REFERENCING REFRESHER APA7

SLS Webinar Program

Student Learning Support

ACAP Australian College of Applied Professions

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture.

We pay our respects to their Elders past, present and emerging.

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

WEBINAR GOALS

During this webinar you will learn how to:

1. referencing why and how
2. strategies for organising references
3. useful tools for citing sources and compiling a reference library

https://sls.navitas-professional.edu.au/webinar-recordings-materials/all

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WHY DO WE NEED TO REFERENCE?

Referencing is the process of acknowledging the sources you have used to write your assessment

- Good referencing is essential to avoid any possible accusation of plagiarism
- It allows readers/educators to locate the information you used to support your work
- Shows you have read widely
- Clearly distinguishes your ideas and arguments from others.

https://sls.navitas-professional.edu.au/using-credible-sources-0

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WHAT IS PLAGIARISM?

Using the words or ideas of others without referencing your source IS plagiarism

For further information you can watch the SLS webinar recording:

Academic integrity and avoiding plagiarism : https://sls.navitas-professional.edu.au/academic-integrity-and-avoiding-plagiarism-4

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WHAT DO I CITE?

The six-point code

1. Distinctive ideas
2. Distinctive structure or organising strategy
3. Information or data from a particular source
4. Verbatim phrase or passage
5. If it's not common knowledge
6. Whenever in doubt, cite it!

(Greetham, 2018)

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IN-TEXT CITATIONS

In-text citations go in the body of your assessment

a) Long-term unemployment can have significant effects on a young person **(Youssef, 2013).** Parenthetical

b) According to **Youssef (2013),** long-term unemployment can have significant effects on a young person. Narrative

c) Cololey (2015) argues that combining family therapy and positive psychology is "culturally sensitive, growth oriented, and hope enhancing" **(p. 70).** Direct Quote

Recommended Webinar recordings
- Referencing Start Pack (APA 7)
- Paraphrase Your Way to The Top

https://sls.navitas-professional.edu.au/webinar-recordings-materials/all

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USING ET AL.

In APA7, use et al. when including a citation from a source that has 3 or more authors.

Van Krieken et al. (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.

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).

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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 intext citations, see here:
https://libguides.navitas.com/apa7/in-text

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CITING IMAGES

Copyrighted Images need to be cited.

Images taken from a book follow author, date, page number formatting

Note. Source: Author name, Year, Page number - p. ??

See here for more information on referencing images and figures:

- https://libguides.navitas.com/apa7/images
- https://libguides.navitas.com/apa7/tables-figures

Figure 1

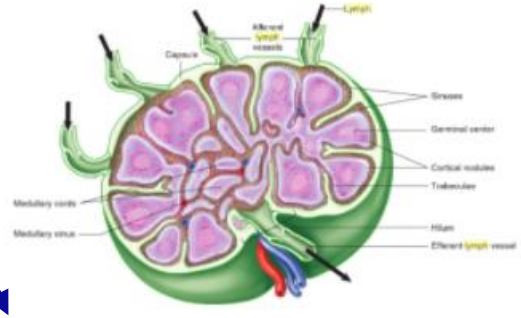
Lava the Sled Dog

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

Taken from https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references

Figure 2

Lymph Node



Note. Source: Walker et al., 2013, p.132.

Taken from https://libguides.navitas.com/apa7/tables-figures

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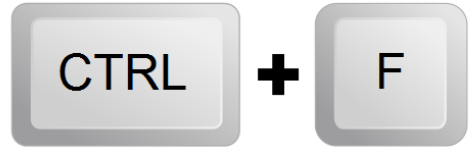
REFERENCE LISTS

Four basic ingredients to sources in your reference list:

- **Author** (Surname and initials)
- **Date of publication** (usually year only)
- **Title of the source** (Journals, TV Series etc. can have two titles)
- **Publisher**

Tip!



See here for further information: https://sls.navitas-professional.edu.au/how-prepare-reference-list-apa

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REFERENCE LISTS

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, *42*(6), 527–532. https://doi.org/10.1177/000992280304200607

Bernstein, D. A., & Borkovec, T. D. (1973). *Progressive relaxation training: A manual for the helping professions*. Research Press.

Bottomley, A. (1996). Group cognitive behavioural therapy interventions with cancer patients: A review of the literature. *European Journal of Cancer Cure*, *5*(3), 143–146. https://doi.org/10.1111/j.1365-2354.1996.tb00225.x

Cohen, M., & Fried, G. (2007). Comparing relaxation training and cognitive-behavioral group therapy for women with breast cancer. *Research on Social Work Practice*, *17*(3), 313–323. https://doi.org/10.1177/1049731506293741

Cunningham, A. J., & Tocco, E. K. (1989). A randomized trial of group psychoeducational therapy for cancer patients. *Patient Education and Counseling*, *14*(2), 101–114. https://doi.org/10.1016/0738-3991(89)90046-3

(Castellini, 2020)

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QUIZ TIME!

