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A GUIDE TO REFERENCING



PURPOSE OF DOCUMENT

This guide is designed to help students accurately reference sources in their work, with a particular emphasis on the American Psychological Association (APA) 7th edition style. Students should always refer to their education provider's referencing rules, resources and guides.

THE BASICS

Paraphrasing vs Quoting

Quoting is when you use the *exact wording* from someone else's work. Use quotations sparingly—what matters most is how you interpret, understand, and express ideas in your own words, as this is key to meaningful learning.

For more information on how to quote correctly, visit this [website](#).

Paraphrasing is when you convey the ideas and thoughts of others in your own words. This requires more than just a few word changes. To successfully paraphrase, you will need to:

- Change the structure from active to passive (or vice versa)
 - This means altering the focus between the subject “doing” the action and the subject “receiving” the action
 - *Active: The student submitted the assignment.*
 - *Passive: The assignment was submitted by the student.*
 - Check this [website](#) for more information.
- Change the order of the sentence
- Change the flow of the sentences by increasing or decreasing the size
- Use your own style when writing

For more information on how to paraphrase, visit this [website](#).

When should I cite?

When you use someone else's work, whether that's their ideas, wording and/or creations (images, graphs etc.), you need to cite the author. There are a few instances when you don't need to cite information.

This includes when the work you have produced is **your own ideas** (unless you have previously used it in an assignment), the information is considered **general knowledge** (things that most people would know) or **broad historical events**.

Examples:

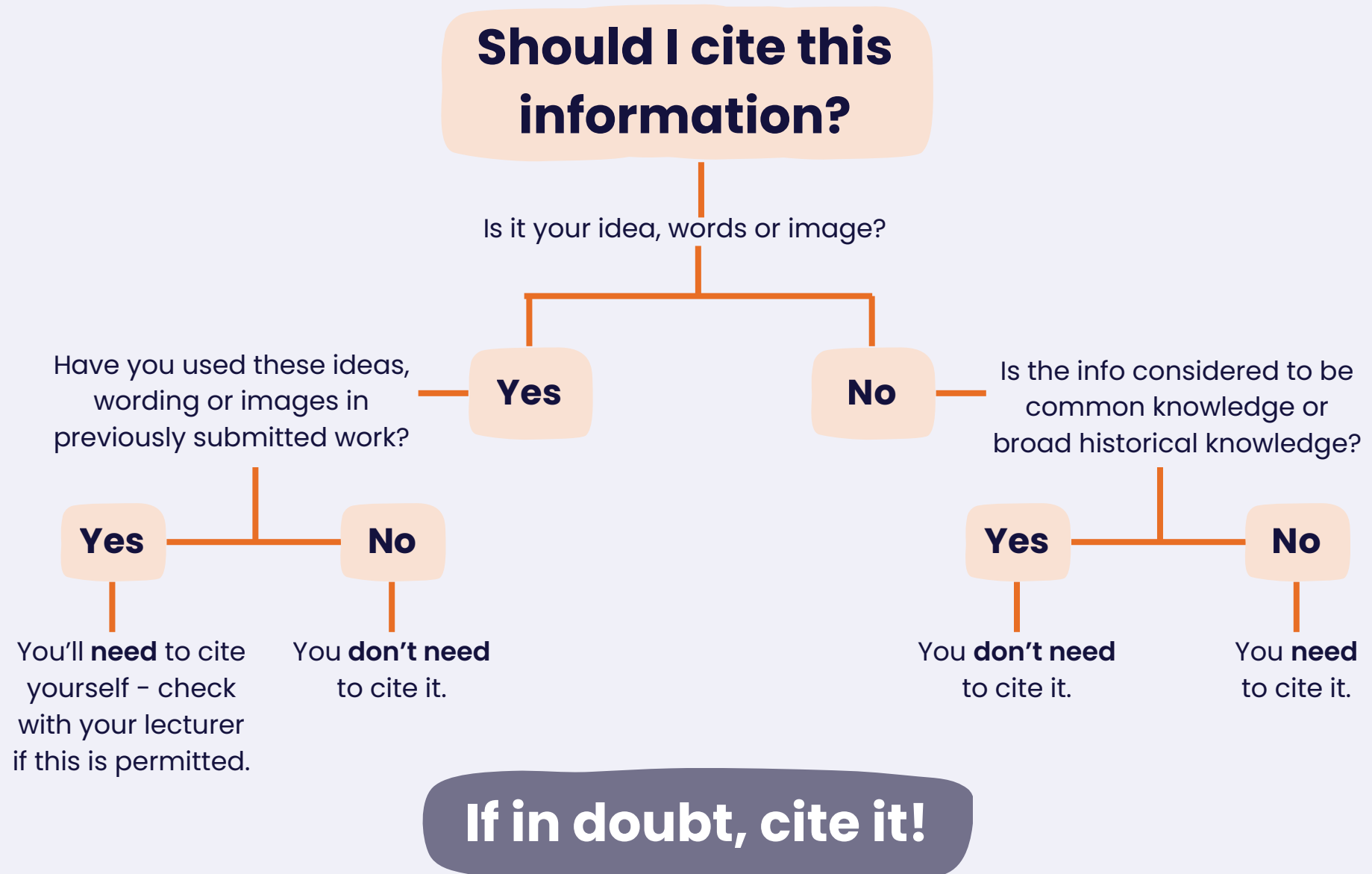
General Knowledge

- Canberra is the capital of Australia → *doesn't need a reference*
- There were over 137 entries from 15 different nations that pitched to design the city of Canberra → *needs a reference as it is not general knowledge* (National Film And Sound Archive of Australia, n.d.).

