

SCHOOL OF EDUCATION

EDUCATION RESOURCES - REFERENCES GUIDE

This guide has been created as a handy ‘quick reference’ document. Sometimes there is more than one way to reference correctly – the main thing is that you are giving the reader as much information as you can so that they are able to find the resource themselves. These are suggestions for how to reference common educational documents which you will use across your studies.

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THE BASICS

IN-TEXT CITATIONS

In-text citations always need both the author and year together. Do not split these, for example ‘Jones said that this is allowed (2010)’ is incorrect formatting.

It is best practice to cite directly after you mention a source. For example, ‘The Australian Professional Standards for Teachers (AITSL, 2017) comprises seven standards’ is recommended, as opposed to ‘The Australian Professional Standards for Teachers comprises seven standards (AITSL, 2017)’ which splits the reference from the name of the document.

In-text citations can either be *parenthetical* or *narrative*. Parenthetical means that the name of the author/s and the year are in parentheses (brackets), whereas narrative in-text citations are where you have the name of the author/s in your sentence, and only the year is in the parentheses (which directly follows the author’s name).

- Parenthetical: University students study diligently for exams (Smith, 2021). In a recent study (White, 2020), it was found that cramming is an unsuccessful strategy.
- Narrative: Smith (2021) suggested that university students study diligently for exams. This could be because, as White’s (2020) study recently confirmed, cramming is an unsuccessful exam study technique.

Acronyms can be used, but you always need to write the title *in full* the first time, followed by the acronym. From then on (i.e., subsequent times) you can use just the acronym. You will see examples throughout this guide. If you need to use brackets within brackets, for the internal set you use square brackets e.g. (Department for Education, Children and Young People [DECYP]).

THE REFERENCE LIST

This needs to be on a new page.

“References” is the title and it should be centred and in bold font e.g.:

References

The list needs to be in *alphabetical order* and have a *hanging indent*, which means that anything on the second line of the reference is tabbed in (use the ‘indent’ function of your word processor/PebblePad to do this easily and consistently).

The reference list should be *double spaced*.

PARAPHRASING

Being able to summarise other’s ideas (i.e., paraphrasing) is the best way of demonstrating your understanding, because you can put the idea into your own words. It is important when you paraphrase that you don’t just change some words in the sentence to make it a bit different, such as using synonyms:

Original: It is **essential** to develop **certain** characteristics of a teacher to be a **successful** one.

‘Rewritten’: It is **imperative** to develop **specific** characteristics of a teacher to be a **good** one.

This is still plagiarism as it matches too closely to the original. Instead, true paraphrasing would be:

As a teacher, one must develop a range of personal attributes that are identified as essential to being successful in the teaching profession.

The main idea is still there, but does not match the original author’s own expression.

To avoid writing too closely to your source, read the part that contains the ideas you want to write about, and then put the source aside while you think about your ideas and write them. Check back that you have not accidentally matched to the original.

You should submit your work to Turnitin to check for matches before submitting for assessment. Learn more in the *Turnitin and Academic Writing* Module in MyLO.

EDUCATIONAL DOCUMENT REFERENCING EXAMPLES

The following examples contain the suggested APA7 entry for the reference list and in-text citations. Use the notes to help you understand how they were created and how to use these citations in your own work.

EARLY YEARS LEARNING FRAMEWORK: BEING, BELONGING & BECOMING

Department of Education, Skills and Employment. (2019). *Early years learning framework: Being, belonging & becoming*.
<https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>

Parenthetical in-text reference first time: The early years of a child's life are critical for providing stimulating educational opportunities (Department of Education, Skills and Employment [DESE], 2019).

Subsequent parenthetical times: ...opportunities (DESE, 2019).

Narrative in-text reference first time: The Department of Education, Skills and Employment (DESE) (2019) stated that...

Subsequent narrative times: The DESE (2019) stated that...

