

APA@IHM

A Guide to Referencing and Formatting in the APA Style for IHM Students

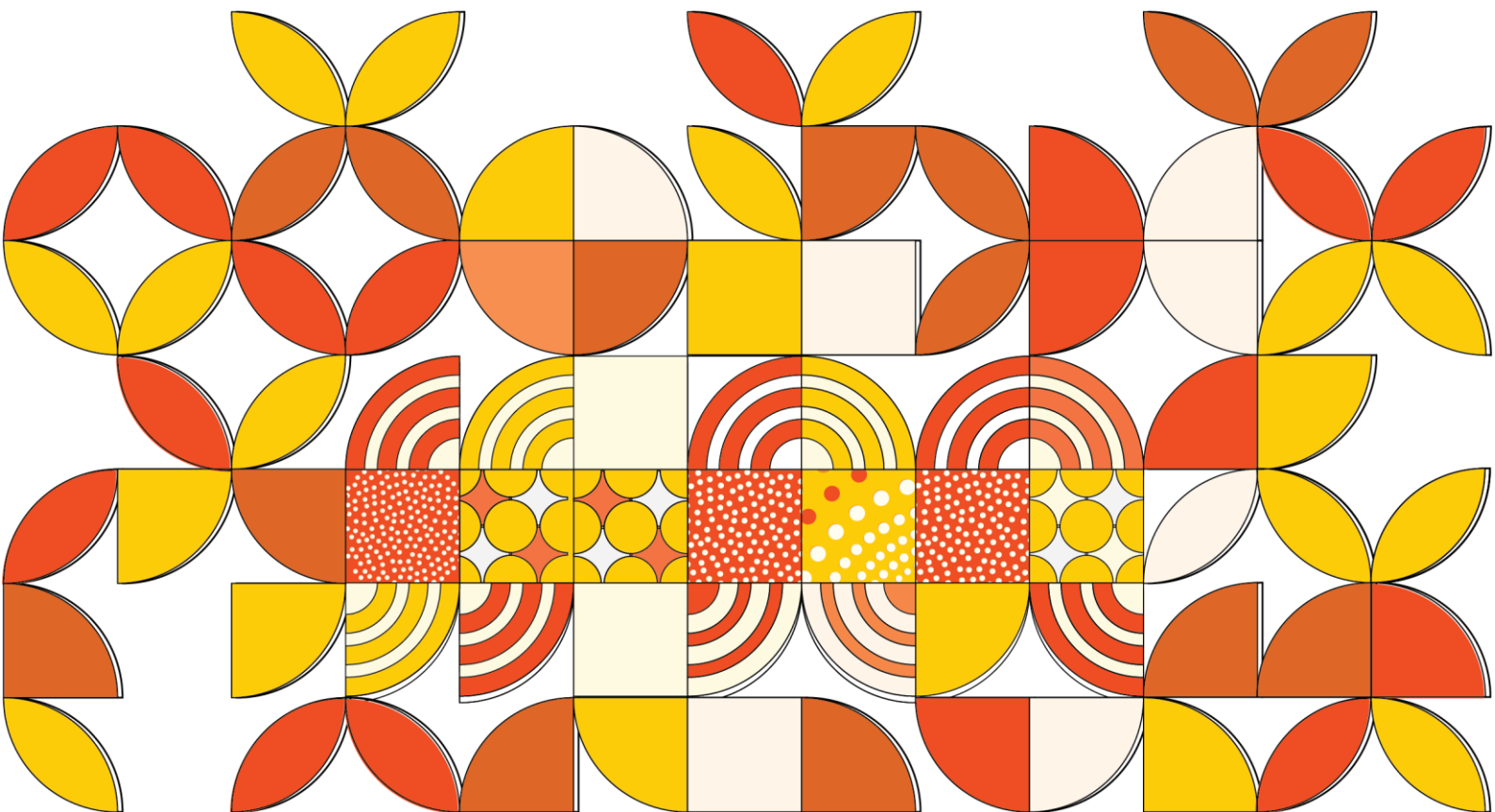


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Introduction

Students are expected to use the APA 7th reference and formatting style when submitting written assignments to the Institute of Health and Management (IHM). IHM students must use APA citation. This guide provides instructions for students to follow the APA 7th referencing system and a style guide for formatting papers, some details of the IHM reference guide are as follows.

