# SUNNYBANK STATE HIGH SCHOOL

## *REFERENCING YOUR SOURCES*

Sunnybank State High School uses the APA style (6th edition) of referencing sources.

Referencing is important in order to avoid plagiarism, to verify quotations and to enable readers to identify and follow up works you have referred to.

## Reference List or Bibliography?

A **reference list** includes only those books, articles, web sites, etc that are cited in the text of your assignment. If you read sections of books or articles and don't use that material in your assignment, don't put them in your reference list.

A **bibliography** includes all sources consulted for background reading, whether you've cited them or not.

## Displaying your reference list

1. A reference list is displayed alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.

2. If there is more than one item by the same author, the items are order chronologically. If there are two published in the same year, the years are denoted by an alphabetic character (eg 2009a, 2009b).

3. Each reference appears on a new line. A hanging indent is preferred so that the author's name stands out.

4. Reference lists should not be numbered.

## Referencing software

Sunnybank State High School offers students the use of CiteAce, which assists in creating reference lists. CiteAce defaults to the Harvard style of referencing so students need to remember to change the formatting to the APA style for each reference list.
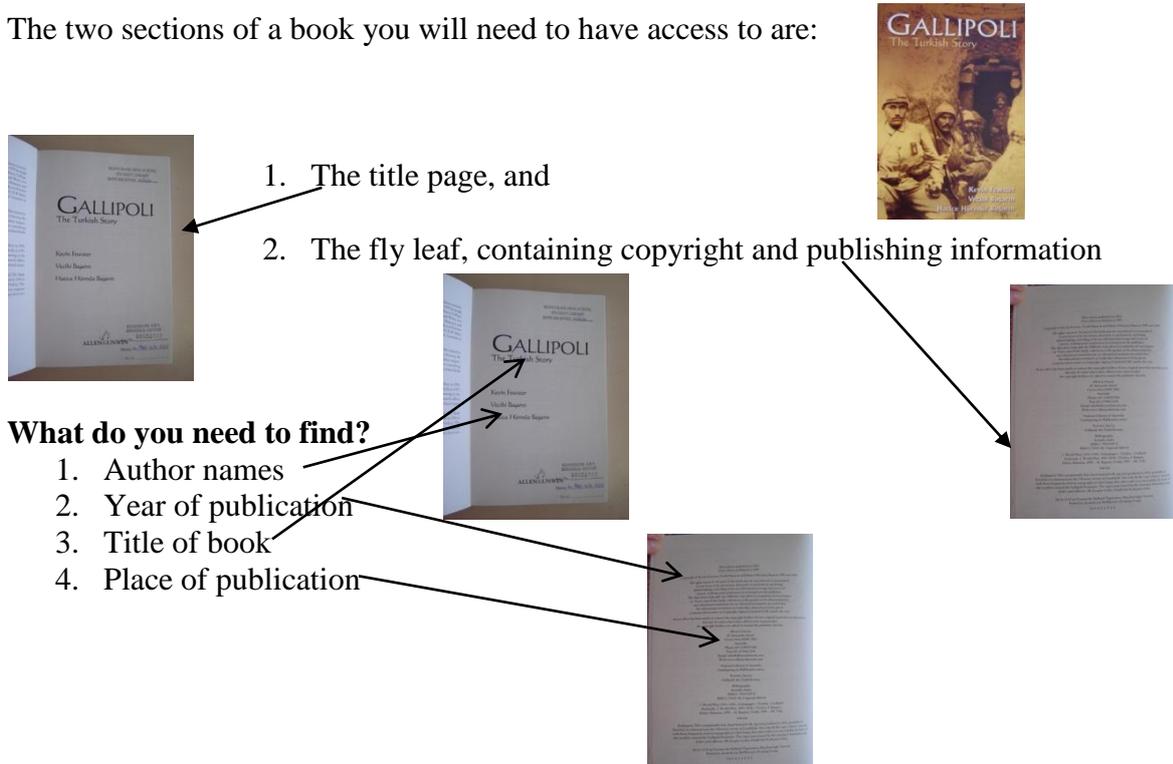
There are videos available which show you exactly how to construct a reference list. Look for the links where you found this document.

