ACPE STYLE AND REFERENCING GUIDELINES

APA 7TH EDITION
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Section one: Introduction.

1.1 Introduction.

The ACPE style and referencing guidelines (APA 7th edition) has been created to assist in the preparation of written assessment tasks at the Australian College of Physical Education (ACPE). Professional presentation is an important aspect of the assessment process, giving your work credibility and helping you make a positive impression on the reader.

In addition, it is important that you acknowledge all sources of information within your academic work. If you do not acknowledge the author(s) of a source you have used, this is considered plagiarism. To acknowledge sources used in your assessments, ACPE has adopted the American Psychological Association (APA) style of referencing (7th edition). Full APA guidelines can be found in the following book, which is available for loan from the ACPE Library:

https://doi.org/10.1037/0000165-000

* For all presentation and formatting guidelines (e.g., font style and size, margin and line spacing), it is best to refer to the assessment guide for specific formatting requirements for assessment tasks.
## 1.2 Academic style guidelines.

### Acronyms
- If you wish to use an acronym, write the name of the organisation in full the first time, followed by the acronym in brackets. Use the acronym on subsequent occasions:
  - In 2018, there were 16 teams in the National Rugby League (NRL) draw.
  - Wayne Bennett was the head coach for NRL team the Brisbane Broncos for 25 years.

### Appendix
- If you have one appendix in your assessment, label the section, Appendix. If there are two or more, label each appendix with a capital letter (e.g. Appendix A, Appendix B etc).
- Each appendix must have a label (e.g. Appendix A, Appendix B etc) and a title. The Appendix title should contain a brief description of its content (e.g. Participant results of the 20m shuttle run test). Both the label and the title are in bold and on separate lines at the top of a new page.
- Each appendix must be referred to in-text. For example:
  - ... showed higher participation rates (see Appendix A).
  - As shown in Appendix B, the results ...
| Editing and proof-reading | Assessments should be free of grammatical, spelling and punctuation errors.  
| It is expected that students proof-read their assessment tasks before submitting them.  
| Use Australian/UK spelling, not American, e.g. behaviour *not* behavior.  
| However, preserve original spelling for any titles in your reference list:  
| Figures and tables | Figures and tables should not span over multiple pages as they become difficult to view.  
| Figures and tables need to be referred to in-text (e.g. Figures one shows ...)  
| Figures and tables need to be referenced appropriately.  
| See pages 25-37 for further information. |
| Film/ dance/ song titles | The titles of films, dance performances, and albums are presented in italics:  
| The film *Puberty Blues* is about teenage surfers who ...  
| Individual song titles are presented in plain font in double quotation marks:  
| “Bohemian Rhapsody” is the best-known song on Queen’s album A night at the |
| Foreign language | All words in a foreign language used in-text are to be in italics:  
  | o The coach used the slogan *carpe diem* to motivate her team.  
  | Scientific names of botanical and zoological genus (capitalised) and species should be italicised:  
  | o Golden wattle, or *Acacia pycnantha*, is commonly found ...  
| Formality and expression | Formal vocabulary and expression; use objective and cautious language.  
  | No short-forms, short-hand, slang or nicknames.  
  | Use third person (impersonal) and avoid first person ('I') unless the task explicitly says first person is allowed.  
| Numbers | Use words for numbers one through nine, except in the context of measurement:  
  | o Nine secret shoppers were used in the experiment.  
  | o One shopper paid $8 for 2 kg of pears.  
  | Use numerals for numbers 10 and above, i.e. 10, 11, 12 ...  
  | Never begin a sentence with a numeral. Write |
in word form:
- Twenty percent of customers endorsed the product; however, 25% were undecided.
- Spell out simple fractions and hyphenate, e.g. one-quarter.

Retrieval date of sources in the reference list
- In APA 6th edition of referencing, a retrieval date was required for all electronic and online sources. APA 7th edition now states that the retrieval date is not included for standard online sources, only for sources when the content is likely to change (e.g. a social media post). See pages 65-67 for examples of this.

Structure
- Planned and logically organised.
- Written in cohesive paragraphs.
- Follow genre-specific guidelines (e.g. essay, report).

Tense
- Use the appropriate tense for the text type, e.g. past tense for reflective writing or reporting on past events.

1.3 DOI: Digital Object Identifier.
- DOI’s are similar to URL’s and provide a permanent link to its location and content on the internet.
- They must be provided for all online journal articles.
- If no DOI is available, provide the URL of the content.
• In the reference list, DOI’s are to be written in the format of: https://doi.org/

• For example: https://doi.org/10.1080/13573322.2019.1610375

* If you require help formatting assessments or developing your APA referencing skills, please contact acpesls@acpe.edu.au or library@acpe.edu.au. If you identify any issues with this style and referencing guide, please contact academicintegrity@acpe.edu.au
Section two: Use and acknowledgement of sources.

