

Reference Policy: APA Style Guide



(*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). <i>The Theory of Light</i> . 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). <i>Literacy and Language</i> . 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). <i>A Handbook of Critical Approaches to Literature</i> . 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). <i>Putting It All Together: Education in Action</i> . New York: Longman.	(Rodgers et al., 1998, p. 2)
No Author	<i>On The Road to Success: A Guide to Understanding the Australian Job Market</i> . (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). <i>Encyclopedia of Animals</i> . Phoenix: Oryx Press.	(Roche, 1993, p. 204)
Article or Chapter in a Book – <i>with an author</i>	Baxter, M. (1999). Social Class and Health Inequalities. In C. Carter & B. Johnson (Eds.), <i>Equalities and Inequalities in Health</i> (pp. 101-126). London: Open University Press.	As suggested by Baxter (1999)...
Article or Chapter in a Book – <i>no author</i>	The Y2K Problem. (1999). In P. Boyd (Ed.), <i>Technology Today and Tomorrow</i> (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). <i>Coral in Northern Queensland</i> . Rockhampton: Central Queensland University. Brown, T. (2003). <i>Coral Bleaching</i> . 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). <i>Referencing Made Easy</i> . 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	<i>Plagiarism</i> . (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. <i>Journal of Physical Education</i> , 12(4), pp. 8-9.	As illustrated by Honeywell (1996)..... OR ".....when high jumping..." (Honeywell, 1996, p. 8).
Article – no author	Anorexia Nervosa. (1996). <i>British Medical Journal</i> , 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]. <i>Australian Journal of Political Science</i> , 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. <i>Sydney Morning Herald</i> , 10 October, p. 8.	According to Sweet (1994).....
No author	Computer Games Are Ruining The Lives Of Children. (1994). <i>Sydney Morning Herald</i> , 10 October, p. 8.	(Computer Games, 1994)
Electronic Newspaper/Magazine Article		
With author	Cotton, K. (2002). Virtual Violence. <i>The Bulletin</i> , 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). <i>The Bulletin</i> , 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). <i>Catch Me If You Can</i> [Motion Picture]. United States: Paramount Pictures.	(Smith & Ridgeway, 2001)
Television or Radio Broadcast	Jacoby, A. (Producer) (2004, September 30). <i>Enough Rope With Andrew Denton</i> [Television Broadcast]. Sydney, NSW: ABC.	Jacoby (2004).....
Television Episode	Crichton, M. (Producer) (1995, February 18). <i>Sleepless In Chicago</i> [Television Episode]. In <i>ER</i> . New York: National Broadcasting Company.	Crichton (1995) depicts depression as.....
Cassette/CD Recording	Jackson, M. (Singer). (1988). <i>Beat It</i> . [Cassette Recording]. New York: Emmaus Productions.	Jackson (1998) portrays.....
ENCYCLOPEDIA		
Print Copy	<i>Dictionary of Computing</i> (3rd ed.). (1991). Oxford, England: Oxford University Press.	("Dictionary of Computing", 1991)
PRIMARY INFORMATION FROM SECONDARY SOURCES		
Book	Reynolds, G. (1999). <i>The German Experience</i> . 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. <i>Australian Journal of Political Science</i> , 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). <i>Forest and Timber Inquiry: Draft Report</i> (No.1). Canberra: Australian Government Publishing Service.	(Resource Assessment Commission, 1991)
Pamphlet	Adams, A. (1984). <i>Dealing With Depression</i> [pamphlet]. Qld: Kids Help Line.	(Adams, 1984) OR Adams (1984, p. 2) argues that
Australian Bureau of Statistics – Bulletin	Australian Bureau of Statistics. (1999). <i>Disability, Ageing and Carers: Summary of Findings</i> (No. 4430.0). Canberra: ABS.	(Australian Bureau of Statistics, 1999)
Australian Bureau of Statistics – AusStats (online database)	Australian Bureau of Statistics. (1999). <i>Disability, Ageing and Carers: Summary of Findings</i> (No. 4430.0). Canberra: ABS. Retrieved May 4, 2005, from AusStats Database.	(Australian Bureau of Statistics, 1999)