Only one of these is correct:

Falkenström, F., Granström, F., & Holmqvist, R. (2013). *Therapeutic Alliance Predicts Symptomatic Improvement Session by Session*. *Journal of Counseling Psychology*, *60*(3), 317–328. https://doi.org/10.1037/a0032258

Falkenström, F., Granström, F., & Holmqvist, R. (2013). Therapeutic alliance predicts symptomatic improvement session by session. *Journal of Counseling Psychology*, *60*(3), 317–328. https://doi.org/10.1037/a0032258

Falkenström, F, Granström, F, & Holmqvist, R (2013) Therapeutic Alliance Predicts Symptomatic Improvement Session by Session. *Journal of Counseling Psychology*, *60*(3), 317–328. https://doi.org/10.1037/a0032258

Falkenström, F., Granström, F., & Holmqvist, R. (2013). Therapeutic Alliance Predicts Symptomatic Improvement Session by Session. *Journal of Counseling Psychology*, *60*(3), 317–328. https://doi.org/10.1037/a0032258

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ORGANISING YOUR REFERENCES

Keeping your references organised is good academic practice

- Use folders and save all the references you use according to assignment
- If you are on multiple devices, consider using Google drive or Dropbox
- Use meaningful file names (topic, unit and assessment number)
- Use notes and colours to quickly find information in PDFs

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REFERENCING AS YOU WRITE - STRATEGIES

Record as much information as possible to make finding the original work easier

- Protect your writing flow
- Use a system or code so you know what to reference where (REF 1) or (BLUE) or highlight
- Use find and replace function to add references **CTRL +H**
- Plan ahead and put aside a significant chunk of time to reference
- If you are not in the mood to write, use this time to attend to the technical requirements of referencing

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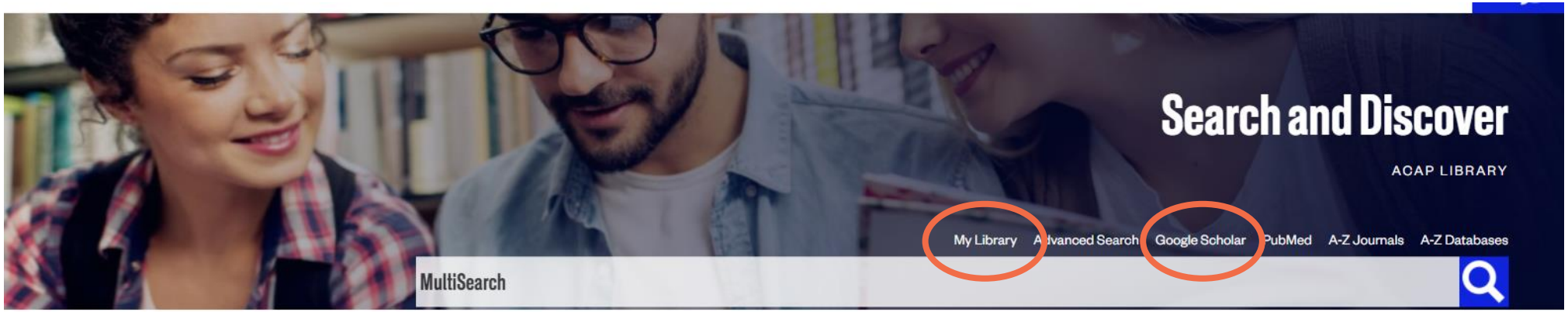
LIBRARY REFERENCING RESOURCES



HELP WHEN YOU NEED IT

Develop Search Skills

- Information Skills
- Subject Pathfinders
- Book Appointments
- Instructional Videos

GET STARTED

Essential Resources and Guides

Reference in APA 7

Referencing guides, citation tools & reference management software.

Explore Referencing Guides →

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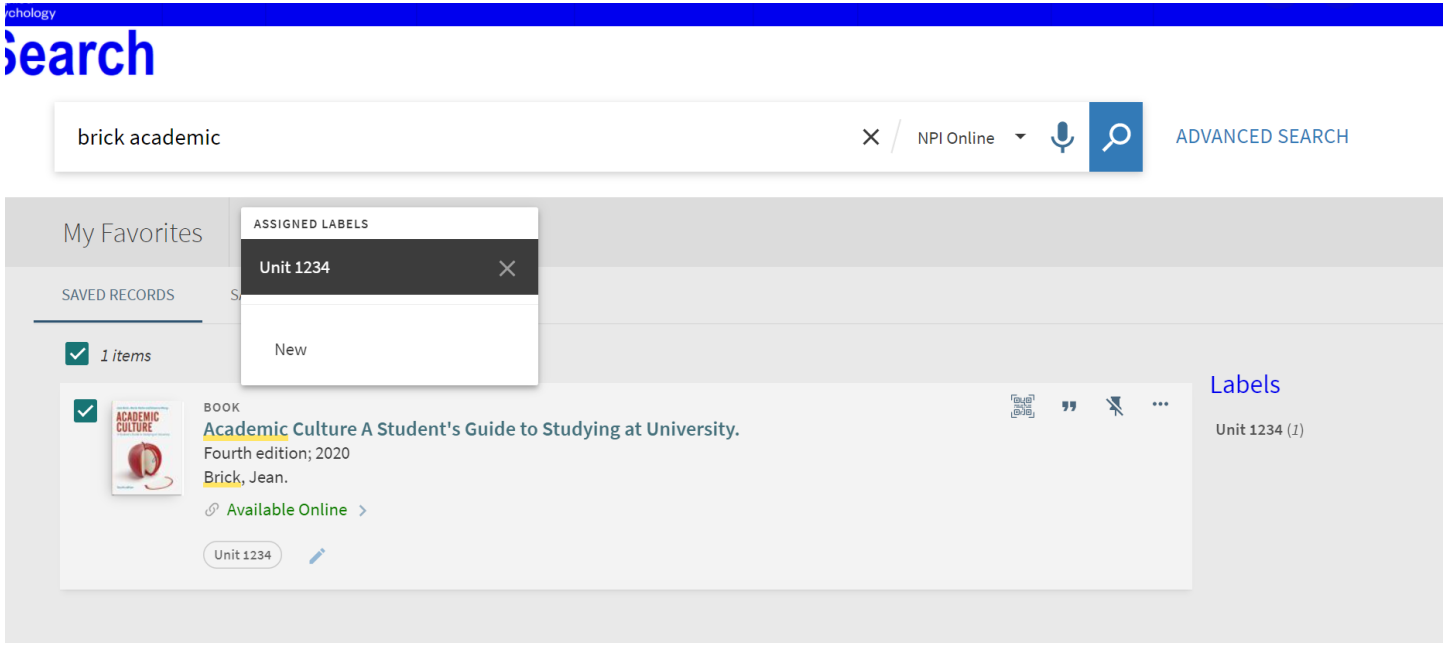
USING 'MY LIBRARY'

