



ENDEAVOUR

College of
Natural Health

APA 7 Referencing Guideline

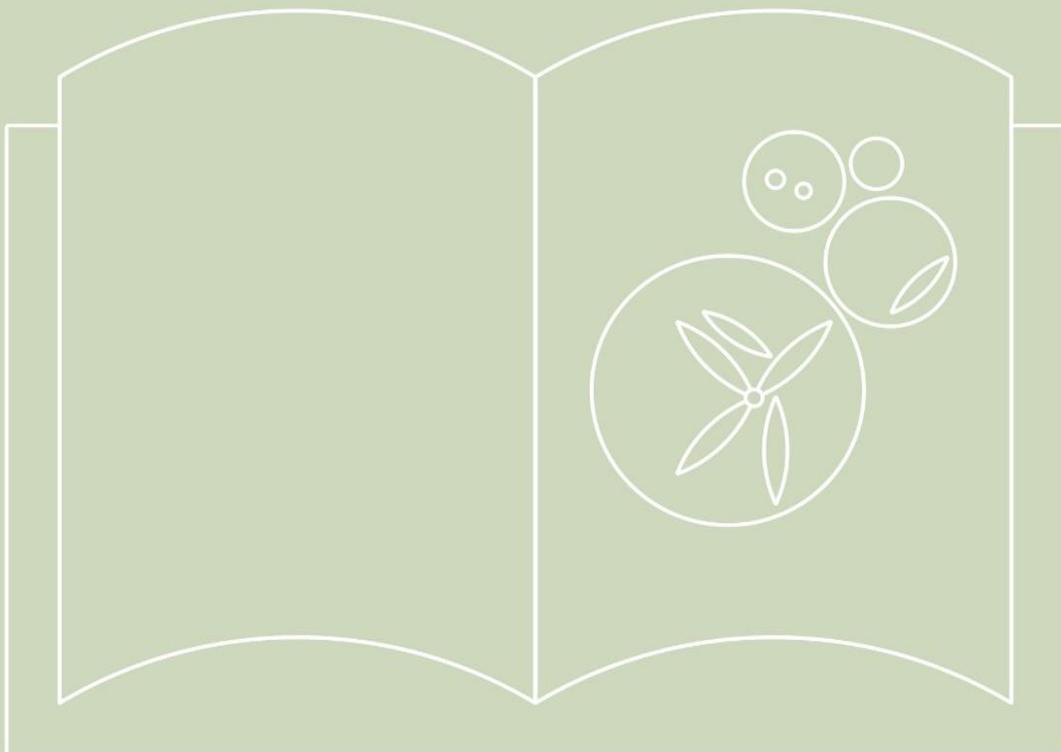


Table of Contents

Introduction 4

Plagiarism 4

Copyright and fair use..... 4

American vs Australian spelling..... 4

In-text referencing..... 5

Paraphrasing 5

Direct quotations..... 6

 Formatting rules for direct quotations..... 6

Referencing a source within your text 7

 One author..... 7

 Multiple authors 8

 Group or organisation as author 9

 No author..... 9

 Date information 9

 Multiple sources by different authors 10

 Authors with the same surname..... 10

 Multiple sources by the same author 10

 Author variations..... 12

 Page numbers 13

 Secondary source..... 14

 Personal communication 14

 Creative works (dance performance, poetry reading, etc.)..... 14

Reference list..... 15

 Four elements of a reference 16

 In-text examples 16

 How to create a reference when information is missing..... 18

 Abbreviations in references 19

Reference formatting 20

 Journal articles (periodicals)..... 23

 Books..... 24

Chapters of edited books and entries in reference works 26

 Translated books 26

 Webpages and websites 27

 Online databases and subscribed databases 28

 Reports and gray literature (literature that has not been peer-reviewed) 29

Conference sessions and presentations	31
Dissertations and theses (published)	32
Reviews	33
Data sets	34
Computer software, mobile applications, apparatuses, and equipment	35
Tests, scales, and inventories	37
Audiovisual media	38
Social media	40
Legal materials	41
Figures and tables	43
Figure from a website requiring attribution	45
Infographics	46
Photographs	47
Self made image or illustration	48
Stock images & clip art	49
Stock images & clip art with no copyright attribution	50
Figure in a (slide show) presentation slide	51
Tables	52
Appendices	53
One appendix	54
Multiple appendices	55
Multiple figures or tables within appendix	58
References	59

Introduction

The following guidelines should be followed in all academic works **unless otherwise directed via your assessment specifications**. Endeavour College has adopted the American Psychological Association (APA) style, 7th edition, as its referencing style (APA 7).

