

## Referencing: A Quick Guide

West Coast Institute of Training uses the American Psychological Association (APA) method of referencing sources for assignments. A Referencing Guide can be purchased from the Bookshop, or you can access the [ECU Referencing Guide](http://wcitlibrary.pbworks.com) online through the library site at <http://wcitlibrary.pbworks.com>

### Why Reference?

Almost all your written work will require varying degrees of research to help you explain an idea, develop an argument, support statements or emphasise a point. It is vital that you give the necessary recognition to the original authors and sources of your information and acknowledge the fact that the research is not yours.

**Not acknowledging your sources of information is plagiarism, which is a serious academic offence and may result in you being asked to re-submit your assignment or, in serious cases, failing the unit.**

### In-text referencing

This is the section of the reference which is contained in the body of your assignment and should be right next to the quotation from, or reference to, your research. An in-text reference is always in brackets and leads your reader to the full details of your information source contained in the end text reference. The following examples show different ways of using the APA method of referencing. Particular attention should be paid to punctuation when using this method. For more details, check the Referencing Guide.

Chapter of a Book (Windschuttle & Elliot, 1994, chap.1)	Book or Journal Article (McArthur, 2004)
Pages of a Book (White, 2002, pp.10-14)	Web Site (Living with diabetes: Care Plans, n.d.)
Video/DVD (“Diversity and communication,” 1996)	Newspaper Article (“Dark Side of the Fake Trade,” 2004)

### End-text referencing

The titles of books and newspapers should be italicised. The title of a journal article is not italicised, but the name of the journal is.

The recommended format for setting out full end-text referencing is the author date system, which uses a capital letter for the first word of a book title, followed by lower case for all other words. Note: If the author of an item is also the publisher, you don't need to repeat the details. Look carefully at the following examples for illustration of this method.

#### Books - One Author

White, L. (2002). *Write a winning job application: A guide to responding to selection criteria*. (3rd ed.). City Beach, WA: Author.

#### Books - Multiple Authors

Galvin, M., Prescott, D., & Huseman, R. (1992). *Business communication*. (4th ed.). Sydney: Holt, Rinehart & Winston.

Mroczkowski, N.A., Yates, L. & Fleay, D. (1995). *TAFE accounting*. (6th ed.). Melbourne: Thomas Nelson.

Windschuttle, K. & Elliot, E. (1994). *Writing, researching, communicating*. (2nd ed.). Sydney: McGraw Hill.

Note: You only have to include the edition for second and subsequent editions of a book.

### **Journal Article**

McArthur, I. (2004). Global weave: Teaching cross-cultural collaboration. *Desk Top*, 197, 30-31.

Note: In a journal article, you only include the page numbers; you do not include an abbreviation for page or pages.

### **On-Line Database**

Tooley, M.. (2009). A pathway for hospital librarians: why is it vital? *Journal of the Medical Library Association*, 97(4), 268-272. Retrieved December 6, 2009, from Proquest. (Document ID: 1904393231).

### **No Date**

McNamara, W. (n.d.). *The band*. Perth: World First Books.

### **Newspaper Article**

Strutt, J. & Prior, N. (2009, December 7). WA child care 'among worst'. *The West Australian*, p. 3.

Family faces ruin for murder. (2009, December 7). *The West Australian*, p. 28.

### **Encyclopaedia or Dictionary**

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Jackson, R. (2007). Nursing Education. In J. L. Longe (Ed.) *The Gale Encyclopedia of Nursing and Allied Health*, 3(2<sup>nd</sup> ed., pp. 1913-1916) Detroit: Gale Retrieved December 6, 2009, from Gale Virtual Reference Library via Gale: <http://go.galegroup.com/ps/start.do?p=GVRL&u=westcoast>

### **Videorecording / DVD**

A video or DVD often doesn't have an author in the usual sense of the word, so the title is then used. The end-text reference also includes a description of the medium. For example:

Ogilvie, A. (Producer) & di Chiera, F. (Director). (1997). *No milk, no honey* [Video]. Linfield, NSW: Film Australia.

Lessons from geese. [DVD]. (2002). Australia: Saatchi & Saatchi.

### **Computer Software / CD-ROM**

*Bringing them home: A human rights education resource developed by the Human Rights and Equal Opportunity Commission*. [CD-ROM]. (2003). Sydney: The Commission.

### **Web Site**

Living with diabetes: Care Plans. [n.d.]. Retrieved November, 2010, from Diabetes WA website: [http://www.diabeteswa.com.au/Living\\_With\\_Diabetes/Care\\_Plans](http://www.diabeteswa.com.au/Living_With_Diabetes/Care_Plans)

### **Government Report**

Department of Environment, (2003). *Review of Government's response to the 1998 State of the Environment report*. Retrieved November 6, 2009 from [http://www.epa.wa.gov.au/docs/1867\\_SOE\\_TechnicalReport\\_1.pdf](http://www.epa.wa.gov.au/docs/1867_SOE_TechnicalReport_1.pdf)

### **Image**

*The new food pyramid* [Image] (n.d.). Retrieved November 6, 2009, from [www.washingtonpost.com/.../diet\\_042005.html](http://www.washingtonpost.com/.../diet_042005.html)

