



REFERENCING STARTER PACK (APA 7)

SLS Webinar Program
Student Learning Support

ACAP Australian
College of
Applied
Professions

We acknowledge the Traditional Custodians of country throughout Australia, on the land wherever you may be joining us from and recognise their continuing connection to land, waters, and culture.

We pay our respects to all elders past and present.

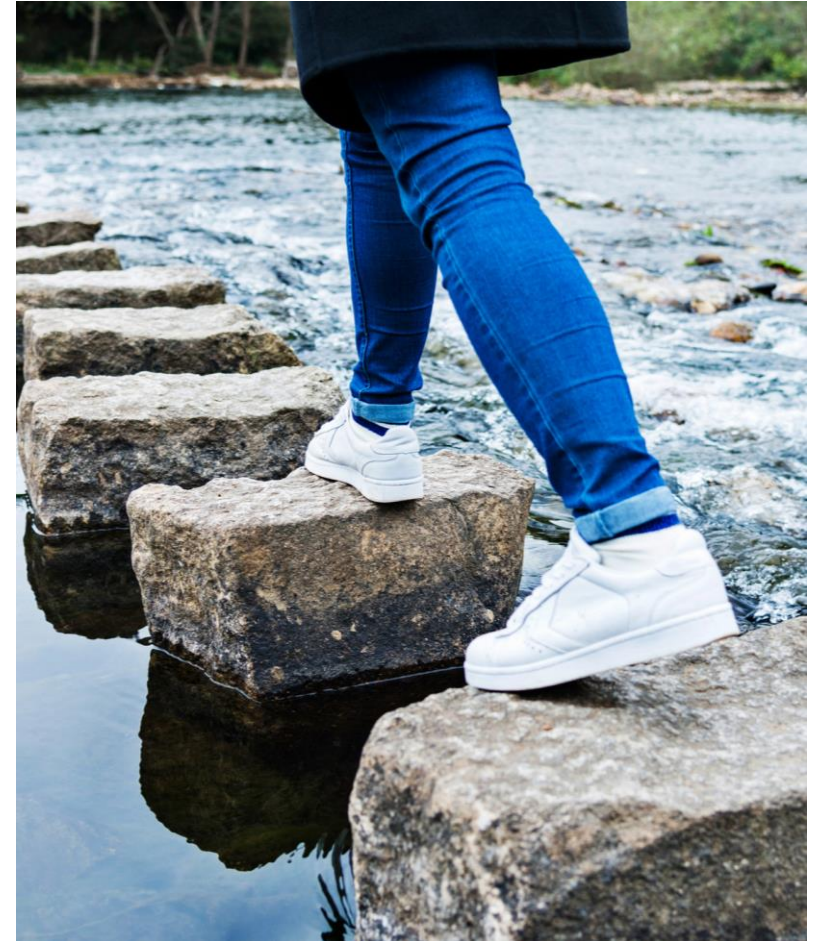
We recognise those whose ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for all future Australians.



WEBINAR GOALS

During this webinar you will learn how to:

1. recognise what referencing is.
2. use referencing in assignments.
3. use in-text referencing correctly
4. create an APA7 reference list.



WHAT IS IT?

Referencing is:

- acknowledging the ideas/information of others.
- telling your reader (the teacher) where you found the ideas/information used in your writing.
- an evidence-based approach to academic writing.
- supporting your own ideas with ideas/information from acknowledged 'experts' in your field of study.
- avoiding plagiarism.