- Include in-text references which are cited in accordance with the American Psychological Association's APA 7th Edition style, as outlined in this document.
- Include a reference list at the end of the assignment in APA 7 format, starting on a new page. The title "References" should be centred and bold.
- All sources cited in-text must be included in the reference list, and all references must be cited in-text.
- Order the reference list alphabetically by author.
- Double space (2.0 line spacing) the entire reference list.
- Entries are formatted with a hanging indent, meaning that the first line of each reference is aligned left and subsequent lines are indented.
- Lecture notes and class online learning modules are not considered appropriate sources of research material for assessments. Consult the references in the lecture notes / slides / modules, to find and cite the original source in the Library collection or via an online database.

Plagiarism

It is imperative that you acknowledge sources within your academic work. If you do not acknowledge the author of a source which you have used, it appears that you are presenting their ideas as your own. This is considered 'plagiarism'.

The *Academic Integrity Policy - Higher Education* defines plagiarism as "presenting another person's ideas, findings or work as one's own, either intentionally or unintentionally, and without acknowledgement of the original source" (Endeavour College of Natural Health, 2021, p. 6). Submission of plagiarised work is taken very seriously and will result in penalties that may lead to expulsion.

Copyright and fair use

Under the *Copyright Act 1968* (Cth), you can copy for the purposes of research or study, provided your use is "fair". According to the Australian Copyright Council (2014, p. 2), a reasonable portion is deemed:

- 10% of the number of pages or one chapter
- 10% of the number of words, if produced in electronic form
- one article from a journal, or more than one article if required for the same research or course of study.

When copying an image from an electronic source (CD ROM, database, or internet) you need to check the licence or copyright statement. License agreements over-ride the copyright law; even if an image is free on the internet you still should provide a detailed reference, including the (live) link.

American vs Australian spelling

The spelling of titles in your reference list should be exactly as they appear in the source that you used. If they use the American spelling of a word, then that is the spelling you are required to use.

In-text referencing

APA Style uses the author-date citation system in which a brief in-text citation directs readers to a full reference list entry. In-text citations appear within the body of the assignment (or in a table, figure, footnote, or appendix) and briefly identifies the cited work, within the sentence, by its author and date of publication. This enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper.

Each work cited must appear in the reference list, and each work in the reference list must be cited in the text (or in a table, figure, footnote, or appendix).

Citations are placed within sentences at the first instance of information being used from another source, not at the end of a paragraph or section, unless using a block quotation (a direct quote more than 40 words). You cite each work every time you refer to it in your paper, unless citing a single work in a long paraphrase (see [Paraphrasing](#) section).

You can incorporate an author's findings, ideas, and work into your paper by either:

- paraphrasing – in which an author's work is expressed in your own words
- direct quotations – in which an author's work is quoted verbatim inside quotation marks or indented in a block format.

Paraphrasing is usually preferred over direct quotations, except in particular instances (see [Direct quotations](#) section). In general, direct quotations should consist of no more than ten percent of the entire text of your assignment.

Paraphrasing

To paraphrase means to write a piece of information, finding, or idea that is taken from a source in your own words. Simply substituting synonyms for some of the words is not enough, as you need to demonstrate that you understand what the author is saying. A good way of managing this is to read a paragraph and then, without referring back to the source, write down your understanding of what the paragraph means.

When paraphrasing, you must acknowledge the author by including the author's name and the date of publication with either a parenthetical or narrative citation. Although it is not required to provide a page number when paraphrasing, you are encouraged to provide one (or other location information such as paragraph number) especially when it would help the reader locate the relevant passage in a long or complex text (American Psychological Association, 2020, p. 269).

Parenthetical citations place the author and date in parentheses (brackets) at the end of the sentence.

Parenthetical citation example:

Many factors emerge in studying classroom behaviour (Jones, 1997).

Clinical studies to date have not included an in-depth investigation of Brahmi's mechanism of action (Braun & Cohen, 2010, p. 63).

When emphasising a particular author's ideas, you may wish to use their name within the text followed by the year of publication in parenthesis. This method is called a narrative citation.

Narrative example:

Jones (1997) claims that many factors emerge in studying classroom behaviour.

