition number

Groth-Marnat, G. (2009). *Handbook of psychological assessment*. (5th ed.). John Wiley.

Book with a DOI

Brown, L.S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.
<https://doi.org.10.1037/0000092-000>

Diagnostic Manual (DSM, ICD)

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

Edited Book Chapters

A reference for a chapter in an edited book includes the author/s, the year of publication, the chapter title, the book editors, the title of the book, the chapter page numbers, and the publisher.

- The page numbers of the chapter are placed in parentheses after the title of the book.
- Use the abbreviation “pp.” before the numerals
- Include the first page number and last page number of the chapter. For example, write 61-68, not 61-8.
- The editor’s initials come before their family name. For example, A.T. Jones & S.P. Smith
- The abbreviation “Ed.” or “Eds.” is used in parentheses after the editor’s family names, and before the book title.

Edited chapter in a book

Kendall, P.C., & Silk, J.S. (2000). Introducing your research report: Writing the introduction. In R.J. Sternberg (Ed.), *Guide to publishing in psychology journals* (pp. 41-57). Cambridge.

Edited chapter in a book with edition statement

Frampton, I., & Rose, M. (2013). Eating disorders and the brain. In B. Lask & R. Bryant-Waugh (Eds.), *Eating disorders in childhood and adolescence* (4th ed., pp. 125-147). Routledge.

Reports

For government, technical and research reports which are retrieved online, the publisher is identified as part of the retrieval statement. When the publisher is the same as the author, omit the publisher from the source element of the reference.

Report from government agency or other organization

Australian Institute of Health and Welfare. (2019). *Mental health services in Australia: In brief 2019*. (Cat no. HSE 228).
<https://www.aihw.gov.au/getmedia/f7395726-55e6-4e0a-9c1c-01f3ab67c193/aihw-hse-228-in-brief.pdf.aspx?inline=true>

Department of Health and Human Services. (2016). *Victorian suicide prevention framework 2016-2025*. (DHSS Report No.3-2016)
<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/victorian-suicide-prevention-framework-2016-2025>

Conference Sessions or Presentations

Conference sessions or presentations include poster sessions, paper presentations, and keynote addresses. Include a label in square brackets after the title that matches how the presentation was described. The date should match the date of the full conference, and the location of the conference should be included. Both elements assist the reader locate the source and assist in retrieving the resources.

Conference Session

Lockington, D.C. (2019, July 5-6.). *Exploring attitudes towards teenage relationship abuse: A Q-methodology study*. [Conference session]. European Conference on Psychology and the Behavioural Sciences 2019, Brighton, UK.
http://papers.iafor.org/wp-content/uploads/conference-proceedings/ECP/ECP2019_Proceedings.pdf

Theses and Doctoral Dissertations

Theses and dissertation references are organized by whether they are published or unpublished documents. For published works (usually retrieved from a database) the university name is placed in square brackets after the title. For unpublished works the university name appears as the source element of the reference.

Published thesis or dissertation

Dyer, R.L. (2014) *From good intentions to bad behavior: The role of motivation in moral decision-making*. [Doctoral dissertation, Yale University].
<http://psychology.yale.edu/graduate/history/recent-phd-dissertation-titles>

Unpublished thesis or dissertation

Walker, B.M. (2019). *Mummy's sick: The effect of chronic maternal illness on children*. [Unpublished master's thesis]. Cairnmillar Institute.

Tests, Scales and Inventories

To cite a test, scale or inventory provide the information for its supporting literature – that is the manual or journal article in which it was published. If this is not available, cite the test itself.

Wechsler, D. (2008). *Wechsler Intelligence Scale for Children – Fifth edition: Australian and New Zealand standardised edition (WISC-V A&NZ): Administration and scoring manual*. Pearson.

Audiovisual Media

Audiovisual media may be comprised of audio components (eg speech recordings), visual components (eg PowerPoint slides), or both audio and visual components (eg YouTube videos and films). The author of an audiovisual work is determined by the media type, for example the Director for a film, and Host for a podcast. The audiovisual work is described in square brackets, for example [Film].

