RIPLEY VALLEY
State Secondary College

Referencing Policy

APA 7th Version

The Importance of Referencing

All students at RVSSC are expected to submit work which demonstrates a level of independent thinking or your own work or learning, grounded in the teaching you have received. The research undertaken must properly reference and acknowledge all the sources consulted in producing this work, including your use of AI Generators.

Referencing allows you to acknowledge the contribution of other writers, researchers and creators in your work. Any assignments that draw on the ideas, concepts, words or research of other people or institutions must contain citations. Referencing is also a way to give credit to the original creators from whom you have borrowed words and ideas. However, information that is regarded as 'common' knowledge which means knowledge that is known by everyone or nearly everyone, usually with reference to the community in which the term is used, does not have to be referenced.

Plagiarism involves taking the work of another person or source and using it as if it were one's own; you are copying someone's work and pretending that it is your original thought, when in fact it was someone else's idea or research. The source of the original material is hidden from the marker by not referencing it properly or by paraphrasing it without acknowledgement, or by not mentioning it at all. Note also, teachers will usually recognise that the words, ideas or work is not your own. Work includes, but is not restricted to, written work, ideas, AI Generated responses, musical compositions, computer programs, laboratory or survey results, diagrams, graphs, drawings and designs. Penalties for academic misconduct can be severe. For more information, see the Ripley Valles State Secondary College Assessment Policy.

There are many different styles to format your bibliography or reference list, however at this school, the APA (Harvard) Version 7 is used. The following examples provide a format for you to use when compiling a bibliography or providing citations.

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Using In-Text Citations/References

An in-text citation is a reference made within the body of text of academic writing. The in-text citation alerts the reader to a source that has informed your own work. You can use another person's writing and ideas if you acknowledge them as the author within the text **and** in a bibliography.

There are three basic ways of presenting the words, ideas, concepts or research of other authors in your writing:

1. **Direct Quotations:** copying the information word for word (or with slight changes, for example, for the sake of correct grammar). You must use "double quotation" marks. It also must include the page number from a book, use a 'p.' before the number, not the word page. If the quotation goes across multiple page numbers use 'pp.'

For Example: *"A good supporting reference will add weight and authority" to your argument (Cornford & Smithson, 2006, p. 108).*

2. **Indirect Quotations or Paraphrasing:** rewriting the information into your own words, without losing the essence of the source. You must refer to the author or creator.

For Example: *Using a good library and online databases will help you to quickly collect a substantial amount of information (Cornford & Smithson, 2006).*

3. **Summarising:** creating a brief summary of the information. Again, you must refer to the author or creator.

For Example: *Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of information.*

If you have paraphrased or summarised, do not use quotation marks or an indentation, place a citation either at the end of the section, or integrate it into your text. Page numbers are not required for this.

There are also certain rules that must be followed:

- **A full stop at the end of the section. For Example:** *Using a good library and online databases will help you to quickly collect a substantial amount of Information (Cornford & Smithson, 2006).*
- **Incorporated into your own writing. For Example:** *Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of Information.*
- **If you have integrated the date of the publication as well as the author's name into your text you do not need to put anything in brackets. For Example:** *Culminating in their research of 2006, Cornford and Smithson discovered that students who use a good library and online databases had access to substantial information.*

Referencing: Printed Books and E-Books

Printed books

Format	Author, A. A. (Year). *Book Title: Subtitle* (Edition). Publisher.
Example	Tryndale-Biscoe, C.H. (2005). *Life of Marsupials*. CSIRO Publishing.
2 Authors	Hunter, M.L. & Gibbs, J.P. (2007). *Fundamentals of conservation biology* (3rd ed.). Blackwell Pub.
3 Authors	Wood, D., Chynowelth, P., & Adshead, J. (2010). *Law and the built environment*. Wiley-Blackwell.
More than 3	Clarke, M., Corbett-Jones, J., Flynn, l., (*et al*). (2010). *Devils, demons and werewolves*. Bridge House.
Editor	Mahioub, A. (Ed.). (1990). *Adjustment or delinking?: the African experience*. United Nations University.

E-Books

The same guidelines as referencing a book, with a few added details.

Web address - If the e-book has a DOI, use this, preceded by 'doi:'

DOIs (digital object identifiers) are unique alphanumeric codes assigned to each unique article, chapter, book, or other publication by publishers who cooperate in using the DOI standard. You will often find the DOI displayed prominently in the bibliographic information for a publication.

If there is no DOI use the URL, preceded by the words 'Retrieved from'. You do not need to include the entire URL for the e-book. Do not hyperlink URLs.

