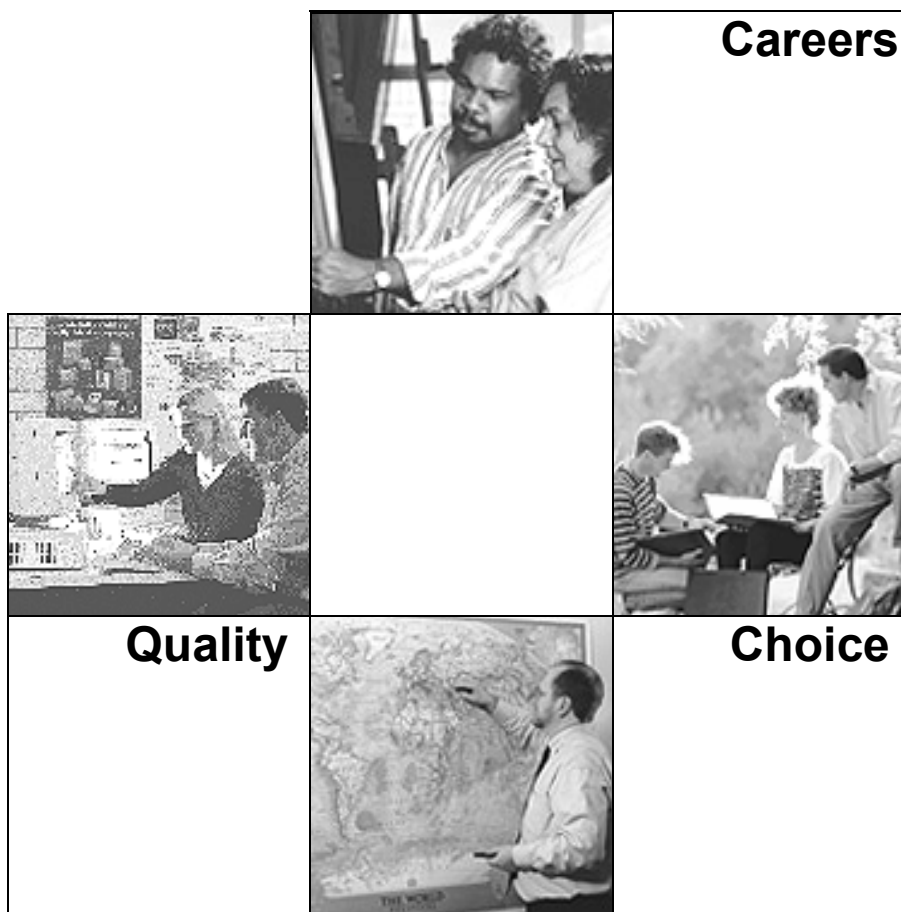


Student Referencing Guide



Fourth Edition

Perth's newest TAFE College

FOREWARD

This guide is designed to give students a clear understanding of the accepted format and procedures for assignment presentation and acknowledgement of sources of information.

Please read through the guide carefully and follow the recommendations. Any comments or queries can be discussed with your lecturer or Library Staff.

As part of the Swan TAFE's quality processes, the document is open to continuous improvement, and we look forward to incorporating your ideas into the next edition.

Thanks to Jayne Duncan who wrote the original and second editions and to Jennifer Heathcote who updated this edition to be consistent with the 5th edition of the Publication Manual of the American Psychological Association, (APA, 2001)

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What is a referencing system – And why bother using one?

A referencing system is a group of rules and principles that is used when preparing important written information for others. By employing a set of rules widely used and understood, we make our writing more accessible – or ‘user friendly’ – to our readers.

A number of referencing systems have been developed to achieve this purpose. Harvard University (Mass., USA) for example, developed its own *Harvard Adjacent Referencing Style* for use by its students. Medical and legal professionals use systems of their own design when preparing research reports and documents that will be read by peers. As well, many larger corporations have developed their own ‘in-house’ referencing styles to improve communications between employees who transfer and receive information through reports and so forth.

A referencing system allows us to use the work of others to add weight and significance to our arguments, proposals and conclusions without appearing to ‘steal’ their words and ideas. Copying the words and ideas of others without acknowledging correct ownership is called **plagiarism**. Plagiarism is not merely an academic ‘sin’, but can lead to breaches of Australian and international copyright laws - which may attract heavy fines.

Correct use of a referencing system provides us with several major benefits. References may be used to provide your reader with examples to illustrate your points. They can also be used to provide alternative viewpoints to those promoted. A suitable reference can provide a context for your work in the form of a thought-provoking introductory or concluding statement. Correct referencing also enables the reader of your work to be able to access material that you have used, either to check your information or to pursue the topic further.

Obviously, familiarity with referencing techniques is essential for your studies.

The APA System of referencing

Swan TAFE has chosen to use a method of referencing known as the **APA Style**. This is a system is based upon *The Publication Manual of the American Psychological Association*. There are several good reasons for this choice.