At ACAP we use the American Psychological Association (APA) referencing style (7th edition)

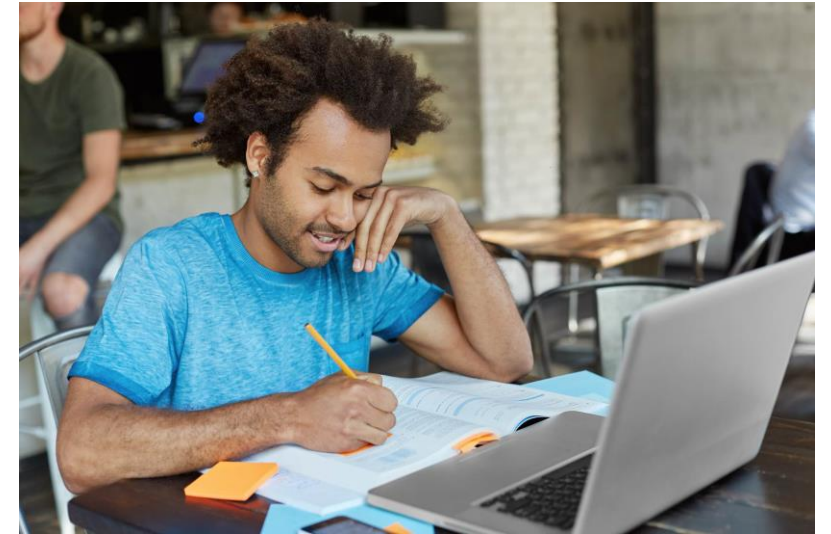


PLAGIARISM

What is plagiarism?

It is the use of another person's thoughts or intellectual property without appropriate acknowledgment or reference, and includes...

- submitting, as one's own, an assignment that another person has completed whether misappropriated or paid for
- using information, text, artwork, graphics or other material from any source (including the internet) and presenting it as one's own without acknowledgment
- quoting or paraphrasing material from a source without acknowledgment
- contributing less, little or nothing to a group assignment, and then claiming an equal contribution and share of the marks awarded



USING A QUOTATION IN YOUR ASSIGNMENT

Information from a 2014 book by Chenoweth and McAuliffe, page 262

For social work and human services, 'difference' has come to mean those characteristics related to culture, race, ethnicity, religion, gender, sexual identity or disability. These characteristics typically result in some form of social inequality, exclusion or oppression.

Student essay

Within the field of social work, difference can be understood as “those characteristics related to culture, race, ethnicity, religion, gender, sexual identity or disability” and which “typically result in some form of social inequality, exclusion or oppression” (Chenoweth & McAuliffe, 2014, p. 262).

1. Has the student changed any of the words from the book?
2. What reference information has been added?

TWO LAYOUTS

Author/s first:

Chenoweth and McAuliffe (2014) state that within the field of social work, difference can be understood as “...those characteristics related to culture, race, ethnicity, religion, gender, sexual identity or disability” and which “typically result in some form of social inequality, exclusion or oppression” (p. 262).

Information first:

Within the field of social work, difference can be understood as “those characteristics related to culture, race, ethnicity, religion, gender, sexual identity or disability” and which “typically result in some form of social inequality, exclusion or oppression” (Chenoweth & McAuliffe, 2014, p. 262).

PRACTICE REFERENCING

How would you reference the following?

“Research is a process through which new knowledge is discovered.”

- The information above comes from page 3 of a book by Salkind, published in 2013.
- It is a quotation (exact words from the book).
- What in-text referencing information is required?

CHECK YOUR ANSWER

Here's two possible ways to reference the text:

“Research is a process through which new knowledge is discovered.”

- Salkind (2013) states that “research is a process through which new knowledge is discovered” (p. 3).

-- OR --

- “Research is a process through which new knowledge is discovered” (Salkind, 2013, p. 3).

Direct Quote checklist:

1. Quotation marks
2. Author
3. Date
4. Page number at the end of the sentence that contains the quote.
5. Brackets

USING A PARAPHRASE IN YOUR ASSIGNMENT

Information from a 2007 book by Sadock and Sadock

Cognitive intelligence can be defined as the ability to assimilate factual knowledge, to recall either recent or remote events, to reason logically, to translate the abstract to the literal and to deal meaningfully and accurately with problems.

Student essay

A definition of cognitive intelligence includes a person's mental capacity for learning new things, remembering things that have occurred, thinking rationally, applying knowledge and solving problems (Sadock & Sadock, 2007).

