



# Murgon State High School

## Referencing Guidelines (7-12)

### Overview:

Students at Murgon State High School must ensure they follow the Assessment Policy guidelines and submit assessment items that are authentic and individualised. To assist students in abiding by this policy, the following referencing guidelines have been devised. Students are expected to implement these guidelines when referring to published work of another author. Murgon State High School is committed to ensuring student authenticity through the American Psychological Association (APA) style.

### Why APA?

We have based our choice of referencing style on what students can expect to see beyond their senior years at Murgon SHS. If students choose to extend their studies into tertiary pathways, they will have exited their schooling phase with a deep knowledge of the preferred referencing system at many recognisable Queensland universities. Queensland universities that use APA include:

- Queensland University of Technology (QUT)
- University of Queensland (UQ)
- Griffith University
- University of Southern Queensland (USQ)
- Central Queensland University (CQU)
- James Cook University (JCU)
- Bond University
- University of the Sunshine Coast (USC)

The universities above state that each school/faculty chooses its own referencing style; however, all of the universities above list APA as one of the referencing styles used. If a circumstance arises where a university demands an alternative reference system, our students will have a fundamental knowledge of referencing and these skills can certainly be transferred into the application of another system.

### When will students begin referencing?

At Murgon State High School we allow students the opportunity to interact with the referencing process from Year 7. As referencing is imperative in the senior phase of learning we believe that students should have access in junior school. In doing so student develop a deeper understanding ensuring that when it comes to Year 10, 11 & 12, an effective application can be achieved.

### Components of Referencing

All referencing systems consist of two components, a) a reference list; and, b) an in-text citation. A reference list is always included at the end of the student's assessment item whereas an in-text citation is incorporated throughout the assessment. By including these, the reference is ensuring complete recognition of the original authors work and therefore authenticity is maintained. This document serves the purpose of providing students details on how to effectively incorporate both of these components. Please note that the format of these components varies depending on the source type.

## 1.0 Referencing List Format

The reference list includes only the sources you have used in any submission. APA Style requires reference lists, not bibliographies.

The following formatting rules apply:

- The reference list begins a new page with the centred heading - References
- Double-space all reference entries.
- Reference list entries should be indented half an inch or 12 mm (five to seven spaces) on the second and subsequent lines of the reference list for every entry - a hanging indent is the preferred style (i.e. entries should begin flush left, and the second and subsequent lines should be indented).
- Arrange entries in alphabetical order by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).
- If more than one work by an author is cited, list these by earliest publication date first.
- If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a). These are ordered alphabetically by title disregarding any initial articles (a, an or the).
- If there is no author, the title moves to the author position (filed under the first significant word of the title). If the title in this instance begins with numerals, spell them out.
- U.S. states and territories are abbreviated in the publication information. Use the official two-letter postal service abbreviations (e.g. New York, NY; Berkeley, CA). For locations outside the U.S., spell out the city and country names (Brisbane, Australia; London, England).
- If the publisher is a university where the name includes the state, don't repeat the state in the location section (e.g. Ann Arbor: University of Michigan).

## 2.0 Referencing Source Information

### *Audio-Visual Materials*

Material Type	In Text Citation	Reference List Entry
DVD	(Moore, 2003)	Moor, M. (Writer/Director). (2003). <i>Bowling for Columbine</i> [DVD]. Melbourne, VIC: AV Channel.
Radio Programme	(Browning, 2006)	Browning, D. (Presenter). (2006, June 9). Black soccer Heroes. Message Stick [Radio programme]. Guest speaker Dr. John Maynard. Sydney, NSW: ABC Radio.
Sound Recording	(St. Laurence Chamber Choir & McEwan, 2005)	St. Laurence Chamber Choir (Performers), & McEwan, N. (Director). (2005). <i>Commemoration, ritual and performance: the Iberian connection: medieval and renaissance music from the St Laurence Chamber Choir</i> [CD]. Sydney, NSW: Centre for Medieval Studies, University of Sydney.
Television Programme	(Masters, 2006)	Masters, C. (Presenter). (2006, March 27). Big fish, little fish. Four Corners [Television programme]. Sydney, NSW: ABC Television.
Video Recording	(Russell & Wiseman, 1995)	Russell, G. (Writer, Producer and Narrator), & Wiseman, P. (Producer). (1995). <i>Tackling bullies: An Australian perspective</i> [Video recording]. Melbourne, VIC: Video Classroom.
YouTube/Vimeo Video	(NRK, 2007)	NRK. (2007, February 26). <i>Medieval helpdesk with English subtitles</i> . [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=pQHx-SjgQvQ">http://www.youtube.com/watch?v=pQHx-SjgQvQ</a>