Firstly, there is ease of use. The APA system is possibly the easiest to use out of the many and varied systems available throughout the world. It is based upon the ‘author-date’ system that provides both writer and reader with an immediate view of when and where individual references and citations originated.

Secondly, APA Style has widespread use throughout the English-speaking world. The system is used widely in the tertiary education sector and numerous businesses base their ‘in-house’ styles upon the rules and principles of APA.

Thirdly, and perhaps most importantly, APA Style has been chosen because, unlike many other systems, it provides students with a more *complete* method for preparing, referencing and presenting written work to others.

If you feel that you need to know more about a particular aspect presented in the following pages, a copy of the publication manual is available from Swan TAFE Libraries or the APA website.

FOR MORE INFORMATION ABOUT THE APA SYSTEM OF REFERENCING, YOU MAY WISH TO ACCESS THE APAP WEBSITE AT:

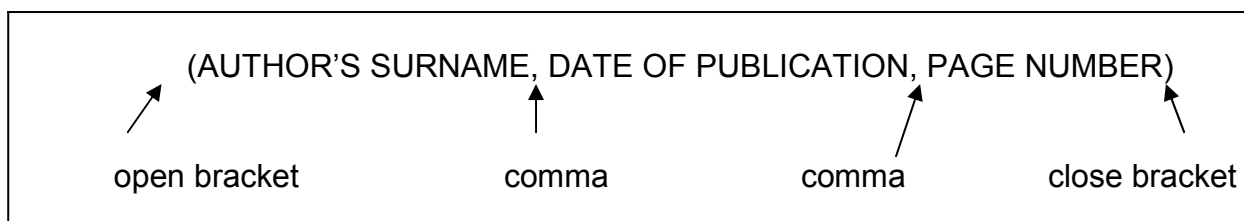
http://www.apastyle.org/about_style.html

Principles for using references in your work

There are four key principles to adopt when using references in your work:

Firstly, recognise that there are three parts to the APA system of referencing: i) In-text References; ii) End-text References, and; iii) the Layout, which includes matters such as headings, page numbers and footnotes. (Aspects of layout are demonstrated throughout this *Student Referencing Guide* and in Appendix 'B'.)

Secondly, all references from texts that you have used must be documented within your writing. This is called an '*in-text reference*' or a '*citation*'. The recognised formula to use for an in-text reference is:



Thirdly, for any in-text citations that you use, always include these in a References list located at the rear of your paper. These are called '*end-text references*'. See the example (below).

Finally, always ensure your references and/or quotations are relevant to your subject matter. You can use any and all kinds of references in your work (ie. printed, verbal, audio, visual and/or computerised) *provided* that they are relevant.

(Example of in-text referencing)

In-text referencing allows your reader to see where you are getting your information. The Edith Cowan University Referencing Guide states that this practice can also allow lecturers to "...fairly assess..." the work of students (Jongeling, 1996, p.2). These reasons are important for students and lecturers, and crucial for the higher ideal of academic rigour.

(Example of end-text referencing)

References

Jongeling, S.B. (Ed.). (1996). *Referencing guide* (4th rev. ed.). Perth: Edith Cowan University, Office of Research and Development and Division of Academic Services.

Formatting in-text references

In-text referencing concerns your references to another author's work in the body of your own presentation. There are three aspects of in-text referencing which you need to take into account. The first concerns length of quotations. The second refers to the use of different kinds of reference sources in your work. The third concerns the techniques associated with creating indirect quotations.

Length of Quotations

Distinguish between long and short quotations. The APA system demands that you treat these differently. When using a direct quote relevant page numbers **must** be included.

A short quotation is one that is between one and 40 words in length. With such quotations, always include the name of the author, the date of publication and the page number from where the quotation was taken. Include the quotation in the body of the text you are writing and use quotation marks. For example:

...children are very adaptable. However, it should be noted that every child needs continual positive reinforcement to cope with the world. As Sullo (1991, p.36) points out, "it is no surprise that we are much better at recognising negative signals than positive ones". Therefore we need to ...

Another way of presenting this quotation could be:

...children are very adaptable. However, it should be noted that every child needs continual positive reinforcement to cope with the world. Sullo points out, "it is no surprise that we are much better at recognising negative signals than positive ones" (1991, p.36). Therefore we need to ...

Still another way of presenting the same quotation could be

...children are very adaptable. However, "It is no surprise that we are much better at recognising negative signals than positive ones" (Sullo, 1991, p.36). Therefore we need to provide every child with continual positive reinforcement to cope with the world.

Basically, the 'rule' here is to present the quotation in a way you believe best helps to explain and/or enhance the point you are attempting to make.

A long quotation is one that is more than 40 words in length (ie. about five lines). It's not a good idea using quotes over 150 words in length. Over this length, it is better to paraphrase or give a précis of what the author is saying (this technique is covered on the next page). With long quotations, always indent. For example:

With direct, long quotations, always indicate the name of the author, the date of publication and the page number from which the quotation is derived. With a paraphrase, you need only indicate the name of the author and date of publication. Remember that one is not permitted to use more than 400 words taken directly from a single author owing to copyright regulations. (Reynolds, 1995, p114)

You do not need to provide quotation marks for long quotes – the indentation is enough. Long quotations should be double spaced.

