Reference Policy: APA Style Guide

BRISBANE **STATE HIGH** SCHOOL

(Australian Publishers Association Style Guide - developed by American Psychological Society)

IMPORTANT POINTS TO REMEMBER

General

- Failing to properly reference equates to plagiarism;
- When taking notes, ALWAYS write down the details of your source. This saves you back-tracking later;
- Consult a variety of sources;
- An 'author' can also be an organisation, company or government institution.

Reference List Requirements How do you find the

- APA requires you to compile a reference list NOT a bibliography;
- A reference list includes ONLY those sources used within the body of your assignment;
- All entries in your reference list must be in alphabetical order;
- Do *not* number or use bullet points to list your entries. Simply leave a line between items;
- The first line of each entry is left aligned, and every line there after indented.

An example of a reference list…

Reference List

Cotton,K. (2002). Virtual Violence. *The Bulletin,* 28 May, p. 62.

Dawson, J. & Johnson, K. (2002). *Referencing Made Easy.* Retrieved October 31, 2005. from http://www.studyguide.unsw.edu.au/

Honeywell, N. (1996), Health and Safety in Sport. *Journal of Physical Education, 12(4), pp.8-9.*

Jacoby, A. (Producer) (2004, September 30). *Enough Rope With Andrew Denton* [Television Broadcast]. Sydney, NSW: ABC.

Smith, R. & Johnson, K. (1997). *Literacy and Language.* New York: Teachers College Press.

> **How do you find the reference policy, database passwords and general information from the library online???**

The following pathways are recommended for student/staff reference:

On the **Intranet:**   http://intranet   –   Procedures/**Reference**
                         http://intranet   –   Curriculum/Library/**Database Passwords**
                         http://intranet   –   Curriculum/Library/**General Information**

On the **Internet:**   http://www.brisbaneshs.eq.edu.au   –
STUDENTS/Policy/**Reference**

In-Text Referencing Requirements

- You MUST reference any fact or idea which is not your own!
- Specific ideas and direct quotes unique to a particular section of the source require a page number e.g. (Smith, 1997, p. 33);
- General ideas or themes contained throughout the source only require you to list the author's surname and year of publication e.g. (Smith, 1997).

	Reference List	In-Text
BOOKS		
Single Author	Caine, A (1997). *The Theory of Light.* London: Mitchell Beazley	The theory was first created in 1967 (Caine, 197, p. 53). **OR** Caine (1997, p. 53) claims that the theory was first created in 1967.
2 Authors	Smith, R. & Johnson, K. (1997). *Literacy and Language.* New York: Teachers College Press.	Being able to understand and therefore use appropriate terms is essential (Smith & Johnson, 1997, p. 17). **OR** Smith and Johnson (1997, p. 17) argue that "using correct terminology is essential".
3-5 Authors	Guerin, W.L., Labor, E., Morgan, L., Reesman, J.C. & Willingham, J.R. (2003). *A Handbook of Critical Approaches to Literature.* New York: Oxford University Press.	Guerin, Labor, Morgan, Reesman and Willingham (2003, p. 4) found….. **Cite all authors in the first citation in-text.** Guerin et al. (2003, p. 4) found….. **Use 'et al' for all subsequent citations in-text.**
6 or more Authors	Rodgers, A., Smith, B., Roche, K.L., Mewing, J., Johnson, P. & Underway, L. (1998). *Putting It All Together: Education in Action.* New York: Longman.	(Rodgers et al., 1998, p. 2)
No Author	*On The Road to Success: A Guide to Understanding the Australian Job Market.* (2000). Carlton, Vic: Australian Multicultural Foundation.	(On The Road to Success, 2000) **Use a short title instead of author's surname. If shortening the** **title, there is no need for placing it in inverted commas.**
Editor	Roche, F. (Ed.). (1993). *Encyclopedia of Animals.* Phoenix: Oryx Press.	(Roche, 1993, p. 204)
Article or Chapter in a Book – *with an author*	Baxter, M. (1999). Social Class and Health Inequalities. In C. Carter & B. Johnson (Eds.), *Equalities and Inequalities in Health* (pp. 101-126). London: Open University Press.	As suggested by Baxter (1999)…
Article or Chapter in a Book – *no author*	The Y2K Problem. (1999). In P. Boyd (Ed.), *Technology Today and Tomorrow* (p. 35). Buckingham: Open University Press.	("The Y2K Problem", 1999) **Use inverted commas if NOT shortening the title.**
Multiple Works by Same Author	Brown, T. (1991). *Coral in Northern Queensland.* Rockhampton: Central Queensland University. Brown, T. (2003). *Coral Bleaching.* Rockhampton: Central Queensland University.	University research suggests…..(Brown, 1991, 2003).

