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ACER brief guide to APA Style 7

ACER uses the [7th edition of the APA Style](#) as the standard referencing style for all in-house and external publications, unless a client, journal or conference specifies another style. It is a good idea to confirm the required style in advance to avoid misunderstanding in the late stages of preparing an assignment or publication. This guide is designed to provide a list of the common APA Style 7 formats. The information provided is based on the official source for APA Style:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Some Notes

- Cite what you see – references are based on the details available from the source being used
- When adding links, include a DOI in preference to a URL
- DOIs and URLs can be included in the references as live links
- Do not include URLs that are from academic databases such as PsycInfo, JSTOR or Education Research Complete. Include URLs for original or proprietary works that might be found in a repository or the publisher’s own website or database, for example references sourced from OECD, ERIC or ACEReSearch Repository

In-text citations	
<i>Reference with 1 or 2 authors</i>	(Bubb & Earley, 2010) “Bubb and Earley (2010) describe the study...”
<i>Reference with 3 or more authors</i>	(Hollingsworth et al., 2019) “Hollingsworth et al. (2019) study the...”
<i>Reference to a section of a publication</i>	(OECD, 2019, pp. 24-28) “OECD (2019, pp. 24-28) states...” Page, chapter, table, etc. are included in the in-text citations but not in the reference list
<i>Citing multiple works</i>	(Bubb & Earley, 2010; Hollingsworth et al., 2019) (Masters, n.d., 2016, 2018, in press)
Books – reference list	
<i>Basic format</i>	Basic reference: Author, A. A. (Copyright Year). <i>Title of work</i> . Publisher. https://doi.org/xxx OR https://xxx <ul style="list-style-type: none"> • Title of a book is italicised • Use the copyright date as the year or date of publication for books
<i>Book with 1 to 20 authors</i>	Bubb, S., & Earley, P. (2010). <i>Helping staff develop in schools</i> . Sage. List the names for up to 20 authors but for 21 or more, see example with articles
<i>Electronic book</i>	This ebook was sourced from an electronic database but it had no DOI Dinham, S., Elliott, K., & Rennie, L. (2018). <i>I’m the principal: Principal learning, action, influence and identity</i> . ACER Press. This ebook had a DOI Salmon, G. (2011). <i>E-moderating: The key to online teaching and learning</i> (3rd ed.). Routledge. https://doi.org/10.4324/9780203816684

Books – reference list (continued)	
<i>Edited book</i>	Bentley, T., & Savage, G. C. (Eds.). (2017). <i>Educating Australia: Challenges for the decade ahead</i> . Melbourne University Publishing.
<i>Chapter in an edited book</i>	<p>Masters, G. N. (2017). Monitoring learning. In T. Bentley & G. C. Savage (Eds.), <i>Educating Australia: Challenges for the decade ahead</i> (pp. 100-113). Melbourne University Publishing.</p> <p>This following example is detailed in the ACEReSearch Repository without full-text (see entry) but because the article is publisher by Springer, full details and DOI are referenced from the publisher website (Springer) and the repository URL is not used</p> <p>Bansal, G., Ramnarain, U., & Schuster, D. (2019). Examining pre-service science teachers pedagogical orientations in an era of change in India. In R. Koul, G. Verma, V. Nargund-Joshi (Eds.), <i>Science education in India: Philosophical, historical, and contemporary conversations</i> (pp. 67-89). Springer. https://doi.org/10.1007/978-981-13-9593-2_4</p> <p>Book title is italicised and not the chapter title</p>
<i>Authored book with editor</i>	<p>An edited book with the editor(s) name not included on the cover</p> <p>Masters, G. N. (2013). <i>Reforming educational assessment: Imperatives, principles and challenges</i>. Australian Council for Educational Research. https://research.acer.edu.au/aer/12</p> <p>An edited book with the editor(s) name included on the cover</p> <p>Masters, G. N. (2013). <i>Reforming educational assessment: Imperatives, principles and challenges</i> (S. Mellor, Ed.). Australian Council for Educational Research. https://research.acer.edu.au/aer/12</p> <p>Only if the editor’s name is credited on the cover of an authored book, include the name in parenthesis after the book title with Ed. or Eds.</p>
<i>Book in a series</i>	<p>Books in the Australian Education Review series do not have the series name included in the reference when using APA Style 7</p> <p>Masters, G. N. (2013). <i>Reforming educational assessment: Imperatives, principles and challenges</i>. Australian Council for Educational Research. https://research.acer.edu.au/aer/12</p> <p>For a series of conceptually related titles but separate works, the series title is not included in the reference</p>
Articles – reference list	
<i>Basic format</i>	<p>Author, A. A., & Author, B. B. (Year). Title of the article. <i>Name of the Periodical</i>, volume(issue), p–p. https://doi.org/xxx OR https://xxx</p> <p>Name of the periodical and volume number are italicised</p>
<i>Online journal article with DOI or URL</i>	<p>Reis, N.K., & Villaume, S. K. (2002) The benefits, tensions and visions of portfolios as a wide-scale assessment for teacher education. <i>Action in Teacher Education</i>, 23(4), 10-17. https://doi.org/10.1080/01626620.2002.10463083</p>
<i>Online article before being published in journal</i>	<p>Sikora, J., & Green, J. (2020, March 25). Gifts as gains? The impact of volunteering on young people’s educational and occupational attainment in Australia (Advance online publication). <i>Australian Journal of Education</i>. https://doi.org/10.1177/0004944120910813</p>