Indirect quotations

When you wish to include the information, thoughts or sentiments of an author (although do not wish to use the author's exact words) you will need to create an indirect quotation. This involves 'paraphrasing' the author. A paraphrase (or précis) expresses something in a concise, condensed 'different' way to the author's original words. The purpose of a paraphrase is to clarify – in your own words – the essence of the original communication. The way you 'translate' the original, should be an accurate representation of what the author actually wrote. Of course, you will need to acknowledge the author through an in-text citation. Examine the following:

The original passage may be used as a long quotation in your assignment:

...Victorian ideals of family life differed greatly from those of today. Ann-Claire (1985, p.21) states the following about life in WA last century:

The British, who established the Swan River Colony, brought with them ideas of family life which were dominant in Britain at that time. The family centred on the mother who was responsible for all domestic tasks and the well being of her husband and children. In turn the husband was head of the household with the obligation to provide financially for his wife and children.

Nowadays women have more financial independence and men and women usually enter into equal partnerships to look after children, household and financial matters.

Note that in indirect quotations, brackets are used for the year only e.g. Ann-Claire (1985) not (Ann-Claire 1985).

The procedure you can use to create a précis for an indirect quotation is:

1. Understand thoroughly the material you wish to paraphrase
2. (If necessary) provide a title for the passage
3. Indicate the major ideas
4. Indicate the secondary ideas
5. (If necessary) make a first draft of your précis
6. Write a finished draft
7. Ensure that your précis does not exceed the length of the original
8. Ensure that you have indicated the intent of the original faithfully

Then, substitute your paraphrase (i.e. indirect quotation) for the long quotation used above in order to save space or to give your assignment a sharper impact:

...Victorian ideals of family life differed greatly from those of today. The ideals of the early settlers in WA were based upon those of the British. The woman looked after domestic arrangements and the man after finances (Ann-Claire, 1985). Nowadays women have more financial independence and men and women usually enter into equal partnerships to look after children, household and financial matters.

Note that page numbers do not have to be used in an indirect quotation.

A paraphrase is distinct from a summary. A paraphrase encourages you to use your own words whereas a summary permits substantial quotations from the original text.

Finally, note that when using a paraphrase/indirect quotation you do not have to indicate the page number. Simple reference to the author who originated the ideas and the date on which those ideas were published is sufficient to identify ownership.

Formatting of the Reference List

At the end of your paper, you need to provide a list of references to indicate to the reader the range of sources used to compile your assignment. Just as in-text citations differ according to the particular kind of reference being used, so too do end-text references.

Entitle the page simply 'References'. (Don't use the term 'bibliography' as this more accurately refers to the list of references used in a published text and use of the term in an assignment may be considered pretentious.)

The basic styles for end-text referencing are shown below. Always use double spacing with a hanging indent. The date used is the copyright date. It is preferable to emphasise titles in Italics, however, those students using typewriters may not have this feature available. In these circumstances, underlining titles is acceptable.

Books

Author, A.A., Author, B.B. & Author, C.C. (2003). *The title of the book*. Place of Publication: Name of Publisher.

Put the title in Italics. Capitalise only the first word of the title and subtitle (unless a proper noun).

Journal Articles

Author, A.A., Author, B.B. & Author, C.C. (2003). The title of the article. *Title of Journal*, *issue number*, pages numbers.

Put the title of the journal and the volume number in Italics. Capitalise the title of the Journal. Capitalise only the first word of the title and subtitle of the article.

CD-ROMS, television programs, video tapes, brochures, handouts, music etc.

Author, A.A., Author, B.B. & Author, C.C. (2003). *The title*. [Videotape]. Place of Publication: Name of Publisher.

Enclose a description of the form of the information in brackets (after the edition statement) if the information is necessary for identification and retrieval. Other descriptions will include [Brochure], [Computer software], [Handout], [Data file], [CD], [Technical Manual]. Add any descriptive information that will assist your reader to identify the resource.

Online document

Author, A.A., Author, B.B. & Author, C.C. (2003). *The title or work*. Retrieved month day, year, from source (ie data base or webpage address).

Online article

Author, A.A., Author, B.B. & Author, C.C. (2003). The title of the article. *Title of Journal*, *issue number*, pages numbers. Retrieved month day, year, from source (ie database or webpage address).

EXAMPLES

The following end-text references were used to provide examples for the in-text citations seen on the preceding pages (ie. pp. 6-8 above). These examples are listed in the same order as they appeared in the preceding pages. Note, however, that when you draft your end-text references for an assignment, the texts should be placed in alphabetical order. An example of how a completed end-text reference list should be presented is seen on pp. 15-16 of this Guide.

Examples In-text citations and End-text references

There are over 50 different kinds of reference sources that you can use in your work. Following are the main – and, at TAFE, most useful – types of in-text citations. Examples of how these are presented are provided in each instance. The end-text reference follows the example. A complete reference list appears at the end of this Guide.