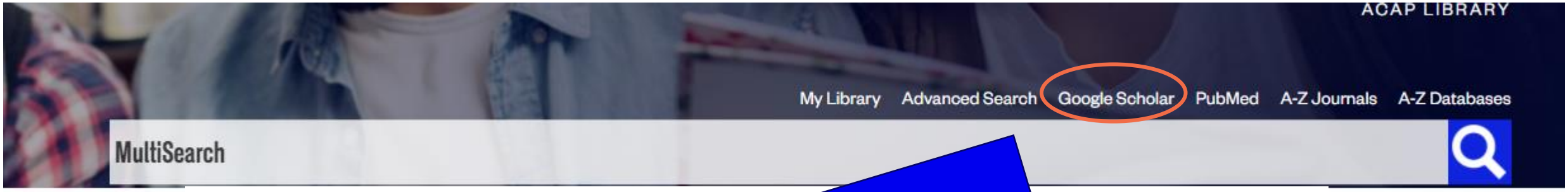
Stay organised in MultiSearch

My Library - sign in!

- Save entire searches.
- Pin individual items.
- Use labels to organise your results.



USING FINDIT@ACAP



Google Scholar

Scholar enables you to search the web for scholarly literature, including peer-reviewed papers, theses, books, preprints, abstracts and technical reports. The following steps link Google Scholar results to full text journals held in the library.

1. Click the settings icon from the Google Scholar home page
2. Click Library Links from the settings menu
3. Type ACAP in the search box, tick the ACAP-FindIt@ACAP check box and then Save.

Find It!

You will now see 'FindIt@ACAP' next to full text articles available in library journal databases.

Click here to connect the Library to Google Scholar

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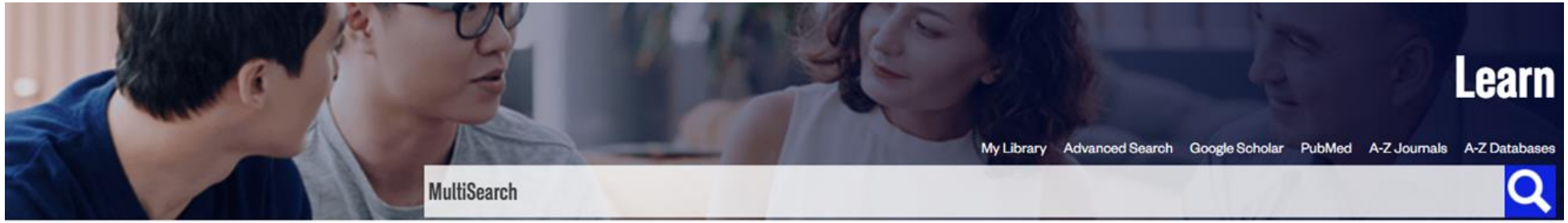
REFERENCING



Referencing at ACAP

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 →

Reference Management Software

Referencing managers & citation plugins for MS Word. Manage your research, cite in-text & generate reference lists using Mendeley & Zotero.

Learn More →

Citation Tools

Information about & access to citation tools found in library databases, other academic indexes, and online citation generators.

View Options →

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USING CITATION TOOLS

Citation tools let you format one citation at a time

- They appear in MultiSearch and all the library databases, CrossRef, Google Scholar and other generic tools. Look for the quotation symbol ❞
- They are a quick formatting tool only – they don't save your source to any personal database.
- **Always** edit citations generated with these tools – there are often errors in formatting!
- Check against the official ACAP referencing guides.

