

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 2022

Next Review Due: April 2023

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). OR
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). OR 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....

	<i>Literature</i> . New York: Oxford University Press.	Cite all authors in the first citation in-text. Guerin et al. (2003, p. 4) found.... Use 'et al' for all subsequent citations in-text.
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 - <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) Use inverted commas if NOT shortening the title.
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 An organisation/company can also be an author.	Dawson, J. & Johnson, K. (2002). <i>Referencing Made Easy</i> . Retrieved October 31, 2005 from http://www.studyguide.unsw.edu.au/	"It is essential you learn how to reference properly" (Dawson & Johnson, 2002).
Print Journal	Honeywell, N. (1996). Health and Safety in Sport. <i>Journal of</i>	As illustrated by Honeywell (1996) ...

Article	<i>Physical Education</i> , 12(4), pp. 8-9.	OR “.....when high jumping...” (Honeywell, 1996, p. 8).
Electronic Journal Full Text from an Electronic Database	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 OR (Madden, 2003)
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)
Electronic Newspaper/ Magazine Article 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)
ENCYCLOPEDIA		
Print copy	<i>Dictionary of Computing</i> (3 rd ed.). (1991). Oxford, England: Oxford	(“Dictionary of Computing”, 1991)
PRIMARY INFO FROM SECONDARY SOURCES		
Book	Reynolds, G. (1999). <i>The German Experience</i> . New York: Open University Press.	Hitler (as quoted in Reynolds, 1999, p. 5) stated “ ”.

Journal Article	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 st state of America.
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