Ph: +61 3 9642 1667
support@danford.edu.au
www.danford.edu.au
STAR GAZERS EDUCATION PTY LTD T/AS DANFORD COLLEGE
ABN 80125139433 | RTO 21979 | CRICOS: 02996A

APA Referencing Guidelines

This guide has been modified to reflect updates to the **APA** referencing style published in the 7th edition of the **Publication Manual of the American Psychological Association** (2020). Only continuing students who have already commenced theses or other major works should continue to use APA 6th edition.

There are both significant and minor changes in the new edition.

Significant changes:

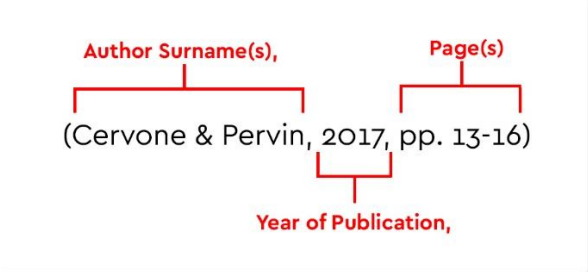
- Multiple authors - in text citations for three or more authors should include the name of the first author only, followed by et al. Reference list entries for works by up to and including 20 authors should include all authors names. For works by more than 20 authors, include the names of the first 19 authors followed by an ellipsis (...) and then the final author's name.
- Place of publication is no longer included in references.
- Include the issue number in parentheses immediately after the volume number, for all journals that have an issue number.
- DOIs are now given in the following format: https://doi.org/xxxxx
- It is not necessary to include the words "Retrieved from" before a URL.
- Database names and URLs for items in academic research databases should not be included in references, except for databases such as Cochrane, ERIC and Factiva that include works of limited circulation - for these items include the name of the database and the URL for the specific work.
- For electronic works that do not have a DOI or a directly linking URL, the reference should be the same as the reference for a printed version of the work.

About APA Style

There are two parts to referencing: the citations within the text of your paper and the reference list at the end of your paper.

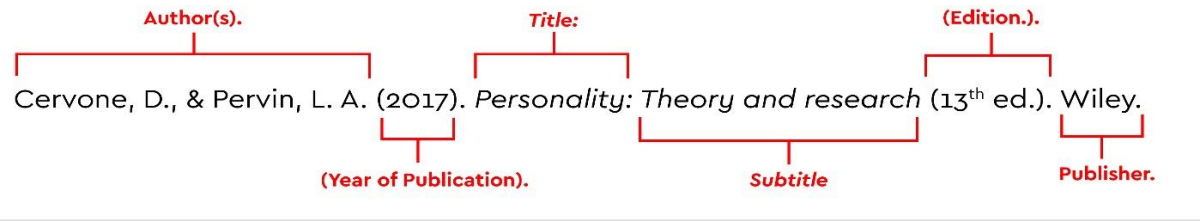
The APA referencing style is an "author-date" style, so the citation in the text consists of the author(s) and the year of publication given wholly or partly in round brackets.

Use only the surname of the author(s) followed by a comma and the year of publication. Include page, chapter or section numbers if you need to be specific, for example if you are quoting, paraphrasing or summarising:



No distinction is made between books, journal articles, internet documents or other formats except for electronic documents that do not provide page numbers. In this case use the paragraph number, if available, with the abbreviation para.

The full details of the source are given in a reference list at the end of the document:

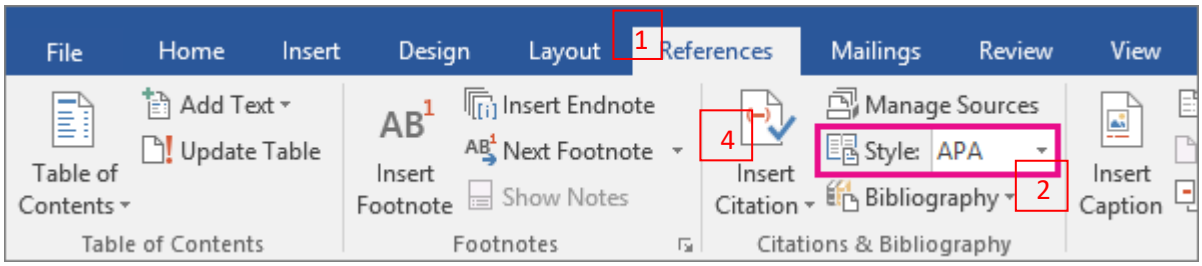


Reference list entries contain all the information that is required to follow up your source. Reference lists in APA are arranged alphabetically by author.

