



# Good Shepherd Catholic College



## Referencing Guide

A reference list contains details of every resource cited in your assignment. The reference list is placed at the end of your assignment and sources are listed in alphabetical order.

When you research and prepare for assessment, it is important to take down the full bibliographic details (including the page numbers) of the source from which the information is taken, it is very time consuming to go back and follow up references later.

**Below are general guidelines about the information that is to be included (for the major sources) in your reference list and how to find it. References are given using the standard APA format.**

### Referencing books

For a book, full bibliographic details include:

- Book author/editor family name and first name initial/s, or organisation's name. Include these details for as many authors or editors as the book recognises
- Year of publication
- Book title (main title and any subtitle)
- Edition statement (unless it is the first)
- Place of publication
- Publisher

### Referencing a chapter in an edited book

For a book chapter, full bibliographic details include:

- Chapter authors/editors family name and first name initial/s. Include these details for as many authors or editors as the chapter recognises
- Year of publication
- Chapter title
- Book title in full
- Book authors/editors first name initials and family name
- Edition statement (unless it is the first) and page numbers
- Place of publication
- Publisher

### Referencing journal articles

For a journal article, full bibliographic details include:

- Article author family name and first name initial/s. Include these details for as many authors as the article recognises
- Article title
- Journal title
- Date of publication
- Date viewed
- Volume and issue numbers
- Page numbers
- Database name / URL