## ***Book Chapters***

<b>Material Type</b>	<b>In Text Citation</b>	<b>Reference List Entry</b>
<b>Chapter or Article in Edited Book</b>	(Payne, 1999)	Payne, S. (1999). 'Dangerous and different': Reconstructions of madness in the 1990s and the role of mental health policy. In S. Watson & L. Doyal (Eds.), <i>Engendering social policy</i> (pp. 180-195). Philadelphia, PA: Open University Press.
<b>Article in an Encyclopedia</b>	(Ford-Martin, 2003)	Ford-Martin, P. (2003). Cognitive-behavioral therapy. In E. Thackery & M. Harris (Eds.), <i>Gale encyclopedia of mental disorders</i> (Vol.1, pp. 226-228). Detroit, MI: Gale.

## Books

Material Type	In Text Citation	Reference List Entry
<b>Book: Including Page Numbers</b>	(Wells, 2009. Pp. 225-226)	Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i> . New York, NY: Guilford Press.
<b>Book: Single Author</b>	(Matthews, 1999)	Matthews, J. (1999). <i>The art of childhood and adolescence: The construction of meaning</i> . London, England: Falmer Press.
<b>Book: Two Authors</b>	(Colclough & Colclough, 1999)	Colclough, B., & Colclough, J. (1999). <i>A challenge to change</i> . London, England: Thorsons.
<b>Book: 3-5 Authors</b>	<b>First citation:</b> (Rosenthal, Rosnow, & Rubin, 2000) <b>Subsequent citation:</b> (Rosenthal et al., 2000)	Rosenthal, R, Rosnow, R L., & Rubin, D. B. (2000). <i>Contrasts and effect sizes in behavioral research: A correlational approach</i> . Cambridge, England: Cambridge University Press.
<b>Book: 6-7 Authors</b>	(Jones et al., 1984)	Jones, E, Faina, A, Hastoft, A, Markus, K., Miller, D, & Scott, R (1984). <i>Social stigma: The psychology of marked relationships</i> . New York: W. H. Freeman.
<b>Book: Different Works by Same Author in Same Year</b>	Kubler-Ross, 1993a) (Kubler-Ross, 1993b)	Kubler-Ross, E. (1993a). <i>AIDS: The ultimate challenge</i> . New York, NY: Collier Books.  Kubler-Ross, E. (1993b). <i>Questions and answers on heath and dying</i> . New York, NY: Collier Books.
<b>Book: Organisation as Author</b>	(American Educational Research Association, 1985)	American Educational Research Association. (1985). <i>Standards for educational and psychological testing</i> . Washington, DC: American Psychological Association.
<b>Book: Governmnet Agency as Author</b>	(Australia. Department of Health and Ages Care, 1998)	Australia. Department of Health and Aged Care. (1999). <i>Mental health: A report focusing on depression</i> , 1998. Canberra, ACT: AGPS.
<b>Book: No Author</b>	(The Blackwell Dictionary of Cognitive Psychology, 1991)	<i>The Balckwell Dictionary of cognitive psychology</i> . (1991). Oxford, England: Blackwell.

<b>Book: Editor</b>	(Snyder, 1999)	Snyder, C. R. (Ed.). (1999). <i>Coping : The psychology of what works</i> . New York, NY: Oxford University Press.
<b>Book: 2 or More Editors</b>	(Binstock & George, 1990)	Binstock, R. H, & George, L. K. (Eds.). (1990). <i>Handbook of aging and the social sciences (3rd edition.)</i> . New York: Academic Press.
<b>Book: Different Editors</b>	(Howitt & Cramer, 2008)	Howitt, D, & Cramer, D. (2008). <i>Introduction to research methods in psuchology (2<sup>nd</sup> ed.)</i> . Harlow, England: FT Prentice Hall.