Film or video

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

YouTube video

Australian Psychological Society (2017, March 7). *Rural and remote psychologists – Supporting community mental health* [Video]. YouTube.
<https://www.youtube.com/watch?v=Tm7i5cesrGk>

PowerPoint Slides or Lecture Notes

Arnold, M.J. (2019). *Occupational violence and aggression in the psychology setting* [PowerPoint slides] Canvas@Cairnmillar. <https://cmi.onelogin.com/login>

Brown, J.S. (2019, February 12). *Introduction to CBT* [Lecture notes for MCB1 Cognitive behavioural processes and interventions]. School of Psychology, Counselling and Psychotherapy, Cairnmillar Institute.
<https://cmi.canvas.mcb1.12/02/2019>

Websites, Blogs, Newsgroups, Online forums and Discussion Groups

Online technologies and therefore the documents often change rapidly, and it is thus difficult to create appropriate references in all situations. Many online documents do not have the appropriate information required to create a reference.

The four basic pieces of information required for a reference are the author, date, title and the source (URL). You should also include a description of the format in square brackets.

Black Dog Institute. (2016, February 12) *Depression explained*. [Online forum post].
<http://www.blackdoginstitute.org.au/index.cfm>

The Reference List

Reference List Format

- The reference list must begin on a new page after the text.
- Centre the word “References” in bold at the top of the page – do not underline or italicize this heading.
- Double-space all reference citations (entries) both within and between entries.
- There should be no extra line spaces between each entry.
- Each entry must use a hanging indent, so that the first line is justified to the left-hand margin.
- The next and all subsequent lines, are indented by 5-7 spaces, or one tab space.
- The right-hand margin is ragged.

Reference List Order

The list is arranged alphabetically by the first word of the reference list entry which is usually the family name of the author. The following principles apply:

- Arrange entries in alphabetical order by the family name of the first author followed by the initials of the author’s given names. For example:

Brand, T. (2019).

Brand, W. (2018).

- If two different authors have the same last name, alphabetize them by their initials. For example:

Abbott, A. B.

Abbott, T. S.

- If a work has two or more authors, use the family name of the first author
- If several works written by the same author are included, list them by date order, starting with the oldest, and finishing with the most recent work.
- If using works published by the same author in the same year, order the references alphabetically by article title, and add a lower-case letter to the year of publication, (2019a, 2019b) to distinguish each article.
- If the work has the same author, but different co-authors, place them in order alphabetically, according to the family name of the second author.
- Publications authored by a group, such as an association or organisation should be alphabetized by the first significant word of the group or organization name. The group name should be used in full, not as an abbreviation. For example:

American Psychological Association, not APA

Special circumstances for the Reference List Order

- Family names/surnames commencing with prefixes such as de, von or van are usually considered part of the family name. Therefore, the alphabetical order of the name is based on the prefix.
- Alphabetize the prefixes Mac or Mc as they are actually spelt, not as Mac.
- If there is no author, the title becomes the first part of the reference, and is placed in alphabetical order based on the first significant word in the title.
- If the work is signed “Anonymous” by the author, alphabetize the work as if Anonymous were a true name.

Support

Writing Support

Some students may require additional assistance if English is not their first language; or if the student is not familiar with the principles of academic writing. Writing support for students is available from the Student Support Officer, Dr. Ray Jeanes. Appointments may be made at the Reception Desk at Camberwell. Dr Jeanes may provide advice on literature reviews, academic writing, the structure of academic argumentation, aspects of thesis preparation, appropriate forms of referencing and citation, plagiarism, and so on.

Please see [my.CMI](#) for more information.

APA7 Support

The Cairnmillar Librarian, Ms Mary Arnold-Turnbull is available to assist students with all aspects of APA7 style and formatting, and in particular with referencing and in text citations. Ms Arnold-Turnbull can be contacted directly by students, or students may be referred to her for assistance by academic staff and supervisors. Please see [my.CMI](#) for more information.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association*. (7th ed.). American Psychological Association.

University of New South Wales Library. (2019, December 15). Primary and secondary sources. <https://www.library.unsw.edu.au/study/information-resources/primary-and-secondary-sources>

APPENDIX 1 - Sample Reference List

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<https://scholar.google.com/scholar=64245=experience+farming+families>
- Walker, W.F. (2019). Farmers and the incidence of depression during extreme weather conditions. *Journal of Rural Psychology*, 80(2), 95-103.
<https://doi:10:1050/1278764.1254>
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