

Quick and Easy Referencing Tips

1. All ideas, facts or information taken from another individuals work must be referenced.

- AAPoly uses the APA style of referencing.
- If in doubt you should include a reference.
- Stealing another person's intellectual property and claiming it as your own is **plagiarism, a serious action carrying very severe penalties** such as exclusion from your studies

2. In-text Citation

The in-text reference refers to the other person's specific idea or words that you are referring to in your work.

- The in text citation follows this basic format: (Author's last name, date, pg. xxx).
- You can place the citation at the end of the sentence if the idea belongs only to that sentence, or, if the idea runs over a couple of sentences you can place the citation at the end of the paragraph.

Refer to the examples below:

Subsequent work done in the area of management psychology (Boyle, 2009, p.205-220)...

Or

Boyle writes that subsequent work done in the area of management psychology (2009, p.205-220)...

Or

Subsequent work done in the area of management psychology proves that management styles can have a profound effect on employee morale and efficiency. Some management styles increase employee productivity by allowing a level of self-management, while others stifle employee creativity and freedom which reduces productivity.(Boyle, 2009, p.205-220)

3. Reference List (Bibliography)

The reference list includes all the resources you used to write your assignment (books, websites, articles etc). The reference list goes at the end of your assignment, with references in alphabetical order, indented, with normal line spacing.

- The reference list follows this basic format: (Author's surname, Author initial(s). (Year). *Title of book in italics: subtitle in italics* (edition number). Place of publication: Name of publisher.

Refer to the examples below:

James, Nickolas (2017). *Business law* (4th ed.). Milton, Qld: John Wiley & Sons Australia

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