APA@IHNA: A Guide to Referencing and Formatting in the APA Style for IHNA Students

Contents

RTO ID: 21985
CRICOS Code: 03386G

Introduction

All higher education courses at the Institute of Health and Nursing Australia (IHNA) require the use of the APA 7th referencing and formatting style when submitting written assignments. APA referencing is also used by IHNA students. This guide includes instructions for students to follow the APA 7th referencing system as well as a style guide for formatting papers. Whilst the APA system is a standard adopted by many institutions, there are some details that are particular to IHNA.

How to Use This Guide

If you are using this guide electronically, there are hyperlinks that will take you to the sections you need, and some that download or open external resources. The table of contents is also hyperlinked and there are hyperlinks on each page that help you return to it.

If you are using a printout of this guide, you may refer to the page numbers and headings set out in the table of contents, which correspond to the numbers in the top right-hand corner of each page.

If you are undertaking a course of study, it is recommended that you download this guide and keep it somewhere where you can easily access it. You may refer to it when writing references, formatting your papers and performing self-review of your referencing and formatting.

Evidence

All professional practice should, wherever possible, be based on evidence. Showing what published evidence, one's writing is based on by citations is an extremely important skill at this level. Students must also consider the quality of the published evidence and understand that certain types of sources are considered more reliable than others. Begin asking questions: Do we really know who wrote it? Has it been subject to peer review? What evidence or research did the author base their work on? Consider these questions when selecting evidence to cite.

Referencing

A requirement of all assessment in this course is that you cite references in the APA 7th style. As a rule, whenever you write anything in your assessment you should refer to **Table 1** when determining whether a citation is required.

Table 1: When to Cite

Cite if...	Don't cite if...
• Fact	• Common knowledge
• Statistic or figure	• Your own opinion
• Author's analyis, concept or thought	• Your own analysis, concept or thought
• Image	• Content that you created yourself
• Author's opinion	• Your own research data

Please refer to this table when you are writing. Ensure that there is an in-text citation whenever any of the 'cite if' instances arises and that there is a corresponding reference-list entry for every in-text citation. **Only then** will

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your written work be of an acceptable standard and achieve the marks you need to achieve your study and career goals.

Why is this important?

Citing references is important because your writing as a student (and your practice as a nurse) needs to be based on evidence and basing it on evidence without properly acknowledging sources would constitute plagiarism, which is illegal and would mean your work could not be accepted.

What is referencing and what is a citation?

Referencing is a set of rules for acknowledging sources which, you have used to create an idea to build or share knowledge and demonstrate, how you engage critically with sources in your academic writing. All sources used in your academic work must be acknowledged by referencing. Even if your initial source is a book, Journal, website, facts, image, statistics, diagram, data, words, ideas, podcast, video or any other source, you need to reference all sources that you use to collaborate you are writing. A citation is a place in your writing where a source of evidence or intellectual property is acknowledged in a systematic manner. This includes an in-text citation, indicating the exact part of your writing that links to the evidence or intellectual property, and a reference list entry where the full details of the source being cited are given.

In-Text Citations and Reference Lists

An in-text citation is located within the paragraphs you are writing. Its role is to show a clear link between what you are saying and the source or sources no which it is based. There should be an in-text citation for any place in your writing where you give a fact, figure, statistic or any of the other things listed under 'cite if' in **Table 1**.

A reference list is a list of all sources for which there is at least one in-text citation in your paper. For each reference, it includes detailed information that ensures that the reference can be reliably located and identified.

The APA system specifies, for both in-text citations and reference lists, what information must be included, what order that information must be in and the text styles and punctuation that must be used.

Quoting Versus Paraphrasing

Quoting means reproducing a passage from your source word for word. When you quote, you must use the correct citation method for a quote, which includes quotation marks and a page number.

Paraphrasing means writing in your own words but expressing an idea or piece of information that comes from a source. When you do this, you must use the correct citation method for paraphrasing, which means not having quotation marks and not including a page number in the in-text citation.

