Bellbird Park State Secondary College has adopted the APA style of referencing sources based on the "Publication Manual of the American Psychological Association" 6th edition (2010). The APA style uses the author-date system.

Important points to remember about referencing:

- Failing to reference is called plagiarism (taking someone else's work or ideas and presenting them as your own) and is not permitted.
- When taking notes, ALWAYS write down the details of your source. This will save you a lot of time later.
- An 'author' can also be an organisation, company or government institution- not only a person.
- It is strongly recommended to avoid using information from sources with no author.

When do I need to reference?

Any time information from another source is used in an assessment task, a short in-text reference to that source MUST be provided.

How do I use evidence/ information from sources?

1. **Direct quotes**

   - Direct quotations can be used when the author expresses an idea better than you could.
   - Quotations must be written exactly as they are in the source. Use three dots, single spaced (…) to indicate that you have omitted (left out) irrelevant information from the original source

Example:
　　　"these works … are not collected".

   - A quotation of less than 40 words should be incorporated into the paragraph with double quotation marks

Example:
　　　"Many factors emerge in studying classroom behaviour" (Jones, 1999, p. 20).

2. **Paraphrasing**

- To paraphrase means to write a piece of information, finding, or idea that is taken from a source in your own words.
- You are encouraged to provide the page number (or other location information) especially when it would help the reader locate the relevant passage in a long or complex text (American Psychological Association, 2010, p. 171).

Examples:

Many factors emerge in studying classroom behaviour (Jones, 1999).

Jones (1999) claims that many factors emerge in studying classroom behaviour.

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

Example:

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.

	In-Text	Elements of reference and reference list example
Books		
Single Author	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.	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised*. Place of publication: Publisher. Caine, A (1997). *The Theory of Light.* London: Mitchell Beazley
2 Authors	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".	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised.* Place of publication: Publisher. Smith, R. & Johnson, K. (1997). *Literacy and Language.* New York: Teachers College Press.
3-5 Authors	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.**	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book – italicised.* Place of publication: Publisher. 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.
Editor	(Roche, 1993, p. 204)	Editor(s) of book – family name and initials, use & for multiple editors. (Ed. or Eds.). (Year of publication). *Title of book - italicised.* Place of publication: Publisher. Roche, F. (Ed.). (1993). *Encyclopedia of Animals*. Phoenix: Oryx Press.

Article or Chapter in a Book – *with an author*	As suggested by Baxter (1999)…	Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initial(s) and family name - of book (Ed. OR Eds.), *Title of book – italicised* (pp. Page numbers). Place of publication: Publisher. 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.
Internet Sources		
Document on World Wide Web An organisation /company can also be an author.	"It is essential you learn how to reference properly" (Dawson & Johnson, 2002).	Author(s) of page – person or organisation, use & for multiple authors. (Year page created or revised). Title of page. Retrieved from http://www.xxxxxx Dawson, J. & Johnson, K. (2002). *Referencing Made Easy.* Retrieved October 31, 2005. from http://www.studyguide.unsw.edu.au/
Journal		
Article *For online journal articles with a Digital Object Identifier (DOI), include this at the end of the reference.	As illustrated by Honeywell (1996)…… **OR** "…..when high jumping…" (Honeywell, 1996, p. 8).	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. *Journal name – italicised, Volume – italicised*(Issue or number), Page number(s). Retrieved from http: www.xxxxxx Honeywell, N. (1996). Health and Safety in Sport. *Journal of Physical Education, 12*(4), pp. 8-9.

Print Newspaper or Magazine Article		
With author	According to Sweet (1994)……	Author(s) of article – family name and initials, use & for multiple authors. (Year of publication, month day). Title of article. *Newspaper title – italicised*, p. page number(s). Sweet, M. (1994). Computer Games Are Ruining The Lives of Children. *Sydney Morning Herald*, 10 October, p. 8.
Electronic Newspaper/Magazine Article		
With author	Homework is ruining the eyesight of American children (Howser, 1999).	Author(s) - last name, initial(s), use & for multiple authors. (Year, month date). Article title. *Newspaper title - italicised*. Retrieved from http://www.xxxxxxxx Cotton, K. (2002). Virtual Violence. *The Bulletin*, 28 May, p. 62. Retrieved 1 July, 2005 from Australia/New Zealand Reference Centre.
Audio Visual		
Motion Picture/Film	(Smith & Ridgeway, 2001)	Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of video or DVD – italicised* [Format - Motion picture, DVD, etc] . Place of origin: Studio. Smith, M. (Producer) & Ridgeway, L. (Writer/Director). (2003). *Catch Me If You Can* [Motion Picture]. United States: Paramount Pictures.
Television or Radio Broadcast	Jacoby (2004)……	Writer name(s) (Writer). (Year, month day). *Title - italicised* [Type of medium]. Place of broadcast: Name of broadcaster Jacoby, A. (Writer or Producer) (2004, September 30). *Enough Rope With Andrew Denton* [Television Broadcast]. Sydney, NSW: ABC.

Encyclopedia		
Print Copy	("Dictionary of Computing", 1991)	Author(s) or editor(s) of work – family name and initials, use & for multiple authors or editors. (Ed. or Eds. - if editor used) (Year of publication). *Title - italicised* (Edition - if other than first). Place of publication: Publisher. Wolman, B.B. (Ed.). (1989). *Dictionary of behavioral science* (2nd ed.). San Diego, CA: Academic Press.
Primary information from Secondary Sources		
Book	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)	Reference as per book (see above) Reynolds, G. (1999). *The German Experience.* New York: Open University Press.
Journal Article	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).	Reference as per journal article (see above) Smith, H. (2005). Australia's America. *Australian Journal of Political Science*, 7(3), 2-10.
Government Publications		
Report - online	(Australian Communications and Media Authority, 2011)	Author(s) of report – person or government department, use & for multiple authors. (Year of Publication). *Title of report - italicised* (Report Number - if available). Retrieved from http://www.xxxxxx Australian Communications and Media Authority. (2011). *Enduring concepts: communications and media in Australia.* Retrieved from http://www.acma.gov.au//media/Networks/Information/pdf/Enduring-Concepts-Communications-and-media-in-Australia.pdf

Brochure or Pamphlet	(Adams, 1984) **OR** Adams (1984, p. 2) argues that ……	Author. (Year). *Title of brochure* [Brochure]. Place: Use "Author" as publisher. Adams, A. (1984). *Dealing With Depression* [pamphlet]. Qld: Kids Help Line.
Australian Bureau of Statistics – AusStats (online database)	(Australian Bureau of Statistics, 1999)	Australian Bureau of Statistics. (Year) *Title- italicised.* (Document number). Canberra: ABS. Retrieved Month Day, Year, from Austats 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.