



ST ANDREW'S
CATHEDRAL
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REFERENCING STYLE GUIDE

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Acknowledgements

The following Style Guides and resources are acknowledged in the development of this Style Guide for St Andrew's Cathedral School

Academic Skills Office, University of New England. (n.d.). *APA referencing*; Accessed May 2015 from https://www.une.edu.au/__data/assets/pdf_file/0007/12958/REF_APA-Referencing.pdf

American Psychological Association (2010). *Concise rules of APA style* (6th ed.). Washington, DC American Psychological Association.

Curtin University. (2014, April). *APA 6th referencing*. Accessed May 2015 from http://libguides.library.curtin.edu.au/ld.php?content_id=10315602

Effective Citing & Referencing. (2014). Cardiff. International Baccalaureate. Retrieved April 1, 2016 from <http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

Greef, E. & Ross, R. (2014). *Citation and referencing skills: CARS*. Sydney: St Andrew's Cathedral School

Masters, K. (2014, July 22). *Your guide to APA 6th style referencing: Sydney University Library*. Accessed May 2015 from http://sydney.edu.au/library/subjects/downloads/citation/APA%20Complete_2012.pdf

Style Guide: St Paul's Grammar School. 2008. Cranebrook: Careers' Office and Library.

Referencing Research Tasks

When to reference

When the work of another person (be it written; visual – painting, print or image; film; in audio format or from the Web) is used in an assessment task, students **must** acknowledge the sources of the work, in the text of their task and in a Reference List at the end of the task.

To assist students in referencing work St Andrew's Cathedral School has identified **American Psychological Association (APA) Referencing Style – 6th Edition** as the preferred Style Guide for the school.

The History Department may request Footnoting to be used to reference your work. If this is requested use of the Documentary-note (Oxford) Style Guide is suggested. A guide to this referencing style, from Deakin University, is available at http://www.deakin.edu.au/__data/assets/pdf_file/0008/156923/oxford.pdf

A word about referencing style guides

When studying at a tertiary institution it is very important you check with lecturers or tutors the style guide to be used. This is because there are many, many different referencing style guides and lecturers often have a preference.

Consistency and following the format of your style guide is most important. Marks for your bibliography or reference list are easy to gain if you are clear and consistent with the referencing style used.

Reference List or Bibliography?

A reference list - required when following the APA style guide, is a list of only the works cited in the text of a task.

A bibliography - required when you footnote, is a list of all the works used to write the task, that is, both works cited in the text of the task and works consulted to complete the task.

APA Guidelines at St Andrew's Cathedral School

This style guide provides examples of 'in text' referencing and the formatting of the Reference List according to the *APA Style Guide* (6th edition).

The examples in the style guide cover many types and formats of resources. Students are advised to seek assistance if an example of a resource type or format is not included.

Some basic points to remember when 'in text' referencing

- APA 'in text' referencing is 'author-date' – e.g. (Pugsley 2004, p. 301) or Koechlin & Zwaan (2014, p. 53) suggests that ...;
- when quoting directly (using the author's exact words) a page number must be included (see example above);
- if no author is available then the 'in text' reference is the title of the work and date – e.g. *Outer Space* (2010, p. 10) ...;

Some basic points to remember when constructing the Reference List (APA term for a list of cited works)

The Reference List

- is at the end of a task – beginning on a new page;
- includes only the works cited in a task (that is – only those used and have an author-date or title–date 'in text' reference in a task);
- is in alphabetical order according to author (surname) or title if no author;
- the hyperlink (or underlining) in a web address is removed;
- there is no full stop at the end of the URL

Citation Tools

A tool to assist with referencing is the Microsoft Word Reference tool. See the link - 'Create a Bibliography' <https://support.office.com/en-za/article/Create-a-bibliography-17686589-4824-4940-9c69-342c289fa2a5> for details of use.