Broad Historical Events

- There were 2 world wars in the 20th century → *doesn't need a reference*
- During the First World War, the first motorised ambulance was used → *needs a reference as it is not general knowledge* (British Red Cross, n.d.).

CITING FLOWCHART



THE BASICS CONTINUED...

Parenthetical vs Narrative in-text citations

Two types of in-text citations can be used when referencing.

Parenthetical

- think parentheses (brackets)
- contains the author and date of the source, separated by a comma

Narrative

- the author's surname is incorporated into your writing as part of the sentence, followed by the date in parentheses

Check out this [website](#) for more info.

Citing Artificial Intelligence (AI) & Generative AI (GenAI)

Your institution will likely have its own guidelines for citing AI and GenAI. To see the general rules, please click [here](#).

Citing an AI tool generally

AI Company Name. (year). *Tool Name/Model in Italics and Title Case* [Description; e.g., Large language model]. URL of the tool

- Parenthetical citation: (AI Company Name, year)
- Narrative citation: AI Company Name (year)

Citing AI chats

AI Company Name. (year, month day). *Title of chat in italics* [Description, such as Generative AI chat]. Tool Name/Model. URL of the chat

- Parenthetical citation: (AI Company Name, year)
- Narrative citation: AI Company Name (year)

Common Referencing Types

Stock Images

YouTube Videos

Journal Articles

Book Chapters

*Please check your institution's specific APA7 referencing guide.

FORMATTING IN APA7

Student Paper Setup Guide

General setup:

- **Margins:** Use 1-in. margins on all sides of the page (top, bottom, left, and right).
- **Font:** Use a legible font. Many fonts are acceptable, including 12-point Aptos, 11-point Calibri, 11-point Arial, 12-point Times New Roman, and 11-point Georgia. It is fine to use the default font of your word-processing program.
- **Line spacing:** Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing before or after paragraphs.
- **Paragraph alignment and indentation:** Align paragraphs of text to the left margin. Leave the right margin ragged. Do not use full justification. Indent the first line of every paragraph of text 0.5 in. using the tab key or the paragraph-formatting function of your word-processing program, not the space bar.
- **Page numbers:** Use the page-numbering function of your word-processing program to insert page numbers in the top right corner of every page, including the title page or cover page, which is page 1. Student papers do not require a running head on any page.

Formatting the Reference List

These are the **general rules** for an APA7 reference list. Please check with your lecturer/rubric to check the requirements.

- title the page “References” centred and bold
- type each reference as a single paragraph
- all references need to be left justified on the page
- alphabetise the list by the first author’s surname
- apply a 0.5 hanging indent to the whole list
- the whole list needs to be double-spaced lines
- page numbers should be in the top right corner of the page (for all pages)

CITING A SOURCE WITHIN A SOURCE

There are generally two types of sources:

- Primary source: original content
- Secondary source: content first reported in another source

It is best practice to cite the original author and research directly, rather than citing an author who has cited a secondary source.

Citing a source within a source may be necessary when you are unable to read the original work due to unavailability and language barriers, or to show the context and link between the primary source and the secondary source that cited the original research.

Instructions:

Only the secondary source appears in the reference list

In your in-text citation, cite the **original author first**, followed by “as cited in” and then the **secondary author**

Example:

(Smith, 1982, as cited in Morris et al., 2014)

- If the date of the primary source is unknown, exclude it from the in-text citation

Examples:

(Smith, n.d., as cited in Morris et al., 2014)

(Smith, as cited in Morris et al., 2014)

Smith (as cited in Morris et al., 2014)

Common Referencing Software

- EndNote (*please check our EndNote Guide*)
 - EndNote Online
 - EndNote Click
- Zotero
- Mendely

Resources:

- [Instructional Aids & Handouts](#)
- [General APA7 Guidelines & Info](#)
- [Guide for Journal Articles, Books & Book Chapters](#)
- [CSU Academic Referencing Tool \(ART\)](#)

OTHER COMMON REFERENCING STYLES

Harvard

- author-date reference system
- [Australian Government Style Manual](#)
- [Monash Harvard Guide](#)

Chicago

- 2 varieties: author-date & notes and bibliography
- [Chicago Manual of Style](#)
- [Monash Chicago author-date](#)
- [Monash Chicago notes and referencing](#)

Vancouver

- numbered footnote style
- [US National Library of Medicine's Style Guide](#)
- [Monash Vancouver Quick Guide](#)

Australian Guide to Legal Citation – AGLC 4

- [Melbourne Law School AGLC 4 PDF Version](#)

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (Seventh edition.). American Psychological Association.

British Red Cross (n.d). *British Red Cross transport – During the First World War*. British Red Cross.

<https://vad.redcross.org.uk/medical-care-during-wwi/british-red-cross-transport-during-the-first-world-war>

National Film And Sound Archive of Australia. (n.d.). Canberra 1913: Naming the Federal Capital of Australia. The National Film and Sound Archive of Australia. <https://www.nfsa.gov.au/collection/curated/asset/99238-canberra-1913-naming-federal-capital-australia>



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