



# SACS Referencing Style Guide

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# NOTES

# SACS REFERENCING STYLE GUIDE

Based on APA 6<sup>th</sup> edition with modifications

April 2017

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## Acknowledgements

The following Style Guides and referencing 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](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 6<sup>th</sup> referencing*. Accessed May 2015 from [http://libguides.library.curtin.edu.au/ld.php?content\\_id=10315602](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 6<sup>th</sup> style referencing: Sydney University Library*. Accessed May 2015 from [http://sydney.edu.au/library/subjects/downloads/citation/APA%20Complete\\_2012.pdf](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 – 6<sup>th</sup> 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](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* (6<sup>th</sup> 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

### Online APA Referencing Generator

A link is available in the Referencing folder in the SACS Library Course on Schoology.

### Word Reference Tool

*Create a Bibliography* (for PC) which applies to Word 2016, Word 2013 and Word 2007

<https://support.office.com/en-za/article/Create-a-bibliography-17686589-4824-4940-9c69-342c289fa2a5>

*Add citations in Word 2016 for Mac*

<https://support.office.com/en-us/article/Add-citations-in-Word-2016-for-Mac-bfe86d38-9b6d-4d9a-98a4-6733e40c4536>




### Online Referencing tools

Available on the web are a number of tools to assist with referencing – some examples are – Cite this 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

Format reference list entries as a 'hanging indent' paragraph.

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

IMAGES FROM A WEBPAGE	Reference List	In-Text Example
<i>Without creator and without photograph title</i>	<i>The Sydney Opera House at Dusk</i> . [Photograph]. (2014). Retrieved March 16, 2017, from <a href="https://www.sydneytheatre.com.au/you-visit/drama-theatre">https://www.sydneytheatre.com.au/you-visit/drama-theatre</a>  <b>NOTE: As there was no title for this photograph, a description has been given and used as a title within the reference and the in text reference for the photograph</b>	 Figure 1 <i>The Sydney Opera House at Dusk</i> , 2014.
<i>Without creator, with photograph title</i>	<i>Sydney Opera House</i> [Photograph]. (2017). Retrieved March 19, 2017, from <a href="https://www.aatkings.com/destination/sights/sydney-opera-house/">https://www.aatkings.com/destination/sights/sydney-opera-house/</a>	 Figure 2. <i>Sydney Opera House</i> , 2017
<i>With creator and photograph title</i>	Malipan, J. (2014). <i>The sails of the Sydney Opera House</i> . [Photograph]. Retrieved March 19, 2017, from <a href="http://www.sydney.com.au/opera-house.htm">http://www.sydney.com.au/opera-house.htm</a>	 Figure 3. <i>The sails of the Sydney Opera House</i> (Malipan, 2014)

OTHER INTERNET SOURCES	Reference List	In-Text Example
<i>Blog post</i>	Linda J. (2015, January 27). <i>Jackie French honoured</i> . [Web log post]. Retrieved April 15, 2016, from <a href="http://crewsreviews.edublogs.org/2015/01/27/jackie-french-honoured/">http://crewsreviews.edublogs.org/2015/01/27/jackie-french-honoured/</a>	Jackie [French] aims to get the mix of history and fiction just right in her books. (Linda J, 2015)
<i>Facebook update</i>	CSIRO (2015, May 20). <i>Eggs</i> . [Facebook update]. Retrieved June 1, 2015, from <a href="https://www.facebook.com/pages/CSIRO/142468583842?sk=wall">https://www.facebook.com/pages/CSIRO/142468583842?sk=wall</a>	CSIRO (2015, May 20) with Deakin University are working “to develop an egg that doesn’t cause allergic reactions”.
<i>Image on the web</i>	<i>World Heritage Site: Uluru at sunset, at Uluru-Kata Tjuta National Park, Northern Territory</i> . [Image]. 2013. Retrieved April 5, 2016, from <a href="http://www.australiangeographic.com.au/travel/destinations/2015/05/world-heritage-sites-of-australia/world-heritage-sites-of-australia/australias-world-heritage-sites_image2">http://www.australiangeographic.com.au/travel/destinations/2015/05/world-heritage-sites-of-australia/world-heritage-sites-of-australia/australias-world-heritage-sites_image2</a>	The image of Uluru (2013) ...
<i>Personal communication including e-mails, phone calls, letters, interviews</i>	<b>Not included in the Reference List - as being a personal communication the material cannot be traced by the reader.</b> <b>Do not cite an email address without permission.</b>	According to the building plans, the house was ... (C.M. Smith, personal communication, April 30, 2015).
<i>Podcasts (audio)</i>	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 <a href="http://www.abc.net.au/local/stories/2015/05/21/4239381.htm?site=sydney">http://www.abc.net.au/local/stories/2015/05/21/4239381.htm?site=sydney</a>	Talking to Richard Fidler (2015, May 21) David Walliams spoke about his career in comedy and as a children’s author.
<i>TED Talks</i>	<b>From TED website</b> Spencer, A. (2013, February). <i>Adam Spencer : Why I fell in love with monster prime numbers</i> . [Video file]. Retrieved April 15, 2016, from <a href="https://www.ted.com/talks/adam_spencer_why_i_fell_in_love_with_monster_prime_numbers?language=en">https://www.ted.com/talks/adam_spencer_why_i_fell_in_love_with_monster_prime_numbers?language=en</a>  <b>From YouTube</b> TED. (2013, September 13). <i>Adam Spencer: Why I fell in love with monster prime numbers</i> . [Video file]. Retrieved April 15, 2016, from <a href="https://www.youtube.com/watch?v=B4xOFs ygwr4">https://www.youtube.com/watch?v=B4xOFs ygwr4</a>	Spencer (2013) ...or ... (Spencer, 2013)  TED (2013)... or ...(TED, 2013)