In most assessments, you will need to consult a number of different sources, including books, peer-reviewed journal articles, reports, and electronic resources, to support your own thoughts and ideas. It is necessary for these sources to be referenced to avoid plagiarism and to acknowledge where your information comes from. In addition, referencing is how you show the reader both that you have read and what you have read for the assessment. Sources should be referenced in accordance with the APA referencing guidelines (7th edition), which consists of two stages:

- In-text referencing
- Reference list

2.1 In-text referencing.

Provide an in-text reference in the body of your assessment any time you use information from another source. This includes the author(s) of the source and year of publication, and can go either:

At the start of the sentence. This gives prominence to the author:

- Hattie (2003) argues that expert teachers create classroom environments where students are actively engaged in dialogue.
At the end of the sentence. This gives prominence to the information:

- Expert teachers create classroom environments where students are actively engaged in dialogue (Hattie, 2003).

2.1.1 Citing sources with one author.

When a source has one author, cite the author’s surname and year each time the reference occurs in the text:

- Dragos (2014) highlights that motivation in sport ...

2.1.2 Citing sources with two authors.

When a source has two authors, cite both author surnames each time the reference occurs in the text. In the body of a sentence, use the word ‘and’ between author surnames. In bracketed references, use an ampersand (&):

- As Smith and Stewart (2010) demonstrate ...
- ... athletes who live under intense media scrutiny (Smith & Stewart, 2010).
2.1.3 Citing sources with three or more authors.

When a source has three or more authors, cite only the surname of the first author followed by et al. from the beginning:

- Macfarlane et al. (2014) found ...

When a reference with et al. appears in brackets, a comma must follow et al.:

- ... deemed important to finding a solution (Macfarlane et al., 2014).

Sometimes multiple sources with three or more authors and the same year of publication shorten to the same in-text citation. When two or more in-text citations of three or more authors shorten to the same form, write out as many author surnames that are needed to distinguish between the sources. For example, these two sources have the following authors:


As both of these sources have three or more authors and are published in the same year, both in-text citations would be referenced as: Kapoor et al. (2017). To distinguish between the two sources, they would be
written in-text as:


However, et al. means ‘and others’ and is plural, therefore it can not only stand for one author surname. When only the last author surname is different, spell out all author surnames for each in-text citation. For example:


2.1.4 Citing groups/organisations as authors.

In cases where sources are authored by an organisation, write the name of the organisation in full:

- NSW Education Standards Authority (2019) highlights that ...

If the organisation has an acronym and you will be referencing them multiple times throughout the assessment, you can introduce the acronym in brackets on the first occasion, then use it in subsequent references:

- **1st reference:** NSW Education Standards Authority (NESA, 2019) highlights that ...
- **Or:** ... to review the curriculum (NSW Education Standards Authority [NESA], 2019). *
- **Subsequent references:** Additionally, NESA (2019) states ...
2.1.5 Citing a secondary source.

A secondary source is a text you encounter second-hand whilst reading another source. For example, you may read a text by Smith and Stewart (2010) which references earlier work by Slack (2003). If you cannot locate the earlier paper but want to reference information found in it, you can create a secondary citation indicating you read Slack (2003) second-hand, i.e. via Smith and Stewart (2010):

- According to Slack (2003, as cited in Smith & Stewart, 2010, p. 2)
  ...
- ... literature generated (Slack, 2003, as cited in Smith & Stewart, 2010, p. 2).

* Only the source you read first-hand (Smith & Stewart, 2010) should be included in the reference list.

* Use square brackets [] around the acronym when the organisation name already appears in brackets.
2.1.6 Citing sources with no date or author.

When citing a source with no date, place “n.d.” where the year should be:

- (Jones, n.d.).

When citing a source with no author, use the title of the source:

- (Olympic Games, 2016).

If the title of the source is particularly long, use a shortened form of the title within double quotation marks:


2.1.7 Citing page numbers.

Page numbers are included in an in-text reference when you directly quote a source or include specific statistical information from that source. Use p. to reference a single page and pp. to reference multiple pages (e.g. if a quote flows across two pages):

- Hattie (2003, p. 7) argues that expert teachers “build climates where ...”
- Hattie (2003, pp. 4-5) argues that research in this area aims to “discover these teachers and study them”.
For websites or electronic sources without page numbers, you can provide the paragraph number (para.) and, where relevant, section headings. However, this is not always necessary or feasible:

- (McWeeny, 2012, para. 8)
- (McWeeny, 2012, Conclusion, para. 2).

2.1.8 Citing multiple sources at once.

You can cite multiple sources for a single piece of information. Include these in alphabetical order in one set of brackets, separating each source with a semi-colon:

- ... qualities of good teaching (Hattie, 2003; Tietelbaum & Wilensky, 2013).

In the rare case that you are referencing sources by different authors with the same surname and from the same year, you can include initials in-text to help differentiate the sources:

- ... (B. Smith, 1997; C. D. Smith, 1997).
- B. Smith (1997) and C. D. Smith (1997) note that...

