



FACULTY OF EDUCATION

SCHOOL OF TEACHER EDUCATION

## **REFERENCING PROCEDURES**

Source: American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.

Adopted from 'Referencing Procedures' School of Education, Macquarie University, July, 2005.

## REFERENCING PROCEDURES

### INTRODUCTORY COMMENTS

In academic writing, the author almost always draws some material from the writings and research of others. It is very important to that this material be suitably acknowledged. Such acknowledgements show that a thorough examination of the field in which one is writing has been undertaken, as well as giving support to the points made in the paper. Students in universities are generally expected to follow this practice in all formal written work.

If you look at a number of textbooks and journals from different academic disciplines, you will notice that they vary in the procedures used to acknowledge sources of information and ideas. There is thus no one single internationally used 'standard' referencing procedure for academic writing. However, most academic writers used a conventional system to reference the sources of information used in scholarly work.

The referencing procedures used in the School of Teacher Education at Charles Sturt University are consistent with the guidelines set out in the Publication manual of the American Psychological Association (APA) (2001). This style is widely used by educators in scholarly publications. It is expected that these be followed in all work submitted within the School. This includes undergraduate and postgraduate assignments, postgraduate projects for Masters candidates and theses for BEd (Honours), Master of Education, Master of Education (Hons), EdD and PhD candidates.

According to the APA style, all references to books, articles and other sources should be acknowledged at an appropriate point within the text by the name of the author(s), year of publication and, where appropriate, page number(s). Subsequently all these items are listed alphabetically by author at the end of the text under the heading 'Reference List'. Here, details of each reference are set out following the procedures identified in the APA Manual. Note that the references cited in the text must NOT be footnoted, that is, included at the bottom (foot) of each page.

Therefore, when preparing an essay or report for submission to the School of Teacher Education, you need to use appropriate procedures to:

1. Cite a reference within the text; and
2. Set out details of all relevant materials referred to in the text. These details are provided in the reference list at the end of the essay or report.

The procedures for carrying out these two processes are set out in the following pages.

## CITING REFERENCES WITHIN THE TEXT

All references to books, articles and other sources are identified at an appropriate point in the text by the name of author and year of publication. Several different procedures are available to cover different circumstances.

APPLICATION	PROCEDURE	EXAMPLE
Citing one work by a single author:	If the author's name is in the text, follow it by the year of publication (in brackets).	Throughout the study, Ball (2003) has shown...
Where two authors are involved:	For two authors, always cite both names in text.	A paper by Butler and Robson (2003) suggests that...
Where there are three, four or five authors:	Where there are three to five authors, cite all authors at first reference. Thereafter, use first author's name followed by et al.	Whitty, Power and Halpin (1998) [first citation] Whitty et al. (1998) [second and subsequent citations]
Where there are six or more authors:	Where there are six or more authors, cite only the first author's name plus et al.	Coutts et al. (1993) when the reference is actually Coutts, Cooney, Mok, Bochner, O'Brien, Goyen, Center and McLean.
Where author's name is not cited in the text:	If the name(s) if the author(s) is not cited in the text, insert details, in parentheses, at appropriate place	Purposive sampling is a component of certain types of qualitative research (Miles & Huberman, 1994). NOTE: the word 'and' is used in the text, but the ampersand '&' is used inside parentheses and in the Reference List.
Where the author(s) is a corporation (e.g., an association or government agency):	Give enough information to identify the organization. Include an abbreviation if name is long and use this in subsequent citations.	The changes in inner city schooling were attributed to a number of factors including demographics (New South Wales Department of Education and Training [DET], 2001).
For multiple citations at one place in the text:	Separate each citation with a semicolon.	Further work focuses on the interplay of globalisation and education policy change (Blackmore, 2000; Dale, 2000).
If one author has written two or more works in the same year:	Distinguish each work by adding a,b,c, etc.	Studies by Ball (1994a; 1994b) demonstrate...
To list more than one work by different authors at the same time:	List the items by alphabetical order, not year of publication.	Several studies on globalisation (Beck, 2000; Blackmore, 2000; Green, 1999)...
When one author cites the work of another author and you have read only the first author's account of the views of the second author:	Cite the source that you have read (called the secondary reference), plus the original work in the text of your essay. Include only the second source in your reference list.	The meta-analysis draws heavily on the review of Berghoff (1982, as cited in Alton, 1990).                   OR Alton (1990) frequently cited the review of Berghoff (1982) in which ... NOTE: Include details of Alton, but not Berghoff, in your reference list.,