Articles – reference list (continued)	
Article online but not published in journal	Ingvarson, L. (2014). <i>Professional certification for accomplished principals: Directions for Australia</i> . https://research.acer.edu.au/educational_leadership/2
Article in print or with no DOI or URL	Choppin, B. (1985). Item banking using sample free calibration. <i>Evaluation in Education: An International Review Series</i> , 9(1), 81-85.
Article (or any reference) with 21 or more authors	Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyaziyyat, E., Wang, C., Zhang, I., Li, P., Yang, R., Kumar, B., Xu, A., Martinez, R., McIntosh, V., Ibáñez, L. M., Mäkinen, G., Virtanen, E., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. <i>Journal of Improbable Mathematics</i> , 27(1), 1935–1968. https://doi.org/10.0000/3mp7y-537 Include only the first 19 names, an ellipsis , and the final name. This example is copied from the APA Style Blog and applies to any reference with 21 or more authors
Magazine article or newspaper article	Earp, J. (2019, August 6). Assessing and teaching 21st Century skills. <i>Teacher</i> . https://www.teachermagazine.com.au/articles/assessing-and-teaching-21st-century-skills Include year and any details relating to month and day, for magazine and newspaper articles
Blog Post	DynaMind eLearning. (n.d.). Asynchronous e-facilitation: Watching or listening? <i>The eLearning Nomad blog</i> . https://dynamind-elearning.com/asynchronous-e-facilitation-watching-or-listening <ul style="list-style-type: none"> • The name of the blog is italicised • Include date details if available, including year, month and day • n.d. is used for no date
Reports and grey literature – reference list	
Basic Format	Author, A. A., & Author, B. B. (Year). <i>Title of the report</i> [Type of report optional] (Report number). Publisher name. https://doi.org/xxx OR https://xxx Title of report is italicised
Report by government agency	Department of Education and Training. (2018). <i>Through growth to achievement: The report of the review to achieve educational excellence in Australian schools</i> . Australian Government. https://docs.education.gov.au/node/50516 <ul style="list-style-type: none"> • When numerous layers of government agencies are listed as the author, use the most specific agency name • Names of parent agencies can appear in the source/publisher element • If using the most specific agency name in the reference list and confusion may be caused by the same name for another agency (e.g., citing federal and state Department of Education) then include the parent name in the author element
Report by group author	ABS is both the author and publisher of this publication Australian Bureau of Statistics. (2020). <i>Schools Australia, 2019</i> (No. 4221.0). https://www.abs.gov.au/ausstats/abs@.nsf/0/9448F2F814FA0311CA2579C700118E2D?Opendocument <ul style="list-style-type: none"> • Exclude the publisher name when the author name is exactly the same • Spell out the full name of the author with abbreviations only used in the text

