APA referencing consists of two related and essential parts:

- In text citations show where, in your assignment, you have referred to information from your research through the use of paraphrases and quotations. Please see the “In Text Citations – APA” page on this site for more information.
- The list of references contains full bibliographic information for each of the sources cited in your assignment. This page explains how to format your references.

How do I reference this?

The secret to referencing accurately is firstly to identify the type of resource. Is it, for example, an authored book, a chapter in an edited book, a printed journal article, an online journal article, or a webpage? The examples below show the formatting requirements of different types of sources.

Remember:

- start your reference list on a new page
- type the word References in uppercase and lowercase letters, centred, at the top of the page
- list your sources in alphabetical order
- use a hanging indent for each entry in the References. To format a hanging indent, in the Home tab, select Paragraph, and you will find Hanging Indent on the Special pull-down menu.
- double space all reference list entries
- do not abbreviate organisation names used as authors.

Example list of References is on the next page.
Academic Skills Unit Resources

References


For more detailed information on APA referencing:
- view your Library’s copy of the *APA Publication Manual, 6th Edition*
- see the Academic Skills Unit ACU site
- read the *ACU Study Guide: Skills for Success*
- contact an Academic Skills Adviser.