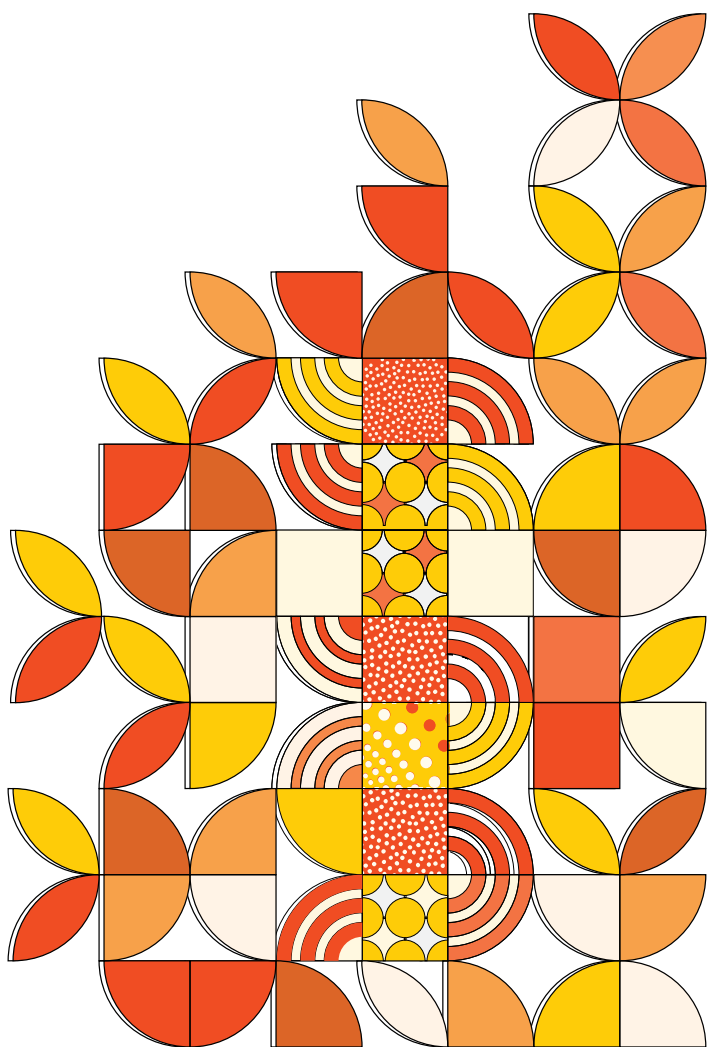


# Referencing and Style Guide

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



## Introduction

1. All academic work at IHM conforms to the same style for reporting and using evidence. Consistence in how evidence is used, referred to and detailed aids all readers in navigating, interpreting and identifying evidence being presented. The use of evidence in academic work is a core component of producing robust and high-quality work.
2. Using, referring to and detailing evidence within academic work is 'referenced' in a given style that has very specific rules to follow. These rules will be explained in the following guidelines to assist students at IHM to complete and manage academic content in the course of their studies.
3. The particular style adopted at IHM is called 'APA' (American Psychological Association's referencing guide), which is currently up to the 7<sup>th</sup> edition or version, it is thus referred to as 'APA 7<sup>th</sup>'.

## How to use this Guide

4. The information provided in this guide is to be used in preparing and proofing academic content such as assignments, research papers, or any form of academic writing.
5. The guidance herein should also be helpful for students referring to references in their reading materials, seeking to navigate how to effectively identify, locate and confirm correct sources of information.