Note that ellipses (ie. three dots [...]) are used to lead into a quotation when the citation is not a complete sentence or words have been omitted from the author's original text. If you need to include a word or two of your own - to put the quote into the correct context or tense (etc.) - use brackets () to indicate that those words are yours and not those of the author. These techniques are used frequently in the following set of examples.

Single author

In-text citation

... Albert Facey began life in Maidstone Victoria. He recalls that his father and brothers "...left for WA just after this" (Facey, 1981, p.3).

End-text reference

Facey, A.B. (1981). *A fortunate life*. Melbourne: Penguin.

Two author

When two or more authors are mentioned in the text, join the names with an **and** and enclose the year in the brackets. If two authors names are used in a direct quotation, however, use an ampersand (**&**) to join the names and include year and page reference in the brackets.

In-text citation

... The concept of the 'invisible hand' dictates that economic resources are channelled into "... their most efficient uses" (Miller & Shade, 1996, p.29).

or

In-text citation

... Miller and Shade (1996) introduced the concept of the 'invisible hand' to economics.

End-text reference

Miller, R.J. & Shade, E.D. (1996). *Foundations of economics*. Melbourne: Longman.

Where there are three or more authors

Write out their surnames in full the first time that you use the in-text citation. After you have indicated all of the names of the authors a first time, thereafter you can use the name of the first author and 'et al.' (this is an abbreviation of the Latin term 'et alia' which means 'and others').

In-text citation

... "The spirit of Romanticism found many different forms of expression throughout Europe in the nineteenth century" (Hoffert, Wingate, Love, Bak & Modesti, 1990, p.24).

In-text citation (second and subsequent references)

... Romanticism "...emerged during the French and Industrial Revolutions" (Hoffert et al., 1990, p.24).

End-text reference

Hoffert, B., James, W., Love, L., Bak, H., & Modesti, A. (1990). *Art in diversity: Studies in the history of art*. Melbourne: Longman.

Collations by an editor

In-text citation

... "matter tells space how to curve, space tells matter how to move" (Gribbin, 1992, p.55).
Note that with the in-text citation, you should not refer to the editor of the text. Refer only to the author of the particular piece from which you are quoting. Refer to the editor in the end-text references.

End-text reference

Gribbin, J. (1992). *Inside science* (R.Fifield, Ed.). Ringwood, Penguin.

Translations into English

With texts that have been translated, use only the name of the original author for the in-text citation. Indicate the name of the translator (in this instance, an English-Spanish speaker called Edith Grossman) in the end-text reference.

In-text citation

... "Although he knew her battle tactics by heart, this time he could not abide them" (Marquez, 1985, p.28).

End-text reference

Marquez, G.G. (1985). *Love in the time of cholera*. (E. Grossman, Trans.). Melbourne: Penguin.

Where a text has been revised and/or reprinted

Note that the original text is cited in the in-text reference and the revised work appears in the end-text reference.

In-text citation

... The use of English grammar has changed considerably over the years. In one of the most influential grammar textbooks of the C.20th The Manual of English Grammar and Composition (Nestfield, 1898) we are able to observe the extent to which these changes have taken place.

End-text reference

Nestfield, J.C. (1898). *Manual of English grammar and composition*. Revised by F.T. Wood, 1964. Reprinted, 1985. London: Macmillan.

Where there is more than one reference to an author who has published more than one text in a single year,

Any subsequent articles you wish to cite from the same author, simply use the next letter of the alphabet to show that they were produced in the same year – ie. 1997b, 1997c etc. In the end-text reference, order the articles in alphabetical order according to the first letter of the title. Of course, if you are referring to several works by the same author and these works are published in different years, the date(s) of publication will serve to distinguish between them.

In-text citation

... for example, the fictitious character Bertrand Hare created by Peter Davson-Galle is a useful and lively technique for conveying important subject matter on very dry subjects. In the article, Breadth and Depth, we see Bertrand grappling with the problems of generalists vs. specialists (Davson-Galle, 1997). In the article, Cluster Conundra, he tackles the educational minefield of devolution (Davson-Galle, 1997a)

End-text references

Davson-Galle, P. (1997). The chronicles of Bertrand Hare: Breadth and depth. *The practising administrator*, 19 (4), 26.

Davson-Galle, P. (1997a). The chronicles of Bertrand Hare: Cluster conundra. *The practising administrator*, 19 (3), 26-27.

Where one author is referred to by another author

Note that here, you indicate only the name of the author whose words you are quoting in the in-text citation. In the end-text citation, mention only where you got the quote from (ie. from Irving and Raja).

In-text citation

...”Education and preparation for work are not synonymous terms” Golby (cited in Irving and Raja, 1998, p.29).

End-text reference

Irving , B.A. and Raja, S. (1998). Career education in a changing world of work. *Career development*. 7 (3) 28-31.

