

APA Referencing – 7th edition

1. In-Text Referencing/Citations

Citations appear in narrative form or fully parenthetical form. In a narrative citation, the author surname or surnames appear as part the sentence. The publication year may either be set apart in parentheses after the surname(s) or be integrated into the sentence.

“This phenomenon occurs frequently in nature, according to Singh and Harris (2018)...

In addition, Singh and Harris (2018) reported on the frequency with which this phenomenon occurs in nature”.

In a parenthetical citation, the author surname(s) and the publication year appear together in parentheses, with a comma separating the two elements. Parenthetical citations should usually be placed at the end of a sentence, before the terminal punctuation (e.g., period).

“This phenomenon occurs frequently in nature (Singh & Harris, 2018)”.

If positioned elsewhere in a sentence, the citation precedes any nonterminal punctuation (e.g., comma, semicolon).

“This phenomenon occurs frequently in nature (Singh & Harris, 2018); however, other phenomena occur more frequently”.

APA 7th is an 'author/date' system, so you're in-text references for all formats (book, journal article, web document) consists of the author(s) surname and year of publication.

The basics of an in-text reference in APA:

- Include author or authors and year of publication.
- Use round brackets.

Example: (Smith & Bruce, 2018)

All in-text references should be listed in the reference list at the end of your document. The purpose of the reference list entry is to contain all the information that a reader of your work needs to follow-up on your sources. An important principle in referencing is to be consistent.

2. Reference List

The reference section is positioned at the end of the main text under the heading “References.” The section includes entries for all works cited throughout the text. All in-text references should

be listed in the reference list at the end of your document. The purpose of the reference list entry is to contain all the information that a reader of your work needs to follow-up on your sources. An important principle in referencing is to be consistent.

When compiling your APA Reference List, you should:

- List references on a new page with a centred heading titled: References.
- Include all your references, regardless of format, e.g., books, journal articles, online sources, in one alphabetical listing from A - Z.
- Order entries alphabetically by surname of author(s).
- List works with no author under the first significant word of the title.
- Indent second and subsequent lines of each entry (5-7 spaces).
- Note that all references in APA end with a full stop **except** when the reference ends with a URL or a DOI.

Journal article

A basic reference list entry for a journal article in APA must include:

- Author or authors. The surname is followed by first initials.
- Year of publication of the article (in round brackets).
- Article title.
- Journal title (in italics).
- Volume of journal (in italics).
- Issue of journal (no italics).
- Page range of article.
- [DOI](https://doi.org/xxxxx) (presented as a hyperlink, for example <https://doi.org/xxxxx>).
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:

Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

Book

A basic reference list entry for a book from a library database in APA must include:

- Author or authors. The surname is followed by first initials.
- Year of publication of the book (in round brackets).
- Book title (in italics).
- Edition (in round brackets), if other than first edition.
- Publisher.
- DOI (where a book has a DOI this must be included, even if you are referring to a print book).
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example: Arnott, G. D. (2017). *The disability support worker* (2nd ed.). Cengage Learning.

3. Tables and Figures

- **Figures** include graphs, charts, maps, drawings and photographs.
- **Tables** are numerical values or text displayed in rows and columns.

Including figures or tables in your work

When including figures or tables in your work, please note:

- All figures and tables must be referred to in the main body of the text.
- Number all figures and tables in the order they first appear in the text.
- Refer to them in the text by their number. For example:

As shown in Table 4...

OR

As illustrated in Figure 3...

A table concisely presents information (often numbers) in rows and columns. Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Do not use suffix letters (e.g., Table 3a, 3b, 3c). The table number (e.g., Table 1) appears above the table in bold. In the text, refer to every table by its number. The table title appears one double-spaced line below the table number in italic title. For example, As shown in Table 1, ... (no italics, but with capital T).

Table 1

Compensation for Humiliation, Loss of Dignity and Injury to Feelings, 1992-1999

Level of compensation awarded	Frequency	percentages
No compensation awarded	318	16.1
Up to \$5000	1147	58.0
Between \$5000 and \$ 10.000	398	20.1
Over \$10,000	115	5.8

Note. Reprinted from *Employment Relations in New Zealand* (2nd ed., p 98) by E. Rasmussen, 2009,

A figure is any other chart, a graph, a photograph, a drawing, or any other illustration or non-textual depiction image or illustration you include in your text. The figure number (e.g., Figure 1) appears above the figure in bold. The figure title appears one double-spaced line below the figure number in Italic. In the text, refer to every figure by its number.

Figure 1

The Market Location and Dollar Sales of Meat Pies in New Zealand



Note. SMAP is the segment of market for the Auckland Province, SMLNI for the Lower North Island,

4. Headings and Levels

For Headings, follow the APA style. The following applies:

- There are five levels of heading in APA Style. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on through Levels 4 and 5.