- Has the student changed any of the words from the book?
- What reference information has been added?
- Challenge question: What is the potential issue with using this reference?

TWO LAYOUTS:

1. Author/s first
2. Information first

Author/s first (narrative intext citation):

Sadock and Sadock (2007) define cognitive intelligence as a person's mental capacity for learning new things, remembering things that have occurred, thinking rationally, applying knowledge and solving problems.

Information first (parenthetical intext citation):

Cognitive intelligence can be defined as a person's mental capacity for learning new things, remembering things that have occurred, thinking rationally, applying knowledge and solving problems (Sadock & Sadock, 2007).

PRACTICE PARAPHRASING

Psychoanalytic therapy may assist clients to re-evaluate significant events in their lives and assess how these events have impacted them in positive or negative ways.

How would you reference the evidence above?

- The information below comes from page 84 of a book written by G. Corey and published in 2017. The information has already been paraphrased.
- What in-text referencing information needs to be added?

CHECK YOUR ANSWER

Here's two possible ways to reference the text:

Corey (2017) states that psychoanalytic therapy may assist clients to re-evaluate significant events in their lives and assess how these events have impacted them in positive or negative ways.

-- OR -- Psychoanalytic therapy may assist clients to re-evaluate significant events in their lives and assess how these events have impacted them in positive or negative ways (Corey, 2017).

Checklist for citations using paraphrased evidence:

1. Author (no first initials)
2. Date
3. Brackets

AUTHOR NAMES

Author Type	Parenthetical Citation	Narrative Citation
One author	(Hill, 2020).	Hill (2020)
Two authors	(Prochaska & Norcross, 2020).	Prochaska and Norcross (2020)
Three or more authors	(Geldard et al., 2017).	Geldard et al. (2017)
Group author with abbreviation First citation Subsequent citations	(American Psychological Association [APA], 2020). (APA, 2020).	American Psychological Association (APA, 2020). APA (2020)
Group author without abbreviation	(Department of Health, 2020).	Department of Health (2020)

USING ET AL.

In APA 7, use et al. when including a citation from a source that has three or more authors.

Van Krieken **et al.** (2017) state that psychoanalytic therapy may assist clients to re-evaluate significant events in their lives and assess how these events have impacted them in positive or negative ways.

Psychoanalytic therapy may assist clients to re-evaluate significant events in their lives and assess how these events have impacted them in positive or negative ways (van Krieken **et al.**, 2017).

USING SECONDARY SOURCES

Use secondary sources when citing a quotation (or an idea of a specific theorist/author) that has been found in another source.

Paraphrased information

Developing therapeutic rapport with adolescents and young adults can be a long process (Marsh & Dale, 2006, as cited in Dingle et al., 2008).

Direct quote (a primary source as quoted in the secondary source)

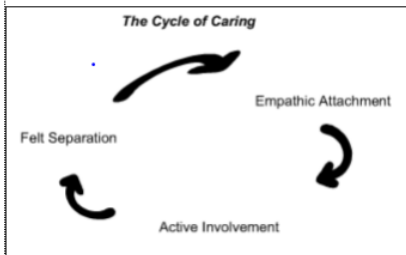
Marsh and Dale (2006, as cited in Dingle et al., 2008) stated "it may take a long time to establish trust and rapport when working with young people" (p. 196).

For more information on in-text citations, see here:
<https://libguides.navitas.com/apa7/in-text>

CITING IMAGES

When referencing images in a poster, PowerPoint presentation, information booklet assessment follow this format:

Copyrighted images:



Note. From "The cycle of caring: A model of expertise in the helping professions," by T. M. Skovholt, 2005, *Journal of Mental Health Counseling*, 27(1), p. 86. Copyright 2005 by the American Mental Health Counsellors Association.

Attribution free images:



Note. From Pixabay.

For more information visit: <https://libguides.navitas.com/apa7/images>

When referencing images in reports, reviews, essays follow this format:

Copyrighted images:

Figure 1
Lava the Sled Dog



Note. From Lava [Photograph], by Denali National Park and Preserve, 2013, Flickr (<https://www.flickr.com/photos/denalinps/8639280606/>). CC BY 2.0.