Encyclopaedia articles (author known)

In-text citation

...”...heredity is the sum of all biological processes” (Robinson, 1994, p.699).

End-text reference

Robinson, A. (1994). The principles of genetics and heredity. In the New encyclopaedia Britannica (Vol. 19, pp.699-740). Chicago: Encyclopaedia Britannica.

Encyclopaedia articles (author unknown)

In-text citation

...Although a modern, concrete and steel city of many millions of people, “Beijing is also famous for its beautiful palaces, temples, huge stone walls and gates” (Beijing, p.205).

End-text reference

World book encyclopaedia (1994). Beijing. In the *World book encyclopaedia* (Vol. 2, pp.205-208). Sydney: World Book Encyclopaedia.

Government Publications

In-text citation

...according to the Residential Planning Codes of WA, private open space should be "...a minimum average area – not percentage of site – of private open space for each grouped dwelling" (Department of Planning and Urban Development, 1991, p.86).

End-text reference

Department of Planning and Urban Development, 1991. *Residential planning codes of Western Australia: Manual and codes*. Perth: Western Australian Government.

Handouts

Note that frequently, handouts from lectures and tutorials which you attend will not have dates on them. In this instance, just give the title on the handout and signify the lack of a date with the notation, n.d.).

In-text citation

... In the September 1997 handout from the Midland College of TAFE Learning Resource Centre, the greatest numbers of texts were acquired in the subject areas of computing, education, management and art (Latest Acquisitions, 1997).

End-text reference

Learning resource centre latest acquisitions. (September, 1997). [Handout].
(Available Midland College of TAFE, PO Box 1336, Midland WA 6936).

Journal or magazine articles

In-text citation

... "...all rural regions were again found to receive less than their expected share of funding" (Baker, 1998, p.236).

End-text reference

Barbara, J.G. (1998). Rural disadvantage in the distribution of South Australian home and community care funding. *Australian journal of social issues*. 33 (3), 231-239.

Language other than English

In-text citation

...according to Puspowardoyo, "Alam betautan dengan akal". (Puspowardoyo, 1990, p.3).

End text reference

Puspowardoyo, S. (1990). Abad pencerahan. In *Ensiklopedi nasional Indonesia* [Enlightenment and hope. In the national Encyclopaedia of Indonesia]. (Vol. 1, pp.33-37).

Note that the above reference is taken from an encyclopaedia. The same principles apply for any other kind of reference where the citation concerns a language other than English. You should provide a translation (into English) immediately after providing the title in the original language.

Lecture papers

In-text citation

...The recognised five-step strategy for preparing a research paper involves: "Step one, locate the appropriate resources; Step two, examine the resources and take notes; Step three, reflect upon the research material; Step four, compose a draft for the research paper; and finally, step five, check the paper and produce a final draft" (Reynolds, 1998).

End-text reference

Reynolds, P.S. (1998, September). *Essay writing strategies and study skills*. Paper presented for the TEE Revision Centre lecture at the University of WA.

Legislative Materials (Regulations and Laws)

(Note: the letter 's.' refers to the particular section. If necessary, indicate sub-sections and clauses by relevant numbers and or letters used in the document. For example: (WA Government, 1984, Part V, s.43, 1 [a]).

In-text citation

...”The Occupational Health and Safety regulations state that, “An employee who works at a workplace may give notice to an employer requiring the election of a safety and health representative for the workplace.” (WA Government, 1984, Part IV, s.29).

End-text reference

Western Australian Government, 1984. *Occupational health and safety act, 1984*. [Reprinted, 1996]. Perth: Government of Western Australia.

Newspaper articles (author known)

In-text citation

... “The Sydney futures exchange is positioning itself as a major (greenhouse gas) emissions marketplace” (Horden, 1998).

End-text reference

Horden, N. (1998, December 3). Greenhouse hothouse. *Financial review*, p.18.

Newspaper articles (author unknown)

In-text citation

...”Leading conservation groups have attacked the inaugural State of the Great Barrier Reef Report, saying that it has been doctored” (Reef report doctored, says Greens, 1998).

End-text reference

Reef report doctored, says Greens. (1998, November 27). *Brisbane courier mail*, p.8.

Pamphlets, Leaflets and Brochures

Note that with pamphlets, brochures and leaflets, you should attempt to provide an address where the reference is available. In the example here, a phone number and internet address is provided. A postal address and or facsimile number may also be used. Note that with pamphlets, leaflets and brochures, there is frequently no date indicated. When this occurs, refer to the main title of the reference and place n.d. after it. The notation n.d. signifies that there was no date attached to the material.

In-text citation

... The latest Dulux paint guide provides a range of environmentally oriented colour shades for exterior building surfaces (Dulux, 1997).

End-text reference

Dulux. (1997). Colour solutions for exteriors. (Available from Dulux Australia, ACN 004117828, <http://www.dulux.com.au>).

