

Referencing Correctly with APA 7th Edition Factsheet

Learners at CSNSW Academy must correctly reference any information used with APA 7th Edition Referencing (APA). To correctly reference using this style, you need:

- 1) in-text citations
- 2) a Reference List at the end of your document.

How do I do in-text citations?

In-text citations are references included within and throughout your work every time you are using information that is not your own.

Only the author(s) and the year of publication need to be included. The author can be outside brackets or inside brackets depending on your sentence.

There are slight differences in how the in-text references should be formatted based on the number of authors and the number of sources.

One author:

- Corrective Services NSW delivers services and programs (Kim, 2025).
- Kim (2025) outlines that Corrective Services NSW delivers services and programs.

Two authors:

- Corrective Services NSW delivers services and programs (Kim & Lee, 2025).

Three or more authors:

- Kim et al. (2025) outline that Corrective Services NSW delivers services and programs.

Multiple sources:

- Corrective Services NSW delivers services and programs (Dong 2022; Kim 2025; Paulson 2021).



What do I need to do for the Reference List?

The Reference List goes at the very end of your work on a new page. It lists all the sources you used to complete your work in alphabetical order. Each in-text citation must be a corresponding reference in the Reference List.



Different types of sources have different ways to reference.

Books

Kim, L. S. (2025). *Corrective Services Delivery* (2nd ed.). Oxford University Press.

Journal Articles

Kim, L. S., Lee, J. C., & Paulson, M. (2018). *Corrective Services Delivery*. *Journal of Corrective Services*, 71(6), 49–50. <https://doi.org/10.1108/15165>

Webpage (individual author)

Kim, L. S. (2025, May 15). *Policies and information*. Corrective Services NSW. <https://correctiveservices.dcj.nsw.gov.au/academy/about-us/policies-and-information.html>

Webpage (organisation)

Corrective Services NSW. (2025, May 15). *Policies and information*. Corrective Services NSW. <https://correctiveservices.dcj.nsw.gov.au/academy/about-us/policies-and-information.html>

What if I forget?

If your referencing is missing or incorrect, you are plagiarising another person's work. This is academic misconduct and will be investigated and may result in penalties.

Further information can be found in CSNSW Academy's Academic Integrity Policy and Procedure.