How to Use This Guide

Students are encouraged to use this guide electronically; some hyperlinks will take you to the required sections, and some will 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, corresponding to the numbers in the top right-hand corner of each page.

This guide should be downloaded and kept in a safe place. You can use it as a guide for prepare references, organising your papers, and self-reviewing your referencing and formatting.

Referencing

As a rule, always check Table 1 before writing anything in your assessments to see whether references are required; all assessments in your course need you to cite references in the APA 7th style.

Cite if...	Don't cite if...
<ul style="list-style-type: none"> • Fact • Statistic or figure • Author's analysis, concept or thought • Image • Author's opinion 	<ul style="list-style-type: none"> • Common knowledge • Your own opinion • Your own analysis, concept or thought • Content that you created yourself • Your own research data

Keep this table in mind while you write. Whenever one of the 'cite if' scenarios occur, make sure to provide an in-text citation as well as a reference list item. Only then will your written work be of adequate quality to allow you to complete your education and achieve your professional objectives.

Why is this important?

Plagiarism is prohibited and failing to properly credit sources will result in your work being rejected. Plagiarism is illegal and failing to acknowledge sources will result in your work being rejected, as your writing as a student (and your practice as a nurse) must be based on evidence.

What is referencing and what is a citation?

Referencing is a set of standards for identifying sources used to create or express a concept and demonstrating how you use sources critically in your academic writing. All sources used to collaborate on your work must be cited, whether they be books, journals, websites, facts, photos, statistics, diagrams, data, words, ideas, podcasts, videos, or any other source. In your writing, a citation is a systematic acknowledgement of a source of evidence or intellectual property.

This includes an in-text citation that indicates the exact portion of your work that refers to the evidence or intellectual property, as well as a reference list item that lists all of the source's details.

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 it is based on. Any time you include a fact, figure, statistic, or any of the other items listed under 'cite if' in your work, you should provide an in-text reference.

Table 1.

A reference list lists all sources in your work cited at least once in the text. Each reference has extensive information that allows it to be discovered and recognised with certainty.

For both in-text citations and reference lists, the APA system specifies 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, including quotation marks and a page number.

Paraphrasing is when you write in your own words while conveying an idea or piece of information from a source. You must use proper citation techniques when paraphrasing, which means no quote marks or page numbers in the in-text reference.

Citing Books

Citing books only the authors' initials are included in the source document, regardless of the authors' name. 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's 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	<p>Quoting:</p> <p>"Experience is the only perceived indicator of capability"</p> <p>(Fletcher, 2018, p.107).</p> <p>OR</p> <p>Fletcher (2018, p. 107) notes that "experience is the only perceived indicator of capability".</p> <p>Add page numbers for direct quotes.</p>	<p>Fletcher, D. P. (2018). <i>Disrupters: Success strategies from women who break the mold</i>. Entrepreneur Press.</p> <p>For books in electronic format (eBooks) add the word eBook in square brackets and include a URL or DOI if available.</p>

	<p>Paraphrasing:</p> <p>The amount of experience one has influences perceptions of their ability (Fletcher, 2018).</p> <p>OR</p> <p>Fletcher (2018) highlights a relationship between experience and levels of perceived ability.</p>	
Book with 2 Authors, second edition or later	<p>According to Moran and Toner (2017), psychology influences the performance of athletes</p> <p>OR</p> <p>The influence of psychology on athletic performance is evident (Moran & Toner, 2017).</p>	Moran, A., & Toner, J. (2017). A critical introduction to sport psychology (3rd ed.). Milton Park.
Edited book	<p>... open access data is of great value to researchers (Perry, 2018).</p> <p>OR</p> <p>Perry (2018) promotes the use of... Big data is giving insight into collective human behaviour (Lauro, Amaturio, Grassia, Aragona, & Marino, 2017).</p> <p>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)...</p>	<p>Perry, S. M. (Ed.). (2017). Maximizing Social Science Research through Publicly Accessible Data Sets. IGI Global in Hershey.</p> <p>For multiple editors, use multiple author format as in the example for multiple editors and use (Eds.).</p> <p>Lauro, N. C., Amaturio, E., Grassia, M. G., Aragona, B., & Marino, M. (Eds.). (2017). Data Science and Social Research: Epistemology, Methods, Technology and Applications. Springer.</p>
Book chapter (where multiple authors contribute chapters to an edited book)	<p>Direct quote (page number(s) must be included)</p> <p>"When phylogeneticists assess species relationships, they analyse the similarities of traits among species and present the results as species arranged on a phylogenetic tree" (Ryan, 2005, p. 296).</p> <p>Paraphrasing or summarising (use of page number(s) encouraged - see notes)</p> <p>A study by Ryan (2005) argued that...</p>	<p>Ryan, M. J. (2005). Evolution of Behaviour. In J. Bolhuis & L. Giraldeau (Eds.), The Behaviour of Animals (pp. 294-314). Oxford.</p> <p>For multiple editors, use multiple author format as in the example for multiple editors and use (Eds.).</p>