2.1.9 Citing multiple sources by a single author.

In the rare case that you are referencing two or more sources by the same author from the same year, include a letter of the alphabet after the date to help differentiate these sources both in-text and in the reference list:
2.1.10 Citing sources where the author and publisher are the same.

When the author and publisher of a source are the same, do not include the publisher in the reference. For example:


* In the incorrect example, the publisher (AIHW) is included in the publisher section of the reference. As the publisher is the same as the author, do not include the publisher (as seen in the correct example).
2.1.11 Citing personal communication.

Personal communication is usually unpublished information retrieved from letters, email, personal interviews, or telephone conversations. It is only cited in-text and not in the reference list in the format provided below. We recommend using sparingly and only with good reason because it does not provide recoverable data:

- D. McNally (personal communication, April 18, 2016) advised that ...
- ... to avoid ethical quandaries (D. McNally, personal communication, April 18, 2016).

2.1.12 Citing ‘live’ performances (e.g. a dance work).

Similar to personal communication, live performances such as dance works are unpublished and thus only cited in-text: no reference list entry is needed. When citing a dance performance, include core information early in your paper (e.g. choreographer, title in italics, company, venue, and specific performance date), then reference by title (in italics) and year only in subsequent references:

- 1st reference: Lucy Guerin’s dance work *Split* (The Studio, Sydney Opera House, August 10, 2018) explores the contrasting aspects of ...
- Subsequent references: The upbeat drumming rhythms in
2.1.13 Citing legal materials (e.g. Acts, Laws, Cases).

For information on how to reference legal materials, please see the Australian guide to legal citation (3rd ed.) via the University of Melbourne website:


2.2 Presenting quotations.

- **Quoting:** Where an author’s work is presented word for word.
- **Paraphrasing:** Where an author’s work is expressed in your own words.

In some disciplines (e.g. Health Science, Global Health) quoting is strongly discouraged, and in general, it is better to paraphrase your sources. This demonstrates your understanding of the unit and helps you uphold the principles of academic integrity. However, direct quotations can be used:

- When the author expresses an idea better than you could.
- When you want to stress the authority of the author.
As an ‘epigraph’, i.e. a direct quote at the beginning of your essay but separate from the main text.

It is best practice to introduce/segue into quotes and provide further commentary where relevant, rather than presenting them as self-contained, self-explanatory statements. In addition, the sources for quotes must be referenced, with page numbers included in the in-text reference (see pages 14-15).

2.2.1 Presenting a short quote (less than 40 words).

Present short quotes inside double quotation marks (“ ”) within the body of your paragraphs. Introduce quotes via an APA reference including author surname(s), year and page number(s) and use a suitable reporting verb (e.g. states, describes, comments, believes, notes, argues, highlights) to transition between your reference and the quoted content:

- Hattie (2003, p. 7) argues that expert teachers “build climates where error is welcomed, where student questioning is high, where engagement is the norm, and where students can gain reputations as effective learners”.

If any words are omitted from the quotation, insert three dots (...) called an ellipsis, to indicate where material has been omitted:
• Hattie (2003, p. 7) argues that expert teachers “build climates where error is welcomed ... where students can gain reputations as effective learners”.

If you need to add words to clarify meaning or to address errors or ambiguities in the source, present these in square brackets. Only do this when absolutely necessary:

• Hattie (2003, p. 7) argues that expert teachers “build climates where error is welcomed, where student questioning [of assumptions, clichés, generalisations] is high”.

Double quotation marks are used around all short quotes, but if there is a quote within the quoted material, present this inside single quotation marks:

• According to C. S. Lewis (1940), “Friendship is born at that moment when one person says to another ‘What! You too? I thought I was the only one.’”

2.2.2 Presenting a long quote (40+ words).

Long quotes should be separated from the body of your paragraph and indented. Indented quotes do not require double quotation marks:
Svalastog et al. (2017, p. 432) further emphasises this point, by stating that:

Social medicine and public health approach to health advocate that we should not only observe the health of the individuals, but also the health of the groups and the community, as a result of the interaction of the individuals with the social environment.

2.3 Reference list.

All sources cited in-text must be included in the reference list at the end of the assessment. In addition to including the author(s) and year, reference list entries also include the titles of your sources and publisher. **Note:** Only sources cited in-text are included in the reference list. Anything you read but did not reference in-text should not be included. All sources in the reference list must be cited in-text.

The reference list should be single spaced with entries listed in alphabetical order by author, i.e. Anderson; Chiu and Hope; Deakin University; Football Federation Australia; and so on. Each entry is formatted with a hanging indent, meaning that the first line of each reference is placed left and all subsequent lines are indented. For example:


The heading ‘References’ or ‘Reference list’ is used at the top of the page and should begin on a new page. Different types of sources will require different types of reference elements and formats. Below are some of the common ones, with further examples provided in section four of this booklet (see pages 45-73).