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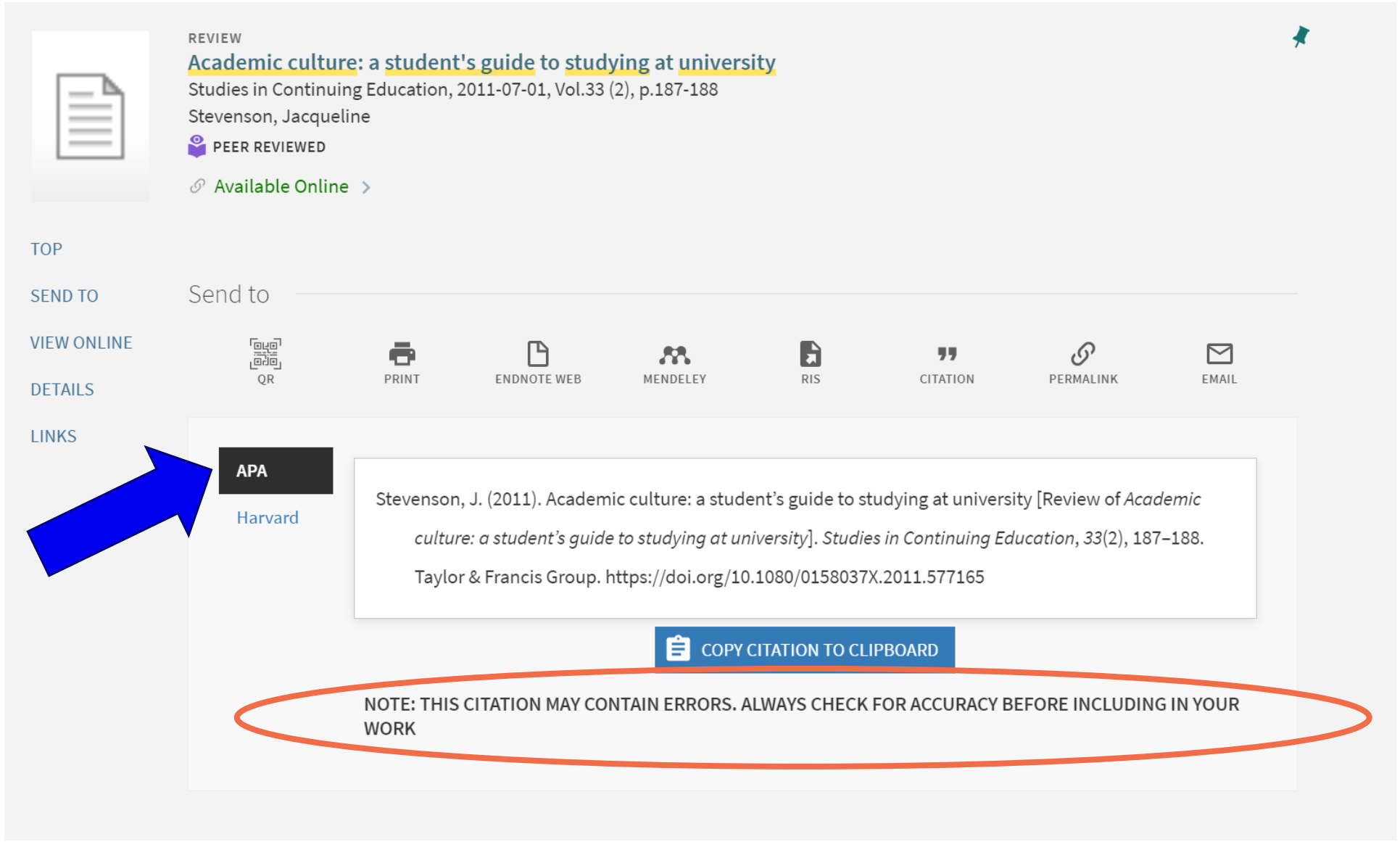
MULTISEARCH CITATION



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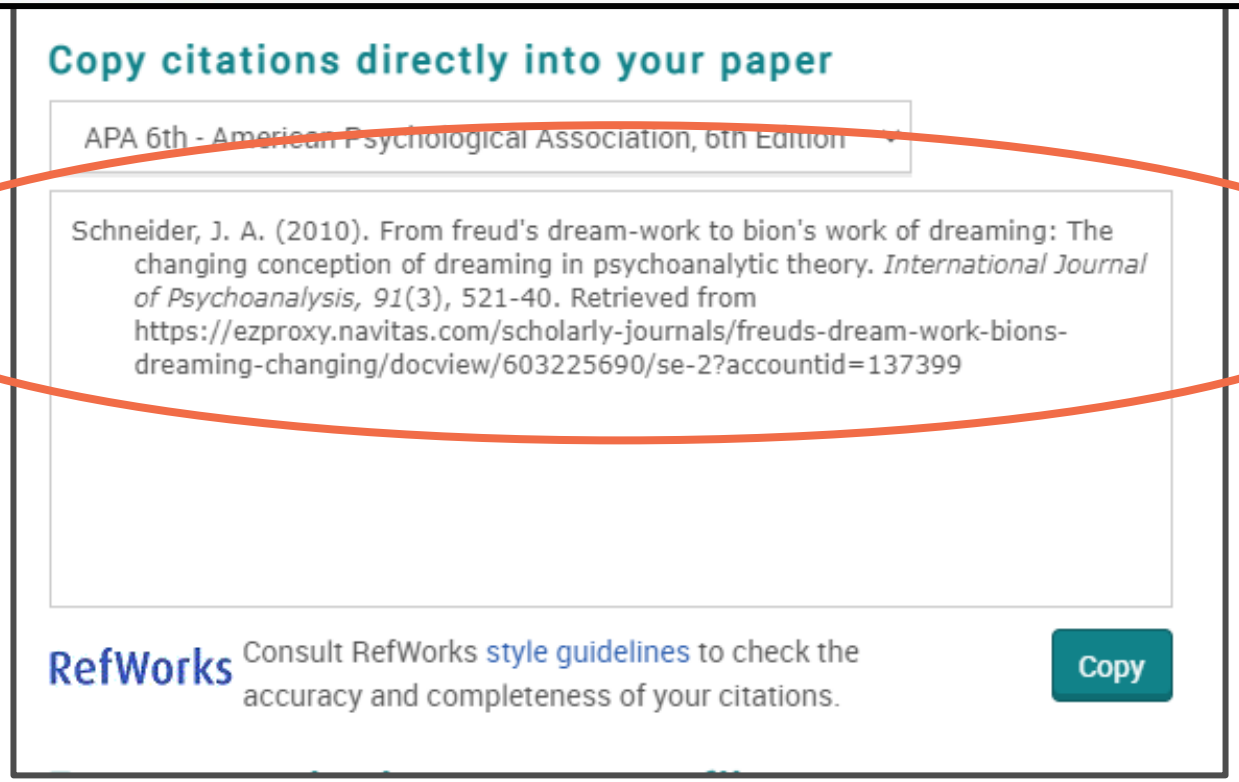
PROBLEMS IN CITATION



