



Shailer Park State High School

APA 6th (Harvard) Style

Information compiled from:

University of Salford, Manchester (2019) APA 6th (Harvard) Style, Retrieved from
www.salford.ac.uk/__data/assets/word_doc/0005/1057622/APA-Handbook.docx

University of Sydney (2018) APA 6th- Subject Guides, Retrieved from
libguides.library.usyd.edu.au/content.php?pid=160012&sid=1509941



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Referencing all sources

Students are expected to submit work which demonstrates a level of independent thinking/their own work or learning, grounded in the teaching they have received. The research undertaken must properly reference and hence acknowledge, all the sources consulted in producing this work.

Why reference? 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 too that teachers will usually recognise that the words, ideas or work is not your own. Work includes, but is not restricted to, written work, ideas, 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 Shailer Park SHS website for more information and consequences for breaching this policy.

There are many different styles to format your bibliography, however at this school, the APA (Harvard) version 6 is used. The following examples provide a format for students to use when compiling a bibliography or providing citations.



Using In-Text Citations

An in-text citation is a reference made within the body of text of an academic essay. 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:

- **Direct Quotations:** copying the information word for word (or with slight changes, for example, for the sake of correct grammar). You must use "quotation" marks.
- **Indirect Quotations or Paraphrasing:** rewriting the information into your own words, without losing the essence of the source. You must make reference to the author or creator.
- **Summarising:** creating a brief summary of the information. Again, you must make reference to the author or creator.

1. A full stop at the end of the section

e.g. Using a good library and online databases will help you to quickly collect a substantial amount of Information (Cornford & Smithson, 2006).

2. Incorporated into your own writing

e.g. Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of Information.

3. 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..

e.g. In their research of 2007, Claridge and Mills discovered...



Direct quotations

- A direct (or almost direct) quote should be placed within double "... " quotation marks.

e.g. "A good supporting reference will add weight and authority" to your argument (Cornford & Smithson, 2006, p. 108).

- The citation for a direct quote must include the page number if from a book. Use the abbreviation p. before the number (not the word **page**).

e.g. (Dawe, 1997, p. 163)

Dawe (1997, p. 163) argues that ...

Use p. for a single page, and pp. for a range of pages.

Paraphrasing and summarising

- If you have paraphrased or summarised another author's ideas, but not quoted directly, do not use quotation marks or indentation. Place a citation either at the end of the paraphrased section or integrate it into your text.

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

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



Books

Printed books

The following details are required for a book:

Title - in italics. Use capitals as though the title were a sentence, i.e. for the first word and proper nouns only. If there is a title and subtitle, separate the two with a colon. The title is followed by a full stop - unless it is followed by an edition (see examples below).

Edition - if not the first. Abbreviate, e.g. 2nd ed. Enclose in parentheses, and follow with a full stop.

Place of publication - this should be the city, followed by a colon. If there are several cities listed, select the first one.

Publisher - followed by a full stop

Examples:

Tyndale-Biscoe, C. H. (2005). *Life of marsupials*. Collingwood: CSIRO Publishing.

Hunter, M. L., & Gibbs, J. P. (2007). *Fundamentals of conservation biology* (3rd ed.). Malden, MA: Blackwell Pub.

Wood, D., Chynoweth, P., Adshead, J., & Mason, J. (2010). *Law and the built environment*. London: Wiley-Blackwell.

Clarke, M., Corbett-Jones, J., Flynn, L., Ferry, K., Corrigan, J., Hargreaves, C., Westley, E. (2010). *Devils, demons and werewolves*. Manchester: Bridge House.

Mahjoub, A. (Ed.). (1990). *Adjustment or delinking?: the African experience*. Tokyo: United Nations University Press.

Proetzel, G., & Wiles, M. V. (Eds.). (2010). *Mouse models for drug discovery: methods and protocols*. Totowa, NJ: Humana.

Collins Portuguese phrase book & dictionary. (2005). Glasgow: HarperCollins.