Most of your work should be paraphrased. Quotes should rarely be used and when they are used it should be for a valid reason. Instances where a quote is justified would include situations where you are analysing how something was said (more common in the study of literature rather than nursing) or where the author has expressed something in an especially apt manner.

Citing Books

Citing books only the authors' initials are included regardless of the presentation of the authors' name in the source document. The given name may be cited in full to identify the author when different authors have the same surname and initials. Capitalisation practice should be consistent. Titles and subtitles of books are given minimal capitalisation. Only the first letter of the first word of the title and proper nouns are capitalised. Book titles are italicised when typed. When the authors and the publisher are same do not include the publisher name in the reference. While e-books are assigned DOI or URL, which should be included in your reference.

Format

Author, A. A., & Author, B.B. (Year). *Title of work: Subtitle* (Edition.). (Volume(s).). Publisher.

Source	How to cite in-text	How to add a reference list entry
Book with one Author	**Quoting:** "Experience is the only perceived indicator of capability" (Fletcher, 2018, p.107). **OR** Fletcher (2018, p. 107) notes that "experience is the only perceived indicator of capability". Add page numbers for direct quotes. **Paraphrasing:** The amount of experience one has influences perceptions of their ability (Fletcher, 2018). **OR** Fletcher (2018) highlights a relationship between experience and levels of perceived ability.	Fletcher, D. P. (2018). *Disrupters: Success strategies from women who break the mold*. Irvine, CA: Entrepreneur Press. For books in electronic format (eBooks) add the word eBook in square brackets and include a URL or DOI if available.

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Book with 2 Authors, second edition or later	According to Moran and Toner (2017), psychology influences the performance of athletes **OR** The influence of psychology on athletic performance is evident (Moran & Toner, 2017).	Moran, A., & Toner, J. (2017). *A critical introduction to sport psychology* (3rd ed.). Milton Park.
Edited book	… open access data is of great value to researchers (Perry, 2018). **OR** Perry (2018) promotes the use of… Big data is giving insight into collective human behaviour (Lauro, Amaturo, Grassia, Aragona, & Marino, 2017). If you cite it again subsequently the second and subsequent editors can be abbreviated to et al. For example: According to Lauro et al. (2017)…	Perry, S. M. (Ed.). (2017). *Maximizing Social Science Research through Publicly Accessible Data Sets*. IGI Global in Hershey. **For multiple editors, use multiple author format as in the example for multiple editors and use (Eds.).** Lauro, N. C., Amaturo, E., Grassia, M. G., Aragona, B., & Marino, M. (Eds.). (2017). *Data Science and Social Research: Epistemology, Methods, Technology and Applications*. Springer.
Book chapter (where multiple authors contribute chapters to an edited book	**Direct quote (page number(s) must be included)** "When phylogeneticists assess species relationships, they analyse the similarities of traits among	Ryan, M. J. (2005). Evolution of Behaviour. In J. Bolhuis & L. Giraldeau (Eds.), *The Behaviour of Animals* (pp. 294-314). Oxford.

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	species and present the results as species arranged on a phylogenetic tree" (Ryan, 2005, p. 296). **Paraphrasing or summarising (use of page number(s) encouraged - see notes)** A study by Ryan (2005) argued that...	**For multiple editors, use multiple author format as in the example for multiple editors and use (Eds.).**

Tips:

- Most of the information you need to cite a hard copy book is on the copyright page (usually the next page after the title page after you open the front cover).
- For Australian and US places of publication, you can use the abbreviation (two or three letters) to represent the state. They should be in capitals.
- ProQuest eBooks have a cite function that lets you copy the reference list entry in APA format. You can then paste it into your assignment and check that it is correct.

Citing Journal Articles.

Citing Journal article only the authors' initials are given, regardless of the presentation of the authors' name on the journal article. The given name may be citied in full to identify the author when authors have the same surname and initials. Provide family names and initials for up to and including 20 authors. When there are two to twenty authors, use ampersand (&) before the final authors' name. When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (…) and then add the final authors' name. Include the issue number in parentheses immediately after the volume number. For all journal that have an issue number. The issue number never italicised.