Reports and grey literature – reference list (continued)	
<i>Report by individual authors at a government agency or other organisation</i>	Rothman, S., Ozolins, C., & Doyle, J. (2018). <i>Measuring parent engagement: Final report</i> . Australian Research Alliance for Children and Youth. https://research.acer.edu.au/early_childhood_misc/14
Conferences – reference list	
<i>Conference paper</i>	<p>Thomson, S. (2019, August 4-5). <i>Assessing and understanding social and emotional skills: The OECD study on social and emotional skills</i> [Paper presentation]. Research Conference 2019: Preparing Students for Life in the 21st Century: Identifying, Developing and Assessing What Matters, Melbourne, Australia. https://research.acer.edu.au/research_conference/RC2019/5august/4</p> <ul style="list-style-type: none"> • Conference proceedings published in a book or journal, follow the same format as for a journal article or a book • Date of conference is included with year even if presentation was on only on one day of the conference • The location for a conference is included
Dissertations and theses	
<i>Published thesis from database, repository or personal website</i>	Russell, K. T. (2017). <i>Secondary teachers' perceptions toward school leadership: A generational divide?</i> (Master's thesis, Australian Catholic University). https://doi.org/10.4226/66/5a9dba2d3361c
Online/streaming videos – reference list	
	<p>Australian College of Educators. (2019, November 11). <i>ACE 60th Gala Dinner video 2019</i> [Video]. Australian Council for Educational Research. https://research.acer.edu.au/ace_national/1</p> <p>COFA Online. (2010, October 26). <i>Managing your time when teaching online</i> [Video]. YouTube. https://www.youtube.com/watch?v=bHM6o5RQOnQ</p> <p>Tedx. (2014, July 22). <i>The future of the massive online open course: Fiona Hollands</i> [Video]. YouTube. https://www.youtube.com/watch?v=QZhtQMG91Kk</p> <p>When referencing a streaming video such as via YouTube or Vimeo, the author is the person or group that uploaded the video</p>
Websites or webpages – reference list	
<i>Basic Format</i>	<p>Author, A. A. (Year). <i>Title of work</i>. Site name. https://xxx OR</p> <p>Author, A. A. (Year). <i>Title of work</i>. Site name. Retrieved date, from https://xxx</p> <ul style="list-style-type: none"> • Use this reference format if no other category fits the resource • Include retrieval date only when content is designed to change over time • A general mention of a website does not require an entry in the reference list. Provide the URL in brackets after the website name in the body of the text: “The Australian Curriculum (https://www.australiancurriculum.edu.au) includes...” • References to an individual webpages require a formal reference • Include as specific a date as possible • Do not use copyright date from footer of a website as it may not indicate when content was published

Websites or webpages – reference list (continued)

Webpage

ACER Professional Learning. (2020). *Assessment of Student Learning: Graduate Certificate in Education*. ACER. <https://www.acer.org/au/professional-learning/postgraduate>

Group names are written in full in the reference list

Australian Curriculum, Assessment and Reporting Authority. (n.d.). *About the Australian Curriculum*. <https://australiancurriculum.edu.au/about-the-australian-curriculum>

A publication on a website is referenced in the appropriate format as a book, article, report etc. rather than as a webpage

Australian Institute for Teaching and School Leadership. (2011). *Australian Professional Standards for Teachers*. <https://www.aitsl.edu.au/docs/default-source/national-policy-framework/australian-professional-standards-for-teachers.pdf>

The author name is not repeated in the publisher/site name section if the names are exactly the same

Order of reference list

- Arrange references in alphabetical order using the first word of the reference
- When there are multiple works by the same author, list the works by year of publication with n.d. first, followed by the earliest to the latest date and finally any (in press) references.
- If you have two or more “in press” or “no date” references with the same authors in the same order, you should use lowercase letters—a, b, c, and so forth—after the publication date and alphabetise the references by their titles, for example:
 - ACER. (n.d.-a). *Assessment...*
 - ACER. (n.d.-b). *School Improvement...*

Further information

- The official guide to APA Style 7 is available for from the Cunningham Library:
American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7PthP ed.). <https://doi.org/10.1037/0000165-000>
- This official APA Style guide for students is available from the Cunningham Library:
American Psychological Association. (2020). *Concise guide to APA Style* (7PthP ed.). <https://doi.org/10.1037/0000173-000>
- Information is also available on the [APA website](#) including [References](#) and [In-Text Citations](#). The [APA Style blog](#) includes information and referencing examples that may not be covered in the APA manual.
- Cunningham Library staff will provide advice on referencing to ACER staff and ACER students. ACER staff can also request the formatting of complete reference lists. Email your inquiry to | library@acer.org or staff can [submit a library services request](#).