APA 7 Quick Guide: Reference List

Rules

A basic APA reference entry is made up of the following parts:

AUTHOR + YEAR + TITLE + PUBLISHER INFORMATION OR DOI OR URL

There are slight variations for different sources. The most common ones are shown below. For more examples, visit the FedCite Referencing website here: https://federation.edu.au/library/fedcite.

BOOK, PRINT: Author, Initial. (Year). *Title: Subtitle.* Publisher.

Basic print book: Winton, T. (2001). *Dirt music*. Picador.

Chapter from edited collection: Brown, J. (2001). Silence, taboo and infectious disease. In A. Mills & J. Smith (Eds), *Utter silence*: *Voicing the unspeakable,* (pp. 83-91). Peter Lang.

Library e-book with DOI: Ross, R.T. (2016). *How to examine the nervous system.* http://dx.doi.org10.1007/978-1-59745-081-2

Library e-book from database without DOI: Hampden-Turner, C., & Trompenaars, A. (2000). *Building cross-cultural competence: How to create wealth from conflicting values*. John Wiley.

JOURNAL ARTICLE: Author, Initial. (Year). Article title. *Journal Name, vol*(issue), xx–xx. DOI or URL

Print or online article with DOI: Krueger, W. S., & Gray, G. C. (2013). Swine influenza virus infections in man. *Current Topics in Microbiology and Immunology*, *370,* 201-225. https://doi: 10.1007/82_2012_268

Online non-database URL without DOI: Include the URL
Walker, B., & Buchbinder, R. (1997). Most commonly used methods of detecting spinal subluxation and the preferred tem for its description: A survey of chiropractors in Victoria, Australia. *Journal of Manipulative & Physiological Therapeutics, 20*(9), 583-589. http://www.jmptonline.org

NB: For articles retrieved from a **database** without a DOI, you do not need to include a URL or database name.

WEBSITE: Author. (Year, Month Day [if available]). *Title.* URL

Australia. Department of Health. (2020). *Residential aged care*. http://www.health.gov.au/initiatives-and-programs/residential-aged-care

Formatting

- Create a new page at the end of your work. Place the heading 'References' centred in the same font size and style as the rest of the text.
- A hanging indent must be applied to the entries (example over the page). To do this, highlight them, hold down the Ctrl key and press T. Entries that have several lines should now be indented after the first.
- Entries must be in alphabetical order. To achieve this, highlight them and click on ⬇A Z in the Home tab.
- Web pages are italicised in the same way as other titles.
- URLs no longer need to be proceeded with 'Retrieved from' if the content is unlikely to change.
- The DOI needs to be in URL form (http://doi.org/); other forms of DOI are not acceptable
- Hyperlinks can be live, so you do not need to remove the hyperlink.
- Capitalise entries using Sentence case for all entries (except journal titles, proper nouns, prepositions and conjunctions). Sentence case capitalises only the first letter of the sentence.
- Website URLs and DOIs are not followed by a full stop.

Include

One reference list entry for every source you have cited in the text. Do <u>not</u> add entries for material you have not cited in your work.

Arranging the entries

- Arrange all entries in alphabetical order by the surname of the first author or title. Arrange alphabetically letter-by-letter, including prefixes M, Mc and Mac (i.e., M, then Mac, then Mc).
- For three to twenty authors, you need to include the family names of all authors.
- If you have more than one entry with the same author, list by year (earliest first).
- If you have multiple sources with the same author as writer/co-writers, any single author entries precede multiple-author entries with the same initial surname (i.e., Jones, 2015 is listed before Jones & Harris, 2016).
- If you have more than one entry with same author/s and year, list alphabetically by title, and add a lower case letter to each year; e.g., 'a' for first, 'b' for second, etc.`

Example reference list

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References

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Mental Health Act 2014 (Vic) s 115.1. http://www.legislation.vic.gov.au

Ross, R. T. (2016). *How to examine the nervous system*. http://dx.doi.org/10.1007/978-1-59745-081-2

Style manual. (1996). *Style manual: For authors, editors and printers* (6th ed.). John Wiley and Sons.

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Other helpsheets available

- APA 7 Quick Guide: In-text