

# APPENDIX SIX – APA Referencing guide

The information below has been adapted from the University of Queensland Library's *APA: How-To Guide* (<https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides#apa>).

## WHAT IS REFERENCING AND WHY IS IT IMPORTANT?

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your assignments. This allows the sources to be identified. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to identify and search for works you have referred to.

## WHAT IS THE DIFFERENCE BETWEEN A REFERENCE LIST AND A BIBLIOGRAPHY?

A reference list includes **only** the sources (e.g. books, articles, web pages, etc.) that are **cited** in the text of your document. A bibliography, on the other hand, includes **all** the sources (e.g. books, articles, web pages, etc.) that were **consulted** for background reading as well as those **cited** in the text in your document.

## STEPS IN REFERENCING

1. Record the full reference details and page numbers of the source from which your information was taken.
2. Insert the citation at the appropriate place in the text of your document.
3. Include a Reference List or Bibliography that includes all in-text citations (and, for a Bibliography, all sources consulted) at the end of your document.

## IN-TEXT CITATIONS

Include the following information:

1. Last name of author/s
2. Year of Publication
3. Page number (if you are using a direct quote).

## REFERENCE LIST/BIBLIOGRAPHY

Include the following information for *text-based* sources:

1. Last name of author/s
2. First initial of author/s
3. Year of publication
4. Title of source (*italicised* when typed OR underlined when written)
5. City of Publication
6. Publisher

Include the following information for *web-based* sources:

1. Last name of author/s
2. First initial of author/s
3. Year the page was created or modified
4. Title of page (*italicised* when typed OR underlined when written)
5. Web page address where the information was retrieved)

## GENERAL RULES FOR REFERENCE LISTS/BIBLIOGRAPHIES

- Arrange Reference Lists/Bibliographies alphabetically by author's last name.
- If a source has no author, it is cited by the title and included in the alphabetical list using the first significant word of the title.
- Each source in the Reference List/Bibliography appears on a new line
- Each source in the Reference List/Bibliography is required to have a hanging indent.
- References should not be numbered.

## GENERAL RULES FOR DIRECT QUOTES

- A direct quotation reproduces word-for-word material directly quoted from another author's work.
- If the quotation is fewer than 40 words, incorporate it into your paragraph and enclose the quotation in double quotation marks.
- If the quotation is more than 40 words, indent the quote (2cm left and right margin) without quotation marks.

REFERENCE TYPE	IN-TEXT CITATION	REFERENCE LIST / BIBLIOGRAPHY
Book (one author)	Indirect Citation The 21 <sup>st</sup> century teenager requires more assistance researching information from books (Barry, 2016).	Barry, C. (2016). <i>Teaching Kids to Research</i> . Brisbane: University of Queensland Press.
	Direct Citation Barry (2016, p. 14) claims, "teenagers nowadays spend little time reading books and this means they find researching difficult."	
	Indirect Citation Teenagers are skilled at using the internet for research, despite what their parents think (Ross & White, 2015).	
Book (two authors)	Direct Citation This is because, "growing up in the digital age has created a generation of expert teenaged internet users" (Ross & White, 2015, p. 43).	Ross, N. & White, C. (2015). <i>Teenagers and the Internet: A Parent's Guide</i> . London: Oxford University Press.
	Indirect Citation Researching is an important skill that we use everyday, often without realising it (Fullard, et al. 2009).	
	Direct Citation Fullard et al. (2009) argue that, "people forget that researching is a daily occurrence – from researching the best fruit prices to buying a car."	
Book (three or more authors)	Indirect Citation Research is a search for information to answer a question (Macquarie Dictionary, 2002).	Fullard, V., Lewis, A., Lynn, G. & Heywood, P. (2009). <i>The Importance of Research in the 21<sup>st</sup> Century</i> . Sydney: Pearson Education.
	Direct Citation Macquarie Dictionary (2002, p. 765) defines research as, "the systematic search for information in order to answer a specific question."	
	Indirect Citation Research is a search for information to answer a question (Macquarie Dictionary, 2002).	
Book (no author)	Direct Citation Macquarie Dictionary (2002, p. 765) defines research as, "the systematic search for information in order to answer a specific question."	<i>Macquarie Dictionary Sixth Edition</i> (2002). North Ryde: Pan MacMillan Australia.
	Indirect Citation The problem with research is that people don't ask very good questions to begin with (Davern & Edwards, 2014).	
	Direct Citation "Many people find research hard," claim Davern & Edwards (2014, p. 21), "because they struggle to ask a good question at the very beginning."	
Edited book	Indirect Citation If all teenagers were taught to research, they would make better adult decisions (Campbell, 2016).	Davern, C. & Edwards, G. (Eds.). (2014). <i>Asking Good Research Questions</i> . New York: SUNY Publications.
	Direct Citation Campbell (2016, p. 78) asserts that, "adults would make much better life decisions if they had been taught better research skills in school."	
	Indirect Citation Nearly a quarter of all students said they left their research to the last minute (Oike & Hickson, 2015).	
Journal Article	Direct Citation Oike and Hickson (2015, p. 7) argue that, "26% of all students left their assignments to the last minute [and that] this causes undue stress on parents and the family."	Campbell, S. (2016). The Link Between Research Skills and Successful Life Choices. <i>Journal of Research and Learning</i> , 24(2), 67-79.
	Indirect Citation The key ingredient to success at schools is learning to work independently (Department of Education, 2005, p. 212).	
	Direct Citation The Department of Education (2005, p. 212) has found that "building the self-discipline to work independently" is one of the most important skills for school students.	
Newspaper or Magazine Article	Indirect Citation The Aztecs were considered barbarians because they engaged in human sacrifice (Pillay, 2016).	Oike, Y. & Hickson, A. (2015, January 28). The Stress of Assignment Time. <i>The Courier Mail</i> , p. 7.
	Direct Citation Pillay (2016) argues that the "Aztecs belief in human sacrifice led the Spanish to consider them barbarians."	
	Indirect Citation The key ingredient to success at schools is learning to work independently (Department of Education, 2005, p. 212).	
Government Report	Direct Citation The Department of Education (2005, p. 212) has found that "building the self-discipline to work independently" is one of the most important skills for school students.	Department of Education (2005). <i>Successful Students, Successful Schools: Final Report</i> . Brisbane, Australia: Queensland Government.
	Indirect Citation The Aztecs were considered barbarians because they engaged in human sacrifice (Pillay, 2016).	
	Direct Citation Pillay (2016) argues that the "Aztecs belief in human sacrifice led the Spanish to consider them barbarians."	
Class Notes	Indirect Citation The Aztecs were considered barbarians because they engaged in human sacrifice (Pillay, 2016).	Pillay, D. (2016). <i>Focus Question 2: Aztec Way of Life [PowerPoint slides]</i> . Unpublished. Humanities course. Burpengary State Secondary College, Burpengary, Australia.
	Direct Citation Pillay (2016) argues that the "Aztecs belief in human sacrifice led the Spanish to consider them barbarians."	
	Indirect Citation The key ingredient to success at schools is learning to work independently (Department of Education, 2005, p. 212).	