**Book reference**

- **Author surname, followed by initials**
- **Year of publication**
- **Title of book in italics**
- **Edition (if 2nd or later)**
- **Publisher**

<table>
<thead>
<tr>
<th>Author surname, followed by initials</th>
<th>Year of publication</th>
<th>Title of book in italics</th>
<th>Edition (if 2nd or later)</th>
<th>Publisher</th>
</tr>
</thead>
</table>
Journal article


Webpage reference

As per in-text referencing, how authors are presented will vary on the number of authors for each source:

<table>
<thead>
<tr>
<th>Number/ type of authors</th>
<th>Start of sentence</th>
<th>End of sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three or more authors</td>
<td>Campbell et al. (2010)</td>
<td>(Campbell et al., 2010).</td>
</tr>
</tbody>
</table>

The number of authors a source has also influences how it appears in the reference list:

<table>
<thead>
<tr>
<th>Number/type of authors</th>
<th>Formatting for author details in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two authors</td>
<td>Tietelbaum, J. B., &amp; Wilensky, S. E. (2013).</td>
</tr>
</tbody>
</table>
Three to twenty authors

| Three to twenty authors | Campbell, E., Fox, R., & de Zwart, M. (2010). |

Twenty-one or more authors

*Only include the first nineteen authors, then an ellipsis, then the final author’s name.*


Organisation as author


### 2.4 Figures and tables.

Figures and tables can be included in your assessments to provide supporting information and illustrations. They are defined as:

- A table contains data, typically numerical or statistical, presented across rows and columns.
- Any type of illustration other than a table is called a figure. This can include graphs, charts, diagrams, mind-maps, and photographs.
Figures and tables may be created from a student’s own research, for example in a scientific report, or reproduced from another scholarly source.

2.4.1 Presenting figures and tables.

There are stylistic features for figures and tables that are important when used in scientific writing:

- Greyscale: Figures and tables should not be presented in colour.
- Clear headings: For tables, rows and columns should be clearly labelled and for graphs, the x (horizontal) and y (vertical) axis labelled, with the units of measurement included (as applicable).
- Placement: Figures and tables should be within the margins of the document and large enough so that the data can be easily viewed and read.

Presenting figures (graphs).

In addition to the stylistic features mentioned above, graphs also require the following:

- Graphs should be created using Excel or a similar software, not drawn by hand.
- The heading for the y axis (vertical) should be rotated so it is in line with the axis but not stacked.
- A legend may also be required to differentiate data.
- A graph does not need a chart title created by Excel, as it
should only include a correct APA label and title (see Figure 5).

- A graph should be presented with the gridlines and border removed. For example:

2.4.2 Labelling figures and tables.

All figures and tables should be accompanied by a label (e.g. Figure 1, Figure 2, Table 1, Table 2) and a title describing the content presented.

For both figures and tables, the label and title appear on separate lines and are above the figure and table. The label is in **bold** and the title is in *italics*, with a full stop at the end of both. All figures and tables should be numbered consecutively throughout the text in the order in which they are first mentioned. The label and title should be on the same page as the figure or table itself. For example:
Figure 1.

Wide leg stretch exercise.

Table 1.

Student results.

<table>
<thead>
<tr>
<th>Scores out of 12</th>
<th>Number of students</th>
<th>Percentage of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>12.5%</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>37.5%</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>12.5%</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>25%</td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>12.5%</td>
</tr>
</tbody>
</table>
2.4.3 Citing figures and tables.

In the body of your assessment, you must refer to figures and tables. For example:

- Figure 1 shows ...
- Wide leg stretches (see Figure 1) are beneficial to ...
- As shown in Table 1, most students scored ...
- ... while only one student received 11 out of 12 (see Table 1).

When citing figures and tables, the letter “F” in figure and the letter “T” in table are always capitalised and the word “see” is always lowercase. If including figures or tables in an Appendix, include in the label a letter corresponding to the appendix (i.e. Appendix A would contain Table A1, Table A2 etc.).

The placement of the figure or table should directly follow the citation or be as close as possible following the completion of the paragraph. For example, if Figure 1 is cited on page 2, Figure 1 should be placed on the same page or subsequent.

2.4.4 Referencing figures and tables.

If you are including a figure or table in your assessment task that has been taken or copied from another source, this must be referenced. For both figures and tables, the label (in bold) and the title (in italics) go above the figure or table. In addition, when referencing a figure or table that is not your own, provide a new
Referencing a journal article in a figure or table.

Figure 2.

*Sprint reaction speed test parkour with change of direction*

Referencing a book in a figure or table.

Figure 3.

Trigger point referral patterns of the quadriceps muscle group.


Referencing a website in a figure or table.