OTHER INTERNET SOURCES	Reference List	In-Text Example
<i>Twitter Tweet</i>	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 <a href="https://twitter.com/CSIROnews/status/601628792424144896/photo/1">https://twitter.com/CSIROnews/status/601628792424144896/photo/1</a>	According to the CSIRO (2015, May 20) "lightning has been observed on Venus, Jupiter, & Saturn".
<i>YouTube</i>	Cooper, N. (2011, July 2). <i>Loftus and Palmer Replication Crash Footage</i> . [Video file] Retrieved April 15, 2016, from <a href="https://www.youtube.com/watch?v=Rg5bBJQOL74">https://www.youtube.com/watch?v=Rg5bBJQOL74</a>	The video footage created by Cooper (2011, July 2) was most helpful in replicating the experiment.

DIGITAL SOURCES	Reference List	In-Text Example
<i>Apps-Mobile Applications</i>	Weatherzone (2014). <i>Weatherzone</i> (Version 4.4.1) [Mobile application software]. Retrieved March 23, 2017, from <a href="http://itunes.apple.com">http://itunes.apple.com</a>	Sydney's wettest day in March 2017 was Saturday March 18 when 45.8mm of rain fell ( <i>Weatherzone</i> , 2014).

CLASSICAL SOURCES	Reference List	In-Text Example
<i>Bible</i>	<p><b>Note: The In-text reference is only required – a citation is not required in the Reference List as the Bible is regarded as a classical work and widely known.</b></p> <p><b>The in-text reference however does need the translation of the Bible being used – in this example, it is the New International Version sometimes abbreviated as NIV.</b></p>	Jesus indicates the most important commandment as "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'Love your neighbor as yourself. There is no commandment greater than these.'" (Mark 12 : 30-31 New International Version)
<i>Shakespeare – book- print edition</i>	Shakespeare, W. (1993). <i>Macbeth</i> . (R. Gibson, Ed.). Cambridge: Cambridge University Press.	Macbeth in an aside says ... 'Come what come may, Time and the hour runs through the roughest day'. (Shakespeare, 1993 1.3.145-146)
<i>Shakespeare – online version</i>	Shakespeare, W. (2010?). <i>Macbeth</i> . (B.A. Mowat & P. Werstine Eds). Retrieved August, 21, 2016, from <a href="http://www.folgerdigitaltexts.org/html/Mac.html">http://www.folgerdigitaltexts.org/html/Mac.html</a>	Macbeth in an aside says ... 'Come what come may, Time and the hour runs through the roughest day'. (Shakespeare, 2010?, 1.3.254-255)

BOOKS	Reference List	In-Text Example
<i>Single author</i>	Pugsley, C. (2004). <i>The ANZAC experience: New Zealand, Australia and Empire in the First World War</i> . Birkenhead, NZ: Reed.	<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>
<i>Two authors</i>	Toy, A. & Griffen, R. (2011). <i>Government House, Sydney</i> . Sydney: The Historic House Trust of New South Wales.	<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>
<i>Three to five authors</i>	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>First citation in text:</i>            Hess, Nicholson, Stewart and De Moore (2008, p. 14) ...</p> <p><i>Subsequent citations in text</i>            Hess et al. (2008) ...</p>
<i>No author</i>	<i>Outer space</i> . (2010). Heatherton, Vic.: Hinkler Books.	In the title <i>Outer Space</i> (2010, p. 10) it is shown that ...