APPLICATION	PROCEDURE	EXAMPLE
For the second and subsequent citation of specific works in the text of the essay:	Every the time a source is referenced, relevant publication and page details must be given. However, within a single paragraph, once a reference has been provided, the publication year does not need to be repeated as long as there is no confusion. In subsequent paragraphs, the first mention of the source must include all publication details again. Never use terms such as 'ibid' or 'loc.cit'.	Ozga (2000) asserts that researchers make choices in adopting certain choices. Ozga notes that this has implications for...
For material that has no date of publication:	Put the term 'n.d.' to replace the date.	Parkes (n.d.)...
To refer to Personal Communications (including interviews, phone conversations, correspondence, electronic mail, etc):	These sources are shown only in the text. Do not include in the Reference list.	In an interview with Symes (personal communication, July 8, 2004)...
When you want to quote specific information, ideas or data from a particular source:	Always give page number, as well as author's name and date of publication for direct quotes. Page numbers should also be given when an idea/ concept is paraphrased from a particular page (i.e. give as much information about the source as possible).	Recent figures on the incidence of mental illness among migrants (Commonwealth Immigration Advisory Council, 1984, pp. 56-58) show that...  Fogelman (1983 as cited in Bochner, 1990, p. 28) described outcomes...
When using direct quotations:  NOTE: Quotations should be used sparingly and for brief extracts where the original wording is essential, or for special emphasis. In most cases it is better to paraphrase the original. Avoid plagiarism by citing the paraphrased reference as for quotations (i.e. include page numbers for direct quotations and for paraphrased ideas).	Always cite the source of a direct quotation along with the quotation. In text, give the author, year, and page number in parentheses.  Use double quotation marks for quotations in text. Use single quotation marks to set off material that in the original source was enclosed in double quotation marks.  Longer quotations (40 or more words) are contained in a freestanding block, indented 5 spaces (or 1 tab) from the left margin and with no quotation marks.	Similarly it is evident that "[m]arkets tend to further entrench socio-economic, racial and ethnic inequality" (Blackmore, 2000, p. 382).  Smith (1982) found that "the 'placebo effect', which had been verified in previous studies, disappeared when behaviors were studied in this manner' (p. 276).  As M.P. Smith (2001) asserts spatial analyses of urban areas need a:  focus on the analysis of discursive practices, on discourse itself as space of the 'self –production of society' ...[that] can be used to shift our attention to the processes where <i>networks of power</i> ...are formed, related to each other, and transformed (p.123, original emphasis).

## REFERENCE LIST (AT END OF TEXT)

List all items cited in the body of the essay or other written work alphabetically by author (surname followed by initials), followed by the year of publication in brackets. Take particular care with punctuation, capitalization and italicisation. Note that the references to articles in journals are made in a somewhat different manner from references to books. A range of other materials is also used in research in education. Examples of the procedures to follow when citing these various types of reference material are given below. After the first line references should be formatted with a “hanging indent”.

### REFERENCE TO BOOKS AND JOURNAL ARTICLES

APPLICATION	PROCEDURE	EXAMPLE
If you want to list a book by one author:	State author, date in parentheses, title italicized, edition where appropriate, city of origin and publisher(indent after 1 <sup>st</sup> line).	Pusey, M. (2003). <i>The experience of middle Australia: the dark side of economic reform</i> . Melbourne: Cambridge University Press.
To list a book by two or more authors:	List all authors.	Henry, M., Lingard, B., Rizvi, F., & Taylor, S. (2001). <i>The OECD, globalisation and education policy</i> . Oxford: Pergamon.
To list a collection of edited papers by different authors:	Cite the item in the reference list using the name of the editor(s).	Pile, S., & Keith, M. (Eds.). <i>Place and the politics of identity</i> . London: Routledge.
To list a chapter in an edited book:	Cite the item in the reference list, followed by details of the book in which it appears and page numbers of the chapter.	Massey, D. (1994). Double articulation: a place in the world. In A. Bammer (Ed.), <i>Displacements: cultural identities in question</i> (pp. 110-121). Bloomington: Indiana University Press.
To list a specific edition of a book:	Include details of the edition used after the title of the book.	Yin, R.K. (2003). <i>Case study research: design and methods</i> (3 <sup>rd</sup> ed.). Thousand Oaks: SAGE Publications.
To list the work of one author which has been cited by another author (secondary reference):	Only the secondary source (i.e., the author who cited the original source) appears in the reference list.	For example, if Ball (2003) cites Butler and Robson’s (2001) research only Ball (2003) is included in the reference list.  Ball, S. J. (2003). <i>Class strategies and the education market: the middle classes and social advantage</i> . London: RoutledgeFalmer.
To list a journal article:	State author(s), date in parentheses, title of article, title of journal ( <i>italicised</i> ), number of volume ( <i>italicised</i> ), pages. Include number of issue (in parentheses) only when each issue begins with page 1.	Ball, S. J., Maguire, M., & Macrae, S. (1998). 'Race', space and the further education market place. <i>Race, Ethnicity and Education</i> , 1(2), 171-189.