For Example:

Format (DOI)	Author, A. A. (Year). *Book Title: Subtitle* (Edition). Publisher. https://doi.org/XXXX
Example	Schiraldi, G.R. (2000). *The post-traumatic stress disorder sourcebook: a guide to healing, recovers, and growth*. Penguin. Doi: 10.1036/0071393722
Format (URL)	Author, A. A. (Year). *Book Title: Subtitle* (Edition). Publisher. https://entire URL
Example	Gearghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'.* Heinemann. http://www.netlibrary.com

Referencing: Journal/Newspaper Article

Journal - Print

Format	Author, A. A. (Year). Title of Article*, Title of Journal, (Volume (Issue).* Page/s.
Example	Day, R. (2006). Two principles of perception revealed by geometrical illusions. *Australian Journal of Psychology, 58(3)*, 123-128.

Journal - Electronic

Format	Author, A. A. (Year). Title of Article*, Title of Journal, (Volume (Issue).* Page/s.
Example	Cheung, J. M. Y., Bartlett, D. J., Armour, C. L., Laba, T. L., & Saini, B. (2018). To drug or not to drug: A qualitative study of patients' decision-making processes for managing insomnia. *Behavioral Sleep Medicine*, *16*(1), 1-26. doi:10.1080/15402002.2016.1163702

Newspaper Article

Format (Print)	Author, A. A. (Year, Month, Day). Title of Article*, Title of Newspaper.* Page/s.
Example	Sykes, J. (2008, Jan Sykes, J. (2018, January 4). The good the bad and the incomprehensible. *Sydney Morning Herald.*
Format (Electronic)	Author, A. A. (Year, Month, Day). Title of Article*, Title of Newspaper.* https://XXXX
Example	Kenigsberg, B. (2020, January 13). Australian sisters honoured as pioneering filmmakers. *Sydney Morning Herald*. https://www.smh.com.au/culture/movies/australian-sisters-honoured-as-pioneering-filmmakers-20200113-p53r05.html
Format (No Author)	Author, A. A. (Year, Month, Day). Title of Article*, Title of Newspaper.* https://XXXX
Example	Apples for best teachers. (2007, October 26). *The Sydney Morning Herald*, 14.

News Webpage

Format (Both)	Author, A. A. (Year, Month, Day). *Webpage title.* Publisher. https://doi.org/XXXX OR URL
Example	Scott, S. (2019, December 19). *After Australia's hottest day the heatwave continues, so what are the signs of heat stress and how can you avoid dehydration?* ABC News. https://www.abc.net.au/news/2019-12-19/heatwave-health-effects-medical-dangers-of-high-temperature/11811910

Referencing: Webpage/Document/Blog/Social Media/Computer Software

Webpage

Format	Author, A. A. (Year, Month Day). *Title of work*. Site name. Retrieved Month Day, Year from https://xxxx
Example	SI News. (2019, June 27). *Shaping the future of architecture*. Study International. Retrieved November 8, 2021 from https://www.studyinternational.com/news/shaping-the-future-of-architecture/
No author	Griffith University. (2021). *Study smart.* Retrieved November 8, 2021 from https://www.griffith.edu.au/library/study
No Date	Griffith University. (2021). *Study smart.* n.d. from https://www.griffith.edu.au/library/study

Web Document

Format	Author, A. A. (Year). *Title of document*. Publisher. https://xxxx
Example	Translink. (2019). *Gold Coast line* [Timetable]. Queensland Government. https://jp.translink.com.au/plan-your-journey/timetables/train/t/gold-coast-line

Blog

Format	Author, A. A. (Year, Month Day). Title of post. *Site Name*. https://xxxx
Example	Abram, S. (2019, December 14). This library is showing the way for reading spaces in the digital age. *Stephen's Lighthouse*. https://stephenslighthouse.com/2019/12/14/this-library-is-showing-the-way-for-reading-spaces-in-the-digital-age/

Social Media

Different social media platforms have different formats, follow the examples in the tables below.

