**What is Referencing?**

In your university studies you will be reading extensively to develop new knowledge and to extend or challenge your thinking. The ideas that you read about will inform your thinking as you prepare your written assignments. ‘Referencing’ is the way that you acknowledge the authorship of the material that you used to prepare your assignment.

**Why reference?**

There are a number of reasons why referencing is important (Lacey, 2010):

(i) **It shows thoughtfulness** in the way in which you have constructed your assignment. Referencing can be used to support your ideas, and consequently strengthen your work by providing evidence to back up these ideas. Referencing also enables the reader to see how you developed your thinking, allowing them to judge the validity or trustworthiness of your ideas.

(ii) **It is linked to ethical practice.** If you have drawn on someone else's work or thinking, referencing gives credit to the original author. This work constitutes the intellectual property of that author, so she/he has the right to be acknowledged as the 'owner' of those ideas. Referencing gives original authors the respect they deserve.

(iii) **It allows others to extend on your ideas.** Referencing correctly enables others to locate the sources that you have consulted so that they can do further research or reading.

(iv) **It allows you to avoid accusations of plagiarism or academic dishonesty** by correctly acknowledging the sources of the ideas presented in your assignment.

**Academic honesty at Macquarie University**

The University expects all students to maintain high standards of Academic Honesty through the correct referencing of sources that have been used to inform their assignment. The University takes academic dishonesty very seriously, and penalties are imposed when students have been found to plagiarise the work of others. It is important that you read and become familiar with the University’s Academic Honesty Policy and Procedures, and the Schedule of Penalties for Academic Dishonesty. These can be found online at:  
http://www.mq.edu.au/policy/docs/academic_honesty/policy.html  
http://www.mq.edu.au/policy/docs/academic_honesty/procedure.html  
http://www.mq.edu.au/policy/docs/academic_honesty/schedule_penalties.html

According to the University’s Academic Honesty Procedures (Macquarie University, 2012a, para 3) students are expected to:

- “Act in accordance with the principles of the Academic Honesty Policy
- Become familiar with what academic dishonesty is and the consequences of poor practice
- Use appropriate referencing techniques
• Seek assistance from the unit convenor to remedy any deficits or clarify discipline specific practice
• Submit only work of which you are the author or that properly acknowledges others
• Not lend or provide your original work, marked or unmarked, to any other person for any reason
• Keep drafts of your own authored work and notes showing the authorship or source of ideas that are not your own
• Undertake any remedial or other learning activities as directed by the Faculty Discipline Committee”

**These procedures mean that if you find referencing difficult, it is important that you seek assistance prior to submitting your assignment.** You are required to sign a Plagiarism declaration assignment sheet when submitting an assignment. You should, however, be clear about academic honesty and correct referencing procedures before signing this declaration.

You can develop your referencing skills by:
• Carefully reading this referencing Guide
• Consulting with your Unit Co-ordinator, and
• Seeking assistance from the University’s Learning Skills Support Unit ([http://www.students.mq.edu.au/support/learning_skills/undergraduate/](http://www.students.mq.edu.au/support/learning_skills/undergraduate/)) which provides free workshops, online guides and individual consultations on essay writing and referencing.

Referencing correctly is an expected academic practice. It also safeguards you against accusations of plagiarism. The University defines plagiarism as “using the work or ideas of another person and presenting this as your own without clear acknowledgement of the source of the work or ideas” (Macquarie University, 2011b, para 9).

Plagiarism can take a number of forms (Walker, 1998), all of which need to be avoided when writing your assignment:
• **Sham paraphrasing:** material copied word for word with the source acknowledged, but represented as paraphrasing rather than a direct quote
• **Illicit paraphrasing:** Paraphrasing material without acknowledging the source
• **Verbatim copying:** Copying material word for word without acknowledging the source
• **Self-plagiarism or recycling:** Submitting the same assignment, or parts of that assignment, for different units
• **Ghostwriting:** Having your assignment written by another person and submitting it as your own work
• **Purloining:** Copying material from the assignment of another student, without their knowledge
• **Other plagiarism:** Copying material from the assignment of another student, with their permission.
How to Reference

Writers generally use a referencing style to help them to correctly acknowledge the material that they have consulted. A referencing style is a system that guides how information about each source (e.g., the author, date of publication, title, and publisher details) is presented. By using a style, you can ensure that you have included all of the required information in a consistent, scholarly manner.

