

# REFERENCING POLICY



## PURPOSE

Australian International Islamic College uses the **APA** (American Psychological Society) system of referencing. The purpose of this policy is to identify (**cite**) other people's ideas and information used within student's essay, report, or assignments. Indicate the authors or sources of these in a **References** list at the end of scientific report, assignments, or essay.

## SCOPE

This reference policy applies to secondary students at Australian International Islamic College.

**Approved By:** College Board

**Status:** Approved

**Contact:** Principal

**Reviewed** | Annually

**Date Approved:** May 2020

**Next Review Due:** April 2021

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## GENERAL PRINCIPLES

The following principles of the APA style apply to all print, electronic and multimedia sources.

- 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

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>   |
| 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><br>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</i> | Guerin, Labor, Morgan, Reesman and Willingham (2003, p. 4) found....   |

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|  | <i>Literature</i> . New York: Oxford University Press.  | <b>Cite all authors in the first citation in-text.</b><br><br>Guerin et al. (2003, p. 4) found....<br><br><b>Use ‘et al’ for all subsequent citations in-text.</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 -<br><i>no Author</i>                               | The Y2K Problem. (1999). In P. Boyd (Ed.), <i>Technology Today and Tomorrow</i> (p. 35). Buckingham: Open University Press.   | (“The Y2K Problem”, 1999)<br><br><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.<br><br>Brown, T. (2003). <i>Coral Bleaching</i> . Rockhampton: Central Queensland University. | University research suggests....(Brown, 1991, 2003).   |
| <b>INTERNET SOURCES</b>  | <b>Reference List</b>   | <b>Example of in-text referencing</b>  |
| 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).  |
| <b>Print Journal</b>   | Honeywell, N. (1996). Health and Safety in Sport. <i>Journal of</i>   | As illustrated by Honeywell (1996) ...   |

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| Article  | <i>Physical Education</i> , 12(4), pp. 8-9.  | <b>OR</b><br>“.....when high jumping...”<br>(Honeywell, 1996, p. 8).           |
| <b>Electronic Journal</b><br>Full Text from an<br>Electronic<br>Database | Madden, B. (2003). Australia’s<br>Relationship With The United States<br>[Electronic Version]. <i>Australian Journal<br/>of Political Science</i> , 78, pp. 343-358. | Madden (2003) states<br><b>OR</b><br>(Madden, 2003)                            |
| With author  | Sweet, M. (1994). Computer Games Are<br>Ruining The Lives of<br>Children. <i>Sydney Morning Herald</i> , 10<br>October, p. 8.  | According to Sweet (1994)  |
| <b>Electronic<br/>Newspaper/ Magazine<br/>Article</b><br>With author     | Cotton, K. (2002). Virtual Violence. <i>The<br/>Bulletin</i> , 28 May, p.<br>62. Retrieved 1 July, 2005 from<br>Australia/New Zealand<br>Reference Centre.           | Homework is ruining the<br>eyesight of American<br>children<br>(Cotton, 2002). |
| No author  | Virtual Violence. (2002). <i>The Bulletin</i> , 28<br>May, p. 62. Retrieved<br>1 July, 2005 from Australia/New Zealand<br>Reference Centre.                          | (Homework Should Be<br>Banned, 1999)   |
| <b>ENCYCLOPEDIA</b>  |  |  |
| Print copy   | <i>Dictionary of Computing</i> (3 <sup>rd</sup> ed.).<br>(1991). Oxford, England: Oxford   | (“Dictionary of Computing”,<br>1991)   |
| <b>PRIMARY INFO FROM<br/>SECONDARY SOURCES</b>                           |  |  |
| <b>Book</b>  | Reynolds, G. (1999). <i>The German<br/>Experience</i> . New York: Open University<br>Press.  | Hitler (as quoted in Reynolds,<br>1999, p. 5) stated “.....”.                  |

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| <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. |
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