

Finally, place of publication and name of the publisher. If the city is not generally well known (as in the above example), you would also write down the State.

Referencing Articles in an edited book

To reference articles that are re-printed in books, the order is:

Robbins, B. (1996). Damaged goods. In H. A. Veerer (Ed.), *Confessions of the critics* (pp. 235-240). New York: Routledge.

Note that the name of the book is written in *italics*.

If a book is a collection of works by many authors, it is listed in your end-text references under the editor's name with the word (*Ed.*) after it.

Referencing an e-book (based on a printed book)

as follows:

Dickinson, B., & Vladimir, A. (2008). *Selling the sea: An inside look at the cruise industry* (2nd ed.) [Ebook library version]. Retrieved from <http://www.elib.com.au>

Referencing an e-book (no print version)

An example is as follows:

Smith, A. D. (2001). *Drug testing in sport*. Retrieved May 5, 2006, from <http://www.panda-ebooks.com/Drugs-in-sport.html>

Referencing journal articles

Referencing from journal articles is the best way to support your ideas and arguments in your assignment work. To reference a journal article, the order is as follows: Author's surname, author's initials, year of publication, title of the article (in lower case except for first word), title of journal, volume number, issues number, page numbers of the journal

The article title is written in ordinary text, whilst the name of the journal and the volume number are written in *italics*. For example,

Holak, S.L., Lehmann, D.R., & Sultan, F. (1987). *The role of expectations in adoption of innovative consumer durables: Some preliminary evidence*. *Journal of Retailing*, 63(12), 243-259.

In the above example, the number which follows the journal's name, is the volume number. The issue number of the journal is shown in brackets. The last numbers are the page numbers.

A newspaper article is listed by its title, as authors are not generally named, for example:

Crash victim faces \$16m compo. (2001, December 21). *The West Australian*, p. 3.

Articles published as part of conference proceedings, are listed under the author's surname, followed by the year, title of the paper, name of the conference (in italics), and place. For example:

Smith, J.E. (2001). Cultural awareness in education. *Paper presented at Educators Conference*. Perth, Western Australia.

Referencing electronic journal articles

Electronic journal articles are found online in the library databases. Many academic articles are assigned a Digital Object Identifier (DOI), often found under a label 'Article', 'Cross-Ref', 'PubMed' or vendor name.

If available, use the DOI instead of the name of the database, for example:

NO DOI assigned:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

DOI assigned:

Smith, T., & Ball, A. (2005). Student perceptions of a popular science video. *Journal using Title Case*, 21(3), 49-59. doi:10.1037/0003-5681.46.2.358

Referencing online materials

Referencing online materials is similar to printed matter except you need to add the date and the exact URL page address for where and when you read the information. Where the name of the author is unknown, use the organisation's name. Where the date is unknown use (n.d.). Note that there is no full stop at the end of the reference. Also, since online materials are often not peer-reviewed, use of online material alone usually does not provide sufficient support for an academic argument. Two examples are as follows:

StatSoft Inc. (n.d.). Electronic statistics textbook. Retrieved August 18, 2001, from <http://www.statsoft.com/textbook/stathome.html>

High Court of Australia (2002). Australian Safeway Stores Pty. Ltd. v. Zaluzna (1987) 162 CLR 479 F.C. 87/008. Retrieved January 25, 2002, from <http://www.austlii.edu.au/cqi-bin/disp.pl/au/>



HOW TO REFERENCE

(APA 6th Edition)



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For more help...

For further information about the APA referencing style, refer to the following websites:

- [ECU Referencing Guide](http://www.ecu.edu.au/CLT/pdf/refguide.pdf) www.ecu.edu.au/CLT/pdf/refguide.pdf
- [ECU Library](http://www.ecu.edu.au/centres/library-services/workshops-and-training/referencing) <http://www.ecu.edu.au/centres/library-services/workshops-and-training/referencing>
- [The APA Style](http://www.apastyle.org) www.apastyle.org

Information in this flyer is current as of July 2012

Referencing is relevant for all PIBT students.

Why reference?