# Elements of the citation

## *BOOKS*

The two sections of a book you will need to have access to are:

1. The title page, and

2. The fly leaf, containing copyright and publishing information

**What do you need to find?**
1. Author names
2. Year of publication
3. Title of book
4. Place of publication

## Intext Citation

The only information you need to put into the text of your assignment is the author's surname and the date of publication. The reader will look at the reference list at the end of your assignment for further details.

The intext citation for the above book would look like:

> In January 1916, the Turks held a day of celebration because the English had been driven off the Dardanelles. (Fewster, K. et al, 2003)
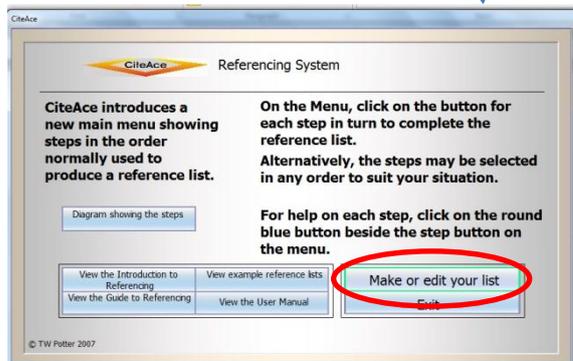
OR

> Fewster et al (2003) state that in January 1916, the Turks held a day of celebration because the English had been driven off the Dardanelles.
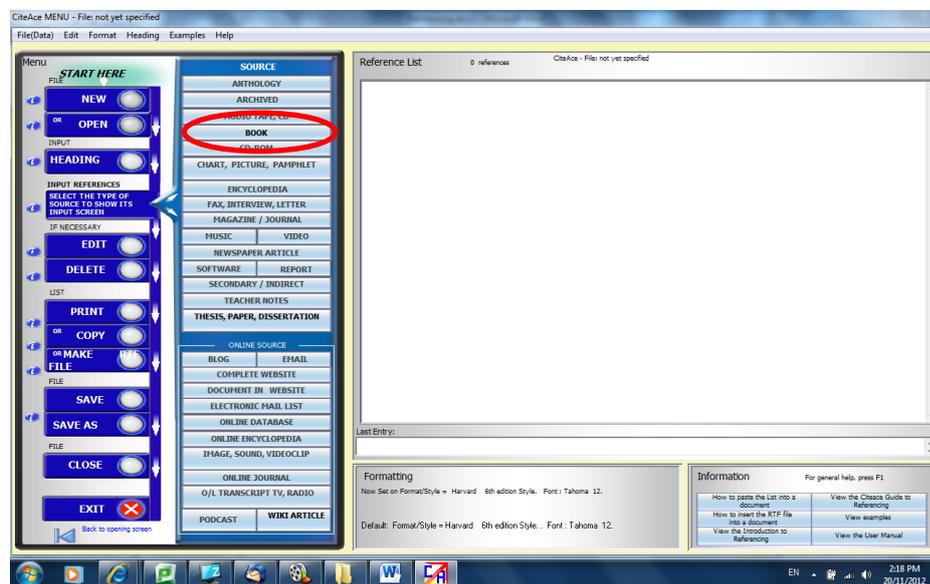
## Using CiteAce to construct your reference citation