As discussed in Section 2.4.1, Figure 4 is an example of an incorrect graph. Whilst it correctly contains a label (Figure 4) and a title (Percentage of Australians meeting physical activity guidelines), it incorrectly contains an Excel generated chart title (% of Australians meeting PA guidelines).
Figure 4.

*Percentage of Australians meeting physical activity guidelines.*

X


Figure 5 is an example of a correct graph, as it *does not* include an Excel generated chart title:

Figure 5.

*Percentage of Australians meeting physical activity guidelines.*

√
If the information in a figure or table comes from multiple sources, it may be more appropriate to use standard in-text referencing for citing multiple sources at once (see page 15).

2.4.5 Referencing figures and tables in PowerPoint slides.

Referencing figures.

When referencing figures in PowerPoint, firstly determine whether the figure is being used for a content or aesthetic purpose. Figures being used for content are included in your PowerPoint slides to support your argument. These figures are referenced with the following information: A label (in bold) and a title (in italics) above the figure and a reference underneath the figure. For example:
Figure 6.

Ball-dribbling test.


A reference for this figure is not needed in the reference list at the end of your PowerPoint presentation as you have provided the full reference underneath the figure.

For figures that are not used for a content purpose, but for aesthetic reasons, e.g. for visual appeal on the title page of your presentation, these figures are referenced in the following format:
An entry for a figure used for an aesthetic purpose is likewise not required in the reference list. Unlike figures and tables in the HSC units that are formatted in greyscale, figures used in PowerPoint presentations can be formatted in colour.

For figures retrieved from Creative Commons, when you insert a figure in PowerPoint (via the online pictures button), the reference is automatically included. For example:

This Photo by Unknown Author is licensed under CC BY-SA

Include this reference underneath the figure or on the same PowerPoint slide as the accompanying figure. A full reference

for a figure retrieved from Creative Commons is not required in the reference list.

**Referencing tables.**

Similar to a figure that is used for content reasons, a table that is included in a PowerPoint presentation that you have copied from another source must have a **label** (in bold) and a **title** (in italics) above the table and a full reference underneath the table. For example:

**Table two.**

*Waist circumference risk factors.*

<table>
<thead>
<tr>
<th>Risk criteria for waist circumference in adults</th>
<th>Waist circumference (cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk category</td>
<td>Women</td>
</tr>
<tr>
<td>Very low</td>
<td>&lt;70cm</td>
</tr>
<tr>
<td>Low</td>
<td>70-89</td>
</tr>
<tr>
<td>High</td>
<td>90-110</td>
</tr>
<tr>
<td>Very high</td>
<td>&gt;110</td>
</tr>
</tbody>
</table>


A full reference for this table is not required in the reference list as you have provided the full reference here.
If you want to reference other types of sources in your PowerPoint presentation, such as YouTube videos, refer to these specific referencing requirements in section four of the referencing guidelines. These types of sources in the PowerPoint presentation will follow the standard in-text referencing format of author surname(s)/organisation and year on the presentation slide, followed by a full reference entry in the reference list.
If you get stuck.

Section four of this booklet provides examples of APA references for different types of sources. To create a reference, find the referencing examples for the types of sources you are using and arrange your elements in the same format. If you cannot find an example in this booklet matching any source type you are using, further referencing examples can be found using the following resources:


However, you may be able to take and combine elements from different referencing examples to create a reference for something not addressed in this booklet. For example, the reference on the next page is for a chapter in an edited book that has been accessed online, which combines elements from:

- A chapter in an edited book (see page 49).
- An eBook (see pages 51-52).
As a general rule of thumb when it comes to APA referencing, if you are uncertain about what type of source you are using, identify the following elements and arrange them in the standard order below:

- Author, editor, or authoring body/organisation
- Year of publication
- Title of work
- DOI or URL

For further referencing support, please contact acpesls@acpe.edu.au or library@acpe.edu.au
Section three: Scientific guidelines for academic writing.

This section of the ACPE style and referencing guidelines will cover some of the requirements of scientific writing, which will assist you with written tasks in the HSC department. There are some unique practices of referencing in the sciences (HSC units) that must be followed. If you are unsure, it is always best to refer to your unit outline and assessment/information guide for specific requirements for each assessment task or speak to your lecturer/unit coordinator of the unit.

3.1 Avoid direct quoting: It is generally considered poor practice to direct quote, as it does not demonstrate an understanding of the concept. If you want to use the information, it is best to paraphrase (write in your own words) and still reference the author. For example:

X Magill (2011) states that “as the number of alternatives increases, the amount of time required to prepare the appropriate movement increases” (p. 170).

✓ The number of alternatives influences action preparation. Specifically, the greater the number of choices, the greater the preparation time (Magill, 2011).
3.2 **Avoid secondary citations:** In scientific writing, reference sources directly rather than second-hand. If you find a study in another paper or text, find the original (primary) source of the information. This is to ensure you have the correct information directly from the first-hand source. For example:

❌ One of the measurements was recorded in milliseconds (Orhan, 2013, as cited in Coşkun et al., 2014, p. 98).