Available on the web are a number of tools to assist with referencing – some examples are – Cite for me, BibMe, Citation Machine, Zotero, Endnote and many more – complete a search and find a tool that suits you.

Citing References in Assessment Tasks and the Reference List

WEBPAGES	In-Text Example	Reference List
<i>Webpage</i>	Smith (2014) interviews Lois Lowry about the film version of her book <i>The Giver</i> .	Smith, L. (2014). <i>Lois Lowry on power, peace, and distrusting authority</i> . Retrieved April 15, 2016, from http://www.slate.com/blogs/browbeat/2014/08/15/lois_lowry_and_the_giver_how_the_author_influenced_the_movie.html
<i>Webpage – no author</i>	One symptom of diabetes is ‘feeling very thirsty’ (“Diabetes”, 2015)	<i>Diabetes</i> . (2015). Retrieved April 15, 2016, from http://www.healthdirect.gov.au/diabetes
<i>Webpage – no date</i>	“Ned Kelly’s suit of armour was half his own body weight” (“Ned Kelly’s amour”, n.d)	<i>Ned Kelly’s armour</i> . (n.d.). Retrieved April 17, 2016 from http://www.nfsa.gov.au/digitalllearning/heritage/ned_kelly.html

OTHER INTERNET SOURCES	In-Text Example	Reference List
<i>Blog post</i>	Jackie [French] aims to get the mix of history and fiction just right in her books. (Linda J, 2015)	Linda J. (2015, January 27). Jackie French honoured. [Web log post]. Retrieved Afrom http://crewsreviews.edublogs.org/2015/01/27/jackie-french-honoured/
<i>Facebook update</i>	CSIRO (2015, May 20) with Deakin University are working “to develop an egg that doesn’t cause allergic reactions”.	CSIRO (2015, May 20). Eggs. [Facebook update]. Retrieved June 1, 2015, from https://www.facebook.com/pages/CSIRO/142468583842?sk=wall
<i>Image on the web</i>	The image of Uluru (2013) ...	<i>World Heritage Site: Uluru at sunset, at Uluru-Kata Tjuta National Park, Northern Territory.</i> [Image]. 2013. Retrieved 5 th April, 2016 from, http://www.australiangeographic.com.au/travel/destinations/2015/05/world-heritage-sites-of-australia/world-heritage-sites-of-australia/australias-world-heritage-sites_image2
<i>Personal communication – e-mails, phone calls, letters</i>	According to the building plans the house was ... (C.M. Smith, personal communication, April 30, 2015).	Not included in the Reference List - as being a personal communication the material cannot be traced by the reader. Do not cite an email address without permission.
<i>Podcasts (audio)</i>	Talking to Richard Fidler (2015, May 21) David Walliams spoke about his career in comedy and as a children’s author.	Fidler, R. (Presenter). (2015, May 21). <i>Conversations with Richard Fidler: David Walliams' journey from Little Britain to writing for children.</i> [Audio podcast]. Retrieved April 15, 2016, from http://www.abc.net.au/local/stories/2015/05/21/4239381.htm?site=sydney
<i>TED Talks</i>	From TED website Spencer (2013) ...or ... (Spencer, 2013) From YouTube TED (2013)... or ...(TED, 2013)	Spencer, A. (2013, February). <i>Adam Spencer : Why I fell in love with monster prime numbers.</i> [Video file]. Retrieved April 15, 2016, from https://www.ted.com/talks/adam_spencer_why_i_fell_in_love_with_monster_prime_numbers?language=en TED. (2013, September 13). <i>Adam Spencer : Why I fell in love with monster prime numbers.</i> [Video file]. Retrieved April15, 2016 from https://www.youtube.com/watch?v=B4xOFsygwr4