## What is referencing?

6. Academic writing utilises evidence to substantiate ideas, logic, arguments and observations. How to mention or refer to evidence is the practice of 'Referencing'. There are specific formatting rules used to present which evidence is relevant to the point being made. Within the text, evidence is referred to, and at the end of a piece of academic writing, the list of all the evidence referred to will be presented in a 'Reference List'.
7. Referring to the evidence within the text is the 'citation', i.e., where the evidence is being cited. The citation will be a short segment noting usually the main author's Surname, and the date that the evidence was published. The citation should be enough for the reader to then be able to find the evidence being cited when they then look through the reference list at the end of the document.
8. The reference list allows the author to confirm all the necessary information for anyone reading to be able to find the exact source of evidence being referred to. There are very specific formatting rules regarding the format of the citation (in-text) and the full reference provided in the reference list. These rules are coding rules to make sure anyone using the same set of rules, a 'style', will use write and interpret them the same way.
9. There are multiple defined styles that exist. It is therefore important to be clear which style is being used. IHM adopts the APA 7<sup>th</sup> style of referencing for all academic content.

## Good practice in Academic Writing

10. Academic writing is a communication style of objective, logical reasoning that utilises evidence to present an argument. There is, therefore, great importance in providing robust and coherent information that clearly

differentiates where evidence is referred to and where the author is providing their own narrative. Who 'owns' the particular idea/information needs to be clearly presented. An honest and verifiable argument is robust and provides the strongest position possible. New ideas should be clearly presented as belonging to the author. Criticisms of evidence or other people's ideas thus also need to be clear the origin of the idea and where the critical thinking belonging to the author begins.

11. Statistics, facts, images, or another author's opinion **should** be cited.
12. Author opinions and ideas, or new research/data by the author, are **not** cited.
13. The first-time new data or research is published, it becomes the reference that should then be used by anyone else referring to it going forward.

### Quoting vs Paraphrasing

14. When evidence or information is used exactly as it appears in the original source, it is important to recognize this by presenting the text as a quote. Paraphrasing is when the original text/idea/concept/information, is discussed within the author's own narrative. The distinction between quoting and paraphrasing is whether the original text has been used exactly as it was first published or not. It should always be clear to follow the author's idea or context in referring to evidence.
15. While any author may agree completely with an idea or piece of information being referred to, they will always be referring to it under different circumstances than the original author when the evidence was first written and published. The goal of paraphrasing is then to show the author's idea or logic, alongside why or how the chosen evidence is relevant to the point the author is choosing to make. Ultimately, this is the art of good academic writing.

### Academic Honesty and Integrity

16. Integrity in academia is a core component of quality academic writing/practice. The practice of being honest in presenting where an idea or piece of information comes from (by adhering to referencing practices as described within this document), is further supported by the integrity of consistently adhering to honest academic practices as well as abiding the appropriate expectations and consequences where academic honesty has not occurred. Please refer to the Academic Honesty and Integrity [Policy](#) and [Procedure](#) for further information regarding integrity expectations and actions in response to any breaches identified.

### Citing by source type

17. The language or coding rules of referencing have very specific requirements according to the type of source material the evidence is coming from. This is important to help differentiate the details correctly and consistently. The reader looking to check where a referenced item came from can also tell before needing to go further if the evidence is a book, journal, web page etc. Different sources of evidence have very different levels of scrutiny in the publishing process, which can be very important depending on what the evidence is being cited for.

18. For example, a federal policy impacting health care guidelines will need to be very strongly fact-checked, using the most robust evidence to substantiate recommendations and guidelines that will impact many people's lives.
19. A popular magazine publishing general advice on gardening from members of the general public on the other hand may not need as much scrutiny in their publishing process. It will be important to be able to easily and clearly differentiate between the types of sources and how to make sure either one can be correctly found by anyone looking to fact check or learn more from the original source. Please refer to the APA style website for a comprehensive range of source types and the most recent guidance information on how to reference correctly ([click here](#)).
20. IHM provide the following reference guide to assist students preparing, proofing and navigating referencing in APA 7<sup>th</sup> for the academic work during their studies. Each type of source is listed below showing the format that the full reference should follow, with details for each possible subtype showing the intext citation and the final reference examples.