Personal communications

In-text citation

... The client, Ms Maloney, then specified that she wanted her hair dyed with a blue-blond tint (Ms M. Maloney, personal communication, February, 1998). After confirming the correct colouring agents with her supervisor (Mr T. Trimbol, personal communication, February, 1998), the trainee proceeded to perform the task. Ms Maloney's husband then entered the salon and became abusive toward the trainee for carrying out these instructions (Mr R. Maloney, personal communication, February, 1998).

End-text references

Maloney, M. (February, 1998). Personal communication.

Trimbol, T. (February, 1998). Personal communication.

Maloney, R. (February 1998). Personal communication.

Audio recordings (ie. tapes, CD's, LP's)

In-text citation

... Whilst Domingo, Carreras and Pavarotti tend to get all the headlines, there are numerous other hardworking tenors doing the concert circuit and producing top-selling recordings of their work ("Famous tenor arias", 1993).

End-text reference

Famous tenor arias. [C.D.]. (1994). London: Decca.

Computer software

In-text citation

... The latest edition of Adobe Photoshop 5.0 provides a tutorial CD for intending users of the software ("Adobe Photoshop", 1998).

End-text reference

Adobe Photoshop [Computer software]. (1998). San Jose: Adobe Systems Incorporated.

Films

In-text citation

... Careful preparations preceded the release in May 1999 of the latest instalment of Star Wars. During the two years prior to the release of this film, older versions of Star Wars were digitally remastered and re-released (Star Wars, 1997) and numerous computer games were developed to build tension and heighten anticipation concerning the new film.

End-text reference

Star wars. [Video]. 1977 and 1997. Los Angeles: 20th Century Fox.

Video recordings

In-text citation

... many parents exert themselves to the extent of say, Steve Martin (Parenthood, 1989) however few find the results so hilarious - or ultimately, as successful.

End-text reference

Parenthood. [Video]. (1989). Los Angeles: Universal Studios.

Electronic and Online Resources

Electronic and online resources are usually reformat of printed documents and therefore their in-text reference is the same as their printed counterpart.

If the article or webpage being used does not have a **page number**, use a paragraph number. If there are neither paragraphs nor page numbers, cite the heading and then the number of the paragraph following the heading. If you are unable to provide the reader with clear instructions as to where to find the reference on the page, provide none.

If the article has no **date** use the date that the webpage was last updated. If no date is available use (n.d.) for "no date".

Webpages

In-text citation

... In his continuing expose of the Clinton-Lewinsky scandal, the on-line journalist Matt Drudge has claimed in his column that he was the first to 'break' the story on the internet (Drudge, 1999).

End-text reference

Drudge, M. (1999). *The Drudge report*. Retrieved 12 July, 2004 from www.drudgereport.com

In-text citation

"The Night Parrot was once known to live in most of inland Australia. However, no specimens had been collected since 1912". (Queensland museum, n.d., Night Parrot).

End-text reference

Queensland museum (n.d.) Night Parrot, *Geopsittacus occidentalis* Retrieved November 3, 2004 from www.museum.qld.gov.au/features/endangered/animals/night_parrot.asp

On Line Publication (e.g. pdf files)

In-text citation

"...the appeal of the juvenile delinquency construct was evident in the way it spread throughout the western world.....(Ritters, 1999, p.12)

End-text reference

Ritters, L. (1999). *Inventing juvenile delinquency and determining its cure (Or, how many discourses can you disguise in one construct?)*. Paper presented at the History of Crime, Policing and Punishment Conference. Canberra: Charles Sturt University. Retrieved January 16, 2003 from <http://www.aic.gov.au/conferences/hcpp/ritter.html>.

Since this is a pdf document, you may not be able to give the link to the document. If not give the address where the document may be downloaded from.

On Line Encyclopaedias

In-text citation

... body control system composed of a group of glands that maintain a stable internal environment by producing chemical regulatory substances called hormones...(Endocrine system, 1995)

End-text reference

Endocrine system. (1995). In *Columbia Encyclopedia* (6th ed). Retrieved November 1st, 2004 from <http://www.encyclopedia.com/html/e1/endocrin.asp>

Home pages

In- text citation

Swan TAFE celebrated one hundred years of training in 2004. (Swan TAFE.)

End-text reference

Swan TAFE. (2004). [Home page]. Retrieved January 21, 2004 from <http://www.swantafe.wa.edu.au/CollegePortal/default.asp>

Internet newsletter

In- text citation

Sports men and women need appropriate insurance for their sport. (Insurance still on the plate, 2004.)

End-text reference

Insurance still on the plate. (2004, December) Retrieved November 1, 2004 from <http://www.ausport.gov.au/journals/ausportais/vol2no1/21mccarthy.asp>

Journal article from an commercial online database (Infotrac Onefile for which the library has a subscription)

In- text citation

Libraries remain very important in providing information to ordinary Australians. (Bundy, 2002, p.105)

End-text reference

Bundy, A. (2002). Enabling the knowledge nation: what Australia needs in the 21st century. *Australian Library Journal*, 51, (2) May pp 103-116. Retrieved October 5, 2000 from Infotrac Onefile (article 1234567).