Here's an example when you hit the 'cite' button in ProQuest. What problems can you see? (there are four fixes required)

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PROBLEMS IN CITATION

Copy citations directly into your paper

APA 6th - American Psychological Association, 6th Edition

Schneider, J. A. (2010). From freud's dream-work to bion's work of dreaming: The changing conception of dreaming in psychoanalytic theory. *International Journal of Psychoanalysis, 91*(3), 521-40. Retrieved from https://ezproxy.navitas.com/scholarly-journals/freuds-dream-work-bions-dreaming-changing/docview/603225690/se-2?accountid=137399

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PROBLEMS IN CITATION

ProQuest output:

Schneider, J. A. (2010). From freud's dream-work to bion's work of dreaming: The changing conception of dreaming in psychoanalytic theory. *International Journal of Psychoanalysis, 91*(3), 521-40. Retrieved from https://ezproxy.navitas.com/scholarly-journals/freuds-dream-work-bions-dreaming-changing/docview/603225690/se-2?accountid=137399

Correct ACAP APA7 version:

Schneider, J. A. (2010). From Freud's dream-work to Bion's work of dreaming: The changing conception of dreaming in psychoanalytic theory. *International Journal of Psychoanalysis*, *91*(3), 521-540. https://doi.org/10.1111/j.1745-8315.2010.00263.x

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FINDING DOIS AND URLS

- If an online link to the source exists, you must add it to the reference.
- If a DOI is available, you must use that instead of a URL.
- Digital Object Identifiers (DOIs) must take the format https://doi.org/xxxxx
- Always add DOIs to sources from academic databases. Never use URLs for these resources.
- For websites (NOT academic research databases), which don't have DOIs, provide a URL in the reference. URLs should always link to a live site.
- Don’t use URLS which link to a site which requires a sign-in, i.e. no ‘ezyproxy.navitas.com’ links.

