Steps Involved in Referencing

1. **Note down the full bibliographic details of the source from which the information is taken. Include the relevant page number(s).**

   - In the case of a **book**, 'bibliographical details' refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).
   - In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.
   - For all **electronic information**, in addition to the above you should note the date that you accessed the information, and the database name or web address (URL).

2. **Insert the citation at the appropriate place within the text of the document.**

   Use the name of the author, followed by the year of publication when citing references within the text of an assignment.

   - Citation of two or more authors, i.e. Madden and Hogan (1997)…**or** to achieve consistency" (Madden and Hogan, 1997).
   - In case of six and more authors use notation, i.e. (Rodgers et al., 1996, p. 35)
   - Where authors of different references have the same family name, include the author's initials in the in-text citation i.e. (Hamilton, C. L., 1994) or C. L. Hamilton (1994).
   - If two or more authors are cited at the same point in the text then they are included in the same in-text citation, separated by a semicolon e.g. (Brown 1991; Smith 2003). They are presented alphabetically by author.
   - When directly quoting from another source, the relevant page number must be given and double quotation marks placed around the quote eg. The theory was first propounded in 1993 (Comfort, 1997, p. 58) **or** Comfort (1997, p. 58) claimed that…
   - When paraphrasing or referring to an idea from another source which is a book or lengthy text, include the relevant page number, as it is useful to provide a page number for the reader.

3. **Provide a reference list at the end of the document.**

   A reference list only includes books, articles etc that are cited in the text. In contrast, a bibliography is a list of relevant sources for background or for further reading.
   The reference list is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.
   The APA style requires the second and subsequent lines of the reference to be indented, as shown in the examples below, to highlight the alphabetical order.

   - **Reference type - Book:**
   Guerin, W. L., Labor, E. and Morgan, L. (2005). *A handbook of critical approaches to literature*. New York: Oxford University Press.

Book – no autor:
Employment the professional way: A guide to understanding the Australian job search process for professionally qualified migrants. (2000). Carlton, Victoria: Australian Multicultural Foundation.

Edited book:
Kastenbaum, R. (Ed.). (1993). *Encyclopedia of adult development*. Phoenix: Oryx Press.

Book section:
Blaxter, M. (1976). Social class and health inequalities. In C. Carter & J. Peel (Eds.), *Equalities and inequalities in health* (pp. 120-135). London: Academic Press.

- **Reference type Print journals:**

Article:
Wharton, N. (1996). Health and safety in outdoor aktivity centres. *Journal of Adventure Education and Outdoor Leadership*, *12*(4), 8-9.

Newspaper article:
Towers, K. (2000, January 18). Doctor not at fault: Coroner. *The Australian*, p. 3.

- **Reference type Electronic journals:**

Full text from an electronic databasee:
Madden, G. (2002). Internet economics and policy: an Australian perspective. *Economic Record, 78,* 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.

Full text newspaper,newswire or magazine from an electronic database – no autor
WA packed with overseas appeal. (2004, November 12). *The West Australian*, p. 47. Retrieved November 13, 2004, from Factiva database.

- **Reference type World Wide Web:**

Dokument on WWW:
Dawson, J., Smith, L., Deubert, K., & Grey-Smith, S. (2002). *Referencing, not plagiarism.* Retrieved October 31, 2002, from http://studytrekk.lis.curtin.edu.au/

Document on WWW – no date:
Royal Institute of British Architects (n.d.). *Shaping the future: Careers in architecture.* Retrieved May 31, 2005, from http://www.careersinarchitecture.net/

Image on WWW
Wasps, hornets and yellowjackets [Image] (n.d.). Retrieved November 28, 2005, from http://www.laters.com/insects/hornets.htm