Attribution free images:

Figure 1

Therapy dogs



Note. From Pixabay.

REFERENCE LISTS

References

→ **Seligman (2013)** explains that belonging to something bigger than oneself elevates a person's sense of purpose in life. This can include workplace engagement. **Lysova et al. (2019)** study on meaningful work found job satisfaction and happiness increases when having a sense of purpose, and those who engage in meaningful work are more committed by participating in workplace activities more willingly.

Lysova, E. I., Allan, B. A., Dik, B. J., Duffy, R. D., & Steger, M. F. (2019). Fostering meaningful work in organizations: A multi-level review and integration. *Journal of Vocational Behaviour*, 110, 374-389.

<https://doi.org/10.1016/j.jvb.2018.07.004>

Seligman, M. (2013). *Building a state of wellbeing – A strategy for South Australia*. Government of South Australia.

<https://www.wellbeingandresilience.com/sites/swrc5/media/pdf/martinseligionreportadelaidethinkersinresidence2012-2013.pdf>

[12-2013.pdf](https://www.wellbeingandresilience.com/sites/swrc5/media/pdf/martinseligionreportadelaidethinkersinresidence2012-2013.pdf)

FORMATTING THE REFERENCE LIST

Alphabetical order
by surname

References

Title centred
(bolded)

Bradley, G. L., & Campbell, A. C. (2016). Managing difficult workplace conversations: Goals, strategies, and outcomes. *International Journal of Business Communication*, 53(4), 443-464. <https://doi.org/10.1016/j.tate.2009.09.010>

Double
spacing

Hanging
indent
after
first line

Brooks, A. W., & John, L. K. (2018). The surprising power of questions. *Harvard Business Review*, 96(3), 60-67.

<https://csn.wiscweb.wisc.edu/wp-content/uploads/sites/10/2018/07/hbr-the-surprising-power-of-questions.pdf>

All links
are live.

Kofman, F. (2014). *Authentic communication: Transforming difficult conversations in the workplace*. Currency.

Wellington, P. (2011). *Effective people management: Improve performance delegate more effectively handle poor performance and manage conflict*. Kogan Page

Book or journal
title and
volume number
in italics

Times New
Roman
12 point font size

CREATING A REFERENCE TO CHATGPT OR OTHER AI MODELS AND SOFTWARE

The reference and in-text citations for ChatGPT are formatted as follows:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

• *Parentetical citation:* (OpenAI, 2023)

• *Narrative citation:* OpenAI (2023)

You should also put the full text of long responses from ChatGPT in an appendix of your paper with an acknowledgment of use.

Appendix A

Tools

I acknowledge the use of the Ought Elicit AI Research Assistant (<https://elicit.org/>) to generate citations and summaries that were included within my final assessment in modified form. I entered the following prompts on March 19, 2023:

- How effective is EMDR for trauma victims?
- How does EMDR compare to other treatments for trauma?

AUTHOR NAMES IN REFERENCE LIST

One author

Butler, L. E.

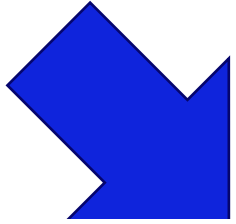
Two authors

Geldard, D., & Geldard, K.

Multiple authors

Van Krieken, R., Habibis, D., Smith, P., Hutchins, B., Martin, G., & Maton, K.

LIBRARY RESOURCES



Reference in APA7

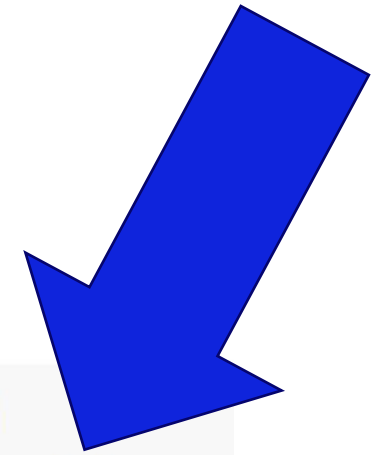
Referencing guides, citation tools & reference management software.