According to Green (2014) evidence-based medicine involves reading the most relevant papers at the appropriate time and adjusting your conduct according to what you have learned (p. 2).

A paraphrase may continue for several sentences. In such cases, cite the work being paraphrased on first mention. Once the work has been cited, it is not necessary to repeat the citation as long as the context of the writing makes

it clear that the same work continues to be paraphrased. Repeat the citation in new paragraphs, or when interrupted by citing other sources.

Example:

Velez et al. (2018) found that for women of color, sexism and racism in the workplace were associated with poor work and mental health outcomes, including job-related burnout, turnover intentions, and psychological distress. However, self-esteem, person–organization fit, and perceived organizational support mediated these effects. Additionally, stronger womanist attitudes—which acknowledge the unique challenges faced by women of color in a sexist and racist society—weakened the association of workplace discrimination with psychological distress.

Direct quotations

Direct quotations can be used:

- when the author expresses an idea better than you could (such as reproducing an exact definition)
- when you want to stress the authority of the author (memorable or succinct wording)
- as an ‘epigraph’. This is a direct quote found at the beginning of a book or chapter. While it relates to the theme of the material that follows, it is not incorporated within the main text.

A direct quotation should be used to support your analysis or argument. Quotations are seldom self-explanatory and usually need an introductory sentence to link them with the idea you want to illustrate. The quote is then generally followed by an explanation that emphasises or analyses the key point(s). It should be obvious to the reader why a quotation is included. In other words, it should be directly relevant to the point you are trying to make.

There are several steps to present quoted material in your academic work:

1. Use double quotation marks for quotes less than 40 words. Use indentation for quotes involving more than 40 words.
2. Cite the author and date of the source within the sentence. Include a page number for material that is directly quoted.
3. Document the details of the source in the list of references at the end of your assessment.

Formatting rules for direct quotations

Rule 1

Quotations must be written exactly as they are in the source. Use an ellipsis (three dots ...) to indicate that you have omitted words or elements from the original source.

Example:

“these works ... are not collected”.

Rule 2

Use double quotation marks (“ ”) when quoting **except in the following two cases**:

- When a quote is within a quote, use single quotation marks (‘ ’) for the second quoted material.

Example:

“Bernard Darwin writes that Ruskin’s famous line, ‘To make your children capable of honesty is the beginning of education’, first appeared in *Time and Tide*”.

- A quotation of 40 words or more is called a block quotation and requires no quotation marks. Instead, the quote should be indented (by one centimetre) and ‘blocked’; that is, it stands out clearly from the rest of the text.

Example:

According to Greenberg (2001), two different criteria were proposed to determine brain death: the “higher-brain” and the “whole-brain” concepts. He describes the higher-brain formulation as follows:

A brain-dead person is alleged to be dead because his neocortex, the seat of consciousness, has been destroyed. He has thus lost the ability to think and feel – the capacity for personhood – that makes us who we are, and our lives worth living. (pp. 37-38)

Rule 3

A quotation of less than 40 words should be incorporated into the paragraph. Ensure that it makes grammatical sense within the work.

Example:

However, as Gentile (1987) described it, the learner “does have a framework for organizing an effective movement” (p. 119).

Rule 4

The page number must always be included for direct quotes.

Example:

“Many factors emerge in studying classroom behaviour” (Jones, 1997, p. 20).

Rule 5

Any words added by you to explain the quote or to complete its grammatical correctness must be placed in square brackets.

Example:

“His [Smith’s] works ... are not collected”.

Referencing a source within your text

Use the author–date citation system to cite references in the text in APA Style.

The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated in some cases.

One author

When a work has one author always cite the surname every time the reference occurs in the text. The year of publication is also included. There are two ways to do this:

Parenthetical example

...as has been shown (Luna, 2020).

Narrative example

As Luna (2020) demonstrated...

Multiple authors

When a work has **two authors**, always cite both names every time the reference occurs in the text.

Narrative example:

As Nightlinger and Littlewood (1993) demonstrated...

Within the body of the sentence, join the names using the word 'and' – as shown above. In parenthetical citations, and in the reference list, join the names with an ampersand (&).

Parenthetical example:

... as has been shown (Joreskog & Sorbom, 1989).

When citing a work that has **three or more authors**, include the surname of the first author, followed by et al. (not italicised and with a full stop after "al."). The meaning of et al. is "and others" in Latin.