E-Books

If you access a book electronically, rather than using the print version, follow the above guidelines for authors/editors, dates, titles and editions. You do not need to include publication details. You should also include:

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; the URL for the database is sufficient. Do not hyperlink URLs.



Examples:

Schiraldi, G. R. (2000). *The post-traumatic stress disorder sourcebook: a guide to healing, recovery, and growth*. doi: 10.1036/0071393722

Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'*. Retrieved from <http://www.netlibrary.com>

Roaf, S., Crichton, D., & Nicol, F. (2009). *Adapting buildings and cities for climate change: a 21st century survival guide* (2nd ed.). Retrieved from <http://www.dawsonera.com>

Newspaper articles

- Follow the format for journal articles (paper or electronic).
- The day & month are included in the parentheses, after the year.
- If the author is unknown follow this format:
- Title of article (in sentence case), date, title of the newspaper (in title case and italics),
- If you are citing a paper version, end with page number(s). If you are using an electronic paper, end with the URL for the newspaper, preceded by the words Retrieved from.

Examples:

Extreme makeover: are humans reshaping Earth? (2011, 17 May). *The Independent*. Retrieved from <http://www.independent.co.uk/>

Glenny, M. (2011, 16 May). Cyber-weaponry, virtual battlefields and the changing face of global warfare. *The Guardian*, p. 22.

Note: the in-text citation for a newspaper article is the form (Author, Year) or (Title, Year) if there is no author. You do not include the day & month in the in-text citation.



Web

Web pages

Usually when you are referencing a web source, you are citing information you found on a single web page rather than a whole website. If this is the case, follow these instructions. If you need to reference a whole website, see the next page.

Author/s - person or organisation (if known).

Year - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

Title - in normal font, followed by a full stop. (Note: the title of a Web Page is not in italics because it is part of a larger work, i.e. the website).

URL - URL of webpage, preceded by the words 'Retrieved from'.

Examples:

United States Geological Survey. (2006). National elevation dataset. Retrieved from <http://ned.usgs.gov/>

High-resolution cosmic string simulations. (n.d.). Retrieved from http://www.damtp.cam.ac.uk/research/gr/public/cs_evol.htm

International Union for Conservation of Nature. (2010). Species of the day: northern hairy-nosed wombat. Retrieved from <http://www.iucnredlist.org/sotdfiles/lasiorhinus-krefftii.pdf>

Websites

Follow the instructions above for web pages, but note that if you are referencing a whole website, its title is in italics.

Example:

Diabetes UK. (2012). *UK Diabetes Resource*. Retrieved from <http://www.diabetes.co.uk/>

Wiki entries

Author/s - if authors are listed, follow instructions for books. Most wikis do not list authors; in which case, start your entry with the entry title.

Entry title - in sentence case and normal font.

Year - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

Wiki title - in title case and italics.

URL - URL of entry, preceded by the words 'Retrieved from'.



Examples:

Tiger quoll. (2011). *Wikipedia*. Retrieved from http://en.wikipedia.org/wiki/Spotted-tailed_Quoll

Digital dark ages (2008). *LISWiki*. Retrieved from http://liswiki.org/wiki/Digital_Dark_Ages

Because there is unlikely to be an author for a wiki entry, the in-text citation is in the form (“Entry title”, Year).

Blogs

The following details are required for material from a weblog:

Author/s - person or organisation. Follow instructions for books.

Year & date - enclosed in parentheses: year of blog posting, followed by a comma, followed by the date the entry was posted.

Title of entry - in normal font and sentence case, followed by the word [Weblog] in square brackets, followed by a full stop.

URL - of blog entry. Precede with the words ‘Retrieved from’.

Example:

Costa, C. (2010, 29 May). Integrating technology into researcher training. [Weblog], Retrieved from <http://knowmansland.com/learningpath/?p=511>

Note: the in-text citation for a blog post is the form (Author, Year). You do not include the day & month in the in-text citation.