APA 7 Guide

An online guide to APA 7 referencing. Download the quick guide & sample papers. Learn to format in-text citations & reference lists using clear examples & style elements.

[Access the Guide →](#)



<http://libguides.navitas.com/referencing>

QUICK GUIDE (APA 7E)

Reference in APA 7

About APA 7

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ACAP Presentation
Requirements [↗](#)

APA Style Guidelines, Blog &
Socials

Citing In-text

Reference Lists

Books

Journal Articles & Periodicals

APA 7 Overview

The *Publication Manual of the American Psychological Association, 7th Edition* (APA 7) is widely used in the social sciences and other fields to cite and format academic work.

Download the [ACAP APA 7 Quick Guide](#). The APA 7 Quick Guide is based on the library's online APA 7 Referencing Guide (this page). Refer to the full online version for more detailed explanations and specific examples.

Based on the Publication Manual, this online guide provides formatting and presentation standards for ACAP students and examples of in-text and reference list citations for some of the most common sources of information used in assessment tasks. If using citation tools or referencing software, these examples will also help you format these references correctly.

To learn more about the basics of APA 7 take the official Academic Writer Tutorials below.

”

Academic Writer Tutorial:
Basics of APA 7

[↗](#)

<https://libguides.navitas.com/apa7>

ESSENTIAL LIBRARY TOOLS

building rapport AND counselling



ACAP



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0 selected PAGE 1 1-10 of 25,917 Results

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

1. **ARTICLE**
The Birkett Lecture: Avoiding the unhappy patient: The ABCs of rapport building
The Laryngoscope, 2017, Vol.127 (11), p.2517-2521
Kern, Eugene Barton
PEER REVIEWED
Document Delivery Request >

2. **ARTICLE**
Understanding engagement behaviors and rapport building in tobacco cessation telephone counseling: An analysis of audio-recorded counseling calls
Journal of substance abuse treatment, 2022, Vol.135, p.108643-108643
Schnitzer, Kristina ; Senft, Nicole ; Tindle, Hilary A. ; Kelley, Jennifer H.K. ; Notier, Anna E. ; Davis, Esa M. ; Rigotti, Nancy A. ; Douaihy, Antoine ; Levy, Douglas E. ; Singer, Daniel E. ; Kruse, Gina
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2. Find sources cited in this
3. QR code
4. Citation
5. Sign in to add this item
6. Show action options
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- 7.
- 8.

- 9.

... MORE TOOLS

2



ARTICLE

Understanding engagement behaviors and rapport building in tobacco cessation telephone counseling: An analysis of audio-recorded counseling calls

Journal of substance abuse treatment, 2022, Vol.135, p.108643-108643

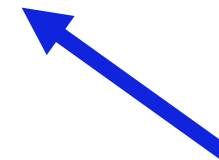
Schnitzer, Kristina ; Senft, Nicole ; Tindle, Hilary A. ; Kelley, Jennifer H.K. ; Notier, Anna E. ; Davis, Esa M. ; Rigotti, Nancy A. ; Douaihy, Antoine ; Levy, Douglas E. ; Singer, Daniel E. ; Kruse, Gina

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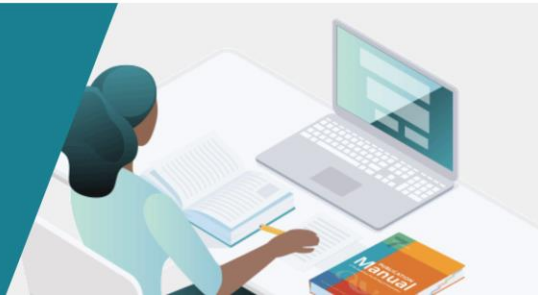
[INSTRUCTIONAL AIDS](#)

[BLOG](#)



Write With Clarity, Precision, and Inclusion

APA Style is used by writers in many disciplines around the world for concise, powerful, and persuasive scholarly communication.