BOOKS	In-Text Example	Reference List
<i>Single author</i>	<p><i>Direct quote:</i> “On the Gallipoli Peninsula of Turkey thousands of Australians and New Zealanders ...” (Pugsley, 2004, p. 301)</p> <p><i>Paraphrased reference:</i> Pugsley (2004) describes the importance to Australians and New Zealanders visiting the Gallipoli Peninsula today.</p>	<p>Pugsley, C. (2004). <i>The ANZAC experience: New Zealand, Australia and Empire in the First World War</i>. Birkenhead, NZ: Reed.</p> <p>Format bibliography entries as a ‘hanging indent’ paragraph.</p>
<i>Two authors</i>	<p><i>Direct quote:</i> The first Government House in Sydney is described as “a six roomed, prefabricated, wooden framed canvas house brought on the ship from England.” (Toy and Griffen, 2011, p. 14)</p> <p><i>Paraphrased quote:</i> Toy and Griffen (2011) describe Sydney’s Government House built in 1789 as a six roomed brick building.</p>	<p>Toy, A. & Griffen, R. (2011). <i>Government House, Sydney</i>. Sydney: The Historic House Trust of New South Wales.</p>
<i>Three to five authors</i>	<p><i>First citation in text:</i> Hess, Nicholson, Matthew, Stewart, B., and De Moore, G. (2008, p. 14) ...</p> <p><i>Subsequent citations in text</i> Hess et al. (2008) ...</p>	<p>Hess, R., Nicholson, M., Stewart, B., & De Moore, G. (2008). <i>A National Game: the History of Australian Rules Football</i>. Camberwell: Viking.</p>
<i>No author</i>	<p>In the title <i>Outer Space</i> (2010, p. 10) it is shown that ...</p>	<p><i>Outer space</i>. (2010). Heatherton, Vic.: Hinkler Books.</p>

BOOKS	In-Text Example	Reference List
<i>Multiple works by same author</i>	According to Kuhlthau, Maniotes and Caspari (2007, 2012) ...	<p>Kuhlthau, C. C., Maniotes, L. K. & Caspari, A. K. (2007). <i>Guided Inquiry: Learning in the 21st century</i>. Westport, CT: Libraries Unlimited.</p> <p>Kuhlthau, C. C., Maniotes, L. K. & Caspari A. K. (2012). <i>Guided Inquiry Design: A Framework for Inquiry in Your School</i>. Santa Barbara: Libraries Unlimited.</p> <p>Order chronologically in the bibliography.</p>
<i>Multiple works published in the same year by the same author</i>	<p>Brasch (2008a) concludes that</p> <p>Use a, b etc. to differentiate between works in the same year.</p>	<p>Brasch, N. (2008a). <i>Crimes and punishments</i>. Port Melbourne, Vic.: Echidna Books.</p> <p>Brasch, N. (2008b). <i>Famous and infamous convicts</i>. Port Melbourne, Vic.: Echidna Books.</p> <p>Brasch, N. (2008c). <i>Penal colonies</i>. Port Melbourne, Vic.: Echidna Books.</p> <p>Order alphabetically by title in the bibliography.</p>
<i>Editor</i>	Mallan (2014, p.3) ...	Mallan, K. (Ed.). (2014). <i>Picture books and beyond</i> . Newtown, NSW: Primary English Teaching Association Australia (PETAA).
<i>Different editions</i>	Koechlin and Zwaan (2014, p. 53) suggests that ...	<p>Koechlin, C., & Zwaan, S. (2014). <i>Q Tasks: How to empower students to ask questions</i>. (2nd ed.). Markham, Ontario: Pembroke Publishers.</p> <p>An edition number is placed after the title of the work – this is not necessary for a first edition.</p>