1. Open CiteAce from the NAL window.
2. Choose 'Make or Edit your List'.

3. Choose 'Book'.

4. Complete the sections as required:
    a. Author's surname and initial
    b. Second and/or third authors
    c. Year of publication
    d. Edition number – this is only completed if the book is not a first edition.
    e. Title of book
    f. Sub-title of book
    g. Publisher name
    h. Place of publication
    When finished, click 'Enter onto List'.
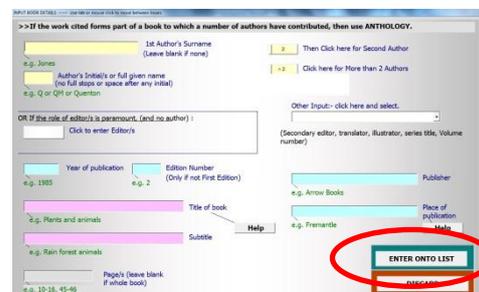
5.  Change the format of your citation.
    a.  Go to Format, Change List font.
    b.  Click OK.
    c.  Choose APA at the top left of the screen.
    d.  Take the time here to also change the font type and size.
    e.  Click OK.
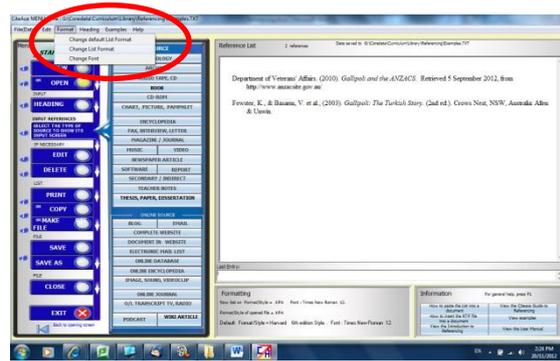
There will be no need to alter the format to APA after the first entry. Every entry from now on will follow the same format.
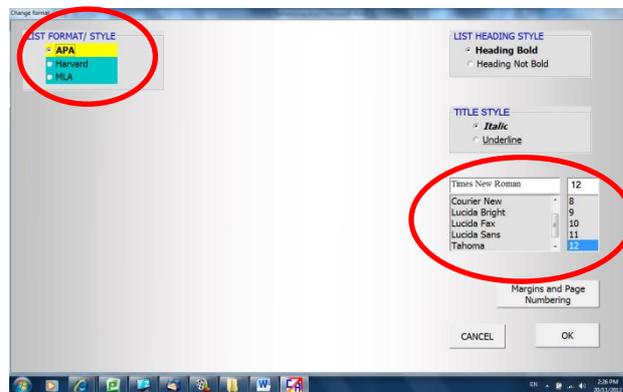
You should have on your screen a reference citation like this:

Fewster, K., & Basarm, V. et al., (2003). *Gallipoli: The Turkish Story*. (2nd ed.). Crows Nest, NSW, Australia: Allen & Unwin.

## Save your reference list

CiteAce will ask you to save your reference list. It will save as a .txt document that is interpreted by CiteAce – it won't make sense anywhere else.

Make sure you save your document in the same place as your assignment and call it a name that makes sense to you, eg: SSE WWI assignment references

## Copying the citation into Word

You can highlight the citation in CiteAce, copy and paste it directly into your Word document.

*HINT:*
CiteAce will put your reference list in alphabetical order for you, so finish your entire list before copying it into Word.

## *COMPLETE WEBSITE*

### What do you need to find?
1. Author
2. Date the site was created or last updated
3. Title of home page
4. URL
5. Date viewed

Sometimes it's difficult to locate the date the site was created or last updated. It's usually located at the bottom of the screen along with the author name/copyright owner. Be wary of sites that don't have a date on them as they are less likely to be valid sources of information.

*NOTE:*
The year has the letter 'b' after it. This is because there are two references from the same author in the same year. We add the letter after the year to indicate which source we are referring to.

### Intext Citation

> By 15 December 1915, Allied soldiers had become aware there was a full scale withdrawal in progress. Most Allied troops were withdrawn without the Turks being aware of it. (Department of Veterans' Affairs, 2010b)

OR

> The Department of Veterans' Affairs (2010b) states that by 15 December 1915, Allied soldiers had become aware there was a full scale withdrawal in progress. Most Allied troops were withdrawn without the Turks being aware of it.

## Using CiteAce to construct your reference citation

Open CiteAce from your NAL window, then open the file saved when you created the reference citation for the book.