AUSTRALIAN CURRICULUM

Generally, content for the Australian Curriculum is on a webpage and should be referenced as this type. The ACARA web pages for Version 9 of the curriculum have a copyright date, but some of the links go to older pages which do not have a date on the website.

Follow your Unit Coordinator's advice about referencing the Curriculum if they require content descriptors and identifiers.

Australian Curriculum, Assessment and Reporting Authority. (2022). *English - Year 4*.
<https://v9.australiancurriculum.edu.au/f-10-curriculum/learning-areas/english/year-4?view=quick&detailed-content-descriptions=0&hide-ccp=0&hide-gc=0&side-by-side=1&strands-start-index=0&subjects-start-index=0>

Parenthetical in-text reference first time: English is an important subject (Australian Curriculum, Assessment and Reporting Authority [ACARA], 2022).

Subsequent parenthetical times: ... important subject (ACARA, 2022).

Narrative in-text reference first time: The Australian Curriculum, Assessment and Reporting Authority (ACARA) (2022) states that...

Subsequent narrative times: ACARA (2022) states that...

* General rule is to use past tense when referencing, as the author said this in the past. However, because the Curriculum is current, it makes more sense to use present tense.

OTHER NOTES ON REFERENCING ACARA SOURCES

Some links take you to older web pages which do not have a year on them. When there is no year, you instead use 'n.d.' to mean 'no date'. Here is an example from the Student Diversity web page:

Australian Curriculum, Assessment and Reporting Authority. (n.d.). *Student diversity*.
<https://www.australiancurriculum.edu.au/resources/student-diversity/planning-for-student-diversity/>

If you have multiple entries of same author same year, you need to use another identifier to distinguish between them. For example, you are referencing the English and Science curriculums, which are both 'ACARA, 2022'. To distinguish, you add a lowercase letter after the year, which are assigned when the references are ordered alphabetically in the reference list. Because the first difference in the reference will be the subject area, English will be first, and therefore is assigned letter 'a'. Science would be assigned letter 'b' if you were only using those two subject areas like in this example.

If assigning to a reference without a year, use a dash: (n.d.-a).

Reference list example for same author and date:

Australian Curriculum Assessment and Reporting Authority. (2022a). *English: Year 4*.
<https://v9.australiancurriculum.edu.au/f-10-curriculum/learning-areas/english/year-4?view=quick&detailed-content-descriptions=0&hide-ccp=0&hide-gc=0&side-by-side=1&strands-start-index=0&subjects-start-index=0>

Australian Curriculum Assessment and Reporting Authority. (2022b). *Science: Year 4*.
<https://v9.australiancurriculum.edu.au/f-10-curriculum/learning-areas/science/year-4?view=quick&detailed-content-descriptions=0&hide-ccp=0&hide-gc=0&side-by-side=1&strands-start-index=0&subjects-start-index=0>

In-text citation (subsequent): The English curriculum has three strands (ACARA, 2022a).

Any direct quotes from web pages will either need to use the section header, or paragraph number (see <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/no-page-numbers> for more guidance).

ALICE SPRINGS (MPARNTWE) EDUCATION DECLARATION

Education Council (2019). *Alice Springs (Mparntwe) Education Declaration*.
[http://www.educationcouncil.edu.au/site/DefaultSite/filesystem/documents/Reports%20and%20publications/Alice%20Springs%20\(Mparntwe\)%20Education%20Declaration.pdf](http://www.educationcouncil.edu.au/site/DefaultSite/filesystem/documents/Reports%20and%20publications/Alice%20Springs%20(Mparntwe)%20Education%20Declaration.pdf)

Parenthetical in-text reference first time: The Alice Springs (Mparntwe) Education Declaration (the Declaration) (Education Council, 2019) is a vision of education for all Australians.

Narrative in-text reference first time: The Education Council (2019) states that the Alice Springs (Mparntwe) Education Declaration (the Declaration) builds on the declarations of the past 30 years which were signed in Hobart, Adelaide and Melbourne.

