Stretton State College has adopted the APA style of referencing sources based on the "Publication Manual of the American Psychological Association" 6th edition (2010). The APA style uses the author-date system.

When do I use APA?
- Any time information from another source is used in an assessment, a short in-text reference to that source must be provided.
- An author's findings, ideas, and work can be incorporated into your response by:
    a) Paraphrasing – an author's work is expressed in your own words.
    b) Direct quotations – an author's work is quoted word for word inside quotation marks or indented in a block format. In general, direct quotations should consist of no more than 10% of the entire text of your assessment.

Paraphrasing
- To paraphrase means to write a piece of information, finding, or idea that is taken from a source in your own words.
- When paraphrasing, you must acknowledge the author by including the author's name and the date of publication in parentheses. You are encouraged to provide the page number (or other location information) especially when it would help the reader locate the relevant passage in a long or complex text (American Psychological Association, 2010, p. 171).

Examples:
> Many factors emerge in studying classroom behaviour (Jones, 1999).
> Clinical studies to date have not included an in-depth investigation of Brahmi's mechanism of action (Braun & Cohen, 2010).

When emphasising a particular author's ideas, you may wish use their name within the text followed by the year of publication in parentheses:
Example: Jones (1999) claims that many factors emerge in studying classroom behaviour.

Direct quotations
Direct quotations can be used:
    a) When the author expresses an idea better than you could.
    b) When you want to stress the authority of the author.
    c) As an 'epigraph'. This is a direct quote found at the beginning of a book or chapter. While it relates to the theme of the material that follows, it is not incorporated within the main text.

There are several steps to present quoted material in your academic work:

1. Quotations must be written exactly as they are in the source. Use three dots, single spaced (…) to indicate that you have omitted material from the original source

Example:
> "these works … are not collected".

2. A quotation of less than 40 words should be incorporated into the paragraph with double quotation marks

Example:
> "Many factors emerge in studying classroom behaviour" (Jones, 1999, p. 20).

3. A quotation over 40 words be started on a new line, indented .5 inches from the margin, double spaced without quotation mark to form a block quote

Example:
> Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again [italics added], even when reel [sic] drugs were administered (p. 276).

4. Use double quotation marks (" ") when quoting except when quoting within a quote. To use a quote within a quote, use single quotation marks (' ') for the second quoted material.

Example:

> "Bernard Darwin writes that Ruskin's famous line, 'To make your children capable of honesty is the beginning of education', first appeared in *Time and Tide*".

5. Note the author and date of the source within the sentence. Include a page number for material directly quoted (i.e. quoting word for word).

Example:

> However, as Gentile (1987) described it, the learner "does have a framework for organizing an effective movement" (p. 119).

6. Document the details of the source in the Reference List.

Referencing a source within your text

- Multiple authors

Type of Citation	First citation in-text When used as part of a sentence, e.g. Brown (2016) suggests that…	Subsequent citations in-text	Parenthetical format, first citation in-text	Parenthetical format, subsequent citations in-text
One work by one author	Brown (2016)	Brown (2016)	(Brown, 2016)	(Brown, 2016)
One work by two authors	Brown and Smith (2016)	Brown and Smith (2016)	(Brown & Smith, 2016)	(Brown & Smith, 2016)
One work by three to five authors	Bradnam, Cooper and Wright (2017)	Bradnam et al. (2017)	(Bradnam, Cooper & Wright, 2017)	Bradnam et al,. 2017
One work by six or more authors	Whittner et al. (2013)	Whittner et al. (2013)	(Whittner et al., 2013)	(Whittner et al., 2013)
Author is missing-use a shortened form of the title	"Brisbane wins'' (2018)	"Brisbane wins'' (2018)	("Brisbane wins'', 2018)	("Brisbane wins'', 2018)

- **Page numbers**
- The conventions for using p., pp., are as follows:
  a) p. is used when the quotation is from one page only.

Example: p. 23.
  b) pp. is used when the quotation runs on to the next page.

Example: pp. 23-24.
  c) For electronic sources that do not provide page numbers, use the paragraph number. Use the abbreviation 'para.', and follow it with the number.
  Example: (Myers, 2000, para. 5).

- **No date**
- When citing a source with no date, place "n.d." where the year should be.

Example:
> (Jones, n.d.).

Authorship

- **Multiple sources by the same author**
- When citing more than one study published in the same year by the same author, add lower case letters after the year, to help differentiate between the sources.

Example:
>   (Jones, 1995a; 1995b).
-    The letters after the year should also appear in the reference list:

Example:
>   Jones, B. (1995a). The theoretical bounds of limitless hobbits. *Journal of*
>   *the Propensity of Hobbits, 58*(3), 37-65. Retrieved from …

- **Secondary source**
-    A secondary source is a source that discusses and references information originally published elsewhere (the primary source).
-    When citing from a secondary source, cite both the primary and secondary source in the text of your assignment, but list only the secondary source in the reference list. If the date is the same for the primary and secondary source, only include the date once in-text.

