

# Reference Policy

Australian International Islamic College uses the APA (American Psychological Society) system of referencing.

## 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.

## 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 Policy: APA Style Guide

BOOKS	Reference List	Example of In-text referencing
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). <b>OR</b> 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). <b>OR</b> Smith and Johnson (1997, p. 17) argue that “using correct
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.... <b>Cite all authors in the first citation in-text.</b>  Guerin et al. (2003, p. 4) found.... <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) <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 - with an author	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 - no Author	The Y2K Problem. (1999). In P. Boyd (Ed.), <i>Technology Today and Tomorrow</i> (p. 35). Buckingham: Open University Press.	(“The Y2K Problem”, 1999) <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.  Brown, T. (2003). <i>Coral Bleaching</i> . Rockhampton: Central Queensland University.	University research suggests.....(Brown, 1991, 2003).

INTERNET SOURCES	Reference List	Example of in-text referencing
Document on World Wide Web <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 – no author	<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) <b>Inverted commas used if NOT needing to shorten title.</b>
<b>PERIODICALS</b>		
<b>Print Journal</b>		
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) ... <b>OR</b> ".....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).
<b>Electronic Journal</b>		
Full Text from an Electronic Database  <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..... <b>OR</b> (Madden, 2003)
<b>Print Newspaper/Magazine Article</b>		
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)
<b>Electronic Newspaper/Magazine Article</b>		
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 (Cotton, 2002).
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)

<b>ENCYCLOPEDIA</b>		
<b>Print Copy</b>		
	<i>Dictionary of Computing</i> (3 <sup>rd</sup> ed.). (1991). Oxford, England: Oxford	("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 ".....". <b>OR</b> "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. <b>OR</b> ".....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) <b>OR</b> 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)</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.	(Virtual Violence, 2002)