✅ The best measurement was recorded in milliseconds (Orhan, 2013).

3.3 **Where possible (and applicable) cite multiple sources at once:** If you have a statement that a number of research papers agree/disagree with, you should refer to all of these studies. Generally, this should be limited to around three references and should include the original, or most prominent article, and a more recent article. This demonstrates the breadth of your research. These references should be listed in **alphabetical order** by author in brackets. For example:

❌ A number of studies examining monocular vision comparing the right and left eye, found little or no differences (Donovan & Clark, 1988).
A number of studies examining monocular vision comparing the right and left eye, found little or no differences (Donovan & Clark, 1988; Mori et al., 2007; Silverman, 2011).

* In the incorrect example, the statement ‘a number of studies’ has been used, but only one study has been referenced. If you want to make a statement referring to more than one study, you must reference more than one source that supports this statement.

Language.

Language is an important component of scientific writing. Whilst some language features in published literature vary, generally it is acknowledged that the methods section of a scientific report contains the following features:

3.4 Writing in past tense: Past tense is used in the methods section of the report as we are writing about what has already been done.

Example 1:

X To measure reaction time, the participant will be using a
ruler.

✓ The participant measured reaction time using a ruler.

*Example 2:*

✗ The investigator will record the amount of time required to upstack and downstack the cups correctly.

✓ The investigator was required to record the amount of time required to upstack and downstack the cups correctly.

3.5 Avoid personal pronouns: In scientific report writing, there is a focus on depersonalising the writer and/or investigator from the text. So ‘I’, ‘we’, ‘you’, ‘he’, ‘she’, ‘they’ etc. are avoided. Commonly used terms could include: the participant, the subject, the athlete etc.

*Example 1:*

✗ To measure reaction time, you will be using a ruler.

✓ The participant measured reaction time using a ruler.
Example 2:

X I recorded the amount of time required to upstack and downstack the cups correctly.

✓ The amount of time required to upstack and downstack the cups correctly by the subject, was recorded.
### 4.1 Books

**Generic:** Last name, A. B. (Year). *Title: Subtitle* (Edition if 2nd or later). Publisher.

<table>
<thead>
<tr>
<th>Source</th>
<th>In-text examples</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>Robinson (2010) suggests that sport clubs are affected by a range of internal and external factors. Sport clubs are affected by a range of internal and external factors</td>
<td>Robinson, M. J. (2010). <em>Sport club management</em>. Human Kinetics.</td>
</tr>
</tbody>
</table>
| Two authors | According to Proctor and Ruskin (2011), key outcomes of ...  
| Note: For sources with multiple authors, list authors in the same order as the source does. |
| Three or more authors | Duchesne et al. (2013) explores ...  
| Note: If referencing a book with twenty-one or more authors, see page 25 of this booklet. |
| Note: If there are multiple editors, write as (Eds.). |
| Reference work (Encyclopedia or Dictionary) with author | Eklund and Tenenbaum (2014) define mindfulness as ...  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcovitch (2009, p. 1133) describes infant mortality rate as “one of the most important...”</td>
<td>Notes:</td>
</tr>
<tr>
<td></td>
<td>• For a dictionary, include title of the entry in plain font before title of the reference work in italics.</td>
</tr>
<tr>
<td></td>
<td>• Provide a DOI or a URL for any reference work found online.</td>
</tr>
<tr>
<td><strong>Note:</strong> When no author is listed, write the name of the specific Encyclopedia/Dictionary entry you are using in place of the author.</td>
<td>Piaget, J., &amp; Inhelder, B. (1969). <em>The psychology of the child</em> (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966).</td>
</tr>
<tr>
<td>Piaget (1969) contends teachers should adopt learner-centered...</td>
<td></td>
</tr>
<tr>
<td>Note: For all translated works, provide the year that the work was first published in its original language in brackets after the publisher.</td>
<td></td>
</tr>
</tbody>
</table>
### 4.2 Book chapters

**Generic:** Last Name, A. B. (Year). Chapter title: Subtitle. In C. D. Last name (Ed.), *Book title: Subtitle* (Edition [if 2nd or later], page numbers of chapter). Publisher.

**SOURCE** | **IN-TEXT EXAMPLES** | **REFERENCE LIST**  
--- | --- | ---  
<table>
<thead>
<tr>
<th><strong>Chapter in a non-edited book</strong></th>
<th><strong>According to Berk (2013), children undergo several ...</strong></th>
</tr>
</thead>
</table>
| Inequality within communities has a detrimental effect on the health of individuals (Lowe, 2011). **Note:** Only list chapter authors in in-text references, not editors. | Lowe, I. (2011). Environment, sustainability and health. In H. Keleher & C. MacDougall (Eds.), *Understanding health* (3rd ed., pp. 171-181). Oxford University Press. **Notes:**  
• For one editor, write (Ed.) and for multiple editors, write (Eds.).  
• For one page, write p. and for multiple pages, write pp.  
Berk, L. E. (2013). *Child development* (9th ed.). Pearson. **Note:** If a book is not edited (i.e. chapters are not individually authored and the whole work is credited to one or more authors listed on the cover page), do not reference by chapter; simply cite the whole book. |
4.3 eBooks

**Generic:** Last name, A. B. (Year). *Title: Subtitle*. Publisher. URL/DOI.

**SOURCE** | **IN-TEXT EXAMPLES** | **REFERENCE LIST**
--- | --- | ---
|---|---|---|

**Note:** For eBooks accessed via Google Books, use the URL from the ‘About this book’ link, which is significantly shorter than the preview link.

**Note:** Include name of narrator in brackets after the title of the audiobook.
## 4.4 Journal articles

**Generic:** Last Name, A. B. (Year). Article title. *Journal title, volume number*(issue number), page range. DOI.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>IN-TEXT EXAMPLES</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
</table>
As noted by Nevin (2019, p. 34), “resistance training (RT) is considered a key training stimulus ...”

**Notes:**
- Article title: Write in plain font, use capitals for the first letter of the title, after a colon, and any proper names.
- Journal name: Write in italics, use capitals for the first letter of each key word in the title (excluding of, and etc.).
- Unlike book chapters, page numbers are **not** preceded by pp. in journal article reference list entries.
- A DOI or URL is not needed for print journal articles. A DOI or URL is only needed for all **online** journal articles.
- If the journal article is from a supplement, give the supplement details in parentheses immediately after the volume number, e.g. 30(Supp.2)
**Note:** List the first nineteen authors, insert an ellipsis (...) for missing author names, then list final author name. |
| **... beliefs about other cultures (Terracciano et al., 2005).** | Birch et al. (2019) state that ...  
... health education in schools Birch et al., 2019). |
<table>
<thead>
<tr>
<th>Journal article with a URL</th>
<th>Exploring the relationship between personality traits and sporting performance (Mirzaei et al., 2013).</th>
</tr>
</thead>
</table>
4.5 Newspaper and magazine articles

**Generic:** Last Name, A. B. (Year, Month Day). Article title: Subtitle. *Periodical title.* DOI/URL (online) or page range (print).

*If the newspaper or magazine article has a month (e.g. July), a month and day (e.g. August 28) or season (e.g. Winter), place this information in parentheses after the year of publication.*
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>IN-TEXT EXAMPLES</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Buckingham (2014) surmises that…</td>
<td><strong>Note:</strong> Include page number(s) after title of newspaper or magazine.</td>
</tr>
</tbody>
</table>
| Newspaper/magazine article with no author | ... legacy in the sport (“Cycling mourns”, 2018).  


**Note:** When no author is cited, include article title in author’s place. |
## 4.6 Other web/electronic materials

**Generic:** Last name, A. B. or Organisation Name. (Year). *Webpage or document title*. URL.


### SOURCE | IN-TEXT EXAMPLES | REFERENCE LIST
--- | --- | ---
According to the Australian Institute of Health and Welfare (2017), the number of ...

Note: If citing an organisation with an acronym multiple times, introduce the acronym in the first reference and use it for any subsequent references.

1st reference: ... maintain quality health care (Australian Institute of Health and Welfare [AIHW], 2017).
Or: The Australian Institute of Health and Welfare (AIHW, 2017) regards quality health care as ...
Subsequent references: The AIHW (2017) also notes ...


Notes:
- If a catalogue/reference number is provided, include in plain font inside square brackets after the title.
- If the publisher is the same as the author (which is often the case for Government reports), do not include the publisher in the reference. See page 16 for more details.
<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture notes</td>
<td>(Housand, 2016) explores games and simulations in the classroom ...</td>
<td>Housand, B. (2016). <em>Game on! Integrating games and simulations in the classroom</em> [PowerPoint slides]. SlideShare.</td>
</tr>
<tr>
<td>Dissertations and theses (unpublished and published)</td>
<td>Harris (2014) states that leadership ...</td>
<td>According to Stell (2017), women athletes have encountered ...</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
</tbody>
</table>