## E-Books

<b>Material Type</b>	<b>In Text Citation</b>	<b>Reference List Entry</b>
<b>E-book</b>	(Eckes, 2000)	Eckes, T. (2000). <i>The developmental social psychology of gender</i> . Retrieved from netLibrary: <a href="http://www.netlibrary.com">http://www.netlibrary.com</a>
<b>Chapter from an E-book</b>	(Jones & Gagnon, 2007)	Jones, N. A, & Gagnon, C. M. (2007). The neurophysiology of empathy. In T.F.D.Farrow \$ P.W.R. Woodruff (eds.), <i>Empathy in mental illness</i> . Retrieved from EBL: <a href="http://reader.eblib.com.au">http://reader.eblib.com.au</a>
<b>Article from an Electronic Encyclopedia</b>	(Lai, 1999)	Lai, M. C.C. (1999). Hepatitist delta virus. In A. Granoff & R. Webster (Eds.), <i>Encyclopedia of virology (2<sup>nd</sup> ed.)</i> . doi :10.1016/B978-012374410-4.00417-9
<b>Article from and Electronic Reference Work : No author</b>	("Alka-Seltzer", 2019)	Alka-Seltzer. (2019). <i>In MIMS online</i> . Retrieved from <a href="http://mimsonline.com.au">http://mimsonline.com.au</a>

## E-Journals

Material Type	In Text Citation	Reference List Entry
Journal Article from a Full Text Database with a DOI	<p><b>First citation:</b> (Vogels, Crane, Hoekstra, &amp; Reijneveld, 2009)</p> <p><b>Subsequent citation:</b> Vogels et al., 2009)</p>	Vogels, A. G. C., Crone, M. R., Hoekstra, F., & Reijneveld, S.A. (2009). Comparing three short questionnaires to detect psychosocial dysfunction among primary school children : a randomized method. <i>BMC Public Health, 9</i> , 489. Doi: 10.1186/1471-2458-9-489
Journal Article from a Full Text Database with a DOI: 8 or More Authors	(Gilbert et al., 2004)	Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L.C., Asgard, G ... Bortos, N (2004). Effects of quitting smoking on EEG activation and attention last for mor than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. <i>Nicotine and Tobacco Reseach, 6</i> , 249-267. Doi: 10.1080/1462220041001676305
Journal Article from a Full Text Database with no DOI	(Altobelli, 2009)	Altobelli, T. (200()) Family vilouence and paretning : Future directions in practice. <i>Australian Journal of Family Law, 23</i> . 194. Retrieved January 22, 2010, from LexisNexis AU.
Journal Article from the Internet with a DOI	<p><b>First citation:</b> (Bond, Carlin, Thomas, runun, &amp; Patton, 2001)</p> <p><b>Subsequent citation:</b> (Bond et al., 2001)</p>	Bond, L., Carlin, J. B., Thomas, L, Rubin, K, & & Patton, G. (2001). Does bullying casue emotional problems? A prospective study of young teenagers. <i>BMJ</i> , 323, 480-484. Doi:10.1136/bmj.323.7311.480
Journal Article from the Internet with no DOI	(Sillick & Schutte, 2006)	Sillick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early paretnal love and adult happiness. <i>E-journal of Applied Psychology, 2</i> (2), 38-48. Retrieved from <a href="http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100">http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100</a>
Journal Article from the Internet with no DOI Including Paragraph Number	(Munro, 1999, para. 12)	Munro, C (1999). Facing grief. <i>Synergy, 3</i> (3). Retrieved from <a href="http://about.murdoch.edu.au/synergy/0303/grief.html">http://about.murdoch.edu.au/synergy/0303/grief.html</a>