When citing Kosslyn, Koenig, Barrett, Cave, and Tang (1994), use the following:

Narrative citation example:

Kosslyn et al. (1994) found that ... [use as a first citation within the text]

Kosslyn et al. also found that ... [omit year from subsequent citations within the same paragraph after the first citation]

Parenthetical citation example:

(Kosslyn et al., 1994)

Include the year if the subsequent citation is in parentheses. Include a comma after al. for all parenthetical citations.

Sometimes multiple works with three or more authors and the same publication year shorten to the same in-text citation form, so that the reader cannot tell the citations apart.

Example:

(Kapoor et al., 1994)

(Kapoor et al., 1994)

In order to tell them apart, more author surnames need to be shown before the rest of the surnames are abbreviated to "et al.":

Narrative citation example:

Kapoor, Bloom, Montez, et al. (2017)

Parenthetical citation example:

(Kapoor, Bloom, Zucker, et al., 2017)

Because "et al." is plural (meaning "and others"), it cannot stand for only one name. In cases where only the final author is different, spell out all names in every citation:

Narrative citation example:

Hasan, Liang, Kahn, and Jones-Miller (2015)

Parenthetical citation example:

(Hasan, Liang, Kahn, and Weintraub, 2015)

Group or organisation as author

The name of a group or corporate body as an author is usually spelled out each time it appears in a citation. This would be used for all citations within the text of the assignment.

Example:

(Macquarie University, 2005).

However, if the name is long, you may use an acronym in place of the name in the second and subsequent citations to reduce the word count and for ease of reading. In the reference list the organisation must always be spelled out in full (ie. no abbreviations), even if you have used an abbreviation in the body of your assignment.

If the group name first appears in a parenthetical citation, include the abbreviation in square brackets, followed by a comma and the year.

Parenthetical example:

(National Institute of Mental Health [NIMH], 1999) for the first in-text citation.

(NIMH, 1999) for subsequent citations.

If the group name first appears in a narrative citation, include the abbreviation before the year in parentheses, separated with a comma.

Narrative example:

According to the National Institute of Mental Health (NIMH, 1999) for the first in-text citation.

NIMH (1999) for subsequent citations.

No author

When citing a source with no individual authors, check to see if there is a group or organisational author you can use (such as a government agency). Otherwise, use the title in place of the author. If the title is italicised in the reference list, then also italicise the title in your in-text reference. If the title is not italicised in the reference list use quotation marks. Use title case for titles in-text (however in your reference list you follow sentence case).

Example: Book with no author.

(*Olympic Games*, 2007).

Example: Magazine or journal article, chapter, or webpage with no author (remember to check if an organisation name is available to use as the author).

("Sydney Wins", 1994).

If the title is particularly long, use a shortened form of the title within double quotation marks.

If, and only if, the work is signed "Anonymous" use "Anonymous" as the author.

Example:

(Anonymous. 2017),

Date information

The year in the in-text citation should match the year in the reference list entry.

Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day).

For works with no date, use "n.d." in the in-text citation and reference list.

For works that have been accepted for publication but have not yet been published, use “in press.”

When citing a source with no date, place “n.d.” where the year should be.

Example:

(Jones, n.d.).

Multiple sources by different authors

You can cite more than one resource after a single idea (i.e. using multiple sources to support your point). When citing works parenthetically, separate each citation with a semi-colon and list in alphabetical order.

Parenthetical example:

(Jones, 1992; Smith, 1997).

Narrative example:

...appeared in Mowell et al. (2010) and Morrison (2011), who examined...

When switching among sources and ideas, separate and repeat citations so the source/s of each idea is clear.

Parenthetical example:

Play therapists can experience many symptoms of impaired wellness, including emotional exhaustion or reduced ability to empathize with others (Elwood et al., 2011; Figley, 2002), disruption in personal relationships (Elwood et al., 2011; Robinson-Keilig, 2014), decreased satisfaction with work (Elwood et al., 2011), avoidance of particular situations (Figley, 2002; O’Halloran & Linton, 2000), and feelings or thoughts of helplessness (Elwood et al., 2011; Figley, 2002; O’Halloran & Linton, 2000).

Arrange two or more works by the same author by year of publication. Give the authors’ surname once; for each subsequent work, give only the date.

Example:

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019)

In narrative citation, you can address studies in whatever order you wish.

Example:

Suliman (2018), Gutiérrez (2012, 2017), and Medina and Reyes (2019) examined...