There are many styles available, but at the Institute of Early Childhood, students are required to use the American Psychological Association (APA) referencing style. All assignments must be prepared using this style. If you undertake units in other departments, you will need to check with the unit coordinator which referencing style to use.

Full details of the APA referencing style can be found in the following manual, which is held in the Macquarie University library:


A shorter, user-friendly guide to APA style is:

Perrin is a recommended text for ECH120. This guide can assist students with their academic writing (e.g., using first person; writing about research participants), as well referencing.

Further information about the APA style and other styles used at Macquarie University can be found at http://www.mq.edu.au/on_campus/library/research/referencing/

Organising your References

It is important that you keep track of, and organise your references as you prepare and complete your assignments. As explained on the next page, it is important for you to write down the details of all the material that you have consulted and referred to in your assignment. By following information contained in this referencing guide and other recommended manuals and websites, you can then use this information to reference correctly in your work.

As a Macquarie University student, you have access to an online system, RefWorks, which enables you to manage your references, build up a database of references, and generate your reference list in the APA style. RefWorks can be accessed via the Macquarie University
library, and there is an online RefWorks tutorial to assist you should you decide to use this resource.

RefWorks can be found at:

Another piece of referencing software available to Macquarie students is EndNote. Available for both Mac and PC EndNote will assist you to create a database of references, organise and categorise your references, and directly insert citations into your paper and instantly create your reference list. EndNote is available to download from the Macquarie library website, and here you can also find online tutorials and training notes to assist you in learning to use the software.

EndNote can be found at:

Steps to take when preparing your Assignments

There are many different types of reference material that you can consult when preparing your assignments. These sources include books, book chapters, journal articles, websites and audiovisual material. Referencing each source type correctly is not difficult if you have the information that you need. It is therefore important that you collect information (known as the bibliographic details) about your sources as you prepare your assignment. The following steps will help you to get started, but more complete information of the bibliographic details required for each source type are found later in this guide:

For each source that you consult, write down:

The type of source e.g., book, book chapter, journal article, newspaper, web document.

The author i.e. who wrote this information. For a book chapter in an edited book, the author is the person who wrote the chapter. In this case, however, you will also need the names of the book editors for your reference list.

The date it was published. This date is located on the inside cover for books, top of page for articles and newspapers, and often at the bottom of the page in web documents.

The title i.e. name of the book, article, chapter, or web page.

The publishing details. In the case of books or book chapters, this means the place of publishing and the publisher’s name. In journal articles, it refers to the journal name, volume, issue, page numbers, and DOI or URL. In cases of web pages and documents, it refers to the URL.
**Steps Involved in Referencing Correctly**

In your assignments, you need to reference your sources in two ways:

1. Whenever you use or write about ideas contained in a consulted source, you must acknowledge that source in the body of your assignment. These acknowledgements are called *in-text* citations, as they occur ‘inside’ your assignment.

2. You then need to provide a reference list at the end of your assignment. This reference list gives the full bibliographic details of each your cited sources. Note that the reference list only includes sources that you have cited in your assignment. Do not include sources you have read but not used.

**In-text Citations**

In-text citations provide *brief* details of the source that you are referencing. Some general principles for in-text citations are:

- You do not write the title of the reading/source or any publisher details.
- You do not put the author initials in in-text citations.
- If there are two or more authors for a source, use ‘&’ between the second-last and last authors surnames when you put the authors’ names in brackets, and ‘and’ when you put surnames in your text (see examples below).
- For sources with three or more authors, write each author’s surname in the first citation, and then (first author, et al., date) in subsequent citations (see example at the bottom of page 5). For sources with six or more authors, beginning with the first citation, only use the first author’s surname followed by et al., date.

