



## 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

- 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, N.S.W.: 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  |
|--|---|--|
| <b>BOOKS</b>   |   |  |
| Single Author  | Caine, A. (1997). <i>The Theory of Light</i> . London: Mitchell Beazley.  | The theory was first created in 1967 (Caine, 1997, p. 53).<br><b>OR</b><br>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).<br><b>OR</b><br>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.....<br><b>Cite all authors in the first citation in-text.</b><br><br>Guerin et al. (2003, p. 4) found.....<br><b>Use ‘et al’ for all subsequent citations in-text.</b> |
| 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)<br><b>Use a short title instead of author’s surname. If shortening the title, there is no need for placing it in inverted commas.</b>   |
| 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)<br><b>Use inverted commas if NOT shortening the title.</b>   |
| Multiple Works By Same Author                        | Brown, T. (1991). <i>Coral in Northern Queensland</i> . Rockhampton: Central Queensland University.<br><br>Brown, T. (2003). <i>Coral Bleaching</i> . Rockhampton: Central Queensland University. | University research suggests.....(Brown, 1991, 2003).  |

| INTERNET SOURCES   | Reference List   | In-text  |
|--|--|--|
| Document on World Wide Web<br><b>An organisation/company can also be an author.</b>                  | Dawson, J. & Johnson, K. (2002). <i>Referencing Made Easy</i> . Retrieved October 31, 2005. from <a href="http://www.studyguide.unsw.edu.au/">http://www.studyguide.unsw.edu.au/</a> | “It is essential you learn how to reference properly” (Dawson & Johnson, 2002).                              |
| Document on World Wide Web – <i>no author</i>  | <i>Plagiarism</i> . (2001). Retrieved November 10, 2005, from <a href="http://www.researching/writing.qld.edu.au">http://www.researching/writing.qld.edu.au</a>                      | (“Plagiarism”, 2001)<br><b>Inverted commas used if NOT needing to shorten title.</b>                         |
| 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).....<br><b>OR</b><br>“.....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<br><b>Print out in PDF style to ensure properly paginated.</b> | Madden, B. (2003). Australia’s Relationship With The United States [Electronic Version]. <i>Australian Journal of Political Science</i> , 78, pp. 343-358.                           | Madden (2003) states.....<br><b>OR</b><br>(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)  |
| 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, N.S.W.: ABC.   | Jacoby (2004).....   |

| Television Episode  | Reference List   | In-Text   |
|---|--|---|
|   | 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.....  |
| <b>Cassette/CD Recording</b>  |  |   |
|   | Jackson, M. (Singer). (1988). <i>Beat It</i> . [Cassette Recording]. New York: Emmaus Productions.   | Jackson (1998) portrays.....  |
| <b>ENCYCLOPEDIA</b>   |  |   |
| <b>Print Copy</b>   |  |   |
|   | <i>Dictionary of Computing</i> (3 <sup>rd</sup> ed.). (1991). Oxford, England: Oxford University Press.  | ("Dictionary of Computing", 1991)   |
| <b>PRIMARY INFO FROM SECONDARY SOURCES</b>                          |  |   |
| <b>Book</b>   |  |   |
|   | Reynolds, G. (1999). <i>The German Experience</i> . New York: Open University Press.   | Hitler (as quoted in Reynolds, 1999, p. 5) stated ".....".<br><b>OR</b><br>"We need to increase army members in order to win" (Hitler, as quoted in Reynolds, 1999, p. 5)                                   |
| <b>Journal Article</b>  |  |   |
|   | 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 51 <sup>st</sup> state of America.<br><b>OR</b><br>".....Australia has extremely close ties with America" (Bush, as cited in Smith, 2005, p.8). |
| <b>GOVERNMENT PUBLICATIONS</b>                                      |  |   |
| <b>Report</b>   |  |   |
|   | Resource Assessment Commission. (1991). <i>Forest and Timber Inquiry: Draft Report</i> (No.1). Canberra: Australian Government Publishing Service.                             | (Resource Assessment Commission, 1991)  |
| <b>MISCELLANEOUS</b>  |  |   |
| <b>Pamphlet</b>   |  |   |
|   | Adams, A. (1984). <i>Dealing With Depression</i> [pamphlet]. Qld: Kids Help Line.  | (Adams, 1984)<br><b>OR</b><br>Adams (1984, p. 2) argues that .....  |
| <b>Australian Bureau of Statistics - Bulletin</b>                   |  |   |
|   | Australian Bureau of Statistics. (1999). <i>Disability, Ageing and Carers: Summary of Findings</i> (No. 4430.0). Canberra: ABS.  | (Australian Bureau of Statistics, 1999)   |
| <b>Australian Bureau of Statistics – AusStats (online database)</b> |  |   |
|   | 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)   |