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Popular Style Guidelines

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[TITLE PAGE SETUP](#)

[PAPER FORMAT](#)

[BIAS-FREE LANGUAGE](#)

[IN-TEXT CITATIONS](#)

[SAMPLE PAPERS](#)

<http://www.apastyle.org/>



STUDENT LEARNING SUPPORT WEBSITE



Study Skills



Referencing and Academic Integrity



Assignment Types



Enhance Your Writing



Preparing Your Assessments



Presentation Skills



Making The Technology Work For You



Being a Critical and Reflective Thinker



Essential Skills For Your VET Diploma Studies



Peer Assisted Study Sessions (PASS)



Test and Exam Skills



English Language Support

<http://sls.navitas-professional.edu.au/>

REFERENCE LIST HELP

sls.navitas-professional.edu.au/referencing-overview

Referencing and Academic Integrity

[Home](#) / Referencing Overview

Referencing and Academic Integrity

Referencing Overview

[Referencing Different Sources \(APA\)](#)

[How To Reference In-Text \(APA\)](#)

[How To Prepare A Reference List \(APA\)](#)

Referencing Overview

Referencing allows you to identify the sources of ideas and information in writing. Use the menu on the left to select the relevant topic to help you with the specific elements of referencing.

Academic work requires you to source evidence from current, relevant and reputable sources. The number and range of references used for your work is also important.

Referencing normally occurs in two places:

- in the body of your assessment or *in-text*

<https://sls.navitas-professional.edu.au/referencing-overview>

RESOURCES

More Information on REFERENCING skills

- Learning Support Website

<http://sls.navitas-professional.edu.au/>

<https://sls.navitas-professional.edu.au/referencing-and-academic-integrity>

- APA 7 Quick Guide to Referencing (download)

https://libguides.navitas.com/ld.php?content_id=48290705

- APA Style Website

<http://www.apastyle.org/>

<http://www.blog.apastyle.org/>

REFERENCES USED IN THIS WEBINAR

References

Chenoweth, L., & McAuliffe, D. (2015). *The road to social work and human service*

practice (4th ed.). Cengage Learning Australia.

Corey, G. (2017). *Theory and practice of counseling and psychotherapy* (10th ed.). Cengage Learning.

Geldard, D., & Geldard, K. (2012). *Basic personal counselling: A training manual for counsellors* (7th ed.).

Pearson Publishing.

Sadock, B. J., & Sadock, V. A. (2007). *Kaplan & Sadock's synopsis of psychiatry: Behavioral*

sciences/clinical psychiatry (10th ed.). Lippincott Williams & Wilkins.

Salkind, N. J. (2013). *Exploring research* (Pearson New International 8th ed.).

Pearson Higher Education.

WHO CAN HELP ME?

Questions about my assignment and class content	Questions and advice about how to develop study skills and improve my academic writing	Timetable, Attendance, Enrolment, Course Planning, Extension, Special Consideration, Accessibility, Counsellor	Class Space, Login, Email, Office 365	Fees
Your educator	Your local SLS advisor	The Student Engagement Team	IT support	Fees & Loans
<ul style="list-style-type: none"> • Q/A Discussion forum • Direct message • In the class space • Email educator 	Click here to find your local SLS contact details	Email: studentcentral@acap.edu.au Phone: 1800 061 199 Online Chat Service: via student portal or ACAP website	Email: helpdesk@acap.edu.au	feesandloans@acap.edu.au

CONTACT

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SLSAdelaide@acap.edu.au

Perth students

SLSPerth@acap.edu.au

Online Campus (email contact for MBA and
Graduate Certificate of Coaching students)

SLSOnline@acap.edu.au

HOW DID WE DO?

Tomorrow you will be sent an email with a **survey link** and a link to these slides.

We would appreciate your feedback on this webinar to help us improve our service.

<https://www.surveymonkey.com/r/SLSWebinarSurvey>

Thank You!



QUESTIONS?

THANK YOU

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