



# APA Referencing Guide

## 1. Introduction

Referencing is a crucial component of academic writing and Australian Learning Group Pty Limited (ALG) is committed to supporting students to reference correctly to ensure compliance with the Standards for Registered Training Organisations (RTOs) 2018 and the *Copyright Act 1968*. When students reproduce or use information or ideas from copyrighted work, the original author or published must be acknowledged and proper citation must be given to the original source to avoid plagiarism. Failing to reference correctly can have serious consequences, including academic penalties and legal action. In extreme cases, plagiarism can result in a loss of qualifications and criminal charges.

## 2. Purpose

The purpose of this guide is to support students to correctly use APA (American Psychological Association) 7<sup>th</sup> Edition referencing and avoid plagiarism.

## 3. Scope

The APA Referencing Guide is to be used by students enrolled in community services, mental health and counselling courses. The APA Referencing Guide is also to be referred to and used by relevant academic staff. Other courses may require an alternate form of referencing.

## 4. Guide

### 4.1. In-Text Citations

In APA style, the author's last name and the year of publication should be included in parentheses when the source is referred to. For example: (Smith, 2021).

If a direct quote from an author is used, the page or paragraph number of the quote must be included in the in-text reference. For example: (Smith, 2021, p. 15)



#### 4.2. Citing a Source with Multiple Authors

If the source being referred to has multiple authors, all their last names should be included in the citation separated by commas, up to and including the seventh author. For example: (Smith, Johnson, & Lee, 2021).

#### 4.3. Citing Multiple Sources

When citing multiple sources in the same parentheses, citations are to be presented in alphabetical order, separated with semicolons. For example: (Lee et al., 2020; James, 2018; Smith, 2018; Williams et al., 2015;).

#### 4.4. Reference List

An APA Reference List should be at the end of the document. The reference list should be on a new page with a centred heading titled: 'References'. All references must be included regardless of format in one alphabetical listing from A - Z. If the author is unknown, the title of the work is to be used instead. All references in APA end with a full stop except when the reference ends with a URL or a DOI.

Each reference should include the following information:

- Author(s) or Editor(s) (last name, first initial).
- Year of publication (in parentheses).
- Title of the work (in italics).
- Publisher or Journal Title.
- Volume and Issue Number.
- Page numbers

For example:

Smith, J. (2021). *The Science of Psychology*. Pearson.

Johnson, L., & Lee, S. (2021). *The Effects of Exercise on Mental Health*. *Journal of Health Psychology*, 26(3), 370-385.

National Institute of Mental Health. (2021). Anxiety Disorders.

<https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>



#### 4.5. Formatting

All references should be double-spaced, with a hanging indent (the first line of each reference should be flush left, and the subsequent lines should be indented).

Title case should be used for the title of the work. The first letter of each word should be capitalised except in the case of prepositions, conjunctions, and articles.

#### 4.6. Additional Tips

If citing a source that has multiple editions, the edition number is to be added in parentheses after the title of the work.

If citing an electronic source, a DOI (Digital Object Identifier) or URL (Uniform Resource Locator) is to be included at the end of the reference.

If citing a source in a language other than English, a translated title is to be provided in square brackets after the original title.

### 5. Related Documents

- i. [APA Style Reference Guide for Journal Articles, Books, and Edited Book Chapters, APA Style 7th Edition](#)
- ii. [APA Style Common Reference Examples Guide, APA Style 7th Edition](#)
- iii. Assessment, Submission and Academic Integrity Guidelines and Procedure

### 6. Document Information and Review

Version	Date Effective	Approved by	Amendment	Date of next scheduled review
1.0	1 June 2023	Academic Director	N/A	1 June 2026