## Images

Material Type	In Text Citation	Reference List Entry
Image, Photograph or Artwork from a Book	(Leibovitz, 1996, p. 72)	Leibovitz, A. (1996). <i>Olympic portraits</i> . Boston: Little Brown.
Reproduction in a Book	(Bedford, 2001, p. 154)	Bedford, P. (2001). Dingo dreaming [ochre on canvas]. Reproduced in McCulloch, S., & McCulloch Childs, E. (2008). <i>McCulloch's contemporary Aboriginal Art: The complete guide</i> (p. 154). Fitzroy, Vic: McCulloch & McCulloch Australian Art Books.
Image from a Book Chapter	<b>First citation:</b> (Ardagna, Damiani, Frati, & Madravio, 2008, Figure 1) <b>Subsequent citation:</b> (Ardagna et al., 2008, Figure 1)	Ardagna, C. A., Damiani, E., Frati, F., & Madravio, M. (2007). Open-source solution to secure e-government services. In A-V. Anttiroiko & M. Malkia (Eds.). <i>Encyclopedia of digital governement</i> (pp. 1300-1305). Hershey, PA : Idea Group Reference. Retrieved from IGI Global, <a href="http://www.igi-global.com/">http:// www.igi-global.com/</a>
Image from a Journal Article	(Yeh & Xu, 2010, Table 1)	Yeh, Q-J., & Xu, X. (2010). The effect of Confucian work ethics on learning about science and technology knowledge and morality. <i>Journal of Business Ethics</i> , 95, 111-128. Doi:10.1007/s10551-009-0352-1
Image from a Newspaper	(Leunig, 1995, p. 24)	Leunig, M. (1995. July 27). Thoughts of a baby lying in a child care centre. <i>The Sydney Morning Herald</i> , p. 24.
Image from a Database	(Kessel, 1995, min. 10 :10)	Kessel, M. (Director). (1995). <i>The Making of a Monologue : Robert Wilson's Hamlet</i> [video, 1 :02 :18 mins]. New York: Cinema Guild. Retrieved January 29, 2015, from Theatre in Video.
Online Image/Artwork	(Nolan, 1946)	Nolan, S. (1946). <i>The Encounter</i> [enamel paint on composition board]. Canberra: National Gallery of Australia. Retrieved from <a href="http://cs.nga.gov.au/Details.cfm?IRN=28938">http://cs.nga.gov.au/Details.cfm?IRN=28938</a>
Online Map	(Google Maps, 2015)	Google Maps. (2015, February 5). <i>The British Library, London, UK</i> . Google. Retrieved from <a href="https://www.google.com.au/maps/place/The+British+Library/@51.529972,-0.127676,17z/data=!3m1!4b1!4m2!3m1!1s0x48761b3b701713:95:0x18905479de0fdb25">https://www.google.com.au/maps/place/The+British+Library/@51.529972,-0.127676,17z/data=!3m1!4b1!4m2!3m1!1s0x48761b3b701713:95:0x18905479de0fdb25</a>
Original Image/Artwork (Viewed in a Gallery or Collection)	(Angus, 2006)	Angus, J. (2006). <i>Gorilla, Gorilla, Gorilla</i> [wood veneers, nylon]. Perth: Art Gallery of Western Australia.



## Internet Documents

Material Type	In Text Citation	Reference List Entry
Electronic Document	(Murray, 2005)	Murray, G. (2005). <i>A duty of care to children and young people in Western Australia : Report on the quality assurance and review of unsubstantiated allegations of abuse in care : 1 April 2004 to 12 September 2005</i> . Retrieved from Western Australia, Department of Child Protection website: <a href="http://www.community.wa.gov.au/NR/rdonlyres/851183A4-A822-4592-AB66-C410E453AEEC/)/DCDRPTGwennMurrayreportwithcover2006.pdf">http://www.community.wa.gov.au/NR/rdonlyres/851183A4-A822-4592-AB66-C410E453AEEC/)/DCDRPTGwennMurrayreportwithcover2006.pdf</a>
Government Publication	(Australia. Department of Health and Aged Care., 2000)	Australia. Department of Health and Aged Care. (2000). <i>National youth suicide prevention strategy</i> . Retrieved from <a href="http://www.health.gov.au/hsdd/mentalhe/sp/nysps/about.htm">http://www.health.gov.au/hsdd/mentalhe/sp/nysps/about.htm</a>
Whole Internet Site	(Goldberg.2000)	Goldberg, I. (2000). <i>Dr. Ivan's depression central</i> . Retrieved from <a href="http://www.psycom.net/depression.central.html">http://www.psycom.net/depression.central.html</a>

