CREATING A REFERENCE LIST
APA AUTHOR-DATE REFERENCING

This document shows you how to set out your Reference List for assignments.

For future reference: if you study at any other educational organisation or another department within TAFE you should always check with your teacher if they have a preferred referencing style that they wish you to follow.

WHAT SHOULD I INCLUDE IN MY REFERENCE LIST?

- You should ONLY list references that are works you have cited in the text of your assignment.
- The only exceptions to this rule are personal communications and classical works – these are cited in-text only and are not included in the Reference list.
- All in-text citations must have fully detailed, corresponding entries in a reference list at the end of your assignment.
- Reference list entries should be arranged alphabetically by author’s surname (or by organisation name). If there is no author, arrange in the list alphabetically by title. Ignore the words ‘A’, ‘An’, and ‘The’ when alphabetising by title.
- If the Reference list includes two or more entries by the same author(s), list them in chronological (date) order with the earliest first. If there are multiple entries by the same author(s) published in the same year – arrange them alphabetically by author and then title (excluding ‘A’, ‘An’ and ‘The’), with suffixes of a, b, c and so on attached to the date (see examples below).
- Each new information source should begin on a new line.
- Book titles, journal titles, website titles, and volume numbers are italicised. Do not italicise issue numbers.
- Minimal capitalisation is recommended. Capitalise only the first word of titles, subtitles, article titles, and any proper nouns. The exception to this rule is journal, magazine and newspaper titles – capitalise all words except joining words such as ‘and’, ‘of’, etc. An example of this is Australian Nursing and Midwifery Journal.
- Reference entries always finish with a full-stop except when the reference ends with a URL or DOI.
- A DOI (Digital Object Identifier) is a unique identifier with a more stable link than a URL to a publication such as a journal article or eBook. If a DOI is available use this instead of a URL.
- URLs:
  - For sources that are publicly available say “Retrieved from and URL”.
  - For sources that are not directly available eg. a database subscription say “Available from and URL”.

FORMATTING YOUR REFERENCE LIST

- The reference list appears at the end of the article/report/document on a separate page(s).
- Your reference list is headed by the centred title References.
- All references should be double-spaced, and should have a hanging indent of 5-7 spaces for the second and subsequent lines for each entry.
- Check with your teacher what font size and font style they would like you to use.
- Remember to set your Word preferences to remove hyperlinks from URLs to prevent them appearing with an underline.
MULTIPLE REFERENCES TO THE SAME AUTHOR IN THE SAME YEAR:

- If you have multiple works in the same year by an author you need to distinguish between the works in a specific way.
- Your author will still appear alphabetically in the reference list – see Reference list below for examples – look at the Australian Bureau of Statistics example.
- Then order alphabetically by Title.
- Now add a, b, c etc. after the publication year.


**Referring in-text:** Follow the same format for in-text referencing as other in-text examples – you just keep the letter after the publication date eg. (Australian Bureau of Statistics, 2013b).

MULTIPLE REFERENCES TO THE SAME AUTHOR IN DIFFERENT YEARS:

- If you have multiple works by the same author, but the publication years are different list the references chronologically in order – earliest year to latest year.


ACCEPTABLE ABBREVIATIONS IN THE REFERENCE LIST INCLUDE:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ch.</td>
<td>chapter</td>
</tr>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>editor (editors)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>no.</td>
<td>issue number</td>
</tr>
<tr>
<td>p. (pp.)</td>
<td>page (pages)</td>
</tr>
<tr>
<td>para.</td>
<td>paragraph</td>
</tr>
<tr>
<td>ser.</td>
<td>series</td>
</tr>
<tr>
<td>suppl.</td>
<td>supplement</td>
</tr>
<tr>
<td>Trans.</td>
<td>translator(s)</td>
</tr>
<tr>
<td>rev.</td>
<td>revised</td>
</tr>
<tr>
<td>Vol. (Vols.)</td>
<td>volume (volumes)</td>
</tr>
</tbody>
</table>

TIPS FOR MAKING REFERENCING EASIER:

- Prepare for referencing from the moment you begin your research.
- Keep a record of all your sources so that you are able to verify your statements.
  
**Books, DVDs, AV Material:** The TAFE NSW Library Catalogue is a good source for bibliographic information of books and videos [http://tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)
- Bibliographic information is available on the front/back covers, title pages, editorial pages inside material. For web pages – check the last updated date on the page.
- **Online material:** Keep a copy of web addresses and the date you accessed material. Right click on the URL/Web address and copy and paste it into a word document. Add the date you accessed the material online as well. Save this to your computer or USB where you are keeping your assignment work.
REFERENCES LIST EXAMPLE

References

ACECQA@ACECQA. (2018, May 7). Looking to develop your understanding of what makes inclusive programs and environments to support your education and care service? [Twitter post]. Retrieved from https://twitter.com/ACECQA/status/993429009525628929


*Work Health and Safety Act 2011 (Cth) (Austl.).*


For more in-depth examples of APA Referencing refer to the APA Referencing Guide: http://huntertafe.libguides.com/ReferencingSystems