The reference for an article from an e-journal is the same as for a print journal article, followed by a DOI or URL, if available. URLs should not be used for articles retrieved from academic research database. Do not include database information for articles retrieved from academic research databases, such as CINAL or JBI Database. For articles with an article number or e-locator, include the word Article (capitalised) followed by the article number. If a DOI or URL is not available, the reference is the same as for a print Journal.

Format

Article Author, A.A., & Article Author, B. B. (Year). Title of article. *Title of Journal, volume numbe*r(issue number), inclusive page numbers.

Article Author, A.A., & Article Author, B. B. (Year). Title of article. *Title of Journal, volume number*(issue number), inclusive page or paragraph numbers. DOI or URL.

Source	How to cite in-text	How to add a reference list entry

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Journal article with one Author	**Paraphrasing or summarising (use of page number(s) encouraged - see note)** Batteson (2000) noted that conservatives could only admit to slight gains to their education achievements. **Direct quote (page number(s) must be included)** "In the years 1997-2000 training budgets were dominated by literacy/ numeracy schemes" (Batteson, 2000, p. 46).	Batteson, C. (2000). The changing politics of primary education. *Improving Schools*, *3*(3), 44-48. If the journal is electronic (online), the DOI or URL should be included.
Journal article with three to five authors	**Paraphrasing or summarising (use of page number(s) encouraged - see note).** 3+ authors are shortened to Surname et al. in-text – including the first time (Chambers et al., 2013) state the benefit of working collaboratively. **Direct quote (page number(s) must be included)** There is a "need to embed information literacy within specific content areas that interest students" (Chambers et al., 2013, p. 55).	Author, A. A., Author, B. B., Author, C. C., Author, D. D., & Author, E. E. (Year). Title of article. *Title of Journal, Volume*(Issue), pp-pp. For example Pope, A., Puttick, K., & Walton, G. (2010). The enquiring minds project at Staffordshire University: integrating information literacy into the curriculum and assessment. *Legal Information Management*, *10*(2), 104-108. If the journal is electronic (online), the DOI or URL should be included.
Journal article with six to seven	**Paraphrasing or summarising (use of page number(s) encouraged - see note)**	**Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G. (Year). Title of article. *Title**

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	(Glover et al., 2011) reported a decrease in numbers of children taking up smoking. **Direct quote (page number(s) must be included)** Parents smoking in their cars and in the family home "should be considered as intermediary factors in the pathway between parental and student smoking" (Glover et al., 2011, p. 1028). Et al. is Latin for 'and others' and is used in lieu of the second and subsequent authors in the in-text citation when there are six or more authors.	*of Journal, Volume*(Issue), pp-pp. Glover, M., Scragg, R., Min, S., Kira, A., Nosa, V., McCool, J., & Bullen, C. (2011). Driving kids to smoke? Children's reported exposure to smoke in cars and early smoking initiation. *Addictive Behaviors, 36*, 1027-1031.
Journal article with eight or more authors	**As above**	**Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., … Author, G. G. (Year). Title of article.** *Title of Journal, Volume*(Issue), pp-pp. Bakris, G. L., Lindholm, L. H., Black, H. R., Krum, H., Linas, S., Linseman, J. V., ... Weber, M. (2010). Divergent results using clinic and ambulatory blood pressures: Report of a Darusentan-resistant hypertension trial. *Hypertension, 56*, 824-830.

Tips:

- If the journal article is online, a DOI or URL should be added at the end of the reference

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- Most databases that contain electronic journal articles have a 'cite' function that provides pre-formatted citation information. The ProQuest platform formats it in APA style for you so you can copy and paste the reference list entry, then check that it is correct.

Citing webpages

Cite documents published on the internet according to the specific guidelines for the type of document. Please note, if no author or editor is given and the document is not a part, article or chapter, then citation is by title, and format will precede the year of publication.