Example:
>   Carini and Hogan's study (as cited in Thibodeau & Patton, 2002) showed that…
>   If the date of the secondary source is different from the primary source, cite both dates in-text.

Example:
>   (Jones, 1992, as cited in Smith, 1997).

Figures and tables
-    any type of illustration other than a table is called a *figure*.
-    A figure may be a chart, graph, photograph, drawing, digital image or other depiction.
-    All figures and tables should be numbered consecutively throughout the article in the order in which they are first mentioned in text (i.e., Figure 1, Figure 2; Table 1, Table 2). In the text of your assignment, refer to figures and tables by their numbers, e.g. (see Figure 1).

Examples:
>   As shown in Figure 2, the relationships are…
>   Children with pre-training (see Table 5)…

Reference list or bibliography
-    All references cited within the text are listed with more detail in the reference list at the end of the paper.
-    References are listed in alphabetical order
-    Only references cited within the text are included in the reference list.
-    For some assessment, students may be asked to provide a bibliography instead of a reference list.
-    A bibliography is a list usually compiled at the end of a paper and includes **all sources consulted** while researching and preparing your paper, whether or not they have been cited within the text.
-    You will only need to provide a reference list or a bibliography, not both.
-    Do not provide a bibliography unless instructed to in assessment guidelines.
-    If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
-    Each reference appears on a new line.
-    Each item in the reference list is required to have a hanging indent.

Example:
>   Morawska, A., & Sanders, M. R. (2006). Self-administered behavioral family intervention for parents
>   of toddlers: Part I. Efficacy. Journal of Consulting and Clinical Psychology, 74(1), 10-19.
>   doi:10.1037/0022-006X.74.1.10

Reference list examples- authors

Authorship	Reference list formatting
One author	Brown, J. (2016).
Two authors	Brown, J., Smith, S.E. (2016)
Three to seven authors	Bradnam, A., Cooper, D., & Wright, L. (2010).
Eight or more authors	Campbell, J., Freud, S., Tolstoy, L., Ellis, B. E., Remi, G., Kirk, J. T., … Martin, G. R. R. (2004). Only include the first six authors, then ellipses, then the final author's name.
Organisation as author	Australian Bureau of Statistics. (2014).

Type	Reference List	Example
Book	Last Name, A. B. (year). *Title.* Place, State: Publisher. *For books published outside Australia and the U.S., include the Country instead of the State. *Only the first letter of the first word and first letter after a colon are capitalised with the exception that all proper names are always capitalised.	Tolkien, J.R.R. (1937). *The Hobbit.* New York: Ballantine Books. Walker, R., & Smith, P. (2006). *Great Leaders of the Modern World.* London: Scott Publishing.
eBooks	Author, A. A. (date). *Title.* Retrieved from DOI / URL *For eBooks use the same principles as print books, with DOI / URL replacing publisher details.	Magnum, T. W. (1983). *The New Glass Ceiling* (Centenniel Publishing). Retrieved from www.centenniel.com
Journal	Author, A.A. (date). Article title. *Journal Name, volume number* (issue number), pages. *For online journal articles with a Digital Object Identifier (DOI), include this at the end of the reference. Author, A.A. (date). Article title. Journal Name, volume number(issue number), pages. https://doi.org/xxxxxxxxx *If an online journal article doesn't have a volume or issue number, leave this out of the reference	Example: Smith, R., & Jones, P. (2017). *Evolution of modern day business practices*. The Journal of Business Leadership, 33(2), 45-54. Smith, R., Chong, D., & Jones, P. (2017). *Management or leadership – best practices*. The Journal of Business Science, 23(2), 614-654. doi: 10.123/b00123478
Newspaper/ Magazine	Last name, A. B. (Year, Month Day). *Title of article: Subtitle. Newspaper/Magazine Title.* Retrieved from URL.	Edmund, J. (2016, December 5*). Are leaders born?* The Daily Planet. Retrieved from http://www.dailyplanet.com
Web resource	Last Name, A. B. (Year). *Title: Subtitle* [Form of work if applicable]. Retrieved from URL	*Training modern day instructors – a new approach.* (2005). Retrieved from the National Karate Association of Australia website: https:www.nkaa.com.au
Audio visual	Director, A. B. (Director). (Year). *Title* [Type of AV]. Country of Origin: Studio. Use Director in author position.	Spielberg, S., Molen, G.R., & Lustig, B. (Producers) & Speilberg, S. (Director). (1993). *Schindler's List* [Motion picture]. [With L. Neeson, B. Kingsley, R. Fiennes, & C. Goodall]. United States: Universal Pictures.
Lecture notes	Author, A.A. (year). Subject code: *Title of subject,* session number [Format]. Retrieved from URL	Bruck, D. (2009). APP1016*: Foundations of Psychological Research,* week 6 notes [PowerPoint slides]. Retrieved from http://library.vu.edu.au/search/r?SEARCH=app1016

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC.