MACKELLAR GIRLS CAMPUS

Reference List Guidelines

- A reference list is an alphabetically arranged **list of the sources** that you used in your research.
- At Mackellar we use the **APA 7th referencing style**.
- All sources that you use, whether specifically referred to in your answer or not, need to be included in your reference list.
- All of the sources must be listed in **alphabetical order** according to author's last name. DO NOT have separate lists for websites, books, documentaries etc.
- You can use online referencing tools such as MyBib to help you. Just remember to select APA 7th and check over the references once they are generated.
- You must pay close attention to using consistent punctuation.

Books

You need the following information to reference a book;

- **Author**'s last name and initial with a full stop.
- **Year of publication** in brackets with a full stop after the bracket.
- **Title of the source** in italics (You only need to capitalise the first word and any proper nouns eg. Australia).
- **Publisher**

When you type this information on the page it should look like this:

Author, A. A. (Year). *Title of work*. **Publisher.**

For example,

Jones, C. (2013). *Australian Indigenous Peoples*. Hodder and Stoughton.

Websites

You will need the following information to reference a webpage

- **Authors**' last name(s) and initial(s) <u>or</u> the **name of the organisation** (corporate author) responsible for the site
- **The year** that the site was created or last updated
- **Title of the website**
- **Date retrieved** (the month and year when you viewed the source)
- **URL** (web address)

When you type this information on the page it should look like this:

Author, A. A. or Corporate Author. (Year). Title of website. Retrieved February, 2017. http://xxxxxxxxxxxxxxxxxxxxx

For example

Ray, J. (2011). Voices from Ancient Egypt. Retrieved September, 2016. http://www.bbc.co.uk/history/ancient/egyptians/human_gallery.shtml

For **multiple authors**, list **all** last names and initials separated by commas and use an & (ampersand) instead of and. E.g. Stanley, G., Reid, M. & Brown, K.

In addition, you must make sure that all of the work that you include in your assignments is your own! You must use your <u>own words</u> and <u>**ALWAYS acknowledge when you use someone else's work or ideas**</u>.

If you have any questions about referencing you can find links on the Mackellar Library website that tell you how to reference different types of sources.

http://mackellarlibrary.weebly.com/

MACKELLAR LIBRARY

References: University of Sydney. (n.d.). *APA 7th referencing guide.* University of Sydney Library. https://libguides.library.usyd.edu.au/ld.php?content_id=49237993