## Books

21. Please also refer to the APA style website for the most recent information ([click here](#)).

22. Standard 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><b>Quoting:</b> "Experience is the only perceived indicator of capability". (Fletcher, 2018, p. 107). <b>OR</b> Fletcher (2018) notes that "experience is the only perceived indicator of capability" (p. 107). Add page numbers for direct quotes.</p> <p><b>Paraphrasing:</b> The amount of experience one has influences perceptions of their ability (Fletcher, 2018). <b>OR</b> Fletcher (2018) highlights a relationship between experience and levels of perceived ability.</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) include a URL or DOI if available matching the printed the book where content is the same, or to distinguish from the printed version should it differ.</p>
Book with two or three Authors, second edition or later	<p>According to Moran and Toner (2017), psychology influences the performance of athletes <b>OR</b></p>	<p>Moran, A., &amp; Toner, J. (2017). <i>A critical introduction to sport psychology</i> (3rd ed.). Milton Park.</p>

	The influence of psychology on athletic performance is evident (Moran & Toner, 2017).	
Book with more than three Authors	Context has been considered as a key factor in the interpretation of behaviors potentially defined as micro-aggressive (Torino et al 2019).	Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). <i>Microaggression theory: Influence and implications</i> . John Wiley & Sons. <a href="https://doi.org/10.1002/9781119466642">https://doi.org/10.1002/9781119466642</a>
Whole Edited book	<u>One-three Editors:</u> ... open access data is of great value to researchers (Perry, 2018). <b>OR</b> Perry (2018) promotes the use of... <u>Four or more Editors:</u> Big data is giving insight into collective human behaviour (Lauro et, 2017).	Perry, S. M. (Ed.). (2017). <i>Maximizing Social Science Research through publicly accessible data sets</i> . IGI Global in Hershey. <b>For multiple editors, use multiple author format and use (Eds.).</b> Lauro, N. C., Amaturro, E., Grassia, M. G., Aragona, B., & Marino, M. (Eds.). (2017). <i>Data science and social research: Epistemology, methods, technology and applications</i> . Springer.
Book chapter (where multiple authors contribute chapters to an edited book)	<b>Direct quote (page number(s) must be included)</b> "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). <b>Paraphrasing or summarising (use of page number(s) encouraged - see notes)</b> A study by Ryan (2005) argued that...	Ryan, M. J. (2005). Evolution of behaviour. In J. Bolhuis & L. Giraldeau (Eds.), <i>The behaviour of animals</i> (pp. 294-314). Oxford.  <b>For multiple editors, use multiple author format as in the example for multiple editors and use (Eds.).</b>
<b>Tips:</b> <ul style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>Many websites provide a cite function will display the reference in a range of styles. Please check the styles include APA 7<sup>th</sup> and that the reference is still correct in case the website and listing have not been created correctly or kept up to date with changes in reference style updates.</li> </ul>		

## Journals

23. Please also refer to the APA style website for the most recent information ([click here](#)).

24. Journal articles can vary in the number of authors involved far more than most other types of sources. When there are up to 20 authors to list in the reference, there should be an ampersand (&) placed before the final author's name. However, when there are more than 20 authors, only the first 19 and specifically the last author will be

recognized. To acknowledge that there are more authors there will be ellipsis (...) used in front of the final authors name instead. The last author in a list of authors has a specific recognition as the lead, supervisor, or main person responsible for the project and so should always retain recognition within the author list.

25. DOI's (Digital Object Identifier) are an important practice that are now commonly used and should always be provided when available. While DOI's became available around the year 2000, some items older than 2000 may be found to have been attributed a DOI and some items published since 2000 may not due to the incorporation of creating and using DOI's by each given publisher.