	Reference List	In-Text
INTERNET SOURCES		
Document on World Wide Web **An organisation/company can also be an author.**	Dawson, J. & Johnson, K. (2002). *Referencing Made Easy.* Retrieved October 31, 2005. from http://www.studyguide.unsw.edu.au/	"It is essential you learn how to reference properly" (Dawson & Johnson, 2002).
Document on World Wide Web – *no author*	*Plagiarism.* (2001). Retrieved November 10, 2005 from http://www.researching/writing.qld.edu.au	("Plagiarism", 2001) **Inverted commas used if NOT needing to shorten title.**
PERIODICALS		
Print Journal		
Article	Honeywell, N. (1996). Health and Safety in Sport. Journal of Physical Education, 12(4), pp. 8-9.	As illustrated by Honeywell (1996)…… **OR** "…..when high jumping…" (Honeywell, 1996, p. 8).
Article – no author	Anorexia Nervosa. (1996). *British Medical Journal*, 1, pp. 529-533.	Anorexia is a growing problem in the United Kingdom ("Anorexia Nervosa", 1996).
Electronic Journal		
Full Text from an Electronic Database **Print out in PDF style to ensure property paginated.**	Madden, B. (2003). Australia's Relationship With The United States [Electronic Version]. *Australian Journal of Political Science*, 78, pp. 43358.	Madden (2003) states….. **OR** (Madden, 2003)
Print Newspaper/Magazine Article		
With author	Sweet, M. (1994). Computer Games Are Ruining The Lives of Children. *Sydney Morning Herald*, 10 October, p. 8.	According to Sweet (1994)……
No author	Computer Games Are Ruining The Lives Of Children. (1994). *Sydney Morning Herald*, 10 October, p. 8.	(Computer Games, 1994)
Electronic Newspaper/Magazine Article		

With author	Cotton, K. (2002). Virtual Violence. *The Bulletin*, 28 May, p. 62.
	    Retrieved 1 July, 2005 from Australia/New Zealand
	    Reference Centre.
		Homework is ruining the eyesight of American children (Howser, 1999).

No author	Virtual Violence. (2002). *The Bulletin*, 28 May, p. 62. Retrieved 1 July, 2005 from Australia/New Zealand Reference Centre.	(Homework Should Be Banned, 1999)

	Reference List	In-Text
AUDIO VISUAL		
Motion Picture/Film	Smith, M. (Producer) & Ridgeway, L. (Writer/Director). (2003). *Catch Me If You Can* [Motion Picture]. United States: Paramount Pictures.	(Smith & Ridgeway, 2001)
Television or Radio Broadcast	Jacoby, A. (Producer) (2004, September 30). *Enough Rope With Andrew Denton* [Television Broadcast]. Sydney, NSW: ABC.	Jacoby (2004)……
Television Episode	Crichton, M. (Producer) (1995, February 18). *Sleepless In Chicago* [Television Episode]. In *ER*. New York: National Broadcasting Company.	Crichton (1995) depicts depression as……
Cassette/CD Recording	Jackson, M. (Singer). (1988). *Beat It.* [Cassette Recording]. New York: Emmaus Productions.	Jackson (1998) portrays…..
ENCYCLOPEDIA		
Print Copy	*Dictionary of Computing* (3rd ed.). (1991). Oxford, England: Oxford University Press.	("Dictionary of Computing", 1991)
PRIMARY INFORMATION FROM SECONDARY SOURCES		
Book	Reynolds, G. (1999). *The German Experience.* New York: Open University Press.	Hitler (as quoted in Reynolds, 1999, p. 5) stated "……..". **OR** "We need to increase army members in order to win" (Hitler, as quoted in Reynolds, 1999, p. 5)
Journal Article	Smith, H. (2005). Australia's America. *Australian Journal of Political Science*, 7(3), 2-10.	Bush (as cited in Smith, 2005) argues that Australia is the 51st state of America. **OR** "……Australia has extremely close ties with America" (Bush, as cited in Smith, 2005, p.8).
GOVERNMENT PUBLICATIONS		
Report		
Miscellaneous	Resource Assessment Commission. (1991). *Forest and Timber Inquiry: Draft Report* (No.1). Canberra: Australian Government Publishing Service.	(Resource Assessment Commission, 1991)
Pamphlet	Adams, A. (1984). *Dealing With Depression* [pamphlet]. Qld: Kids Help Line.	(Adams, 1984) **OR** Adams (1984, p. 2) argues that ……
Australian Bureau of Statistics – Bulletin	Australian Bureau of Statistics. (1999). *Disability, Ageing and Carers: Summary of Findings* (No. 4430.0). Canberra: ABS.	(Australian Bureau of Statistics, 1999)
Australian Bureau of Statistics – AusStats (online database)	Australian Bureau of Statistics. (1999). *Disability, Ageing and Carers: Summary of Findings* (No. 4430.0). Canberra: ABS. Retrieved May 4, 2005, from AusStats Database.	(Australian Bureau of Statistics, 1999)