

16. QUICK AND EASY REFERENCING TIPS

1. All ideas, facts or information taken from another individuals work must be referenced.
 - If in doubt you should include a reference.
 - Stealing another person's intellectual property and claiming it as your own = **plagiarism, a serious action carrying very severe penalties** such as exclusion from your studies
2. If the author AND their qualifications are missing, it is not a credible source of information. Never, ever, ever use Wikipedia, Yahoo Answers, or any other publicly edited information
3. Under the APA style for referencing, there are **two types of citation**, in-text and the reference list
 - In text follows this basic format = (Author last name, date, p. xxx). Refer to the example below:

Subsequent work done in the area of management psychology (Boyle, 2009)...

- Reference list which goes at the end of document, with references in alphabetical order, indented, with normal line spacing. Basic format is: Author surname, Author initial(s). (Year). *Title of book in italics: subtitle in italics* (edition number). Place of publication: Name of publisher.

Johnson, D., & Turner, C. (2010). *International business: Themes and issues in the modern global economy* (2nd ed.). Abingdon, United Kingdom: Routledge.

4. No in-text references is the same as no references at all which = plagiarism!
5. **Academic Writing, Referencing and Library Research Sessions.**

Please refer to LMS:

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