When referencing a work from an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the name of the database. Further information, like article numbers (provided by the database) can be added in parenthesis after the retrieval statement, but it is not essential to do so.

Article from an Internet only journal

In- text citation

Drug control risk assessments are required for successful drug control programs. (Wieniawski, 2001, p.8)

End-text reference

Wieniawski, W. (2001). Risk assessment as an element of drug control. In *Who Drug Information*, 15(1),p7-11. Retrieved January 21,2003 from the World Health Organisation site at <http://www.who.int/druginformation>.

Sometimes it is necessary in a large website like those of a university or a large organisation to put the name of the organisation before the address, especially when the author is different from the website. In this case the journal is published as a PDF document and therefore cannot be linked directly into the reference list. Therefore a URL has been provided which links to site from where the reader can find the document.

Preparing the assignment

Pay particular attention to the management of your time. Some students will attempt to ‘dash off’ the assignment in the last few days before it is due. Other students will spend hours and hours on minor points whilst neglecting other important commitments. Bear in mind the well respected five-step plan for effective time management:

TASK: <i>Research Essay – Management Roles in Hospitality</i> DATE SET: <i>2 July 2005</i> DATE DUE: <i>2 August 2005</i>						
DAY WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1	Locating Resources					
2	Perusing Resources / Making Notes / First Drafts					
3	Reflecting on Material			Writing		
4	Writing		Checking		Hand in	

Step One: Locating the appropriate resources. Head off to the College library and find the references you need. Ask the librarians if you can’t find what you are after. They will refer you to other appropriate information sources.

Step Two: Examining the resources and taking notes. It is essential that you take notes. Not just in the library, but also in class. With texts, take especial note of headings, sub-headings and publication details. This last point has been realised by many students who have had to retrace their steps when drafting their reference lists.

Step Three: Reflecting on the references. At this stage simply ‘go through’ the material you’ve collected and consider the implications for your assignment. Make notes.

Step Four: Writing. See opposite for hints on the best way to approach this.

Step Five: Checking. Ensure that you give yourself time to check the assignment. It’s often best to leave this until a few days after writing to give yourself a fresh view of your work.

Presenting the assignment

The main features of an assignment constructed in APA style will usually be:

1. A title page
2. A table of contents
3. An introduction
4. A 'body' of writing where the subject matter is developed
5. A conclusion
6. A list of references
7. (Sometimes) Appendices.

The title page should include the features indicated on the sample (right).

A table of contents page needs to indicate the major and minor headings which appear in your assignment and the page numbers on which they appear.

The introduction in any assignment is arguably the most important in the entire paper. The introduction should contain a clear statement as to the purpose of the assignment. The specific problem or argument on which the paper is based should also be detailed and described clearly. It is often wise to leave writing the introduction until after you have finished the rest of the paper.

The essay body will concern the individual points, ideas and aspects which the topic concerns. Usually, students will commence this part by giving all relevant background material. Then, approach each aspect of the topic in a clear, concise, logical and sequential fashion. Tackle each aspect under relevant headings and sub-headings – and indicate these (along with page numbers) in the table of contents.

The conclusion of the paper should restate the problem outlined in the introduction and indicate the major implications and/or significance of the study. Ensure that the conclusion and introduction correspond closely – without contradictions.

The reference list goes at the end of the paper, after the conclusion, although before appendices (if any) are included. Use the format indicated at the rear of this *Guide*. Don't forget: **List your references in alphabetical order.**

The appendices are optional, although they can be valuable to students struggling to contain all that they want to say about a particular topic within a specific word limit. Appendices serve to add information that the writer may feel a reader needs in order to understand or accept a point being made. Place appendices after the reference list and use an alternative page numbering system for them (ie. Roman numerals). If you have more than one appendix, label them 'A', 'B', 'C' and so on.

General Studies
Department
Cert. of Applied Women's
Studies
Women's History

Topic

"Write about women and
the family in WA in the
C.19th".

Name: M. Francey

Date Set: 2/5/2005

Date Due: 5/6/2005

Lecturer: D. Stephen

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**FOR MORE INFORMATION ABOUT THE APA SYSTEM OF
REFERENCING, YOU MAY WISH TO ACCESS THE APA WEBSITE AT:**

<http://www.apa.org/journals/faq.html>

Appendix 'A'

Language conventions for writing assignments

SUBJECT AREA

The major indication as to the type of language which is appropriate for a given essay will be derived from the subject area in general and the essay question in particular. Use words and phrases from the subject area and ensure you understand their meaning in that context. Strive constantly to spell subject - specific words correctly.

STYLE

Most subject areas require essays to be written in clear, economical styles. Strive for clarity of meaning and simplicity of expression. Avoid clichés – like the plague!

VOCABULARY

Be economical with words by using advanced vocabulary. Frequently, one well-chosen word will take the place of several words without loss of meaning. Be careful not to sound verbose or pompous, however. Strive constantly to spell words correctly.

Error!

