REFERENCING YOUR ASSIGNMENTS – APA STYLE

Introduction
Most TAFE teachers require students to include a reference list or bibliography at the end of each written assignment. Some teachers also require in-text references.

There are a number of different styles of referencing. The style outlined here is the American Psychological Association system (APA for short), based on the 6th edition of the APA manual.

Ask you teacher which style they prefer and remember to be consistent when writing your references.

Why is referencing important?
It’s important to reference correctly:
- To allow your teacher to check your research
- To show your information comes from a reliable source
- To avoid plagiarism

Plagiarism is using someone else’s thoughts, words or ideas and writing them as if they were your own. It is technically cheating. If you plagiarise you may fail your assignments.

What should be referenced?
Anything that you have read or watched and then used in your assignment:
- Concepts or ideas
- Paraphrased quotes
- Direct quotes
- Personal communications
- Class notes
- Statistics

Good work practices
Make a note of your sources as you go along. This will make it easier to compile your reference list when you come to write up your assignment.

In-text References

If you quote or paraphrase information or ideas from other people’s work, you must acknowledge it in the body of your assignment.

Using the APA style, you only need to refer to the name of the author, the year of publication and page number. The full reference details will be included in your reference list at the end.
Example:

“Plagiarism is a form of fraud. The fraudulent action is embodied in the taking and using of the words of someone else and passing them off as if they were one’s own” (Sutherland-Smith, 2008, p.57).

Alternatively, the author’s name can be incorporated into the text, followed by the year of publication and page number:

Hennessy (2008, p.37) suggests that you should constantly refer to the title of your essay while researching, so that you only collect relevant information and not get bogged down with unnecessary notes.

Reference List/Bibliography

A reference list is appears at the end of your assignment, and lists the full publication details for all the books, ebooks, journals, webpages and other sources you have used to gather ideas for your assignment.

It should start on a new page and be arranged alphabetically by author surname.

References that are more than one line should have a hanging indent as shown in the examples below. A hanging indent is when first line of a text is aligned with the left-margin, and all other lines are indented (moved toward right) by an equal amount of space.

BOOKS

Author Surname, Initials. (Year of publication). Title: Subtitle (edition). Place of Publication: Publisher.

For example:


ARTICLES & CHAPTERS

As well as referring to books, you may also use an article from a magazine, journal or newspaper, or a particular chapter from an edited book.

- **Chapter from a book**

  Author Surname, Initials. (Year of publication). Title of chapter. In 1st Editor’s initials. 1st Editor’s Surname & 2nd Editor’s initials. 2nd Editor’s Surname (Eds.), Title of book (pages of chapter). Location: Publisher.

  For example:


- **Article from a newspaper**

  Author Surname, Initials. (Year of publication, Month Day). Article title: Subtitle. *Newspaper Title*, page range.
For example:

- Article from a journal/magazine


For example:

INFORMATION FROM THE INTERNET
This may include websites or articles from the library’s online databases.

- Websites

Include as much information about the website as you can.

- If there is no author use the name of the organisation responsible for the website
- If there is no year of publication use the abbreviation n.d.
- If you can’t find any information about the website consider if it is suitable for your assignment.

Author surname, Initial or Name of organisation. (Year published or last updated). *Title of page*. Date retrieved (Month, Day, Year), URL.

For example:

- Full text journal article in electronic database

Author Surname, Initials. (Year of publication). Article title. *Journal Title*, Volume number (issue number), pages (if applicable). Date retrieved (Month Day, Year), name of database.

For example: