



ASLA Referencing Guide

This style is based on the APA7 referencing system as found in:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

The following examples of the APA7 Author/Date system are provided as a guideline. Characteristics of this referencing system are:

- It is an Author/Date system.
- All authors (up to 20) are to be included in the reference list.
- DOI's and URLs are presented as a hyperlink, with no 'date retrieved'.
- Publication locations are not required.
- Each entry in the reference list should have a hanging indent (1.27cm or 0.5 inch).

Your reference list should identify an item with sufficient detail so that the reader may find the reference if they wish to read further. Your references should appear at the end of your article, with entries listed alphabetically, under the heading, **References**. All entries in your reference list should have a corresponding in-text reference, which is formatted thus (Author surname, date, page numbers or paragraph number for web sources, if appropriate).

In-text formatting and examples:

- Include page (p.) or paragraph (para.) numbers for direct quotes. Page/ paragraph numbers are not necessary for paraphrasing but may be included to help the reader locate the relevant passage in the source.
- Direct quotes of less than 40 words - use quotation marks
- Format direct quotes 40 words or more as a block quotation - no quotation marks
- Use either a narrative or parenthetical format
Parenthetical: (Lonsdale, 2003, p.19)
Narrative: According to Lonsdale (2003) school libraries...

Books/ eBooks

Use the same format for both print books and ebooks.

The details required, in order, are:

- Name/s of author/s, editor/s, compiler/s (surname, initials) or institution/ organisation responsible, with comma after surname, and full stop after initial.
- Include all authors.
- Year of publication in round brackets, followed by a full stop.
- Title of publication and subtitle if any (all titles must be italicised).
- Initial capitals should be used at the beginning of the title, and at the beginning of the sub-title.
- Full stop after the title.
- Series title and individual volume, if any.
- Edition (in parenthesis), if other than first.
- Page range numbers for book chapters, e.g. (pp. 32-45).
- Publisher.
- DOI or stable URL for ebooks.

Examples:

One author

Lonsdale, M. (2003). *Impact of school libraries on student achievement: A review of the research*. Report for the Australian School Library Association. Australian Council for Educational Research.
https://research.acer.edu.au/cgi/viewcontent.cgi?article=1024&context=tll_misc

Two or more authors

Ryan, J., & Capra, S. (2000). *ILPO: Information Literacy Planning Overview 8–12 for secondary schools*. Curriculum Corporation.

Editor/s

Henri, J., & Bonanno, K. (Eds.). (1999). *The information literate school community: Best practice*. Centre for Information Studies, Charles Sturt University.

Institution (and edition)

Australian School Library Association & Australian Library and Information Association. (2001). *Learning for the future: Developing information services in schools* (2nd ed.). Curriculum Corporation.

Chapter or part of a book to which a number of authors have contributed

Johnson, D. (2001). The why, what, how and who of staff development in technology: The growing importance of the teacher librarian's role in helping create technology-savvy educators. In L. Hay, K. Hanson & J. Henri (Eds.), *New millennium, new horizons: Information services in schools 2000 online conference proceedings* (pp.88-97) Centre for Information Studies, Charles Sturt University.

No author or editor

If no author is given, the title is used as the first element of citation.

Six emotional leadership styles: Choosing the right style for the situation. (n.d.). <https://www.mindtools.com/pages/article/emotionalleadership.htm>

Journals

Use the same format for both print and online journals.

The details required, in order, are:

- Name/s of author/s of the article (surname, initials with full stops).
- Year of the publication in round brackets.
- Title of the article unitalicised, followed by full stop.
- Title of the periodical (italicised).
- Volume number (italicised).
- Issue number in round brackets (unitalicised and no space between the volume number and the opening bracket) – comma before page number.
- Page number/s (unitalicised) (no pp.).
- If online: DOI or URL, being sure to not use any URLs that are not accessible to all readers.

Examples:

Cass, J. (2004). Developing an information literacy policy and program. *Access*, 1(1), 200–24.

Todd, R.J. (2009). School librarianship and evidence-based practice: Progress, perspectives, and challenges. *Evidence Based Library and Information Practice*, 4(2), 78–96.

Curry Lance, K., & Kachel, D. E. (2018). Why school librarians matter: What years of research tell us. *Phi Delta Kappan*, 99(7). <https://kappanonline.org/lance-kachel-school-librarians-matter-years-research/>

Todd, R.J. (2009). School librarianship and evidence-based practice: Progress, perspectives, and challenges. *Evidence Based Library and Information Practice*, 4(2), 78–96.
<https://doi.org/10.18438/B8BS62>

Conference papers

The details required, in order, are:

- Author(s) of paper (surname, initials, with full stops).
- Year, Month, Date(s).
- Title of paper, italicised.
- Type of paper (e.g. paper presentation).
- Conference name, location.
- DOI or URL, if available.

Example:

Johnson, R. (2020, May 4 - 8). *Positioning the library as a place of cultural safety*. [Paper presentation]. ALIA National 2020 Conference: Courageous And Audacious, Sydney, Australia. (Conference cancelled)

Conference proceedings

Example:

Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2

Other web sources

Websites

The details required, in order, are:

- Name/s of author/s (person or organisation responsible for the website or online document).
- Date of publication (or date the site was created/revised).
- Title of publication.
- Publisher.
- Date retrieved is not required in APA7, unless the website is subject to constant updating, e.g. blog.

Example:

Department of Education. (2020). *Physical activity and health*. Queensland Government.
<https://education.qld.gov.au/curriculum/learning-at-home/physical-activity-and-health>

Newspaper article

The details required, in order, are:

- Name/s of author/s
- Year, Date
- Title of article
- Title of newspaper: Section (if appropriate) (In italics)
- Page numbers, pp. (if available)
- If online: URL or DOI.

Example:

Chrysanthos, N. (2020, November 24). 'It's a crucial role': Teacher librarians push to boost their numbers in schools. *Sydney Morning Herald*. <https://www.smh.com.au/national/nsw/it-s-a-crucial-role-teacher-librarians-push-to-boost-their-numbers-in-schools-20201110-p56dbi.html>

YouTube

The details required are:

- Name of account holder who uploaded the video
- The specific date the video was uploaded
- Italicised title of the video.
- Include the description “[Video]” in square brackets after the title.
- Site name (YouTube) and URL of the video.

Example:

Valenza, J. (2020, May 17). *School library [Crisis] story*. [Video]. YouTube.
<https://www.youtube.com/watch?v=VFvZExcw7q4>

Podcast episode

The details required are:

- The host of the podcast episode as the author.
- The specific date on which the podcast episode first aired.
- The episode number after the episode title in round brackets. If the podcast does not number episodes, omit the episode number from the reference. Do not italicise the episode title or the episode number.
- Type of podcast episode in square brackets, for example: [Audio podcast episode], [Video podcast episode].
- Write the word "In" and then the title of the podcast in italics.
- End the reference with the URL of the episode. If the URL of the podcast episode is unknown (e.g., if accessed via an app), omit the URL from the reference.

Example:

McClintock Millar, S. (2020, November 24). Creating library programs & spaces for all kids [Audio podcast episode]. In *Leading from the library*. <https://podcasts.apple.com/us/podcast/creating-library-programs-spaces-for-all-kids/id1529505908?i=1000500056362>

Blog Post

Moreillon, J. (2015, June 4). Coplanning for student success. *School librarian leadership*.
<http://www.school librarian leadership.com/2015/06/04/coplanning-for-studentsuccess/>