Authors with the same surname

When the first authors of multiple resources in a paper share the same surname, use initials in the in-text citations.

Parenthetical example:

... (A. B. Smith, 1997; C. D. Smith, 1998).

Narrative example:

A. B. Smith (1997) and C. D. Smith (1998) found that...

Multiple sources by the same author

When citing more than one resource published in the same year by the same author, add lower case letters after the year, to help differentiate between the sources.

Example:

(Baggins, 1995a; 1995b).

The letters after the year should also appear in the reference list.

Example:

Baggins, B. (1995a). The theoretical bounds of limitless hobbits. *Journal of the Propensity of Hobbits*, 58(3), 37-65. <https://doi.org/xxxxx>

When citing multiple sources by the same author that do not have a known publication date, add lower case letters after the initials “n.d.” to help differentiate between the sources.

Example:

(Sustainable Development Goals, n.d.-a; n.d.-b).

The letters after n.d. should also appear in the reference list.

Example:

Sustainable Development Goals. (n.d.-a). *Sustainable development goal 3: Ensure healthy lives and promote well-being for all at all ages*. <https://sustainabledevelopment.un.org/sdg3>

Author variations

Variation	Example	In-text citation	Reference list
Apostrophe	O'Shea	O'Shea (2018) OR (O'Shea, 2018).	O'Shea, M. (2018). <i>Understanding proactive behaviour in the workplace as a function of gender</i> [Manuscript in preparation]. Department of Management, University of Kansas.
Lowercase	de Beauvoir	de Beauvoir (1960) OR de (Beauvoir, 1960).	de Beauvoir, S. (1960, May 4). Simone de Beauvoir discusses the art of writing [Interview]. Studs Terkel Radio Archive; The Chicago History Museum. https://studsterkel.wfmt.com/programs/simone-de-beauvoir-discusses-art-writing
Hyphen in first name	Hua-Kuo Ho	Ho (2014) OR (Ho, 2014).	Ho, H.-K. (2014). <i>Teacher preparation for early childhood special education in Taiwan</i> (ED545393). ERIC. https://files.eric.ed.gov/fulltext/ED545393.pdf
Hyphen in last name	Matthew A. Stults- Kolehmainen	Stults- Kolehmainen and Sinha (2014) OR (Stults- Kolehmainen & Sinha, 2014).	Stults-Kolehmainen, M. A., & Sinha, R. (2014). The effects of stress on physical activity and exercise. <i>Sports Medicine</i> 44, 81–121. http://doi.org/10.6573-8264
Junior / senior	Martin Luther King, Jr.	King (1963) OR (King, 1963).	King, M. L. Jr. (1963, August 28). <i>I have a dream</i> [Speech audio recording]. American Rhetoric. https://www.americanrhetoric.com/speeches/mlkihavea dream.htm
Transliterated name	Shigeaki Amano and Kimihiisa Kondo	Amano and Kondo (2000) OR (Amano and Kondo, 2000).	Amano, S., & Kondo, K. (2000). <i>Nihongo no goi tokusei</i> [Lexical characteristics of Japanese language] (Vol. 7). Sansei-do.
Two-part surname	Hacker Hughes	Hacker Hughes (2017) OR Hacker Hughes (2017).	Hacker Hughes, J. (Ed.). (2017). <i>Entrenchment and the psychology of language learning: How we recognize and adapt linguistic knowledge</i> . American Psychological Association; De Gruyter Mouton. http://doi.org/10.1037/15969-000

YouTube account	NVusSounds	NVusSounds (2014) OR (NVusSounds, 2014).	NVusSounds. (2014, July 24). <i>How to make alkaline water</i> [Video]. Youtube. https://www.youtube.com/watch?v=MGNr72q4Knw
Twitter account	@APA_Style	APA Style (n.d.) OR (APA Style, n.d.).	APA Style [@APA_Style]. (n.d.). <i>Tweets</i> [Twitter profile]. Twitter. Retrieved November 1, 2019, from http://twitter.com/APA_Style
Instagram account	@nypl	The New York Public Library (n.d.) OR (The New York Public Library, n.d.).	The New York Public Library [@nypl]. (n.d.). <i>The raven</i> [Highlight]. Instagram. Retrieved April 16, 2019, from http://bitly.com/2FV8bu3
Online forum username	National Aeronautics and Space Administration	National Aeronautics and Space Administration (2018) OR (National Aeronautics and Space Administration, 2018)	National Aeronautics and Space Administration [nasa]. (2018, September 12). <i>I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!</i> [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9faqgq/y/im_nasa_astronaut_scott_tingle_ask_me_anything/

Page numbers

The abbreviations p., pp., are used when providing page numbers.