For Example: Facebook Post

Format	Author, A. A. (Year, Month Day). *Title of entry* [Format]. Platform. https://xxxx
Example	Griffith University Library. (2019, August 6). *New to Griffith* [Status update]. Facebook. https://www.facebook.com/griffithunilibrary

For Example: Facebook Profile

Format	Author, A. A. (Year, Month Day). *Title of entry* [Format]. Platform. Retrieved Month Day, Year, from https://xxxx
Example	Griffith University Library. (n.d.). *Home* [Facebook page]. Facebook. Retrieved August 6, 2019, from https://www.facebook.com/griffithunilibrary

For Example: Twitter/Instagram/LinkedIn Post

Format	Griffith University Library [@GriffithLibrary]. (2019, August 6). *First trimester student* [Tweet]. Twitter. https://twitter.com/griffithlibrary
Example	Griffith University Library. (2019, August 6). *New to Griffith* [Status update]. Facebook. https://www.facebook.com/griffithunilibrary

For Example: Twitter/Instagram/LinkedIn Profile

Format	Author, A. A. (Year, Month Day). *Title of entry* [Format]. Platform. Retrieved Month Day, Year, from https://xxxx
Example	Griffith University Library [@GriffithLibrary]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved December 18, 2019, from https://twitter.com/GriffithLibrary

Computer Software

Format	Author, A. A. (Year). *Title of software* (Version Number) [Format or Description]. Publisher. https://xxxx
Example	Schlining, B., & Jinks, E. (2019). *Mbari-media-management/vars-annotation: Vars-annotation 0.3.0* (Version 0.3.0) [Computer software]. Zenodo. https://doi.org/10.5281/zenodo.3361742

Referencing: Chat GPT or other AI Response Generators

Chat GPT or other AI Response Generators

Format	Name of program. (Year). *Search Parameter/Question/Instruction*. https://xxxx
Example	Chat GPT. (2023). *What are other words for sunshine?* https://chat.openai.com/c/701de144-b6e0-415b-8b22-9c9d9404748b

Referencing: Film, DVD/Video, TV Show and YouTube

Film, DVD/Video

Format	Director, A.A. (Director). (Year). *Movie Title*. [Film]. Production Company.
Example	Scott, R. (Director). (1979). *Alien* [Film]. Brandywine Productions.

TV Show

Format	Writer, W,W. (Writer), & Director, D.D (Director). (Year, month, day). Episode Name (Season number, Episode number) [TV Series Episode]. In *Movie Title*. [Film]. Production Company. In Executive Producer, E.P. *Series name.* Production Company.
Example	Kogen, J. (Writer), Wolodarsky, W. (Writer), & Kirkland, M. (Director). (1993, March 11). Last exit to Springfield (Season 4, Episode 17) [TV series episode]. In J. L. Brooks, M. Groening, A. Jean, M. Reiss, S. Simon (Executive Producers), *The Simpsons*. Gracie Films; Twentieth Century Fox Film Productions.

YouTube

Format	Uploader, U,U. [Channel name]. (Year, month, day). *Video Title* [Video]. URL
Example	Stevens, M. [Vsauce]. (2017, August 14). The napkin ring problem [Video]. YouTube. https://www.youtube.com/watch?v=J51ncHP_BrY

Referencing: Legal Legislation, Bills and Cases

Legislation

Format	*Title of the Act Year.* (Jurisdiction). Subdivision number. (Country abbreviation). URL
Example	*Aboriginal Land Rights Act 1983 No 42* (NSW) s 36AA (Austl.). https://www.legislation.nsw.gov.au/#/view/act/1983/42/part2/div2/sec36aa

Bill

Format	Title of the Bill Year. (Jurisdiction). Subdivision number. (Country abbreviation). URL
Example	Marriage Act Amendment (Recognition of Foreign Marriages for Same-Sex Couples) Bill 2013 (Cth) (Austl.). https://www.legislation.gov.au/Details/C2013B00115

Case

Format	*First Named Plaintiff v First Named Defendant* (Year) Volume Law Report Title Abbreviation First page number, Pinpoint page number (if required) (Country abbreviation if not evident from context).
Examples	*Mabo v Queensland.* (1989). 166 CLR 186 (Austrl.).
	Mabo v Queensland [No. 2] (1992) 175 CLR 1, 5 (Austl.)
	Minister for Immigration v Khawar (2002) 187 ALR 574 (Austl.).
	Minister for Immigration and Border Protection v Kumar (2017) 260 CLR 367 (Austl.).

For Further Reference

Information in this guide is compiled mostly from the Griffith University Library website: https://www.griffith.edu.au/library/study/referencing/apa-7#manual

If you require further guidance or assistance with referencing, please ask your teacher, or go to one of the following sites that will also assist you with step-by-step guides for APA referencing.

Griffith University: https://www.griffith.edu.au/library/study/referencing/apa-7#manual

The University of Queensland: https://guides.library.uq.edu.au/referencing/apa7

The University of Melbourne: https://library.unimelb.edu.au/recite/referencing-styles/apa7

The American Psychological Association (APA): https://apastyle.apa.org/