

Beginner's Guide to APA 7th Edition Referencing

The American Psychological Association (APA) 7th Edition referencing style is widely used in academic writing, particularly in the social sciences. This guide will help beginners understand the basics of APA referencing, including in-text citations and reference list formatting. This system is used by Coventry University.

1. General Formatting Rules

- Use **12-point Times New Roman** (or another readable font like Arial 11pt or Calibri 11pt).
 - Double-space all text, including references.
 - Use **1-inch margins** on all sides.
 - Include a **title page, abstract (if required), main body, and references**.
 - Use a **hanging indent** (0.5 inches) for reference list entries.
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2. In-Text Citations

In-text citations appear within the body of your paper whenever you use information from a source. There are two formats:

a. Parenthetical Citations:

The author's last name and the year of publication appear in parentheses:

Example: (Smith, 2020)

b. Narrative Citations:

The author's name is part of the sentence, followed by the year in parentheses:

Example: Smith (2020) argues that referencing is essential for academic writing.

c. Multiple Authors:

- **Two authors:** (Smith & Jones, 2020) or Smith and Jones (2020)
- **Three or more authors:** (Smith et al., 2020) or Smith et al. (2020)

d. Direct Quotes:

Include the page number for direct quotations:

Example: "APA style improves clarity" (Smith, 2020, p. 45).

If no page number is available (e.g., a website), use a paragraph number: (Smith, 2020, para. 4).

3. Reference List

All cited sources must be included in the reference list at the end of your document, arranged in **alphabetical order by author's last name**.

a. Book:

Format: Author, A. A. (Year). *Title of the book* (Edition if applicable). Publisher.

Example: Smith, J. (2020). *Understanding referencing* (2nd ed.). Academic Press.

b. Journal Article:

Format: Author, A. A., & Author, B. B. (Year). Title of the article. *Title of the Journal*, Volume(Issue), page range. <https://doi.org/xxxxx>

Example: Jones, R. A., & Taylor, M. K. (2021). The importance of citations. *Journal of Academic Writing*, 15(3), 45-60. <https://doi.org/10.xxxxx>

c. Website:

Format: Author, A. A. (Year). Title of webpage. *Website Name*. URL

Example: Brown, L. (2019). How to cite a website in APA. *Academic Resources*. <https://www.academicresources.com/citing-websites>

d. Newspaper Article (Online):

Format: Author, A. A. (Year, Month Day). Title of the article. *Newspaper Name*. URL

Example: Doe, J. (2022, January 5). Academic integrity in the digital age. *The Learning Times*. <https://www.learningtimes.com/academic-integrity>

e. Chapter in an Edited Book:

Format: Author, A. A. (Year). Title of the chapter. In B. B. Editor & C. C. Editor (Eds.), *Title of the book* (pp. xx-xx). Publisher.

Example: Wilson, T. (2020). Citation practices in academia. In R. Smith & L. Jones (Eds.), *The handbook of academic writing* (pp. 100-120). University Press.

4. Additional Notes

- **DOI or URL?** Use a DOI (Digital Object Identifier) when available; if unavailable, use the direct URL.
- **No Author?** Use the title in place of the author.
- **No Date?** Use (n.d.) instead of the year.
- **More than 20 authors?** List the first 19, then use an ellipsis (...) before the final author's name.

Please email teachingandlearning@grad2teach.ac.uk if you have any questions.