* The Education Council indicates we should refer to the title in short, using '(the Declaration)'. Use this in your own in-text references, as demonstrated above and below.

Subsequently (using the shortened title): Achieving the two goals of the Declaration (Education Council, 2019) requires partnership between communities, families and carers, and young Australians.

AUSTRALIAN PROFESSIONAL STANDARDS FOR TEACHERS

Australian Institute for Teaching and School Leadership. (2017). *Australian Professional Standards for Teachers*. <https://www.aitsl.edu.au/teach/standards>

Parenthetical in-text reference first time: It is important for pre-service teachers to be familiar with the Australian Professional Standards for Teachers (APST) (Australian Institute for Teaching and School Leadership [AITSL], 2017) and apply them in their practice.

Subsequent parenthetical times: ... standards (AITSL, 2017).

Narrative in-text reference first time: The Australian Institute for Teaching and School Leadership (AITSL) (2017) stated that...

Subsequent narrative times: AITSL (2017) stated that...

* The above reference is for the website. If you use the PDF version of the APST, you will need to cite as the following (which also allows you to use page numbers if quoting):

Australian Institute for Teaching and School Leadership. (2011). *Australian Professional Standards for Teachers*. AITSL. Melbourne. <https://www.aitsl.edu.au/docs/default-source/national-policy-framework/australian-professional-standards-for-teachers.pdf>

* The URL is used here to assist the reader to find the downloadable PDF.

OTHER COMMON REFERENCE TYPES

SECONDARY CITATIONS

A secondary citation is used when you want to cite something already referenced in the source you had. For example, you have a book called 'Being the Best Teacher' by Smith (2020) and in it, he has written "it is important to be friendly, but not a friend, to students (March, 2017)". You want to paraphrase what March has said, but you cannot access her original work (best practice is to try and find the original source yourself, so you know that the secondary source has not taken something out of context). In this scenario, you need to use the in-text format of 'as cited by'.

Parenthetical in-text secondary citation: It is essential not to become too familiar with students, and maintain a professional, yet friendly, relationship (March, 2017, as cited by Smith, 2020).

Narrative in-text secondary citation: According to March (2017, as cited by Smith, 2020) it is essential not to become too familiar with students, and maintain a professional, yet friendly, relationship.

In the reference list, you only list sources that you actually had access to, so in this scenario, your reference list entry would be:

Smith, S. (2020). *Being the best teacher*. Cengage.

CITING MULTIPLE WORKS

You can reference more than one person in a parenthetical in-text citation. For example, a number of authors say that kindness is an essential teacher attribute. To show this is a common idea, you can list multiple references. You do this by using one set of brackets, and separating authors using a semi colon. Author names need to be in alphabetical order in the brackets (not ordered by year).

Parenthetical in-text reference: Kindness is an essential teacher attribute (Johns, 2012; Smith, 2017; White, 2014).

When using the narrative in-text style, you simply list them independently (and they do not need to be in alphabetical or chronological order):

Narrative in-text reference: Smith (2017), Johns (2012) and White (2014) all claimed that kindness is an essential teacher attribute.

In the reference list, you still list each entry in alphabetical order as usual.

CHAPTER IN AN EDITED COLLECTION

When a chapter you are using has an author, you have the source called *a chapter in an edited collection*, and this is what you should look up in your guide. It may also come under the heading ‘book chapter’.

You use the *chapter author* (not the book editor) for your in-text references like a normal citation, and their name in the reference list, but you use a special format in the reference list that shows it came from an edited collection:

Marples, R. (2010). What is education for? In R. Bailey (Ed.), *The philosophy of education: An introduction* (pp. 35-47). Continuum.

* Note the reversal of surname and initial for the editor, and the comma after (Ed.) and before the book title. This type of entry needs careful attention to all the elements!