Steps to do referencing using Microsoft Word

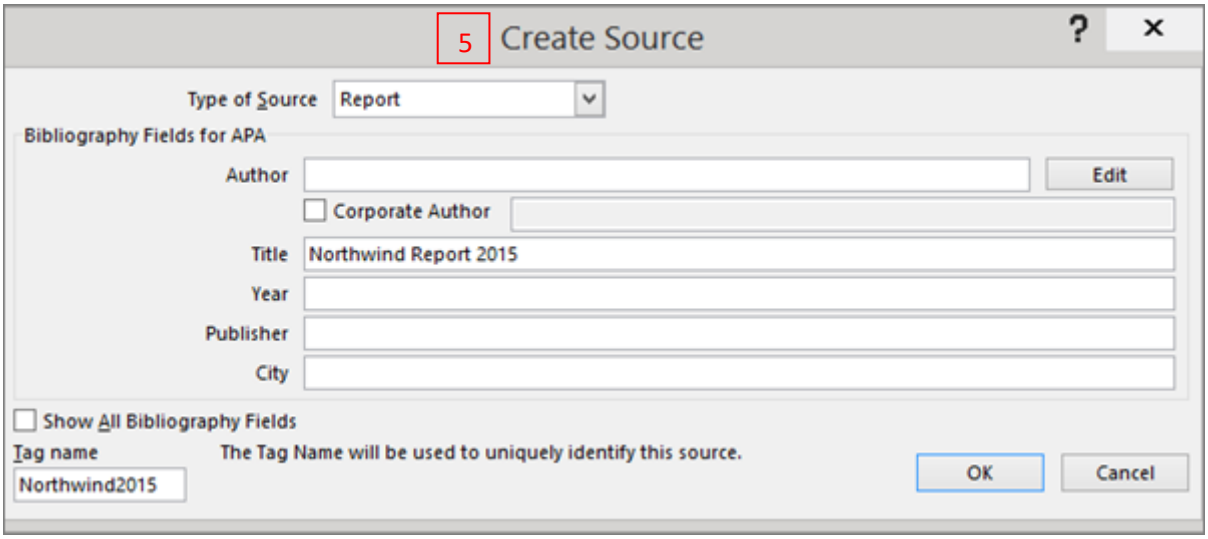
Adding a citation after a quote

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.

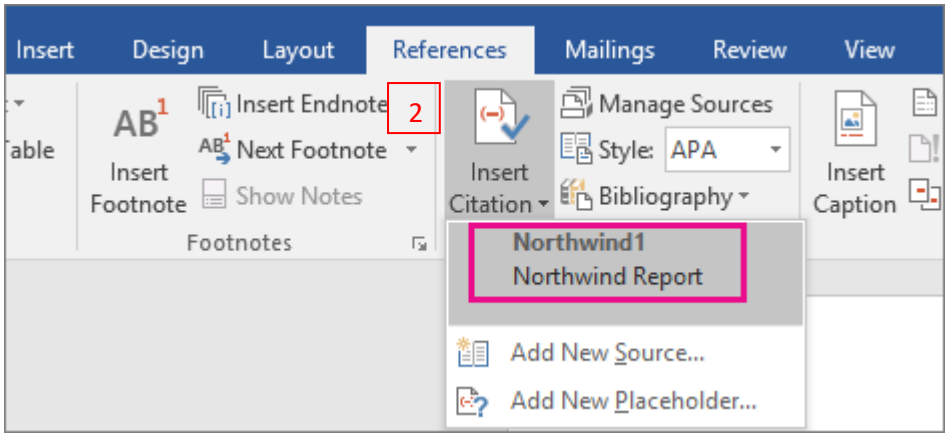


2. Click the style that you want to use for the citation and source and at Danford College we use only APA referencing style.
3. Click at the end of the sentence or phrase that you want to cite.
4. Click **Insert Citation** and then select **Add New Source**.

5. In the **Create Source** box, type in the citation details, and then click **OK**.



When you've completed these steps, the citation is added to the list of available citations. The next time you quote this reference, you don't have to type it all out again, just click **Insert Citation** and select the citation you want to use.



Create a bibliography from your sources

If you want to create a bibliography from your sources, do the following:

1. Click where you want to insert a bibliography. Typically, they are at the end of a document.
2. On the **References** tab, in the **Citations & Bibliography group**, click **Bibliography**.

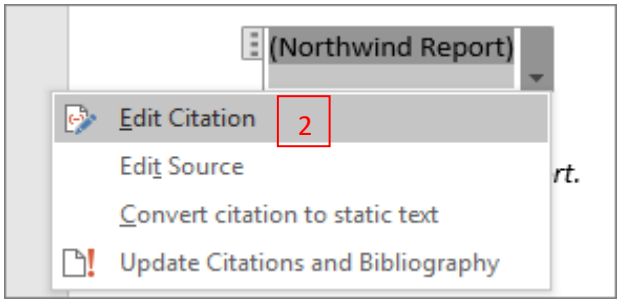
Similar to the Table of Contents builder in Word, you can select a predesigned bibliography format that includes a title, or you can just click **Insert Bibliography** to add the citation without a title.

APA 6th Edition citation style fix procedure.

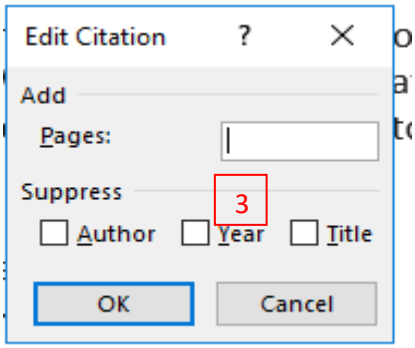
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APA style uses the author's name and publication date. If you have multiple citations from the same author, there is a known Word bug where the citation generator fills in the publication title when it's not supposed to. If this happens to you, here's how to fix the problem:

1. In the Word document, click the citation.
2. Click the down-arrow, and then click **Edit Citation**.



3. Click the **Title** checkbox



4. and then click **OK**.