## Journal Articles

Material Type	In Text Citation	Reference List Entry
Journal Article in Print	(Kyratsis, 2004)	Kyratsis, A. (2004). Talk and interaction among children and the co-construction of peer groups and peer culture. <i>Annual Review of Anthropology</i> , 33 (4), 231-247.
Journal Article in Print Including Page Number	(Parker & Roy, 2001, p. 574)	Parker, G., & Roy, K (2001). Adolescent depression: A review. <i>Australian and New Zealand Journal of Psychiatry</i> , 35, 572-580.
Journal Article in Print with 3-5 Authors	First citation: (Zhang, Choen, Ferrence, & Rehm, 2006) Subsequent citation: (Zhang et al., 2006)	Zhang, B., Cohen, J., Ferrence, R., & Rehm, J. (2006). The impact of tobacco tax cuts on smoking initiation among Canadian young adults. <i>American Journal of Preventive Medicine</i> , 30(6),474-479.

## ***Newspaper Articles***

<b>Material Type</b>	<b>In Text Citation</b>	<b>Reference List Entry</b>
<b>Newspaper Article in Print</b>	(Kissane, 1998)	Kissane, K. (1998, September 5). Kiss or Kill: Who is the victim when a battered woman kills? <i>The Age: Extra</i> , p. 6.
<b>Newspaper Article from the Internet</b>	(Devlin, 2010)	Devlin, H. (2010, January 28). Neuron breakthrough offers hope on Alzheimers and Parkinsons. <i>The Times</i> . Retrieved from <a href="http://www.timesonline.com.uk/tol/news/science/medicine/article7005401.ece">http://www.timesonline.com.uk/tol/news/science/medicine/article7005401.ece</a>
<b>Newspaper Article from a Full Text Database</b>	(O'Leary, 2006)	O'Leary, C (2006, June 29). Landmark study to aid push for public smoking ban. <i>The West Australian</i> , p.14. Retrieved October 20, 2008, from Factiva.

## ***Podcasts***

<b>Material Type</b>	<b>In Text Citation</b>	<b>Reference List Entry</b>
<b>Podcast</b>	(Robertson, 2010)	Robertson, R. (Speaker). (2010). <i>Leadership at the Bottom of the Earth... Where No One Hears You Scream, 2010 Sir Walter Murdoch Lecture</i> [Podcast]. Murdoch, WA: Murdoch University. Retrieved from <a href="https://lectures.murdoch.edu.au/lectopia/lectopia.lasso?ut=1369&amp;id=71101">https://lectures.murdoch.edu.au/lectopia/lectopia.lasso?ut=1369&amp;id=71101</a>
<b>Podcast Lecture from LMS</b>	(Hill, 2012)	Hill, D. (Speaker). (2012, April 4). <i>Australian media representation of Asia</i> [Podcast lecture]. In <i>Australia in Asia (FDN 110)</i> . Murdoch, WA: Murdoch University. Retrieved from <a href="http://lectures.murdoch.edu.au/lectopia/casterframe.lasso?fid=375705&amp;cnt=true&amp;usr=S940025F&amp;name=not-indicated">http://lectures.murdoch.edu.au/lectopia/casterframe.lasso?fid=375705&amp;cnt=true&amp;usr=S940025F&amp;name=not-indicated</a>
<b>Podcast Radio Programme</b>	(Gary, 2007)	Gary, S. (Presenter). (2007, December 23). Black hole death ray. <i>StarStuff</i> [Podcast radio programme]. Sydney, NSW: ABC Television. Retrieved from <a href="http://abc.net.au/newsradio/podcast/STARSTUFF.xml">http://abc.net.au/newsradio/podcast/STARSTUFF.xml</a>
<b>Podcast Television Programme</b>	(Brown, Brodie, & George, 2007)	Brown, W. (Presenter)., & George, P. (Producer). (2007, June 4). From Lake Baikal to the halfway mark, Yekaterinburg. <i>Peking to Paris: Episode 3</i> [Podcast television programme]. Sydney, NSW: ABC Television. Retrieved from <a href="http://www.abc.net.au/tv/pekingtoparis/podcast/pekingtoparis.xml">http://www.abc.net.au/tv/pekingtoparis/podcast/pekingtoparis.xml</a>