In this example, Marples is the author of the chapter ‘What is education for?’. The book is called ‘The Philosophy of Education: An Introduction’ and is edited by Bailey. If you were citing a chapter written by Bailey himself, you would list him as the chapter author and editor, and this is the only time that you would use ‘Bailey’ in an in-text citation. The reference list entry for citing Bailey’s own chapter would be:

Bailey, R. (2010). What’s wrong with indoctrination and brainwashing? In R. Bailey (Ed.), *The philosophy of education: An introduction* (pp. 136-146). Continuum.

FAQS

I DON’T HAVE ALL THE INFORMATION I NEED TO MAKE A REFERENCE!

This is a handy table that shows what to do: <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

WHEN DO I USE WRITTEN NUMBERS AND NUMERALS?

Read all about it here: <https://apastyle.apa.org/style-grammar-guidelines/numbers/numerals>

CAN I ASK MY LECTURER/TUTOR/UNIT COORDINATOR FOR THE REFERENCE IF I DON’T KNOW HOW TO DO IT?

It is important that you learn to reference correctly yourself. After doing the above, if you are really unsure about it, you could send your teacher your attempt at the reference and ask if they could check it for you. It is always better to send what you have done (whether that’s what you have written, searched for, the steps taken) than to ask outright for the answer (this applies to most questions you ask of teaching staff – they can help better this way, as they have more information for the context of your query).

SHOULD I CREATE AN APA7 REFERENCE WHEN I FIND A SOURCE?

Yes! Or at least record all the details that you will need to make the reference later. Doing it straight away means that you will get all the essential details though – you don't want to find you are missing something at a later date, and worse, not be able to find it again.

IS THERE AN EASY WAY TO ORGANISE ALL MY REFERENCES?

EndNote is software that helps you manage your references. Using EndNote will mean all your sources are stored in the one place and it does also create references for you, but as always, you need to check to make sure it has got them correct! It takes a little while to get the hang of it (like most software), but then saves you time in the long run. UTAS has a licence which means as a student, EndNote is free for you to use. You can learn more about EndNote here: <https://utas.libguides.com/EndNote/about>

[Mendeley](#) is another option, which can be easier to learn how to use.

CAN I USE GOOGLE TO SEARCH FOR ARTICLES?

Yes, but the better choice is to use 'Google Scholar' (<https://scholar.google.com>) to find academic sources. Make sure that you link Google Scholar with your UTAS account so that you can access paid articles thanks to the UTAS library– if you don't link your accounts, you will be unable to access some articles from the results list. How to link:

Open Google Scholar > Click on the hamburger menu (top left, 3 lines) > Click on Settings > Library Links > Type in University of Tasmania > tick the check box/es for UTAS > Save

CAN I USE A REFERENCE I FIND ONLINE OR USE A REFERENCE GENERATOR?

Never trust a ready-made reference! Always check that it truly is correct **APA7** style (not APA6, or Harvard). When using a generator, **you** need to know what information to enter to get the right citation. For example, if you put a chapter in as a 'book', you will be referencing incorrectly – the generator won't know this though as it relies on you. Learning APA7 from scratch is the best way to be able to reference quickly and identify any errors in other citations. Note the Library Reading Lists are not formatted as APA!

IS THERE A WAY TO FIND THE CITATION IN GOOGLE SCHOLAR AND THE LIBRARY DATABASES?

Yes – look for a 'cite' link or 'quotation mark' button (highlighted below in Google Scholar and then UTAS Library example). They are in different places on each site/database, so search around the top/side of the page. Don't trust it is correct though! For the first example, you would need to put a capital after the colon for the start of the subtitle; for the second, the title needs to be made into 'sentence case', not each word capitalised like in the

provided APA reference. It is a great idea to use the provided references as a base, to help identify all the information, but ALWAYS check every single element is correct.