- p. is used when the quotation is from one page only.

Example:

p. 23.

- pp. is used when the quotation runs on to the next page, with the page range separated with an en dash.

Example:

pp. 23-24.

For electronic sources that do not provide page numbers, use the paragraph number. Use the abbreviation 'para.', and follow it with the number.

Example:

(Myers, 2000, para. 5).

If the work is broken up under headings with no page numbers, cite the heading or chapter and the number of the paragraph following it. The idea is to direct the reader to the exact location of the material.

Example:

(Beutler, 2000, Conclusion, para. 1).

Secondary source

A secondary source is a source that discusses and references information originally published elsewhere (the primary source). Sometimes you will want to reference the information from the primary source, but you have only read about it from a secondary source. When citing from a secondary source, cite both the primary and secondary source in the text of your assignment, but list only the secondary source in the reference list. If the date is the same for the primary and secondary source, only include the date once in-text.

Example:

Carini and Hogan's study (as cited in Thibodeau & Patton, 2002) showed that...

If the date of the secondary source is different from the primary source, cite both dates in-text.

Example:

(Jones, 1992, as cited in Smith, 1997).

Personal communication

Personal communication is usually information which is not recoverable or easily verified and includes (but is not limited to) letters, email, personal interviews, and telephone conversations. Personal communication is only cited in the text of the paper and not in the reference list. Give the initials as well as the surname of the communicator and provide the date of the communication. Regardless of the topic or the medium of communication, use "personal communication" as the title in your in-text citation.

Examples:

T. K. Lutes (personal communication, April 18, 2001) advised that...

... (V. G. Nguyen, personal communication, September 28, 1988).

Creative works (dance performance, poetry reading, etc.)

Similar to personal communication, creative performances attended in person are only cited in the body of the text: no reference list entry is needed. When citing a specific creative work, you need only to cite the name of the performance in italics, and the location and date in parentheses.

Example:

The work of the artistic director in *Rhythms of the Orient* (Sydney State Theatre, 2007) is to be commended...

Reference list

Each work cited in an assignment is referenced in full in a reference list at the end of the paper. Only references cited within the text are included in the reference list.

Start the reference list on a new page after the text and before any appendices. Label the reference list "References", capitalised, in bold and centred.

Example:

References

All sources cited in-text must be included in the reference list, and all references must be cited in-text.

- Order the reference list alphabetically by author.
- Double space (2.0 line spacing) the entire reference list.
- Entries are formatted with a hanging indent, meaning that the first line of each reference is aligned left and subsequent lines are indented by 0.5.

Four elements of a reference

A reference must be able to answer four different questions:

1. Who is the author?
2. When was it published?
3. What is this work's title?
4. From which source was this work retrieved from?

For further information <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry>

In-text examples

Type of citation	First narrative citation in-text	Subsequent narrative citations in-text	First parenthetical citation in-text	Subsequent parenthetical subsequent citations in-text	Reference list
One work by one author	Gaby (2011)	Gaby (2011)	(Gaby, 2011)	(Gaby, 2011)	Gaby, A. R. (2011). <i>Nutritional medicine</i> . Fritz Perlberg Publishing.
One work by two authors	Talley and O'Connor (2010)	Talley and O'Connor (2010)	(Talley & O'Connor, 2010)	(Talley & O'Connor, 2010)	Talley, N. J., & O'Connor, S. (2010). <i>Examination medicine</i> (6th ed.). Churchill Livingstone.
One work by 3 to 20 authors	Camfield et al. (2017)	Camfield et al. (2017)	(Camfield et al., 2017)	(Camfield et al., 2017)	Camfield, D., McIntyre, E., & Sarris, J. (2017). <i>Evidence-based herbal and nutritional treatments for anxiety in psychiatric disorders</i> . Springer International Publishing.
One work by 21 or more authors	Taheri et al. (2018)	Taheri et al. (2018)	(Taheri et al., 2018)	(Taheri et al., 2018)	Taheri, S., Chagoury, O., Zaghloul, H., Elhadad, S., Ahmed, S. H., Omar, O., Payra, S., Ahmed, S., El Khatib, N., Amona, R. A., El Nahas, K., Bolton, M., Chaar, H., Suleiman, N., Jayyousi, A., Zirie, M., Janahi, I., Elhag, W., Alnaama, A., ... Abou-Samra, A. B. (2018). Diabetes Intervention Accentuating Diet and Enhancing Metabolism (DIADEM-I): A randomised controlled trial to examine

