PLC’s Academic Policy

Basics of APA referencing

In-Text citations

Access to online referencing tools
At PLC we value knowledgeable and open-minded Inquirers, who strive to be thinkers and principled communicators of their findings, creations and responses.

Promoting and Supporting Academic Honesty at PLC

Students are:

- Made aware of the ethical considerations related to Academic Honesty.
- Taught how to acknowledge sources of information.
- Provided access to support materials to assist them in referencing their work (e.g. School Diary, library website, podcasts).
- Provided access to “Turnitin” to support them in making informed judgements about the “Academic Honesty” of their work.
- Encouraged to take responsibility for the authenticity of their own work.

Academic dishonesty includes:

- **Plagiarism**: Representing the ideas or work of another as your own, e.g. copying another writer’s work word for word or paraphrasing without acknowledgement.

- **Collusion**: Supporting or enabling plagiarism. For example, allowing your work to be copied or having a parent or tutor complete part of your work.

- **Duplication of Work**: Presenting the same work for different assessments.

- **Cheating**: Use of unauthorised notes or communication devices or viewing another student’s work during a quiz, test or exam.
Features:

- Your reference list needs to be added at the end of your paper.
- Your references should be written on a new page with the word “References” and centred at the top. (Do not bold, underline or use quotations for the title)
- All text should be double lined - space.

Rules

- Reference list must be **alphabeticalised** by the author’s surname. If there isn’t an author then it is ordered by the title of the item.
- Full stops are used between the elements of information.
- Author’s surname comes first, followed by a comma then their initials, broken up by fullstops.
- Year of publication goes in brackets.
- Resource titles are written in italics.
- A colon is used between the city of the publication and the publisher’s name.
- If your citation goes over a line, you must use a hanging indent.
- When using digital resources you must state ‘retrieved’ and the date you did so, starting with the year, month then day. *This is for sites that are Wikis, and those that state the information is updated or revised.*
- If there is no publication date use ‘n.d.’ in it’s place.
Direct quotes

Direct Quotes are when you copy word for word exactly what the author has written or spoken. You record, author’s name, year of publication, page number.

Paraphrasing

Paraphrasing is when you use someone else’s thoughts and ideas but written in your own words. You record author’s name and year of publication.

Punctuation

- record your in-text citations in parentheses (brackets).
- use commas to separate the information.
- use p followed by the page number you quoted from or pp if the quote is from more than one page.
- use a full stop after the p.
- if the citation is at the end of the sentence, it is considered to be part of the sentence, so the full stop is placed after the closing parenthesis (bracket).

No author

Use the title of the article or resource and reflected in the reference list.

No publication date: write n.d. (no date)

Examples:

- Direct quote: (Hodge, 2011, pp 20-21)
- Paraphrased material: (Hodge, 2011)
- No Author: (Saving India, 2011)
- No Date: (Hodge, n.d.)
In-Text Citation is used when you summarise, paraphrase or quote from a source. For every in-text citation there must be a corresponding entry in your reference list.

APA referencing uses the author-date method. eg: (Jones, 2018)

**Examples of in-text citation:**

- **Direct quotes** must include the author, year of publication and page number/s of the source used. It follows a block of text that is placed between quotations. Direct quotes are indented.

  **Example:**
  
  “Sarah, an eleven year old cheetah from the Cincinnati Zoo, covered one hundred metres in 5.95 seconds. This is almost four seconds faster than Usain Bolt’s record of 9.58 seconds.” (Chandler, 2013, p. 5)

- **Paraphrasing** is when you use rephrase an author’s words into your own words.

  **Example:**
  
  At the Cincinnati Zoo, an eleven year old cheetah beat Usain Bolt’s one hundred metre record by nearly 4 seconds. The cheetah ran the one hundred metres in just 5.95 seconds whilst Usain completed the same distance in 9.58 seconds (Chandler, 2013).

- **Using the author’s name in a sentence.**

  **Example:**
  

**Exception to the rules:**

Personal communication e.g. email, interviews, blogs, letters, etc.

For personal communication you need to record the author’s name, state that it is personal communication and the actual date that the communication took place.

