

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

REFERENCE TYPE	IN-TEXT CITATION	REFERENCE LIST / BIBLIOGRAPHY
Web Page (with author)	<p>Indirect Citation Researching seems difficult at the beginning but with greater practice it gets easier and easier (Jackson, et al. 2009).</p> <p>Direct Citation Jackson (2009) insists that “with greater practice research becomes much more easy to accomplish.”</p>	Jackson, K., Scheu, C., Hutchins, S. & Hopley, K. (2005). <i>The Art of Research</i> . Retrieved from http://researchforbeginners.org.html
Web Page (no author)	<p>Indirect Citation Research allows us to give in to our curiosities (The Joys of Research, 2013)</p> <p>Direct Citation “Research is after all a scratch for an itch. It is the task of seeing how far your curiosity will take you” (The Joys of Research, 2013).</p>	<i>The Joys of Research</i> . (2013). Retrieved from http://research101.com/joy.htm
Web Page (no date)	<p>Indirect Citation Research is best tackled in little steps. This way the researcher doesn’t become daunted by the task at hand (Davenport, n.d.).</p> <p>Direct Citation Davenport (n.d.) encourages researchers to, “tackle each task in a step-by-step process. That way the researcher should not become anxious about the work ahead.”</p>	Davenport, N. (n.d.). <i>Research: An Idiot’s Guide</i> . Retrieved from http://idiotsguidetoresearch.com/html .
Web Page (corporate author)	<p>Indirect Citation Research is perhaps the most important skill Humanities students will learn while at school (Department of Education, 2015).</p> <p>Direct Citation The Department of Education (2015) states that, “research is certainly one of the most important skills for the Humanities student.”</p>	Department of Education. (2015). <i>Skills for Humanities Students</i> . Retrieved from https://whericanhumanitiestakeyou.edu.au/htm .
Image on webpage	Indirect Citation The image of the Aztec Sacrifice above (Aztec Priest Rituals picture, n.d.) reveals the brutality of the ritual.	Aztec Priest Rituals [image] (n.d.). Retrieved from http://aztechistory.com/religion/html .
Podcast	<p>Indirect Citation Once students master the research process, they really do see their results improve (Livingstone & Farnham, 2011).</p> <p>Direct Citation Livingstone & Farnham (2011) argue that, “results improve by at least 24% once students have a firm understanding of research skills.”</p>	Livingstone, T. (Producer) & Farnham, K. (Presenter). (2011, August 19). <i>Helping your Children Learn</i> [Audio podcast]. Retrieved from http://www.abc.net.au/parents/html
YouTube or Vimeo Clip	<p>Indirect Citation The Aztecs took their religion very seriously. In fact, it was the foundation of their society (Lynn, 2008)</p> <p>Direct Citation “For the Aztecs, religion penetrated every aspect of their entire lives” (Lynn, 2008).</p>	Lynn, G. (2008, February 4). <i>Life of the Aztecs</i> [video file]. Retrieved from http://youtu.be/m03-Xi-i0es
Video or DVD	<p>Indirect Citation The skills of research can roughly be broken down into a series of steps (Butteriss, 2006)</p> <p>Direct Citation Butteriss (2006) argues that “research can be broken down into seven separate steps.”</p>	Butteriss, J. (Producer). (2006). <i>Excellence in Research: A Guide for Students</i> [DVD]. Adelaide: Star Education Media.
Television Program	<p>Indirect Citation In a troubled world, it is more clear than ever how important schooling is to our future (Murray & Douglass, 2012).</p> <p>Direct Citation Murray and Douglass (2012) argue that “schools are increasingly important because of the troubled times we live in.”</p>	Murray, M. & Douglass, J. (Writers). (2012, September 16). <i>The Future of Schools</i> [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.