BOOKS	In-Text Example	Reference List
<i>Article or chapter in a book</i>	As identified by Kelly (2008, p. 357) ...	Kelly, P. 'John Malcolm Fraser'. In M. Grattan (Ed.), <i>Australian Prime Ministers</i> . (Revised ed.). (pp. 354-378). Sydney: New Holland.
<i>Image in a book</i>	As shown in the collection of 3 photos 'Wear a hat to match your hair' "hats in the 1930's were designed to complement hairstyles" (Robinson, 2005, p. 153).	Robinson, F. (2005). <i>Fashion</i> . [image]. Sydney: Murdoch Books.
<i>Book - Translation</i>	The book by Prins & Steenhuis (2011/2014) provides first hand stories ...	Prins, M. & Steenhuis, P. H. (2014). <i>Hidden: true stories of children who survived World War II</i> . (L. Watkinson, Trans.). New York, NY: Arthur A. Levine Books, 2014. (Original work published 2011).
Electronic Books	In-Text Example	Reference List
<i>Electronic version of print book</i>	Hitt and Smith (2014, p. 20) describe the Space shuttle as "the most complex piece of machinery built by humankind." Hakluyt (2014/1892) outlines a number of trips ...	Hitt, D., & Smith, H. R. (2014). <i>Bold they rise: The Space Shuttle early years, 1972-1986</i> . Lincoln, NE: University of Nebraska Press. Retrieved April 15, 2016, from www.questiaschool.com Hakluyt, R. ((2014, December 17). <i>Voyages in search of the North-West Passage</i> . Retrieved April 15, 2016, from https://ebooks.adelaide.edu.au/h/hakluyt/northwest/index.html (Derived from the 1892 Cassell & Co. edition.)
<i>Online book version, for example, Google Books</i>	McLachlan (2015) has indicated ...	McLachlan, M. (2015). <i>Gallipoli: The battlefield guide</i> [Google Books version]. Retrieved April 15, 2016, from https://books.google.com.au/books?id=ct8AWvmF9nQC&printsec=frontcover&source=gbs_ge_summary_r&cad=0#v=onepage&q&f=false

JOURNALS	In-Text Example	Reference List
Article	As identified by Zwartz (2014, p. 4) ‘...’	Zwartz, S. (2014, November). Something for everyone at the Eric Carle Museum of Picture Book Art. <i>Magpies: Talking About Books for Children</i> , 29(5), 4-6.
ONLINE JOURNALS	In-Text Example	Reference List
Full text article from the internet	From analysing 825 deaths in 260 Australian bushfires from 1901 to 2011 ... most people (58 per cent) lost their lives when caught out in the open. Strikingly, 72 per cent of those people were within 200 m of their own homes ...(Leonard, 2015)	Leonard, J (2015). Bushfires kill, but knowing exactly how might make them less deadly <i>Ecos</i> , January, Issue 203 Retrieved April, 15, 2016, from http://www.ecosmagazine.com/?paper=EC14320
Full text article from an electronic database	Morris (2010, pp. 32-3) suggests two main things that are able to be learnt from history are “first, ..., it is our shared biology which explains humanity's great upward leaps in wealth, productivity & power across the last 10,000 years; and, second, that it is geography which explains why one part of world - the nations we conventionally call 'the West'- now dominates the rest.”	Morris, I. (2010). Latitudes not attitudes. <i>History Today</i> , 60 (11), 27-33 Retrieved April 15, 2016, from http://elibrary.bigchalk.com Note: page numbers given in both ‘in text’ reference and reference list citation are possible as document is available as a PDF
Full text article from an electronic database – no author	There is a push in the US to lift the ban on crude oil exports as it is felt that “free trade in crude [oil] would boost output, investment, jobs, pay, profits and tax revenues--and GDP by \$86 billion. It would not raise petrol prices ...” (“Binning the ban; Crude-oil exports”, 2015)	Binning the ban; crude-oil exports. (2015). <i>Economist</i> , (8931), March 28, 35, Retrieved April 15, 2016, from http://elibrary.bigchalk.com
Full text article from an electronic database – with a DOI (Digital Object Identifier)	As Ziino (2010, p.125) indicates “the Great War seems made for family history. Outside of the criminal courts, this was perhaps the first occasion on which the state and vast masses of individual citizens came into direct and sustained contact. The trail of records thus produced has been a boon for amateur historians embroidering family trees with the detail of individual lives.”	Ziino, B. (2010). “A Lasting gift to his descendants”: Family memory and the Great War in Australia. <i>History and Memory</i> , 22(2), pp. 125-146. doi: 10.2979/HIS.2010.22.2.125