As a general rule, understatement is preferred in academic essays. To achieve this effect, question the appropriateness of verbs and adjectives (in particular) used in essays.

SENTENCES

Question whether the way in which sentences are opened is appropriate. A common failing of students is to write in the manner in which they talk. Sentences beginning with 'And...' and 'But...' are frequent. In general, avoid using conjunctions to start sentences. With 'But...' use instead, However, Although, Yet, Nevertheless, Unless, Excepting, Furthermore (etc.) Instead of using 'And...', attempt to commence the clause as a sentence in its own right, rather than as an addition to the preceding one.

POINT OF VIEW

In most essays you write at the TAFE level, you will be required to use the objective, third person point of view. Practice your writing using this point of view and be especially attentive to the question when and if it asks you for your opinion (and a subsequent change to first person). Often an expression of your own opinion on a subject is best delivered in the conclusion of the essay.

TENSES

Generally, it is best to decide which tense to use before commencing writing, and then sticking with that tense throughout the essay. Whilst there are exceptions to this rule (depending primarily on subject matter) it can be confusing for the reader to pass through past, present and future tenses in a single 600 word essay.

DIALOGUE

Except when writing dialogue (and if you consider it necessary to convey meaning about a character) avoid colloquialisms, slang and swear words.

ABBREVIATIONS

Generally, avoid using abbreviations (ie. symbols (+, <, >, eg., etc.) and contractions (isn't, can't, don't). When employing acronyms, write out the full name at first use with the acronym in brackets following – for example, Current Account Deficit (C.A.D.). From this point it is fine to use the acronym without brackets – and, according to current usage, without the full stops between the letters.

NUMBERS

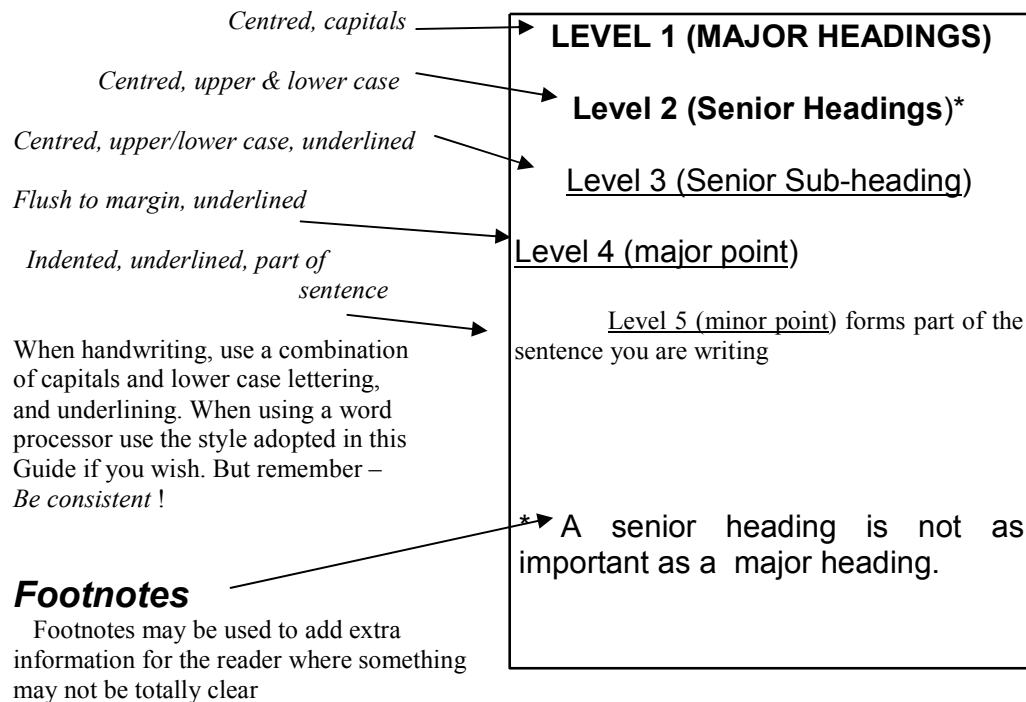
Conventions regarding numbers vary from country to country, and over time. Probably the most accepted conventions regarding numbers in Australia at present is that you should write out in full numbers nine and under, and show in numerals those 10 and over. Fractions (half, quarter) should be written in full - at least the first time they are used.

Appendix 'B'

Further hints and tips for using APA Style

Headings and sub-headings

Be consistent with your headings and sub-headings. APA style specifies five different kinds or levels of headings and sub-headings you can use – depending on whether you are using a word processor or handwriting:



Footnotes

Footnotes may be used to add extra information for the reader where something may not be totally clear

Page numbers

APA style prefers page numbers to be at the foot of the page and centred.

Indentation

When handwriting, use an indentation (approximately two centimetres deep) to commence your paragraphs. Whether handwriting or word processing, it is often a good idea to skip a line between paragraphs too. This leaves the reader in no doubt as to where a paragraph ends and another begins.

Tables, graphs, figures and illustrations.

Always provide these with a title when you use them in the body of your text.