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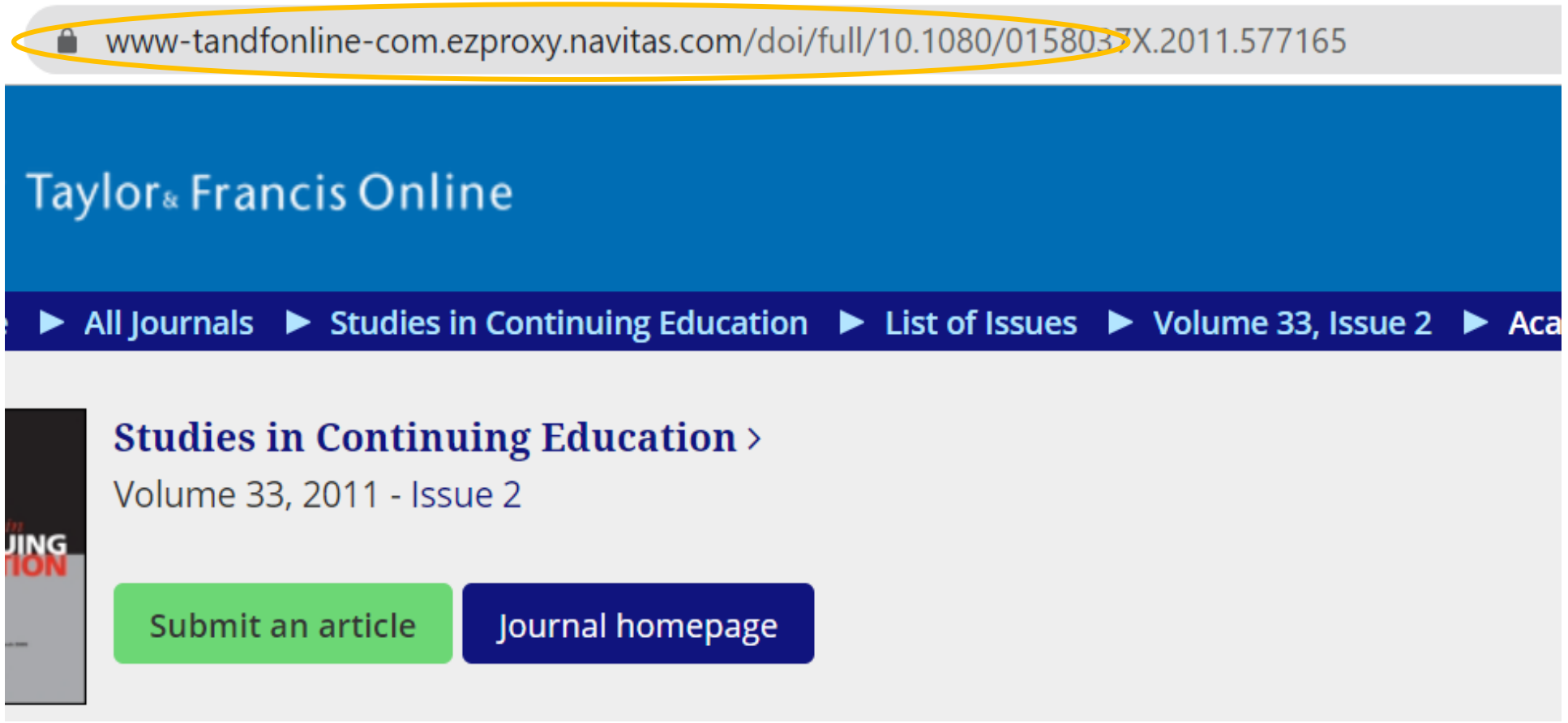
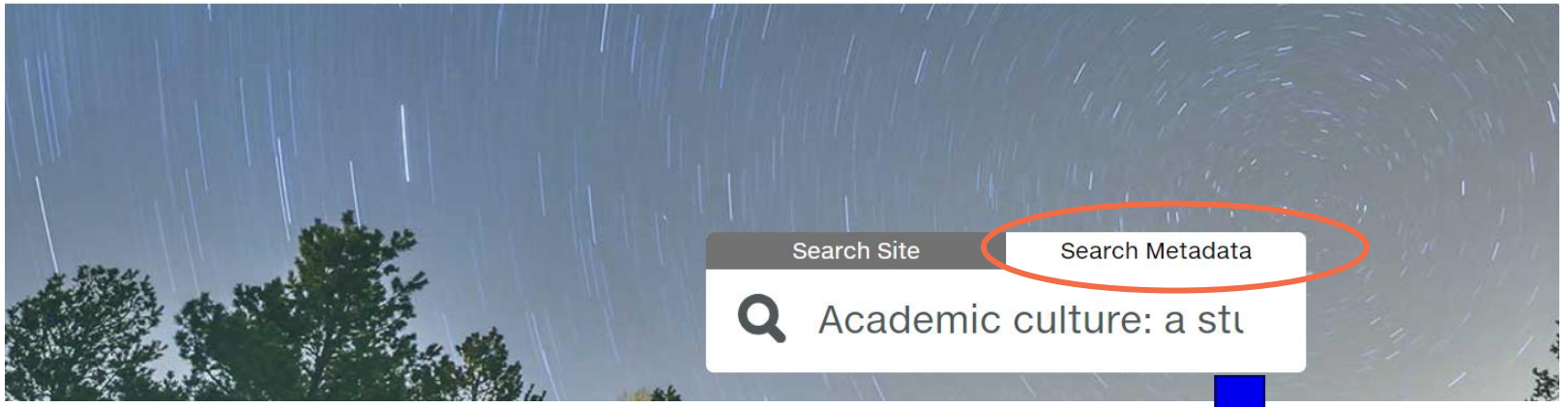
FINDING DOIS AND URLS



crossref.org



Book Review: Academic Culture: A Student's Guide to Studying at University

Journal Article published **Apr 2007** in **RELC Journal** volume **38** issue **1** on pages **126** to **127**

Authors: Carmelita C. Ballesteros

https://doi.org/10.1177/003368820703800110 Actions

2. Thinking about studying law

Book Chapter published **15 Mar 2018** in **The Successful Law Student: An Insider's Guide to Studying Law**

Authors: Imogen Moore, Craig Newbery-Jones

https://doi.org/10.1093/he/9780198757085.003.0002 Actions

What Every ESL Student Should Know

Monograph published **2008**

Authors: Kathy Flores

https://doi.org/10.3998/mpub.323180 Actions

Academic culture: a student's guide to studying at university

Journal Article published **Jul 2011** in **Studies in Continuing Education** volume **33** issue **2** on pages **187** to **188**

Authors: Jacqueline Stevenson

https://doi.org/10.1080/0158037x.2011.577165 Actions

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CITATION GENERATORS

Citation generators let you format ONE REFERENCE LIST at a time.

Citation Generators

Many citation generators can be found online. Here are just a few examples. Remember, like all citation tools, these applications cannot do all the work for you. Always check and edit references against ACAP referencing guides.

- ZoteroBib (Recommended)
  ZoteroBib helps you build a bibliography and cite in-text instantly from any computer or device, without creating an account or installing any software.
- CiteFast
  Claims to be the the web's fastest and most accurate citation generator.
- Cite This For Me
  Quickly create a citation using the APA or Harvard referencing styles. Good for those tricky references like court cases, legislation, broadcasts, conference proceedings, etc. It's fast and free! Note: do not sign up.
- CiteULike
  CiteULike is a web service which allows users to save and share citations to academic papers.

