

# How to Reference

*Correctly*



## REFERENCE LIST - APA (6TH EDITION)

**Reference List** - contains only details of sources cited in the text.

**Why reference?** Referencing is necessary to avoid plagiarism (copying), to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

Referencing is a standard method of acknowledging sources of information and ideas that students use in assignments in a way that uniquely identifies their source. It is evidence of wide research and gives authority to your work. Direct quotations, facts and figures, images, ideas and theories etc. from both published and unpublished works must be referenced.

## HANDY TIPS - USING APA (6TH EDITION)

- Bibliographic information for books is written on the title cover page and verso inside the book.
- Use the latest copyright date, not a reprint date. Look for the little ©
- Use the first place of publication listed where there are several places listed.
- Do not include the country after the place of publication but include the state if the place of publication is not well known (eg Rozelle, NSW).
- Arrange and list resources alphabetically. Authors are listed according to surname.
- Where the resource has no author, it is cited by its title and ordered alphabetically by the first significant word of the title. (eg do not use "The" ).
- Write the Reference List on a separate page with the title Reference List.
- All resources are listed together. There is no separation between web sites, books, newspapers, journals.
- In APA 7th edition, lower case in titles is used except for the first word, names of places and people and for journals eg. Cultures of the ancient world.
- Use italics (not underscoring) for titles if computer written.
- Underscoring is used if bibliography is hand-written.
- Either single or double quotation marks is acceptable, provided they are used in a consistent manner.
- Correct use of full-stops, commas, colons, semi-colons, curved and/or square brackets as per examples is essential.
- Matter of choice as to whether single or double-line spacing is used between resources. Ask your teacher for their preference.

## EXAMPLES

REFERENCE TYPE	IN-TEXT EXAMPLES	REFERENCE LIST EXAMPLE	SOURCE TYPE
One author	Sophisticated searching techniques are important in finding information (Berkman, 1994)  OR  Berkman (1994) claimed that ...	<b>Berkman, R. I. (1994).</b> <i>Find it fast: How to uncover expert information.</i> Harper Perrenial.	Book
Two authors	Accurate referencing is key to academic integrity (McQueen & Knussen, 2006).  OR  McQueen and Knussen (2006) argue that...	<b>McQueen, R. A., &amp; Knussen, C. (2006).</b> <i>An introduction to research methods and statistics in psychology.</i> Harlow: Pearson Prentice Hall.	Book
Three to 20 authors	(O'Keefe et al., 2009)	<b>O'Keefe, J. H., Bell, D. S. H., &amp; Wyne, K.L. (2009).</b> <i>Diabetes essentials.</i> Sudbury, MA: Jones and Bartlett Publishers.	Book
Web page - with author	(Atherton, 2005)	<b>Atherton, J. (2005).</b> <i>Behaviour modification.</i> <a href="http://www.learningandteaching.info/learning/behaviour_mod.htm">http:// www.learningandteaching.info/ learning/ behaviour_mod.htm</a>	Web Page
Web page - no author	(Behaviour modification, 2007)  Use title instead of author name	<i>Behaviour modification.</i> (2007, April 15). <a href="http://www.educational-psychologist.org.uk/behaviour.html">http://www.educational-psychologist.org.uk/behaviour.html</a> <b>*If no month or date these can be left out.</b>	Web Page
Webpage – no date	(Society of Clinical Psychology, n.d.)	<b>Society of Clinical Psychology. (n.d.).</b> <i>About clinical psychology.</i> <a href="http://www.apa.org/about/division/div12.aspx">http://www.apa.org/about/ division/div12.aspx</a>	Web Page

Students can find further examples of end text referencing and in-text citations on the Referencing APA tab of the TCC Online Search Portal (click on the gold TCC Library Search star on the student computer desktop). There is also a hard copy example for students to use within the library.