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).
- You can use the abbreviation (two or three letters) to represent the state for Australian and US places of publication. They should be in capitals.
- Integrated Library has 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 articles only the authors' initials are given, regardless of the authors' name on the journal article. The given name may be cited 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 add the final authors' name. Include the issue number in parentheses immediately after the volume number for all journals with an issue number. The issue number is 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 number(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
Journal article with one Author	<p>Paraphrasing or summarising (use of page number(s) encouraged - see note)</p> <p>Batteson (2000) noted that conservatives could only admit to slight gains to their education achievements.</p> <p>Direct quote (page number(s) must be included)</p> <p>"In the years 1997-2000 training budgets were dominated by literacy/ numeracy schemes" (Batteson, 2000, p. 46).</p>	<p>Batteson, C. (2000). The changing politics of primary education. <i>Improving Schools</i>, 3(3), 44-48.</p> <p>If the journal is electronic (online), the DOI or URL should be included.</p>
Journal article with three to five authors	<p>Paraphrasing or summarising (use of page number(s) encouraged - see note).</p>	<p>Author, A. A., Author, B. B., Author, C. C., Author, D. D., & Author, E. E.</p>

	<p>3+ authors are shortened to Surname et al. in-text – including the first time</p> <p>(Chambers et al., 2013) state the benefit of working collaboratively.</p> <p>Direct quote (page number(s) must be included)</p> <p>There is a "need to embed information literacy within specific content areas that interest students" (Chambers et al., 2013, p. 55).</p>	<p>(Year). Title of article. Title of Journal, Volume(Issue), pp-pp.</p> <p>For example</p> <p>Pope, A., Puttick, K., & Walton, G. (2010). The enquiring minds project at Staffordshire University: Integrating information literacy into the curriculum and assessment. <i>Legal Information Management</i>, 10(2), 104-108.</p> <p>If the journal is electronic (online), the DOI or URL should be included.</p>
Journal article with six to seven	<p>Paraphrasing or summarising (use of page number(s) encouraged - see note)</p> <p>(Glover et al., 2011) reported a decrease in numbers of children taking up smoking.</p> <p>Direct quote (page number(s) must be included)</p> <p>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).</p> <p>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.</p>	<p>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.</p> <p>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. <i>Addictive Behaviors</i>, 36, 1027-1031.</p>
Journal article with eight or more authors	<p>As above</p>	<p>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.</p> <p>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. <i>Hypertension</i>, 56, 824-830.</p>
<p>Tips:</p>		

- If the journal article is online, a DOI or URL should be added at the end of the reference
- 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 to copy and paste the reference list entry and 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). Publisher.URL

Source	How to cite in-text	How to add a reference list entry
Webpage with organisation as author	<p>If no specific person is acknowledged as the author of a page, the organisation that owns the page is the author. For example:</p> <p>(Australian Institute of Health and Welfare, 2019) health service providers identify indigenous Australians to provide the most culturally appropriate care.</p>	<p>Australian Institute of Health and Welfare (2019). Indigenous Australians.</p> <p>https://www.aihw.gov.au/reports-data/population-groups/indigenous-australians/links-other-information</p>

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. Integrated Library (ALMA) 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](#). This will save you time, but you must check what you have copied and pasted to correct it.

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 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 each page's top, bottom, left and right side.
- **Line spacing:** Double-spaced throughout.
- **Paragraph indentation:** Indent the first line of each paragraph by 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 each entry's second and subsequent lines.
- 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 heading throughout the paper. To have it show on every page automatically, use the Header function in your word processor. The header should contain a shorter form of the paper's title, should appear one-half inch below the top of the page, flush left, in all capital letters (up to 50 characters, including spaces). The page number appears in the upper right corner.
- Using a word processor, create a running footer with the student's name, number, and submission date. It should be one-half inch below the page's bottom line.
- 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).
 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.