					<p>the impact of an intensive lifestyle intervention consisting of a low-energy diet and physical activity on body weight and metabolism in early type 2 diabetes mellitus: Study protocol for a randomized controlled trial. <i>Trials</i>, 19(1), Article 284. https://doi.org/10.1186/s13063-018-2660-1</p> <p>Note: Include the first 19 names, ... final author's name.</p>
Groups as authors	World Health Organization (WHO, 2020)	WHO (2020)	(World Health Organization [WHO], 2020)	(WHO, 2020)	World Health Organization. (2020, April 22). <i>Coronavirus disease 2019 (COVID-19) situation report</i> (Report No. 93). https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200422-sitrep-93-covid-19.pdf?sfvrsn=35cf80d7_4
Author of a chapter in an edited book	Lowe (2011)	Lowe (2011)	(Lowe, 2011, p. 178)	(Lowe, 2011, p. 178)	Lowe, I. (2011). Environment, sustainability and health. In H. Keleher & C. MacDougall (Eds.), <i>Understanding health</i> (3rd ed., pp. 171-181). Oxford University Press.
Author is missing – Use a shortened form of title	“ <i>Chinese herbal medicine: Materia Medica</i> ” (2004)	(“ <i>Chinese herbal medicine: Materia Medica</i> ”, 2004)	“ <i>Chinese herbal medicine: Materia Medica</i> ” (2004)	(“ <i>Chinese herbal medicine: Materia Medica</i> ”, 2004)	“ <i>Chinese herbal medicine: Materia Medica</i> ”. (2004). (D. Bensky, S. Clavey & E. Stoger, Trans.; 3rd ed.). Eastland Printing.
No date - Use n.d.	Bo (n.d.)	Bo (n.d.)	(Bo, n.d.)	(Bo, n.d.)	Bo, P. (Ed.). (n.d.). <i>Traditional Chinese internal medicine</i> . People’s Medical Publishing House.
Including a page number (in-text citation or note citation)	Robinson (2010, p. 7)	Robinson (2010, p. 7)	(Robinson, 2010, p. 7)	(Robinson, 2010, p. 7)	Robinson, M. J. (2010). <i>Sport club management</i> . Human Kinetics.

How to create a reference when information is missing

Unfortunately, you will sometimes be unable to provide all the information required to reference a work normally. If some information is missing, use this table to figure out how to construct a reference using the information you have available.

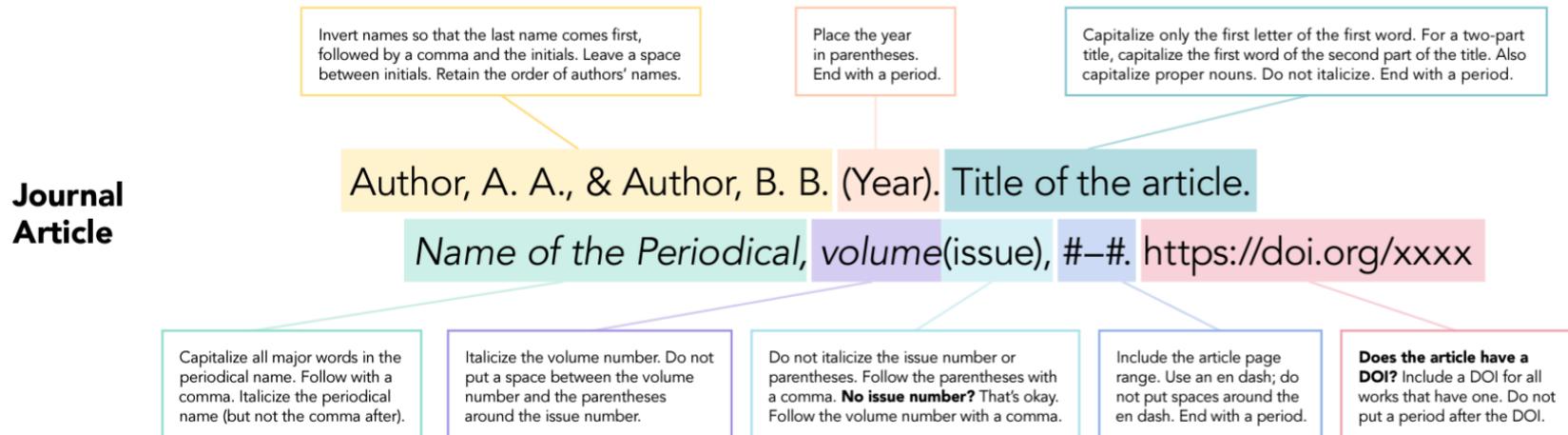
Missing element	Solution	Reference list entry	In-text citation
Nothing	Provide the author, date, title and source of the work.	Author. (Date). Title. Source.	(Author, year) OR Author (year)
Author	Provide the title, date, and source	Title. (Date). Source.	(Title, year) OR Title (year)
Date	Provide the author, write n.d. for no date	Author. (n.d.). Title. Source.	(Author, n.d.) OR Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) OR Author (year)
Author and date	Provide the title, write “n.d.” for “no date,” and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) OR Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) OR [Description of work] (year)
Date and title	Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) OR Author (n.d.)
Author, date, and title	Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) OR [Description of work] (n.d.)