In APA style, there are two forms of in-text citations. Which one you use depends on whether you have used a *direct quote* (i.e. you have copied some words or a passage word for word) or have *paraphrased* (i.e. used your own words to summarise ideas from one or more source).

*(1) When You Use a Direct Quote:*

- Place the copied words in double quotation marks to show exactly where the quote starts and finishes.
- Place the in-text citation in brackets after the quote.
- Reference the author’s surname, the date, *and* the page number of the quote.

For example:

Writers use in-text citations to “represent a particular text as briefly as possible” (Grellier & Goerk, 2010, pp. 52-53).

Sometimes, your work may flow better if you embed the authors’ surnames in your own text.
For quotes 40 words or longer. Write these in a new, indented paragraph. You omit the quotations marks, but still need the author, date, and page number. Note in the example below how the author is, in fact, an organisation, and how the abbreviated form of the name is only introduced after the full name has been given.

For example:
The American Psychological Association (APA) provides the following guidelines on the quoting of material in written documents:

Display a quotation of 40 or more words in a free standing block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about ½ in. (1.3 cm, or five spaces) from the left margin (APA, 2010, p. 119).

(2) When you Paraphrase or Refer to Another’s Work to Support your Ideas:

In most assignments, it is preferable to write about your topic in your own words, rather than relying heavily on quoted material. In this way, you can effectively demonstrate your understanding of, and opinions about, the topic. It is still important to support your ideas, and to acknowledge the material that you have consulted when forming those opinions. This second form of ‘in-text’ citation allows you to acknowledge these supporting sources.

When paraphrasing (using your own words to summarise another person’s ideas) or using a source to support your ideas, you cite the author and date, but do not need the page number.

For example:
When summarising an idea contained in a consulted book, it is not necessary to include the page number (APA, 2010).

Sometimes, you may want to cite two sources. This is when you are referring to ideas that are contained in more than one source. In these cases, cite the sources alphabetically, and separate each source using a semi-colon.
The following example shows how to cite a source with three or more authors:

Early childhood educators are constantly challenged to respond to changes in the Australian social context (Arthur, Beecher, Death, Dockett, & Farmer, 2008) ... ... (in a later paragraph in your essay) ... Early childhood teachers can draw on their knowledge of traditional and contemporary approaches to respond to societal changes (Arthur et al., 2008).

Some Frequently Asked Questions about In-text Citations

Whose name do I cite when I need to refer to a chapter in a book?
Some books are made up of chapters written by different people. These books are known as ‘edited books’ or ‘edited works’ and the names listed on the book cover are the editors. In this case, you cite the chapter author as this is the person who has written the work. The date refers to the date that the edited book was published. You will find this on the inside cover of the book.

How do I cite the work of an author when I have read about this work in another source (i.e. I have used a secondary source such as a text book)?
It is preferable to locate and read the primary source. However, if this is not possible, then cite the source that you have read (the secondary source) plus the original work in your text. You only put the secondary source in your reference list.

For example:
According to Bruner (as cited in Mac Naughton, 2003), play gives children the chance to test out new behaviours.

In the above example, your reference list would only contain the full bibliographic reference to Mac Naughton (2003).

How do I cite a lecture?
In most units, the citing of lectures is discouraged. It is usually much better to find supporting material from your text book or other academic sources, or locate, read, and
cite the supporting reference that is being used by the lecturer. If you are unsure whether you can cite lectures in your unit, please check with your unit convenor.

**How do I cite a face-to-face interview or another kind of personal communication?**
You cite these only in your text i.e. you do not include the details in a reference list. In your text, you need to give enough information to allow the reader to adequately assess the role or qualifications of the communicator (paying close attention to confidentiality issues when they apply).

