

APA7 REFERENCING - A STUDENT GUIDE

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WHAT IS REFERENCING? Referencing is the correct acknowledgement of the resources you have used in completing any work done. This means that you must include In-Text Citations and a Reference List which includes every resource used. Accurate referencing is an essential part of avoiding plagiarism.

WHAT IS THE CAIRNMILLAR RULE? Cairnmillar Institute expects all students to submit work that acknowledges the work of others, through correct referencing using the APA Style, located in the *Publication Manual of the APA 7th edition*.

DO YOU NEED TO INCLUDE REFERENCES FOR ALL RESOURCES USED?

You must cite and provide a reference for any material used which is not of your own creation.

For example, if you were writing a case study, you would need to include references for:

- any psychological theories used in conceptualizing the case;
- any tests used in assessing the client;
- any diagnostic resources used (e.g. the DSM-5); and for
- any resources used to inform an evidence based treatment plan (such as treatment guides and journal articles).

THE GOLDEN RULE:

It is better to include an unnecessary reference than to not reference a resource which should be referenced. If in doubt, cite!

IN-TEXT CITATIONS

Every time you include an idea not of your own creation in a work you must include an in-text reference. These in-text references can take many forms, as shown below:

Citing a Source :

- Smith (2020) found that... [This is a citation within text]
- It was found that... (Smith, 2020) [This is a parenthetical citation]

Directly Quoting a Source (less than 40 words):

- Smith (2018) suggested that “...” (p. 321)
- It has been suggested that “...” (Smith, 2018, p. 321)

Quoting a Source (more than 40 words):

- It has been suggested that:

This is a block quotation as it has more than 40 words. It is indented on both right and left sides. A block quotation does not include parentheses. (Smith, 2020, p. 321)

In-Text Citations of Works with Multiple Authors

- One Author: Smith found... (2020) or (Smith, 2020)
- Two Authors: Smith and Black found... (2020) or (Smith & Black, 2020)
- Three or more Authors: Smith et al. found... (2020) or (Smith et al., 2020)

In-Text Citations of Multiple works

Often you will find that you have multiple resources supporting the same piece of information. In these cases you should cite all of the works you have found. These works should be cited in alphabetical order within one set of parentheses, as shown below

(Biggs, 2017; Smith and Jones, 2018; Smith et al., 2020; Thomas, 2019)

The works should be cited in the same order as they appear in in the reference list, regardless of the use of et al.

REFERENCE LIST

At the end of every piece of work you must include a reference list. This includes the bibliographic details of every resource which has been cited in the completed work. The reference list must be in alphabetical order.

Journals, magazine, and newspapers:

Griffiths, M.D., Kuss, D.J., Bilieux, J., & Pontes, H.M. (2016). The evolution of Internet addiction: A global perspective. *Addictive Behaviors*, 53(1), 193-195.
<http://dx.doi.org/10.1016/j.addbeh.2015.11.001>

Authored Book:

Leahy, R.L. (2017). *Cognitive therapy techniques: A practitioner's guide. (2nd ed.)*. Guilford Press.

Edited Book:

Rieger, E. (Ed.). (2017). *Abnormal psychology. (4th ed.)* McGraw-Hill.

Chapter in Book:

Herscovici, C.R. (2013). Family approaches In B. Lask, & R. Bryant-Waugh, R. (Eds.) *Eating disorders in childhood and adolescence* (pp.239-257). Routledge.

Diagnostic Manuals:

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1175/appi.books.9780890425596>

Websites, Blogs, Newsgroups, & Online Groups:

Beyond Blue. (2019). What is depression? [Website]. <https://www.beyondblue.org.au/the-facts/depression>

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>

RESOURCES AND HELP

For expanded information and examples, please refer to:

Publication Manual of the American Psychological Association 7th edition located in the Library.

Cairnmillar Institute publication, *Use of APA7: A Guide to style, format and referencing*, which can be accessed via My.CMI

There is a very good website available at: <http://www.apastyle.org/>

The Cairnmillar Librarian is also a useful resource.