Format

Author, A.A. (Year). *Title: Subtitle* (Edition). Publiasher.URL

Source	How to cite in-text	How to add a reference list entry
Webpage with organisation as author	**If no specific person is acknowledged as the author of a page, the organisation that owns the page is the author. For example:** (Australian Institute of Health and Welfare, 2019) indigenous Australians are identified by health service providers in order to provide the most culturally appropriate care.	Australian Institute of Health and Welfare (2019). Indigenous Australians. https://www.aihw.gov.au/reports-data/population-groups/indigenous-australians/links-other-information
Tips - If no year of publication for the page can be found, the year is replaced with n.d. - When citing multiple pages from the same website, each page should be cited as above - If there is a large amount of written content in the page, a paragraph number should be added. These are included in the in-text citation after the date. **For example:** (Australian Institute of Health and Welfare, 2019, para. 2).		

Citing sources not described here.

The tables in this guide set out the most common source types and configurations. If you need to cite a source that is not described here, you may refer to the APA website, more thorough guides from other institutions or this online citation tool. You can also contact academic support staff for assistance.

Tools to Help You Cite

Our Library databases that contain electronic journal articles and eBooks have some form of citing tool that will provide the citation information for a journal article. Ebscohost has the most advanced and will pre-format the reference list entry in APA format for you to copy and paste.

These databases also have an 'export citation' function, which will generate a file that can be read by citation management software such as Endnote, or online citation applications such as Endnote Web.

Most scholarly sources such as journal articles and textbooks can be searched for using Google Scholar. Full text may not be available, but the search result has a cite function similar to those found in the databases and will let you copy and paste a pre-formatted reference list entry. This will save you time, but you do need to check what you have copied and pasted to ensure it is correct.

Remember: Whatever tools you use, you are responsible for ensuring your sources are correctly cited according to the APA system. If the tool makes an error, then you need to correct it.

Formatting

Formatting Guidelines for Written Assignments

All written assignments must be formatted in APA style. The following requirements are based on the APA style manual and should be followed in all written assignments.

- **Font:** Times New Roman, font size 12, black.

- **Page margins:** One inch (2.54cm) from top, bottom, left and right side of each page.

- **Line spacing:** Double-spaced throughout.

- **Paragraph indentation:** Indent the first line of each paragraph by *one-half inch* from the left margin. (Use your word processor's Help feature for instructions on formatting paragraph indentation.)

- **Reference list:** Starts on a separate page at the end of your assignment paper and is titled **References** in bold, must be ordered alphabetically by surname. The reference list should be double spaced (both within and in between entries) with hanging indents (approximately one inch) used for the second and subsequent lines of each entry.

- All text is **left-justified**, with an unjustified (ragged) right margin. Do this using the 'Align left' function in Microsoft Word.

- Do not hyphenate words at the ends of lines.

- Use a running head throughout the paper. (If possible, use your word processor's Header function to place it automatically on every page.) The header should appear one-half inch below the top of the page, flush left, in all capital letters; it is a shortened version of the paper's title (up to 50 characters, including spaces). The page number appears in the upper right corner.

- You must compose a descriptive title for your work and that is what you present on the cover page and running head.

- Section and paragraph headings should be used to make the structure clear to the reader. They are formatted as follows:

    1. The first level heading is centered (align centre), bold, font size 12, Times New Roman. The first word and each noun, verb and adjective in the heading should begin with a capital letter (title case).

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2. The second level heading is aligned left, but otherwise the same as the first.

3. If a third level heading is used, it is indented one inch (2.54cm) and has a capital letter only for the first word but is otherwise the same.

Refer to the APA Style manual and website for more details and examples.

Formatting Multimedia Assignments and Presentations

It is essential that citations are given and that the reference list contains the full APA reference for each source. However, you are free to choose fonts, font sizes and formatting parameters for these types of assessment, bearing in mind the following principles:

- All content should be easily readable. Your lecturer cannot assess what they cannot read
- Fonts should be appropriate to the subject matter and context. For example, you would not make an ePoster about palliative care in comic sans font, but you might use it for one about having entertainers visit hospitalised children.
- No more than three font styles should be used. Having many styles of text makes things appear visually cluttered
- Links between content and sources should be easily understood.

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