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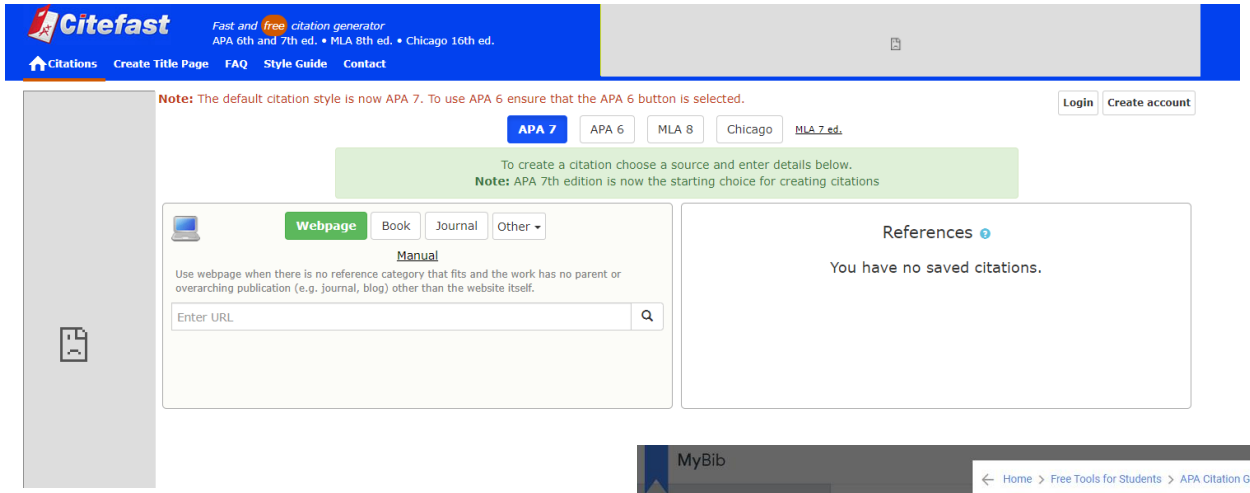

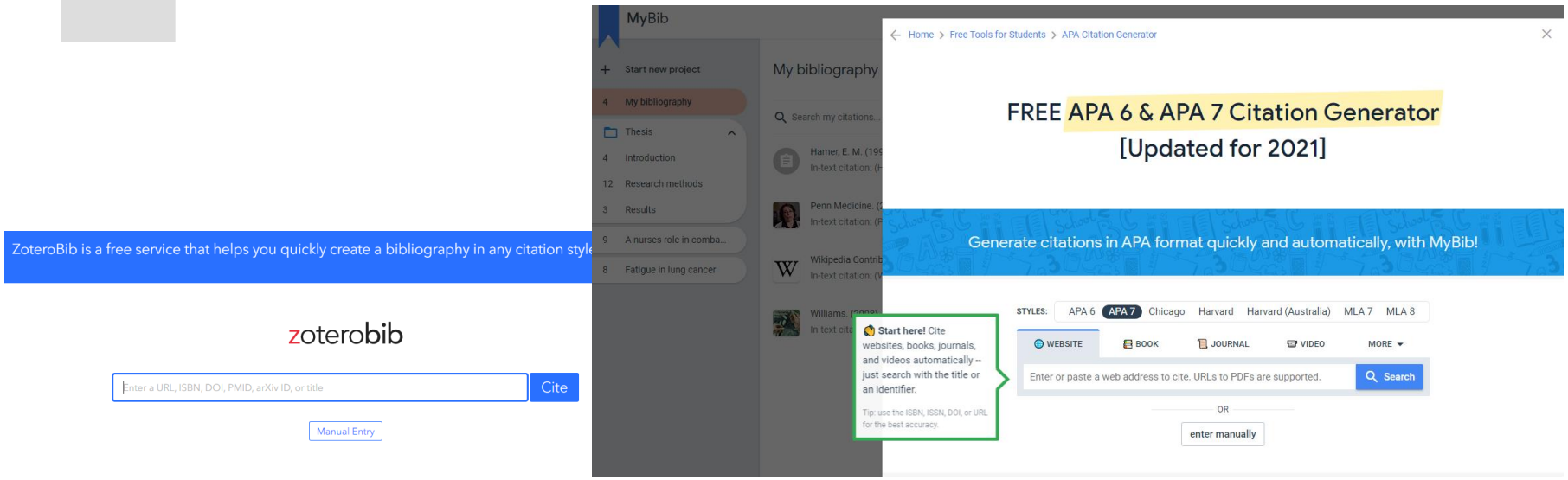

Your bibliography is empty.

To add a source, paste or type its URL, ISBN, DOI, PMID, arXiv ID, or title into the search box above.

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REFERENCE MANAGEMENT SOFTWARE/PLUGINS

...let you format your reference list, cite in text and organise research into a personal library

- Mendeley, Zotero and EndNote are some examples.
- Can be used to organise and share your research, add pdfs, notes and highlight work all in the one place.
- Works inside MS Word and other word processors to help you cite in-text and create reference lists in APA
- Like citation tools, references need to be checked and edited.
- The Library can help you download and use the software.

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Reference Management Software

Overview

Mendeley

Zotero

Mendeley vs Zotero

Export Citations from Databases

What is Reference Management Software?