1. From the CiteAce Menu, choose Complete Website.
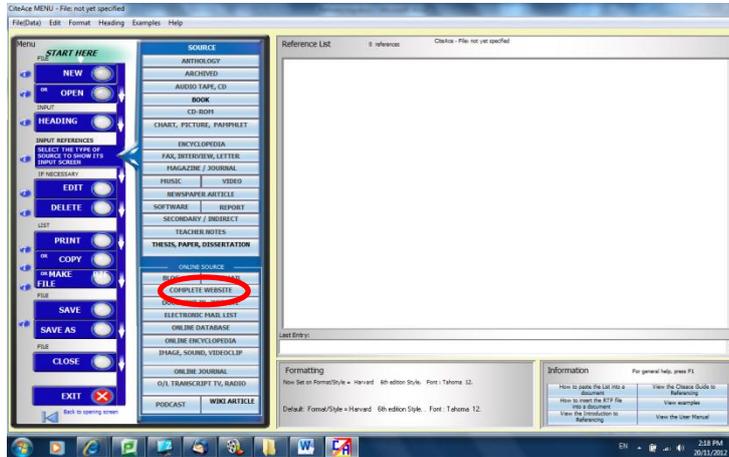


2. Fill in the information on the form, referring back to your website home page when necessary. Pay particular attention to the way things are written. Put capitals where necessary and enter the date as indicated on the form. Click *Enter onto List* when finished.
3. You should have on your screen a reference citation like this:

Department of Veterans' Affairs. (2010b). *Gallipoli and the ANZACS*.  Retrieved 5 September 2012, from http://www.anzacsite.gov.au/

4. Remember to complete your entire reference list before copying into your assignment.
5. Make sure you save your reference list regularly.

*NOTE:*

If you have more than one source from the same author, and with the same date, you'll need to edit the citation to include the letter after the year.

1. Click on Edit to the left of the CiteAce Menu.
2. Double click on the citation you want to edit. Change it accordingly.
3. Click Enter onto list.

## *PAGE IN A WEBSITE*

Sometimes, in a large website, you only use one page for information in your assignment. In this case, you only reference the page that you have used.

### Intext Citation

The intext citation for a page in a website will look like:

The Turks allowed German ships access to Constantinople after war was declared on 10 August 1914. (Department of Veteran Affairs, 2010a)

OR

The Department of Veteran Affairs (2010a) states that the Turks allowed German ships access to Constantinople after war was declared on 10 August 1914.

### Using CiteAce to construct your reference citation

1. From the CiteAce Menu, choose Document in a Website.
2. Complete the form as required.
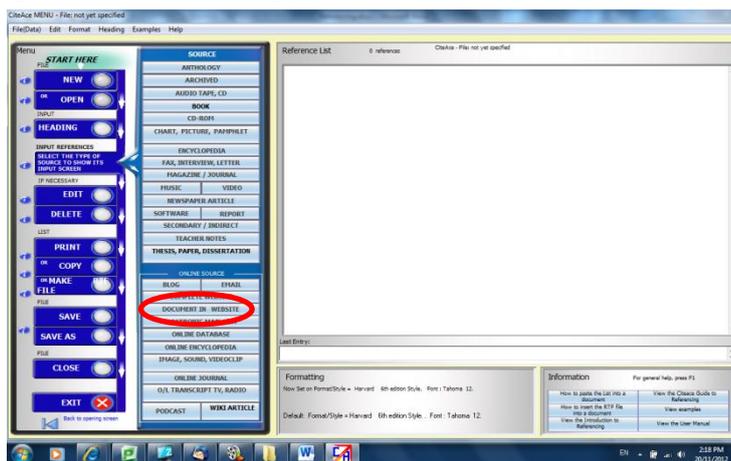


3. You should have on your screen a reference citation like this:

Department of Veterans' Affairs. (2010a). 100 Events of the Gallipoli Campaign. *Gallipoli and the ANZACS.* Retrieved 20 November 2012, from http://www.anzacsite.gov.au/5environment/timelines/100-events-gallipoli-campaign/august-december-1914.html

# Other sources

CiteAce allows you to record information from a variety of sources. Experiment with the list available to you until you are familiar with entering data, and recognise the way reference lists look.