Academic Skills APA 7th quick guide

APA 7th Quick Guide

The examples in this guide will link you to the official APA 7th website from the American Psychological Association. This quick guide will help give you some pointers to the site https://apastyle.apa.org/style-grammar-guidelines/

The Basics:

APA uses a Name & Date system:

1. **Citations** [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles)
3. **Reference List**. You will need to provide a complete list of all the citations that you use in the body of your assignment at the end of your work. This is called a reference list and needs to be presented in alphabetical author/originator order. [https://apastyle.apa.org/style-grammar-guidelines/references](https://apastyle.apa.org/style-grammar-guidelines/references)

Italics:


Secondary Referencing:


How to Cite Sources:

**Number of Authors**

For the basic principles including number of authors in a citation. Please visit: [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date)

**Exceptions**

- **Citing three or more authors and the same date** [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-first-author](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-first-author)
- **Citing works with the same author and date** [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-author](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-author)
- **Citing authors with the same surname** [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/citing-authors-same-surname](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/citing-authors-same-surname)

**Organisation/group**

Use the full name of the organisation unless the name is very long, and the abbreviation is well known. When the abbreviation can be used but only after you have given the full version as you should always when using abbreviations. For example: According to its strategic plan the National Institute of Mental Health’s ‘envisions a world in which mental illnesses are prevented and cured’ (NIMH, 2006). See [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date) for a detailed example.

**In parentheses (multiple authors in a citation)**

Sometimes you will want to put the citation after the point you are making. This is usually done when, rather than emphasizing the role of the authors you simply are giving support for a statement you are making; it is particularly useful if you have a list of citations. After the statement, put the citations in parentheses, separate author(s) and the date by a comma, use ‘&’ rather than ‘and’ in a citation and separate the citations with a semi-colon. When there is more than one citation put them in the same alphabetical order that they will appear in the reference list. See citing multiple works [https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/multiple-works](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/multiple-works)
Quotations

Use these sparingly and only if the original words are critical to the point you are making. There are rules around the sizes of direct quotations.

Fewer than 40 words and more than 40 words

https://apastyle.apa.org/style-grammar-guidelines/citations/quotations

How to Reference Sources in your Reference List:

Position and format of reference list

At the end of your assignment APA states that you must include a full list of references for all the authors you have mentioned in the text. The reference list should be in alphabetical order by surname of author. Where there is more than one book or paper by the same author, they are ordered by date of publication, starting with the earliest. However, if there is more than one work by the same first author, but different subsequent authors, then you need to put them in alphabetical order before date order. Thus Kline, P. & Lapham, S. (1991) would be placed before Kline, P. & Storey, R. (1978).

For more information including how to format authors in your reference list, please visit https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry

Journal articles:

For advice around referencing journal articles, please see the link below.

https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references

Books

The link below gives advice about how to reference whole books by the same authors & edited books


Chapter in edited book


Textual works including conference papers/presentations

https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works

Audio Visual work

https://apastyle.apa.org/style-grammar-guidelines/references/examples#audiovisual-media

Material from web sites

https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references

Classroom and Intranet Resources


Organisation as author (electronic)

With government agency as group author

https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#2

Website with webpage as an organisational group author

https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#3

If an organisation is the author of a print resource, the organisation's name, written out in full, appears in the author position of the reference. If the organisation also published the resource, the organisation's name does not need to be repeated in the publisher position. Please see section 9.11 group authors https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#groupname