**Unpublished:**

**Published:**

**Note:** If the slides come from a classroom website or learning management system and your audience has access to the resource, provide the name of the site and its URL.
<p>| Notes: |
| • Unpublished works are usually retrieved directly from the college or university in print form, whereas published works are usually available from a database. |
| • For unpublished dissertations or theses, the university name appears at the end of the reference, after [Unpublished doctoral dissertation], whereas for published dissertations and theses, the university name appears in the same square bracket as Doctoral dissertation. |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Reference</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Include [Mobile app] in square brackets following the version information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> After the version number, include [Computer software] in square brackets, followed by publisher name or app store.</td>
<td></td>
</tr>
<tr>
<td>Social media post: Tweet</td>
<td>Badlands National Park (2018) identifies that ...</td>
<td>Badlands National Park [@BadlandsNPS]. (2018, February 26).  <em>Biologists have identified more</em></td>
<td></td>
</tr>
<tr>
<td>Social media post: Twitter profile</td>
<td>APA Style (n.d.) provides information about referencing...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social media: Facebook page</th>
<th>On the Smithsonian’s National Zoo and Conservation Biology Institute’s (n.d.) Facebook page...</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social media: Facebook post</th>
<th>On Facebook, Gaiman (2018) announced that...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaiman, N. (2018, March 22). 100,000+ Rohingya refugees could be at serious risk during Bangladesh’s monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is [Image attached] [Status update].</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

**Facebook.** Retrieved February 24, 2020, from http://bit.ly/2JQxPAD

**Notes:**

- If a status update includes images or videos, indicate this in square brackets, e.g. [Image attached], [Video attached] etc.
- Only include up to the first 20 words of the title for social media post references.
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>IN-TEXT EXAMPLES</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Identify the key creative/s in the dance performance and cite accordingly. This may be the performer, choreographer, or director.</td>
</tr>
<tr>
<td>Song or music recording</td>
<td>Meanwhile, the song “Shallow” (Gaga et al., 2018) employs ...</td>
<td>Gaga, L., Ronson, M., Rossomando, A., &amp; Wyatt, A. (2018). <em>Shallow</em> [Recorded by L. Gaga &amp; B. Cooper]. On <em>A star is born: Soundtrack</em> [CD]. Interscope.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Cite songwriter/s in author position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sydney Dance Company.</td>
</tr>
<tr>
<td>Dance performance: Attended in person</td>
<td>See pages 17-18 of this booklet.</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>variety of emotional states (Sydney Dance Company, 2015).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4.8 Audio-visual materials

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>IN-TEXT EXAMPLES</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film/ documentary via cinema, DVD, or streaming</td>
<td>As shown in the film <em>A star is born</em> (Cooper, 2018), alcoholism can be ...</td>
<td>Cooper, B. (Director). (2018). <em>A star is born</em> [Film]. Warner Brothers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pierson, F. (Director). (1976). <em>A star is born</em> [Film]. Warner Brothers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pierson, F. (Director). (1976). <em>A star is born</em> [Video file].</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Cite director in author position and identify viewing format in square brackets after the title. Include place and name of distributors for cinema releases and DVDs.</td>
<td></td>
</tr>
<tr>
<td>Source Type</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Digital/streamed video clip (e.g. YouTube clip, Vimeo or TED Talk)</td>
<td>... to decrease sugar intake (4PromoteChannel, 2013). Wujec (2009, 02:40) states that “the combination of these processing centers help us make meaning in very different ways”. <strong>Note:</strong> If directly quoting the source, the timestamp in the video clip may be used in the same way as a page number.</td>
<td>4PromoteChannel. (2013, July 24). <em>Coca-Cola’s new health advertising campaign</em> [Video]. YouTube. <a href="http://www.youtube.com/watch?v=kiIr-xC7zRA">http://www.youtube.com/watch?v=kiIr-xC7zRA</a> Wujec, T. (2009, February). <em>3 ways the brain creates meaning</em> [Video]. TED Conferences. <a href="https://www.ted.com/talks/tom_wujec_3_ways_the_brain_creates_meaning">https://www.ted.com/talks/tom_wujec_3_ways_the_brain_creates_meaning</a> <strong>Note:</strong> Many TED Talk videos do not include the specific day (only the month and year) of publication. If the day is provided, also include this in the reference list entry.</td>
</tr>
</tbody>
</table>
| Podcast (audio or video) | Fidler, R. (Host). (2012, April 24). *Psychiatrist Greg de Moore recounts the life of Tom Wills* [Audio podcast]. ABC. [http://www.abc.net.au/radio/programs/conversations/psychiatrist-greg-de-moore-recounts-the-life-of-tom-wills/7757372](http://www.abc.net.au/radio/programs/conversations/psychiatrist-greg-de-moore-recounts-the-life-of-tom-wills/7757372) | **Note:** Include writer(s) and the director for the episode. If no writer/director is listed, cite Executive Producer or other key creative in author position.

**Note:** Cite podcast host or producer in author position and specify the type of podcast (audio or video) in square brackets after the title.
### 4.9 Miscellaneous

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>IN-TEXT EXAMPLES</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law and legislation</td>
<td>See page 18 of this booklet.</td>
<td></td>
</tr>
<tr>
<td>Personal communication</td>
<td>See page 17 of this booklet.</td>
<td></td>
</tr>
</tbody>
</table>
Reference list


California State University, Dominguez Hills. (2019). *About APA 7th ed.* [https://libguides.csudh.edu/citation/apa-7](https://libguides.csudh.edu/citation/apa-7)