## MISCELLANEOUS REFERENCES

Below are examples of referencing procedures for other commonly used sources.

Theses, postgraduate projects

Gulson, K.N. (2004). *Education policy, urban renewal and identity: a spatial analysis of global change*. Unpublished doctoral thesis, Macquarie University, Sydney.

Publication by State Departments of Education

New South Wales Department of Education (2001). *Building the Future: consultation report*. Sydney: New South Wales Department of Education.

Educational Resources Information Centre (ERIC) Documents

Samuelson, R.L. (1982). *Cognitive conceptions of learning*. (Report No.CSOS -R-387). Baltimore, MD: John Hopkins University, Centre for Social Organisation of Schools. (ERIC Document Reproduction Service No. ED 197 482).

Conference Papers (published)

NOTE: If the editor's name is given, insert the name after the word "In".

Koop, A.J. (1990). Quality assurance: Rhetoric, reality and possibility. In Quality assurance in nursing care: Proceedings of a joint conference of The New South Wales College on Healthcare Standards (pp. 191-205). Sydney: University of Sydney Press.

Unpublished Papers

Youdell, D. (2005). *Schooling, subjectivation and the possibilities for a performative politics*, Paper presented at the American Educational Research Association annual meeting, Montreal.

Government Reports

Australian Schools Commission (1980). *Schooling for 15 and 16-year olds*. Canberra: Australian Government Publishing Service.

Parliamentary Proceedings

New South Wales Parliament (1986). Legislative Council and Legislative Assembly. *Parliamentary Debates* (Hansard) (March 18).

Newspaper article

Brieger, M. (2002). No minister. *Inner Voice, Autumn*, 8-9.

Curriculum Projects

Conroy, J., Irons, C., & Southwell, B. (1982). *Moving into maths*. Sydney: Rigby.

## OTHER FORMS OF MEDIA

### Films and Video Recordings

- Single work  
Saltmarsh, D. (1996). *Talking about education policy/ interviews* [Videorecording]. North Ryde, NSW: Macquarie University.
- Serial  
The smile of reason. *Civilisation* No 10. London: British Broadcasting Corporation, 1970, 16mm. Motion Picture, 52 mins.

### Audio Recordings

- Single Work (as for books)  
Comer, J.P. (1977). *Forces affecting curriculum* (audio cassette). Washington DC: Association for Supervision and Curriculum Development.
- Serial  
Reynolds, M. (1981). National aboriginal week. *Coming out Show*. ABC Radio (audio recording) (11<sup>th</sup> July, 45 mins).

### Electronic Media

- Online newspaper article, electronic version  
Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved 30 March 2004, from <http://www.nytimes.com>
- Online periodical  
Frederickson, B.L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved March 23, 2004, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.
- Online document  
Albanese, J. (2001). How can we reach teenage smokers? Retrieved March 23, 2004, from <http://nswweb.nursingspectrum.com/ce/ce229.htm>.
- Online stand alone document, no author identified, no date. Begin the reference with the title of the document.  
*GVU's 8<sup>th</sup> WWW User survey* (n.d.). Retrieved 30 March 2004, from [http://www.gvu.gatech.edu/user\\_surveys/survey-1997-10/](http://www.gvu.gatech.edu/user_surveys/survey-1997-10/)

### Other Electronic Sources – Aggregated Databases

Follow the format appropriate to the type of work retrieved add a retrieval statement identifying the date the item was retrieved along with the proper name of the database.

- Electronic copy of journal article, retrieved from database  
Borman, W.C., Hanson, M.A., Oppler, S.H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisor experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved April 1, 2004, from PsycARTICLES database.

## ADDITIONAL INFORMATION

### CONTENT FOOTNOTES

In some systems of referencing the bibliographic details of works cited are included at the foot of each page rather than listed at the end of the text. This has led to some confusion about the use of the term “footnote”. In the APA system footnotes should be restricted to explanatory matter which writers may wish to make, i.e., “content footnote”. For example:

The term G.N.P. (Gross National Product) is used inter-changeably here with G.D.P. (Gross Domestic Product).

### FURTHER INFORMATION

This handout covers the common types of references students are likely to use in their early years. For further information please visit the APA website (especially good for electronic referencing) at: <http://www.apastyle.org/>

Other useful sites are:

[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)

[http://www.english.uiuc.edu/cws/workshop/writer\\_resources/citation\\_styles/apa/apa.htm](http://www.english.uiuc.edu/cws/workshop/writer_resources/citation_styles/apa/apa.htm)

You may also wish to use ‘Cite as you write’ referencing software such as Endnote or Procite.