E.g. (Green, personal communication, January 10, 2011)
<table>
<thead>
<tr>
<th>Basic format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Place of Publication: Publisher.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author:</strong></td>
</tr>
<tr>
<td>Last name first, followed by author initials.</td>
</tr>
</tbody>
</table>

| **Two authors:** |
| List by their last names and initials. Use the ampersand (&) instead of “and.” |

| **Three to six authors:** |
| List by last names and initials; commas separate author names, while the last author name is preceded by an ampersand (&). |

| **More than seven authors:** |
| List by last names and initials; commas separate author names. After the sixth author’s name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names. |

**Note:** For ‘Place of Publication’, if published in the U.S. you should always list the city and the state using abbreviation without full stops e.g. (New York, NY). If published outside the U.S., then list the city and the country e.g. (Perth, Australia).
What you need to include:

Often encyclopaedias and dictionaries do not have an author's name. If there is no author, move the title to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is included in the entry.


Examples:

Author/s:

No Author:

Online article:

Database article:

Note: A retrieval date is added only if it is known the information is revised or is updated.
You will need to check the website or database.
APA referencing method does not allow the inclusion in your reference list any unpublished information sources. These may include: emails, interviews, blogs, wiki’s, letters, phone conversations, etc.

All unpublished sources of information use an in-text citation only.
E.g. (Green, personal communication, January 10, 2011)
What you need to include:


Example:


Example:

“Storytelling is powerful; film particularly. We can know a lot of things intellectually, but humans really live on storytelling. Primarily with ourselves; we’re all series of our own narrative.”

~Richard Linklater

The details you need to include:

- **Print:**
  **Example:**

- **Online:**
  Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in brackets.
  **Example:**

- **Databases:**
  **With no DOI Author:**
  **Example:**

  **Databases:**
  **With DOI Author:**
  **Example:**

**What is DOI?** A DOI is Digital Object Identifier that is assigned to digital content such as a journal article, an eBook or a data set. The internet is a constantly changing space and DOIs provide a consistent link to an item.
What is the difference between a magazine and a journal?

A magazine generally contains content that is popular, such as news, opinion and gossip, etc. e.g. Woman’s Day and Time Magazine. Journals provide specialist information, i.e. articles on research, analysis and scholarly topics. e.g. Psychology and Scientific Review.

Details you need to include when referencing a magazine:

- **Print:**
  

  **Example:**
  

- **Online articles:**
  
  Include the date you retrieved the article and the web address, if it is known the information has been updated or revised.

  **Example:**
  

“In a magazine, one can get - from cover to cover - 15 to 20 different ideas about life and how to live it.”

~Maya Angelou

The details you need to include:

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, pp. xx - xx.
(Use ‘p’ for a single page and ‘pp’ for multiple pages.)

Examples:

- **Single Author:**

- **Online article:**

“The window to world can be covered by a newspaper”.
~Stanislaw Jerzy Lec

The details you need to include:

**Episode of Program:**

**Example:**

**Television Broadcast:**
Producer, P.P. (Producer). (Date of broadcast). *Title of Program*. [Television Broadcast]. City, place of origin: Studio or distributor.

**Example:**

**Entire Series:**

**Example:**
### The details you need to include:

<table>
<thead>
<tr>
<th>Type</th>
<th>Format</th>
</tr>
</thead>
</table>
The details you need to include:

(Note: Include the retrieval date if the content cited is likely to be changed or updated, such as wikis. The webpage will have the words ‘updated’ or ‘revised’ somewhere written.)


<table>
<thead>
<tr>
<th>Examples:</th>
</tr>
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<tbody>
<tr>
<td><strong>With author:</strong></td>
</tr>
<tr>
<td><strong>Organisation as the author:</strong></td>
</tr>
<tr>
<td>Include the organisation name in place of the author names. If no author or organisation available, begin the citation with the page title.</td>
</tr>
<tr>
<td><strong>No publication date:</strong></td>
</tr>
<tr>
<td>Use n.d. in place of the date.</td>
</tr>
</tbody>
</table>