26. Standard reference format:

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 or two Authors	<p><u>One Author:</u> Batteson (2000) noted that conservatives could only admit to slight gains to their education achievements.</p> <p><b>Direct quote: (page number(s) must be included)</b> "In the years 1997-2000 training budgets were dominated by literacy/ numeracy schemes" (Batteson, 2000, p. 46).</p> <p><u>Two Authors:</u> The positive potential of online health services in enabling behavior change was proposed by Brice &amp; Almond (2023).</p>	<p><u>One Author:</u> Batteson, C. (2000). The changing politics of primary education. <i>Improving Schools</i>, 3(3), 44-48.</p> <p><u>Two Authors:</u> Brice, S., &amp; Almond, H. (2023). Behavior change in chronic health: Reviewing what we know, what is happening, and what is next for Hearing Loss. <i>International Journal of Environmental Research and Public Health</i>, 20(8), 5605. DOI: 10.3390/ijerph20085605</p> <p>The DOI or URL should be included if the journal is electronic (online).</p>
Journal article with three to twenty authors	<p>3+ authors are shortened to Surname et al. in-text – including the first time (Chambers et al., 2013) state the benefit of working collaboratively.</p> <p><b>Direct quote: (page number(s) must be included)</b> There is a "need to embed information literacy within specific content areas that interest students" (Chambers et al., 2013, p. 55).</p>	<p>Author, A. A., Author, B. B., Author, C. C., Author, D. D., &amp; Author, E. E. (Year). Title of article. <i>Title of Journal</i>, Volume(Issue), pp-pp.</p> <p>For example: Pope, A., Puttick, K., &amp; 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 more than twenty authors	<b>As above</b>	<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. <i>Title of Journal</i>, Volume(Issue), pp-pp.</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.
<b>Tips:</b> <ul style="list-style-type: none"> <li>If the journal article is online, a DOI or URL should be added at the end of the reference.</li> <li>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.</li> </ul>		

## Webpages

27. Please also refer to APA style website for the most recent information ([click here](#)).

Source	How to cite in-text	How to add a reference list entry
Webpage with an individual author	<p>Advocacy groups can be observed to informally provide guidance impacting life and lifestyle choices for members and those in their lives (Horovitz, 2021).</p> <p>The impact of covid forced online learning for school age children was reported by Schaeffer (2021) using real world opinion poll data.</p>	<p>Horovitz, B. (2021, October 19). <i>Are you ready to move your aging parent into your home?</i> AARP. <a href="https://www.aarp.org/caregiving/home-care/info-2021/caregiving-questions.html">https://www.aarp.org/caregiving/home-care/info-2021/caregiving-questions.html</a></p> <p>Schaeffer, K. (2021, October 1). <i>What we know about online learning and the homework gap amid the pandemic.</i> Pew Research Center. <a href="https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/">https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/</a></p>
Webpage with an organisation as author	<p><b>If no specific person is acknowledged as the author of a page, the organisation that owns the page is the author.</b></p> <p><b>For example:</b></p> <p>Ischaemic heart disease has remained the leading cause of death for the last 2 decades (World Health Organization, 2018).</p>	<p>World Health Organization. (2018, May 24). <i>The top 10 causes of death.</i> <a href="https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death">https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death</a></p>
<b>Tips</b> <ul style="list-style-type: none"> <li>If no year of publication for the page can be found, the year is replaced with n.d.</li> <li>When citing multiple pages from the same website, each page should be cited as above.</li> <li>If there is a large amount of written content on the page, a paragraph number should be added. These are included in the in-text citation after the date. <b>For example:</b> (Australian Institute of Health and Welfare, 2019, para. 2).</li> </ul>		

## Other Sources

28. The APA style website provides a comprehensive range of reference examples, including various online media options, audiovisual media, reports and gray literature.



29. Students are encouraged to become familiar with the APS Style [Reference Examples webpages](#) and follow them as closely as possible.

## AI Outputs

30. Any use of Artificial Intelligence in academic work should be acknowledged just as any other source of information is to be recognised within the end product of work being submitted for assessment. Any use of artificial intelligence should be within the remit of ethical and appropriate use in line with the IHM [policy](#) and [procedure](#) for Academic Honesty and Integrity. In line with acceptable use practices, the use of AI in the development and/or preparation can be permissible; however, the end product should always be a student's own work, and so any referencing of AI should be in the form of an acknowledgement of the method of use only.