This brochure will explain the basics of referencing for assignments, group projects and any other assessment tasks allocated by your lecturers. There are three main reasons why we reference materials:

1. To let your readers know exactly where you found your information. Referencing acknowledges the works of the original writer. It gives credit to those who have come up with innovative concepts or interpretations of theories and accepted ideas. If you do not reference, or do not reference correctly, then you are claiming the ideas and works of others to be your own.
2. Referencing makes arguments in essays stronger and more persuasive. As a student, your opinion may have limited value. However, by quoting from the works of experts, your arguments are supported and therefore more convincing, and your opinions become more valid.
3. Referencing gives readers the opportunity to find out more about your topic. Sometimes your paper may not cover what the reader is interested in knowing. The reader may want to find out more by following your Reference list. By referencing, you give readers a chance to do further research on a topic.

What Referencing Style is used at PIBT?

The APA 6th style is the method of referencing for undergraduate coursework at ECU. APA 6th refers to the 6th edition of the *American Psychological Association* manual.

Difference between In-text Referencing and End-text Referencing?

In-text referencing means wherever you have taken a quote or idea from some other source, you will acknowledge that source within the text of your assignment. APA in-text referencing follows the (Surname, Year) format, for example (Brown, 2009).

End-text Referencing is placed at the end of the assignment. The Reference list, lists all the written and electronic sources of information you referred to in your research work. References are listed in alphabetical order according to the author's surname, and each second and subsequent lines are indented, eg:

Haugen, R.A. (1986). *Modern investment theory*. Englewood Cliffs, New Jersey: Prentice-Hall.
Keane, C. (1997). *Managing finance*. South Melbourne: Longman.
Mankiw, N.G. (1998). *Principles of economics*. Fort Worth Texas: Dryden Press.

Page Numbers

Page numbers are only included in the in-text and end-text references for paper-based materials. eg. (Smith, 2011, p. 1).

Please note that words within quotation marks are not usually included in your word count, and therefore do not normally attract marks.

Difference between a Reference list and a Bibliography?

A Reference list names and details all the texts and resources that you have cited from and acknowledged within the text of your assignment.

A Bibliography lists all the texts and resources that you have read or consulted in the process of your research, but have not referred to in-text.

How to In-Text Reference?

Whenever you recite someone else's words or ideas, you should tell the reader where you found that information.

Under the APA system, you should reword what you have read and then add the in-text reference of the article to your text where the idea appears. Where you have copied the exact words of another person's work you must identify this by the use of "quotation marks" followed by the in-text reference.

For example...

The word *tort* is French for *wrong*, and torts are wrongs committed by people on other people (Davies & Malkin, 2003, p. 1). or:

Davies & Malkin (2003, p. 1) define *tort* as "wrongs committed by people on other people". If you wish to paraphrase something from this text, you would use your own words and list the author's surname, year and page number without the quotation marks.

If you are quoting the whole work rather than just from a select number of pages, it is acceptable to

leave out the page numbers and simply write: Davies & Malkin (2003). Note that if you quote from a large amount of text you will need to indent both margins of the paragraph to indicate to the reader that you have not reworded the text.

How to End-Text Reference?

The format for the end-text references depends on what type of document is being referenced. It may be a book, e-book, journal, electronic journal or a website. Under the APA System, there is a set style for each type of end-text reference. If a book is issued by an association, government body or institute, the organisation's name is listed in place of an author.

Referencing a book (one or more authors)

The style for end-text referencing a book is:

Keane, C. (1997). *Managing finance*. South Melbourne: Longman.

For multiple authors, do not change the order of the surnames as given in the document, list all the authors as follows:

Maholtra, N.K., Hall, J., Shaw, M., & Crisp, M. (1996). *Marketing research: An applied orientation*. Sydney: Prentice-Hall.

Next comes the year of publication, which is located in the first two pages of a book often next to the copyright symbol, ©. Always cite the most recent year. If there is no date listed, write (n.d.) in its place, eg:

KPMG Chartered Accountants. (n.d.). *Starting up and running or expanding your business*. Sydney: Commonwealth Bank.

The year of publication is followed by the title. Generally, the title is written in *italics*. For example: Horngren, C.T., Foster G., & Datar, S.M. (2000). *Cost accounting: A managerial emphasis*. Upper Saddle River, NJ: Prentice-Hall International Inc.

If authors update a book over time, it is necessary to list which edition you have used. The edition is listed after the title and placed in brackets, as follows: Horngren, C.T., Foster G., & Datar, S.M. (2000). *Cost accounting: A managerial emphasis (10th ed)*. Upper Saddle River, NJ: Prentice-Hall International Inc.