NEWSPAPERS	In-Text Example	Reference List
<i>Newspaper/Magazine article</i>	As identified by Hannaford (2015, p. 30) ...	Hannaford, S. (2015). Called to climb: One man's quiet quest to scale the greatest heights. <i>The Sydney Morning Herald</i> . 11-12 April, p. 30.
<i>Newspaper/Magazine article – no author</i>	“Kath Bazzano, a breast cancer survivor, Olympian and Commonwealth Games athlete will compete in her 6th Sydney Morning Herald Half Marathon this year” (“For Kath, race is ritual of recovery; Half marathon”, 2015, p. 14)	For Kath, race is ritual of recovery; Half marathon. (2015, April 11). <i>Sydney Morning Herald</i> , p. 14
ONLINE NEWSPAPERS	In-Text Example	Reference List
<i>Newspaper article - online</i>	Corderoy (2015) indicates that “more than 181,000 NSW children, or one in seven, are currently living in poverty – a higher proportion than in any mainland state”.	Corderoy, A. (2015, July 2). Sydney has the highest poverty rate of any capital city in Australia. <i>The Sydney Morning Herald</i> . Retrieved April, 15, 2016, from www.smh.com.au
<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	“Close to 3500 people enjoyed near-perfect conditions in the Cole Classic swim from Shelley Beach to Manly Beach on Sunday.” (“Cole Classic gets off to a flying start”, 2015)	Cole Classic gets off to a flying start. (2015, February 2). <i>Sydney Morning Herald</i> . Retrieved April, 15, 2016, from eLibrary.

MUSIC & FILM	In-Text Example	Reference List
<i>CD recording – music</i>	Phil Collins has written many hit songs – one being “Both sides of the story” ...	Collins, P. (1998). Both sides of the story. On Phil Collins ... His. [CD].Australia, Warner Music.
<i>Films on DVD</i>	<i>Miss Potter</i> (Kirschner & Noonan, 2007) presents ...	Kirschner, D. (Producer), & Noonan, C. (Director). (2007). <i>Miss Potter</i> . [Motion Picture]. Surry Hills: Icon Film Distribution.
<i>Television and radio programmes</i>	According to the programme <i>Long walk back</i> (2013) ...	Shea, C. (Producer). (2013, August 19). <i>Long walk back: Australian Story</i> . [Television broadcast]. Brisbane. Australian Broadcasting Commission.

SECONDARY SOURCES	In-Text Example	Reference List
<i>Book</i>	Bancroft (as cited in Cheng, 2012, p. 81) suggests ... You will need to type Bancroft manually in the in-text citation.	Cheng, E. K.-M. (2012). <i>Historiography: An introductory guide</i> . London: Continuum. Record the book that you actually sourced.
<i>Journal Article</i>	Hattie (as cited in Dack & Tomlinson 2015, p. 14) ... “suggests that learning becomes inviting ...” You will need to type Hattie manually in the in-text citation	Dack, H. and Tomlinson, C.A. (2015). Inviting all students to learn. <i>Educational Leadership</i> . 72(6). pp. 11-15. Record the Journal article that you actually sourced.

SAMPLE LAYOUT OF REFERENCE LIST

Order alphabetically by author's surname, then by title if no author.

Reference List

Binning the ban; Crude-oil exports. (2015). *Economist*, (8931), March 28, 35, Retrieved April 15, 2016, from <http://elibrary.bigchalk.com>

Brasch, N. (2008a). *Crimes and punishments*. Port Melbourne, Vic.: Echidna Books.

Brasch, N. (2008b). *Famous and infamous convicts*. Port Melbourne, Vic: Echidna Books.