Note: Much of the material available on the Internet is transitory. It is a good idea to keep your own copy of anything you use, to prove that it existed. This is particularly important with Wikis, where the information changes regularly. But remember, Wikipedia is not a recommended source of academic information.

Audio and Visual

Online multimedia

To reference a webcast or other forms of online multimedia you need the following details:

Producer/s - person or organisation (if known), in the same format as author, followed by (Producer) in parentheses and followed by a full stop.

Year - enclosed in parentheses: year the podcast was produced, followed by a comma, followed by the original broadcast date (if applicable).

Title - of podcast, in sentence case and normal font, followed by the word [Multimedia], [Webcast], etc. as appropriate. Follow with a full stop.

Series Title - if applicable, in italics, followed by a full stop.



DOI/URL - If the item has a DOI use this, preceded by the word doi: followed by a colon. If there is no DOI use the URL, preceded by the words **Retrieved from**.

Example:

Becker, A. (Producer). (2006) Animator vs. animation [Multimedia]. Retrieved from http://fc01.deviantart.com/fs13/f/2007/077/2/e/Animator_vs_Animation_by_alanbecker.swf

Pipistrelle bats [Webcast]. (2010, 4 January). Retrieved from <http://arkive.org/pipistrelle-bats/pipistrellus-pipistrellus-and-pipistrellus-pygmaeus/video-OO.html>

BBC World Service (Producer). (2011, 4 February). New mosquito [Podcast]. Science in Action. Retrieved from <http://www.bbc.co.uk/podcasts/series/scia>

Films, DVDs and videos

Director - (if known) follow instructions for books, followed by the word (Director), enclosed in parentheses.

Year of Release - this should be the year the film is released in the country where it was produced. Enclose in parentheses and follow by a full stop.

Title - in italics and sentence case.

Format - Film, DVD, etc., enclosed in square brackets and followed by a full stop.

Production details - city and country of production, colon, company or organisation. End with a full stop.

Examples:

Lewis, M. (Director) (1988). *Cane toads: an unnatural history* [Film]. Sydney: Film Australia.

Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair* [DVD]. Bristol: University of the West of England.



Reference List Layout Example

Your Reference List is a list of all the works cited in your paper, listed in one single alphabetical sequence at the end of your document. Do not list different formats (e.g. books, journals, or webpages) in separate sequences.

If possible, you should use hanging indentation (as in the example below). Otherwise, separate each item in your Reference List with a blank line.

- Becker, A. (Producer). (2006) Animator vs. animation [Multimedia]. Retrieved from http://fc01.deviantart.com/fs13/f/2007/077/2/e/Animator_vsAnimation_by_alanbecker.swf
- British Standards Institution. (2005). *Acoustics: guidelines for noise control in offices and workrooms by means of acoustical screens*. (BS EN ISO; 17624:2004). London: BSI.
- Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair* [DVD]. Bristol: University of the West of England.
- Chippindale, C. (2010). Ambition, deference, discrepancy, consumption: the intellectual background to a post-processual archaeology. In N. Yoffee & A. Sherratt (Eds.), *Archaeological Theory*. (pp. 27-36). doi:10.1017/CBO9780511720277
- Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'*. Retrieved from <http://www.netlibrary.com>
- Gershon, R. R. M., Pogorzelska, M., Qureshi, K. A., & Sherman, M. (2008). Home health care registered nurses and the risk of percutaneous injuries: a pilot study. *American Journal of Infection Control*, 36(3), 165-172.
- Health and Social Care Act 2008 (Regulated Activities) Regulations SI 2010/781
- James, P. (2008). *Urban green spaces in the mid-21st century scenarios and trajectories for the future cityscapes - case study of a North European city*. Paper presented at the International Conference: Urban Green Spaces: a Key for Sustainable Cities. Retrieved from <http://usir.salford.ac.uk/9607/>
- Lee, S. (1998). Grey shirts to grey suits: the political economy of English football in the 1990s. In A. Brown (Ed.), *Fanatics! : power, identity and fandom in football* (pp. 32-49). London: Routledge.