For example:
Sarah, a long-day-care director, stated that it is important for centres to have a clear policy about how to respond to aggressive behaviour in young children (personal communication, September 2, 2011).

**What if I need to cite more than one source by the same author?**
Mostly, the citations will be able to be distinguished by their date.

For example:
Rogoff (1998, 2003) is one of the major advocates of a sociocultural theoretical approach to children’s development.

Note: In your reference list, you include both works, referencing the oldest publication first.

In some cases you may want to cite works with both the same author and year of publication. These works are then distinguished by using a lower-case letter after the date.

For example:
The development of intersubjectivity has been studied both in the context of pretend play (Goncu, 1993a) and play with same or mixed-sex pairs (Goncu, 1993b).

**What if I need to reference the same source multiple times in my assignment?**
You need to fully cite the source (i.e. give author/s, date, and page number where needed) each time you have consulted that source. However, if you use the same source within the same paragraph, you refer to the author, but do not need to repeat the year of publication.

For example:
Wittmer and Peterson (2005) argue that individual characteristics such as temperament and gender can influence the nature of children’s peer interactions ... later in same paragraph ... Cultural values can also have a bearing on the social opportunities afforded to young children (Wittmer & Peterson).
Note: In APA style terms such as ‘ibid’ or ‘loc.cit’ are not used.

**What if the source has no author?**
The author is sometimes an organisation or group. If this is the case, then cite the group name as the author. If no author is given, then the title of the document is given in place of the author. Only if the work is signed as ‘anonymous’ do you cite ‘anonymous’ as the name of the author.

**What if there is no date?**
If you cannot find the date, then write (n.d.) instead (this stands for ‘no date’).

**How do I cite a web page?**
The same basic principles apply. List the author (or page title if there isn’t an author stated) and the date (or n.d. if there isn’t one). If you quote or copy any part of the website, you need to either give the page number (if available), the paragraph number (e.g., para 2) or enough information to allow the reader to find that material.

For example:

In the first year of life, it has been argued that “the baby probably accomplishes more than in any other year of her life” (Gurian, n.d., para 1).

**Compiling your Reference List**
Write your reference list at the end of your assignment. This list provides all the information that a reader needs to know to be able to locate and retrieve any source you have cited in your assignment.

Your reference list gives comprehensive details about all of the material that you cited in your assignment. There should be an exact match between the in-text citations and the works listed in your reference list. In other words, all works cited ‘in-text’ should be in your reference list, and vice versa (Grellier & Goerke, 2010).

**Some General Principles for Compiling your Reference List**
- Begin your reference list immediately after the end of your assignment.
- List your references in alphabetical order by author family name. Include the author’s surname and then the initials of his/her given names.
- If there are two or more authors, the surnames are written in the order they appear on the source document.
- The reference list should be double spaced and have a hanging indent. This means that, after the first line of each entry in your reference list, all subsequent lines are indented 1cm from the left margin.
• If you have more than one reference by exactly the same author or authors (in the same order), arrange these by the year of publication, with the earliest date first.
• If there are two references with the same authors and date, order the references alphabetically by the title, and add a lower-case suffix (i.e., a, b, c) to the date.

Take special care with punctuation and formatting (e.g. italicising). It is important!

**Referencing Different Types of Sources**

Different types of sources or works are referenced in different ways. In this section there are examples of the main types of works that, at the IEC, you will need to reference. However, it is impossible for this guide to cover all possible types of works. Therefore the following resources may be useful:

<table>
<thead>
<tr>
<th>Publication and Referencing Manuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Publication Manual of the American Psychological Association (2010) can be found in the MQ Library.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APA Referencing Style Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a></td>
</tr>
</tbody>
</table>

**Referencing a Book**


Note:
• Use of initials and punctuation with the authors’ first names.
• Use of ‘&’ between the second last and last authors’ names.
• Full stop after date.
• Book title is italicized, with a capital only used for the first word in the title and the first word directly after a colon.
Referencing a Chapter in an Edited Book:


Note:
- The chapter authors’ names are written first
- The editors’ names are written after the chapter title. The given name initials come before each editor’s family name. (Eds.) or (Ed.) after the editors’ names indicates that they are the editors
- The book title, not the chapter title is italicized
- The page numbers of the chapter are given after the book title.