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Cole Classic gets off to a flying start. (2015, February 2). *Sydney Morning Herald*. Retrieved April 15, 2016, from eLibrary.

Cooper, N. (2011, July 2). *Loftus and Palmer Replication Crash Footage*. [Video file] Retrieved April 15, 2016, from <https://www.youtube.com/watch?v=Rg5bBJQOL74>

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CSIRO [CSIROnews]. (2015, May 22). #4oclockfact Lightning strikes Earth 100x each second. Lightning has been observed on Venus, Jupiter, & Saturn ^JH [Tweet]. Retrieved April 15, 2016, from <https://twitter.com/CSIROnews/status/601628792424144896/photo/1>

Dack, H. and Tomlinson, C.A. (2015). Inviting all students to learn. *Educational Leadership*. 72(6). Pp. 11-15.

Diabetes. (2013). Retrieved April 15, 2016, from <http://www.healthdirect.gov.au/diabetes>

Fidler, R. (Presenter). (2015, May 21). *Conversations with Richard Fidler: David Williams*. [Audio podcast]. Retrieved April 15, 2016, from <http://www.abc.net.au/local/stories/2015/05/21/4239381.htm?site=sydney>

For Kath, race is ritual of recovery; Half marathon. (2015, April 11). *Sydney Morning Herald*, p. 14.

Reference List continued

- Hakluyt, R. ((2014, December 17). *Voyages in Search of the North-West Passage*. Retrieved from April 15, 2016, <https://ebooks.adelaide.edu.au/h/hakluyt/northwest/index.html> (Derived from the 1892 Cassell & Co. edition.)
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- Kuhlthau, C. C., Maniotes, L. K. & Caspari A .K. (2007). *Guided inquiry: Learning in the 21st century*. Westport, CT: Libraries Unlimited.
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- Legrand, C. (2008). *Textiles: a world tour: discovering traditional fabrics and patterns*. (R. Sharman, Trans.). London: Thames & Hudson. (Original work published 2008).
- Leonard, J (2015). Bushfires kill, but knowing exactly how might make them less deadly *Ecos*, January, Issue 203. Retrieved April, 15, 2016, from <http://www.ecosmagazine.com/?paper=EC14320>
- Linda J. (2015, January 27). *Jackie French honoured*. [Web log post]. Retrieved April 15, 2016, from <http://crewsreviews.edublogs.org/2015/01/27/jackie-french-honoured/>
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- Morris, I. (2010). Latitudes not attitudes. *History Today*, 60 (11), 27-33 Retrieved April 15, 2016, from <http://elibrary.bigchalk.com>
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Reference List continued

Outer space. (2010). Heatherton, Vic.: Hinkler Books.

Prins, M. & Steenhuis, P. H. (2014). *Hidden: true stories of children who survived World War II*. (L. Watkinson, Trans.). New York, NY: Arthur A. Levine Books, 2014. (original work published 2011).

Pugsley, C. (2004). *The ANZAC experience : New Zealand, Australia and Empire in the First World War*. Birkenhead, NZ: Reed.

Robinson, F. (2005). *Fashion*. [image]. Sydney: Murdoch Books.

Shakespeare, W. (2010?). *Macbeth*. (B.A. Mowat & P. Werstine Eds). Retrieved from Folger Digital Texts 21st August from <http://www.folgerdigitaltexts.org/html/Mac.html>

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Shea, C. (Producer). (2013, August 19). *Long walk back: Australian Story*. [Television broadcast]. Brisbane. Australian Broadcasting Commission.

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Ziino, B. (2010). "A Lasting gift to his descendants": Family memory and the Great War in Australia. *History and Memory*, 22(2), pp. 125-146. doi: 10.2979/HIS.2010.22.2.125

Zwartz, S. (2014, November). Something for everyone at the Eric Carle Museum of Picture Book Art. *Magpies: Talking about books for children*, 29(5), 4