Reference management software applications can help to organise, store and retrieve citations of books, articles, web sites and reports.

You may choose to use reference management software for your assessment, literature review or thesis.

Citations can be added manually or directly exported from MultiSearch, databases, or websites such as Google Scholar or Amazon.

PDFs can be dragged and dropped into the application.

Many reference management apps work with word-processing software to insert properly formatted citations into a paper and create a bibliography.

Mendeley and Zotero are both popular free reference management tools.

However, if you simply want to create a reference list and don't have a need for the complexity of reference management software, try a Citation Tool like ZoteroBib.

https://libguides.navitas.com/reference-management

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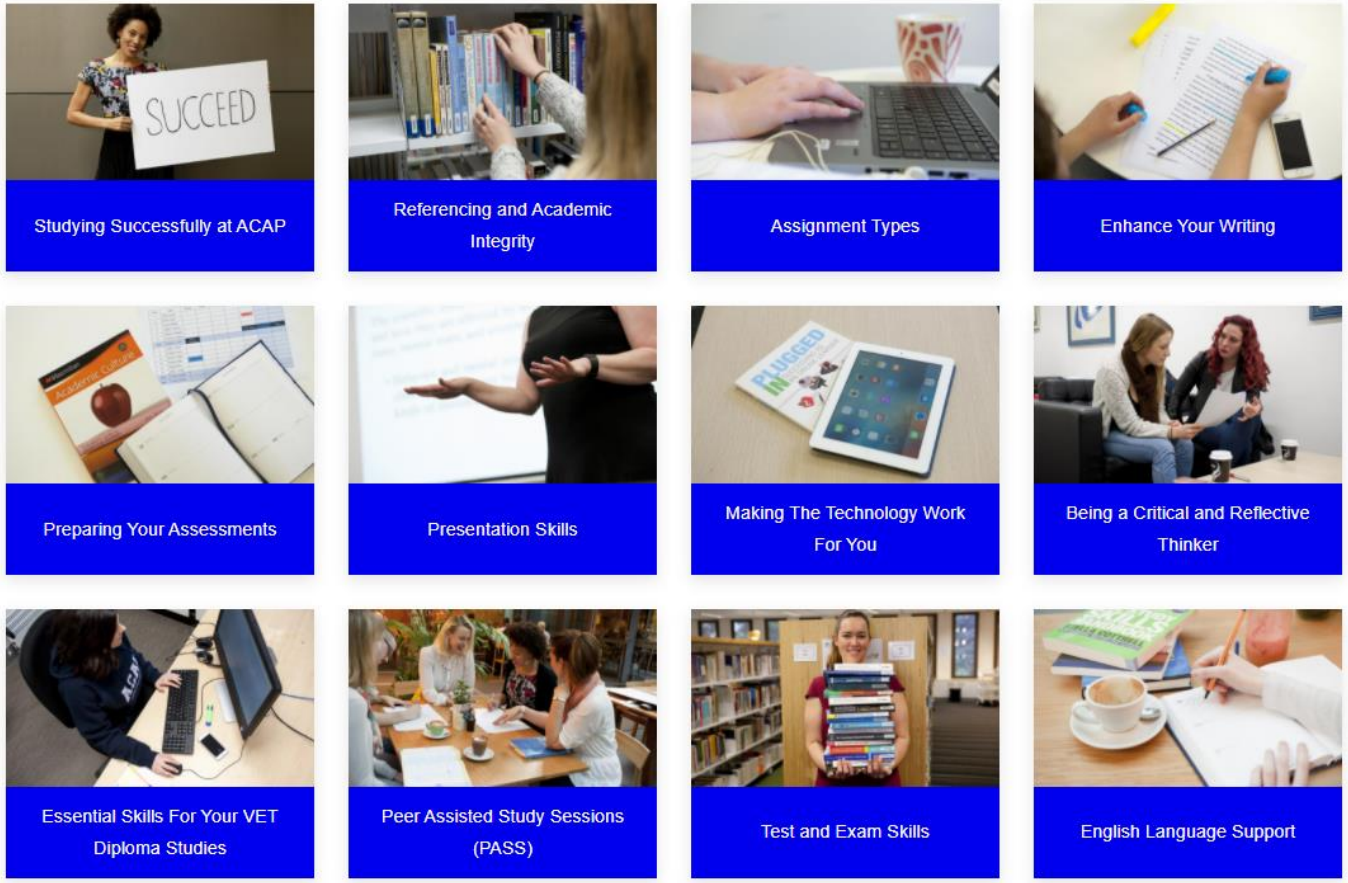
WHO CAN HELP ME?

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
• 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 Virtual Reception Desk: https://acap.zoom.us/j/66023 5497 Phone: 1800 061 199	Email: helpdesk@my.navitas-professional.edu.au Phone: (02) 9964 6322.	feesandloans @acap.edu.au

STUDENT LEARNING SUPPORT WEBSITE



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

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CONTACT

Reach out to Student Learning Support (SLS)

Sydney students

SLSSydney@acap.edu.au

Byron Bay students

SLSByronbay@acap.edu.au

Brisbane students

SLSBrisbane@acap.edu.au

Melbourne students

SLSMelbourne@acap.edu.au

Adelaide students

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

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THANK YOU

CONTACT:

ACAP Australian College of Applied Professions