31. The following information is for the correct formats of acknowledgement of use of AI, where appropriate:

Source	How to cite in-text	How to add a reference list entry
Not Applicable: any artificial intelligence platform or tool should not be source of any information or content provided.	<p><b>*Citations of AI should be provided in an 'Acknowledgement' rather than the body of the assignment*</b></p> <p>Use the name of the AI tool's creator as the author and the tool's version year:</p> <p>Narrative example: OpenAI (2023) was used to generate the initial outline for this report.</p> <p>Parenthetical example: The report outline was initially generated by an AI tool (OpenAI, 2023).</p>	<p>Rule: Author. (Year). Title of software program (Version) [Format]. Publisher*. URL</p> <p>*Note: when the publisher and author name are the same, do not repeat the publisher name after the format, and instead move directly to the URL. Include details of the version if known.</p> <p>Example: OpenAI. (2023). ChatGPT (May 24 version) [Large language model]. <a href="https://chat.openai.com/share/81f2e81f-f137-41b6-9881-39af1672ae3c">https://chat.openai.com/share/81f2e81f-f137-41b6-9881-39af1672ae3c</a></p>
<p><b>Tips on how to write an Acknowledgement of AI use:</b></p> <ul style="list-style-type: none"> <li>If AI was used for only a specific section, e.g., methods section of a report, the acknowledgement may be provided within that section.</li> </ul> <p>Example: On the 26th of June 2023, I used the May 24 version of OpenAI's ChatGPT to develop the background research narrative and identify initial sources by using the following prompt "explain the difference between deep learning and machine learning".</p> <ul style="list-style-type: none"> <li>Useful information on how to write an effective acknowledgement can be found from various institutions. Monash University provide great examples to help students understand how to write an appropriate acknowledgement of use of AI in their academic work; please see the following publicly available website: <a href="#">Acknowledging the use of generative artificial intelligence - Student Academic Success</a> (Monash, n.d.)</li> </ul>		

## Preparing Assignments

32. Consistency in assignment presentation style is strongly recommended at IHM. The following recommendations are good practice and will assist in marking the work submitted. It is common practice for professional practices to use strict formatting and template procedures, practicing working with a given formatting style is a key opportunity



to develop good writing skills and ability to work within any guidelines you may have to work with throughout your careers to come.

33. All academic work at IHM is to be in APA 7<sup>th</sup> style. There are recommended [Fonts with APA Style](#) students should use. A range of formatting guidance is available regarding APA 7<sup>th</sup> style that can be followed concerning spacing, margins, headings etc ([see here](#)).

34. Regarding formatting of the document, IHM recommendations for assignments are as follows:

- **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 *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 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.
- **Headers and footers:** Are not required, however if a student chooses to use them, it is incumbent on them to be consistent with the remaining instructions or recommendations given.
- **Page numbers:** Are recommended.
- **Heading styles:** should be used consistently throughout, please refer to the [APA style guidance](#).

35. Within each unit of study, the assessment instructions should address any specific requirements to follow. If in doubt, please contact the unit teacher/coordinator as provided in the unit information.

36. It is incumbent on the student to address any confusion or concerns as early as possible to ensure that there is ample opportunity to address what is required and provide the best possible representation of the student's ability within the assessment design.

### Approval Information

<b>Date Approved</b>	14/05/2025
<b>Date of Effect</b>	15/05/2025
<b>Date of Next Review</b>	14/05/2028
<b>Approving Authority</b>	Academic Board (recommended by Learning and Teaching Committee)
<b>Responsible Committee for implementation</b>	Learning and Teaching Committee (Academic Integrity Working Group)

<b>Responsibility for implementation</b>	Director of Studies
<b>Document Custodian</b>	Director of Studies
<b>IHM Doc ID</b>	IHM-RSG-1.1

### Change History

<b>Version Control</b>		
<b>Change Summary</b>	<b>Date</b>	Short description of the change, including version number, changes, who considered, approved, etc.
Version 10.	10/09/2024	<ul style="list-style-type: none"> <li>Alignment with the IHM Policy and Procedure for assessment policies and procedures, and student resources</li> </ul>
Version 1.1	02/12/2024	<ul style="list-style-type: none"> <li>Revised Artificial Intelligence guidance in line with the Academic Integrity working group feedback.</li> </ul>