Referencing a chapter that is reprinted in a custom publication, such as a Book of Unit Readings that has been printed by a publishing house:


Note:
- This is similar to referencing a chapter in an edited book (see above) except that you add the full reference of the original work in brackets at the end of your reference.

Referencing a Journal Article

- Print journal

- Electronic Journal – full text from an electronic database – DOI available

- Electronic Journal – full text from an electronic database – DOI not available

Note:
- The journal name, not the article title, is italicised
• Write the volume number (issue number) and the start page-finish page to give enough details for the reader to find the article

• If the journal article is sourced online via a library database or a subscribed online journal, then use the DOI if available. If the DOI is not available then provide the full database link with a ‘Retrieved from’ statement.

Referencing a Web Site

A website may consist of one document or a single page, or multiple documents each with their own URL. As with all references, the purpose of referencing a website is to acknowledge the author and to enable the reader to find the material. It is therefore important that the URL is correct. Include a retrieval date only if the content of the page is likely to change frequently, such as a wiki or a government website.


If there is no author:

*Theories of play* (n.d). Retrieved from [http://www.uwgb.edu/hughesf/Theories%20of%20Play.htm](http://www.uwgb.edu/hughesf/Theories%20of%20Play.htm)

Referencing an Online Document:


Referencing an Image on the Web

*Bow and arrow* [Image]. (2010). Retrieved from [http://images.tutorvista.com/content/work-energy-power/stretched-string-potential-energy.jpeg](http://images.tutorvista.com/content/work-energy-power/stretched-string-potential-energy.jpeg)

Note: The in-text format is:

The image of the bow and arrow (Bow and arrow, 2010) illustrates ...
Referencing an Image from an Anthology or Picture book

Note: The in-text format is “Bird in tree” (Bruna, 1988, p.1).

Referencing an Article or Chapter from a Book of Readings or from E-Reserve
There is no need to acknowledge the book of readings or the fact that the reading was obtained through E-Reserve. Your book of readings or the E-Reserve list for your unit should contain the full reference details for each reading, so please reference it accordingly.

Note: Many E-reserve listings are NOT in APA style, so it is important that you check this and reference appropriately.

Referencing a Newspaper Article
• If you accessed it from an ‘in print’ paper:
• If you accessed the article online or electronically:

Referencing Films, DVDs and Video-recordings

Note:
• The bracketed [DVD] is used to specify that a film title was viewed as a DVD even though it may have been released originally as a cinematic film.
• The producer and the director are acknowledged as the authors of the piece. This information is normally included in the opening and/or closing credits, and on the cover of the DVD.
• The in-text format is (Scorsese & Lonergan, 2000).

Referencing Television and Radio Programmes
Note:
- The executive producer is acknowledged as the author of the programme. This information is normally included in the opening and/or closing credits.
- The in-text format is (Carey, 2011).

Referencing a Poem or Song from a Collection or Anthology
- If the song or poem is in a collection of works from the same author:
- If the song or poem is an anthology or work by multiple authors or composers:
- If there is no author (i.e. it is a traditional rhyme or song)
- If you downloaded the song, poem or rhyme from an internet site:

Referencing a Report
- If you accessed the print version:
- If you accessed the report online:

Referencing Legislation

Note this uses the format: Title of the act in italics, followed by the year in italics, (Jurisdiction abbreviation) subdivision if relevant (Country abbreviation), followed by retrieval statement if appropriate.
Referencing a Lecture

Please read the appropriate Frequently Asked Question on pages 7-8 regarding the citation of lecture material in your assignment.

References


Acknowledgement

Thank you to Dr Sheila Degotardi who developed the original IEC referencing guide in 2007. This guide is a revision of the 2007 guide.