How to reference

It is important to ensure that you avoid plagiarism by correctly referencing. At TAFE we use the APA author/date system of referencing. A comprehensive Referencing Guide is available on the Library Homepage. The Guide gives detailed examples of how to reference all sorts of materials. If you are unsure how to find it, ask one of the librarians.

Basically, there are two parts to referencing:

1. In-text referencing and
2. A List of References

### In-text referencing

This means that you insert the surname of the author, year of publication and page number into the body of your text, for example: (Morley-Warner, 2001, p. 7).

If we included a complete reference every time we quoted someone, or referred to someone’s ideas, the text would be disjointed and difficult to read. The author/date reference gives enough information for the reader to locate the full reference in your Reference List (at the end of the assignment).

Below is an example of how to use in-text referencing.

It is important to always proofread any written work and make sure that the meaning is clear. As Terri Morley-Warner (2001, p. 7) says, your assignment “should make sense without the writer being present to give extra explanation”.

### List of References

A list of references should be included at the end of your assignment. The entries should be in alphabetical order and presented as per the TAFE Referencing Guide.

Please note: APA requires a hanging indent (5-7 spaces) and double-spacing.

For the example above, I would give the full reference in my reference list as:

More on In text Referencing

When including a quote or paraphrase from a source, it is not always necessary to provide a full introduction, that is, their name, who they are and their credentials. However, it depends on who the source is, how well-known they are, and what their relevance is to your argument.

Example 1
Author named: Elizabeth Howard (2008, p.23) says that “many city office workers and professionals use alcohol as a way to release work stress but now they are drinking at more harmful levels than they used to”.

Example 2
Title given: Dr Elizabeth Howard, in her book, Current trends in alcohol abuse (2008, p.23), says that “many city office workers and professionals use alcohol as a way to release work stress but now they are drinking at more harmful levels than they used to”.

Example 3
Credentials given: Dr Elizabeth Howard, Head of the National Drug and Alcohol Research Council, (2008, p.23) says that “many city office workers and professionals use alcohol as a way to release work stress but now they are drinking at more harmful levels than they used to”.

Example 4
No emphasis on the author and no mention of the author in the text: Alcohol consumption by city office workers has increased to harmful levels (Howard, 2008, p.23).

No emphasis on the author (corporate author): In 2006 there were 1532 people admitted to Sydney emergency departments following an assault or stabbing (Australian Bureau of Statistics, 2008).