REFERENCE TYPE	IN-TEXT CITATION	REFERENCE LIST / BIBLIOGRAPHY
Web Page (with author)	Indirect Citation	Jackson, K., Scheu, C., Hutchins, S. & Hopley, K. (2005). <i>The Art of Research</i> . Retrieved from <a href="http://researchforbeginners.org.html">http://researchforbeginners.org.html</a>
	Researching seems difficult at the beginning but with greater practice it gets easier and easier (Jackson, et al. 2009).	
	Direct Citation	
Web Page (no author)	Indirect Citation	<i>The Joys of Research</i> . (2013). Retrieved from <a href="http://research101.com/joy.htm">http://research101.com/joy.htm</a>
	Research allows us to give in to our curiosities (The Joys of Research, 2013)	
	Direct Citation	
Web Page (no date)	Indirect Citation	Davenport, N. (n.d.). <i>Research: An Idiot's Guide</i> . Retrieved from <a href="http://idiotsquidtoresearch.com/html">http://idiotsquidtoresearch.com/html</a> .
	Research is best tackled in little steps. This way the researcher doesn't become daunted by the task at hand (Davenport, n.d.).	
	Direct Citation	
Web Page (corporate author)	Indirect Citation	Department of Education. (2015). <i>Skills for Humanities Students</i> . Retrieved from <a href="https://wherecanhumanitiestakeyou.edu.au/html">https://wherecanhumanitiestakeyou.edu.au/html</a> .
	Research is perhaps the most important skill Humanities students will learn while at school (Department of Education, 2015).	
	Direct Citation	
Image on webpage	Indirect Citation	Aztec Priest Rituals [image] (n.d.). Retrieved from <a href="http://aztechistory.com/religion/html">http://aztechistory.com/religion/html</a> .
	The image of the Aztec Sacrifice above (Aztec Priest Rituals picture, n.d.) reveals the brutality of the ritual.	
	Direct Citation	
Podcast	Indirect Citation	Livingstone, T. (Producer) & Farnham, K. (Presenter). (2011, August 19). <i>Helping your Children Learn</i> [Audio podcast]. Retrieved from <a href="http://www.abc.net.au/parents/html">http://www.abc.net.au/parents/html</a>
	Once students master the research process, they really do see their results improve (Livingstone & Farnham, 2011).	
	Direct Citation	
YouTube or Vimeo Clip	Indirect Citation	Lynn, G. (2008, February 4). <i>Life of the Aztecs</i> [video file]. Retrieved from <a href="http://youtu.be/m03-Xi-i0es">http://youtu.be/m03-Xi-i0es</a>
	The Aztecs took their religion very seriously. In fact, it was the foundation of their society (Lynn, 2008)	
	Direct Citation	
Video or DVD	Indirect Citation	Butteriss, J. (Producer). (2006). <i>Excellence in Research: A Guide for Students</i> [DVD]. Adelaide: Star Education Media.
	The skills of research can roughly be broken down into a series of steps (Butteriss, 2006)	
	Direct Citation	
Television Program	Indirect Citation	Murray, M. & Douglass, J. (Writers). (2012, September 16). <i>The Future of Schools</i> [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
	In a troubled world, it is more clear than ever how important schooling is to our future (Murray & Douglass, 2012).	
	Direct Citation	
Television Program	Indirect Citation	Murray and Douglass (2012) argue that "schools are increasingly important because of the troubled times we live in."
	Direct Citation	