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

<b>BOOKS</b>	<b>Reference List</b>	<b>In-Text Example</b>
<i>Article or chapter in a book</i>	Kelly, P. 'John Malcolm Fraser'. In M. Grattan (Ed.), <i>Australian Prime Ministers</i> . (Revised ed.). (pp. 354-378). Sydney: New Holland.	As identified by Kelly (2008, p. 357) ...
<i>Image in a book</i>	Robinson, F. (2005). <i>Fashion</i> . [Image]. Sydney: Murdoch Books.	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).
<i>Book - Translation</i>	Prins, M. & Steenhuis, P. H. (2014). <i>Hidden: true stores of children who survived World War II</i> . (L. Watkinson, Trans.). New York, NY: Arthur A. Levine Books, 2014. (Original work published 2011).	The book by Prins & Steenhuis (2011/2014) provides first hand stories ...

<b>Electronic Books</b>	<b>Reference List</b>	<b>In-Text Example</b>
<i>Electronic version of print book</i>	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 <a href="http://www.questiaschool.com">www.questiaschool.com</a>  Hakluyt, R. ((2014, December 17). <i>Voyages in search of the North-West Passage</i> . Retrieved April 15, 2016, from <a href="https://ebooks.adelaide.edu.au/h/hakluyt/northwest/index.html">https://ebooks.adelaide.edu.au/h/hakluyt/northwest/index.html</a> (Derived from the 1892 Cassell & Co. edition).	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 ...
<i>Online book version, for example, Google Books</i>	McLachlan, M. (2015). <i>Gallipoli: The battlefield guide</i> [Google Books version]. Retrieved April 15, 2016, from <a href="https://books.google.com.au/books?id=ct8AWvmF9nQC&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false">https://books.google.com.au/books?id=ct8AWvmF9nQC&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false</a>	McLachlan (2015) has indicated ...


JOURNALS	Reference List	In-Text Example
Article	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.	As identified by Zwartz (2014, p. 4) ‘...’

ONLINE JOURNALS	Reference List	In-Text Example
Full text article from the internet	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 <a href="http://www.ecosmagazine.com/?paper=E C14320">http://www.ecosmagazine.com/?paper=E C14320</a>	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)
Full text article from an electronic database	Morris, I. (2010). Latitudes not attitudes. <i>History Today</i> , 60 (11), 27-33 Retrieved April 15, 2016, from <a href="http://elibrary.bigchalk.com">http://elibrary.bigchalk.com</a>  <b>Note: page numbers given in both ‘in text’ reference and reference list citation are possible as document is available as a PDF</b>	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.”
Full text article from an electronic database – no author	Binning the ban; crude-oil exports. (2015). <i>Economist</i> , (8931), March 28, 35, Retrieved April 15, 2016, from <a href="http://elibrary.bigchalk.com">http://elibrary.bigchalk.com</a>	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)
Full text article from an electronic database – with a DOI (Digital Object Identifier)	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	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.”

NEWSPAPERS	Reference List	In-Text Example
<i>Newspaper/ Magazine article</i>	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.	As identified by Hannaford (2015, p. 30) ...
<i>Newspaper/ Magazine article – no author</i>	For Kath, race is ritual of recovery; Half marathon. (2015, April 11). <i>Sydney Morning Herald</i> , p. 14	"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)

ONLINE NEWSPAPERS	Reference List	In-Text Example
<i>Newspaper article - online</i>	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 <a href="http://www.smh.com.au">www.smh.com.au</a>	Corderoy (2015) indicates, "more than 181,000 NSW children, or one in seven, are currently living in poverty – a higher proportion than in any mainland state".
<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	Cole Classic gets off to a flying start. (2015, February 2). <i>Sydney Morning Herald</i> . Retrieved April 15, 2016, from eLibrary.	"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)

MUSIC & FILM	Reference List	In-Text Example
<i>CD recording – music</i>	Collins, P. (1998). Both sides of the story. On <i>Phil Collins - hits</i> . [CD]. Australia: Warner Music.	Phil Collins has written many hit songs – one being “Both sides of the story” ... (Collins, 1998, track 10)
<i>Films on DVD</i>	Kirschner, D. (Producer), & Noonan, C. (Director). (2007). <i>Miss Potter</i> . [Motion Picture]. Surry Hills: Icon Film Distribution.	<i>Miss Potter</i> (Kirschner & Noonan, 2007) presents ...
<i>Television and radio programmes</i>	Shea, C. (Producer). (2013, August 19). <i>Long walk back: Australian Story</i> . [Television broadcast]. Brisbane: Australian Broadcasting Commission.	According to the programme <i>Long walk back</i> (2013) ...

ART WORKS	Reference List	In-Text Example
<i>Image of artwork online – with creator</i>	Preston, M. (1949). <i>Native flowers</i> [Painting]. Retrieved March 26, 2017, from <a href="https://www.artgallery.nsw.gov.au/collection/works/DA49.1964/">https://www.artgallery.nsw.gov.au/collection/works/DA49.1964/</a>	 <p>Figure 1: Native flowers (Preston, 1949)</p>

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

## SAMPLE LAYOUT OF REFERENCE LIST

Order alphabetically by author's surname, or 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>
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