Academic 'place-making': fostering attachment, belonging and identity for Indigenous students in Australian universities

J Carter, D Hollinsworth, M Raciti... - *Teaching in Higher Education*, 2018 - Taylor & Francis

Place is a concept used to explore how people ascribe meaning to their physical and social surrounds, and their emotional affects. Exploring the university as a place can highlight social relations affecting **Australian Indigenous students'** sense of belonging and identity ...

☆ **99** Cited by 22 Related articles All 6 versions Web of Science: 7

APA Carter, J., Hollinsworth, D., Raciti, M., & Gilbey, K. (2018). Academic 'place-making': fostering attachment, belonging and identity for Indigenous students in Australian universities. *Teaching in Higher Education*, 23(2), 243-260.

Above: Google Scholar 'cite' button (highlighted) and the suggested APA 7 reference format (with incorrect lower case after colon)

The screenshot shows the University of Tasmania library search interface. At the top, there is a navigation bar with links for 'New Search', 'Subject Guides', 'Library Home', 'Feedback', and 'Publications'. Below this is a search bar with the text 'second language learning' and a 'Search' button. The search results page shows a list of results, with the first result highlighted. The citation format tool is open, showing the citation format for the selected article. The 'Cite' button in the tools sidebar is circled in red.

APA References
(American Psychological Assoc.)
Sooryah, N., & Soundarya, K. R. (2020). Live Captioning for Live Lectures - An Initiative to Enhance Language Acquisition in Second Language Learners, through Mobile Learning. *Webology*, 17(2), 238–243. <https://doi.org/10.14704/WEB/V17I2/WEB17027>

Above: UTAS record 'cite' button (circled) and the suggested APA 7 reference format (sentence case needed, not all capitals in title)

HOW DO I GET BETTER AT REFERENCING?

Attention to detail and practise! 😊 At the start, when you are learning APA 7, you will need to have your referencing guides by your elbow while you work on assignments so that you can look up how to reference correctly. As you become more familiar with APA 7, you will be able to do the common references (books/journals/websites) from memory, and it will take you no time at all. Correct referencing allows markers to focus on your assignment ideas.

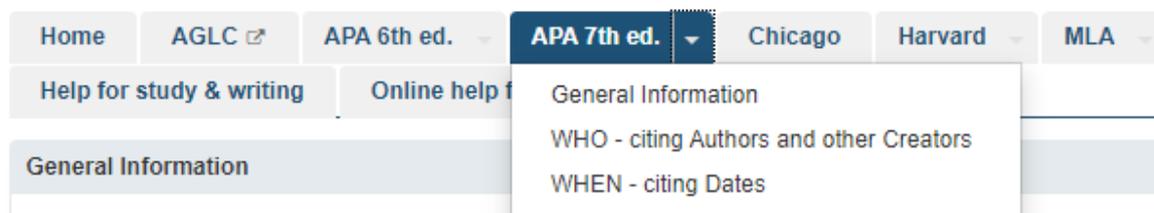
OTHER SOURCES OF HELP

- The **UTAS Library** has useful pages on referencing and assignment writing, and under the tab 'APA 7th ed.' (see below image) you will find a range of information: <https://utas.libguides.com/c.php?g=498348&p=6654652>



University of Tasmania - Library / Subject Guides / Referencing and assignment writing / APA 7th ed.

Referencing and assignment writing: APA 7th ed.



- The **OWL at Purdue APA 7** guide: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- **Quick reference guide** for *journal article, book and chapter in an edited book*, with colour-coded elements: <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>
- The **APA 7 website** is full of helpful, clear information: <https://apastyle.apa.org/>
- The **Griffith APA 7 reference generator** is pretty nifty, *if* you know what your source is! Always check the created reference against your guide though (if you have learnt referencing yourself from scratch, you will be able to check this easily from your own knowledge). <https://www.griffith.edu.au/library/study/referencing/apa-7>
- You can purchase the **Pocket Guide to APA style (7th Edition)** by Perrin, from [Booktopia](#) (hard copy) or [Cengage](#)