Abbreviations in references

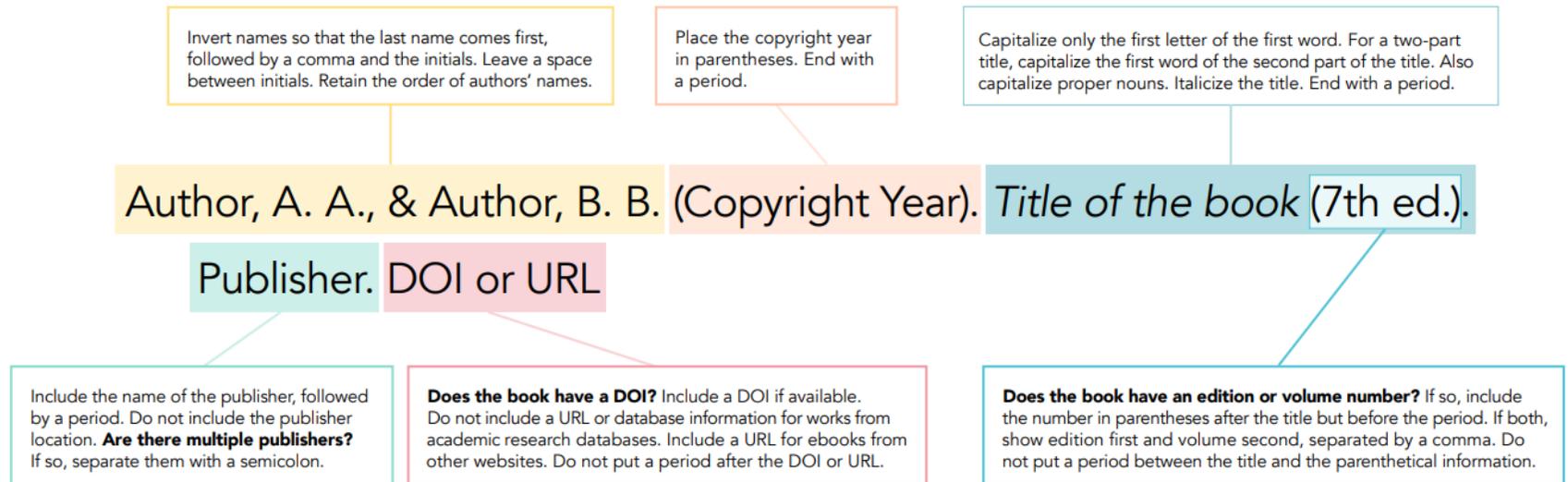
Some texts may feature abbreviations in the reference list to save space. The following table details some of the more common examples of abbreviations that may be utilised in reference lists:

Abbreviation	Meaning
ed.	Edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (editors)
Trans.	Translator(s)
Narr. (Narrs.)	Narrator (narrators)
n.d.	No date
p. (pp.)	Page (pages)
para. (paras.)	Paragraph (paragraphs)
Vol. (Vols.)	Volume (volumes)
No.	Number
Pt.	Part
Tech. Rep.	Technical report
Suppl.	Supplement

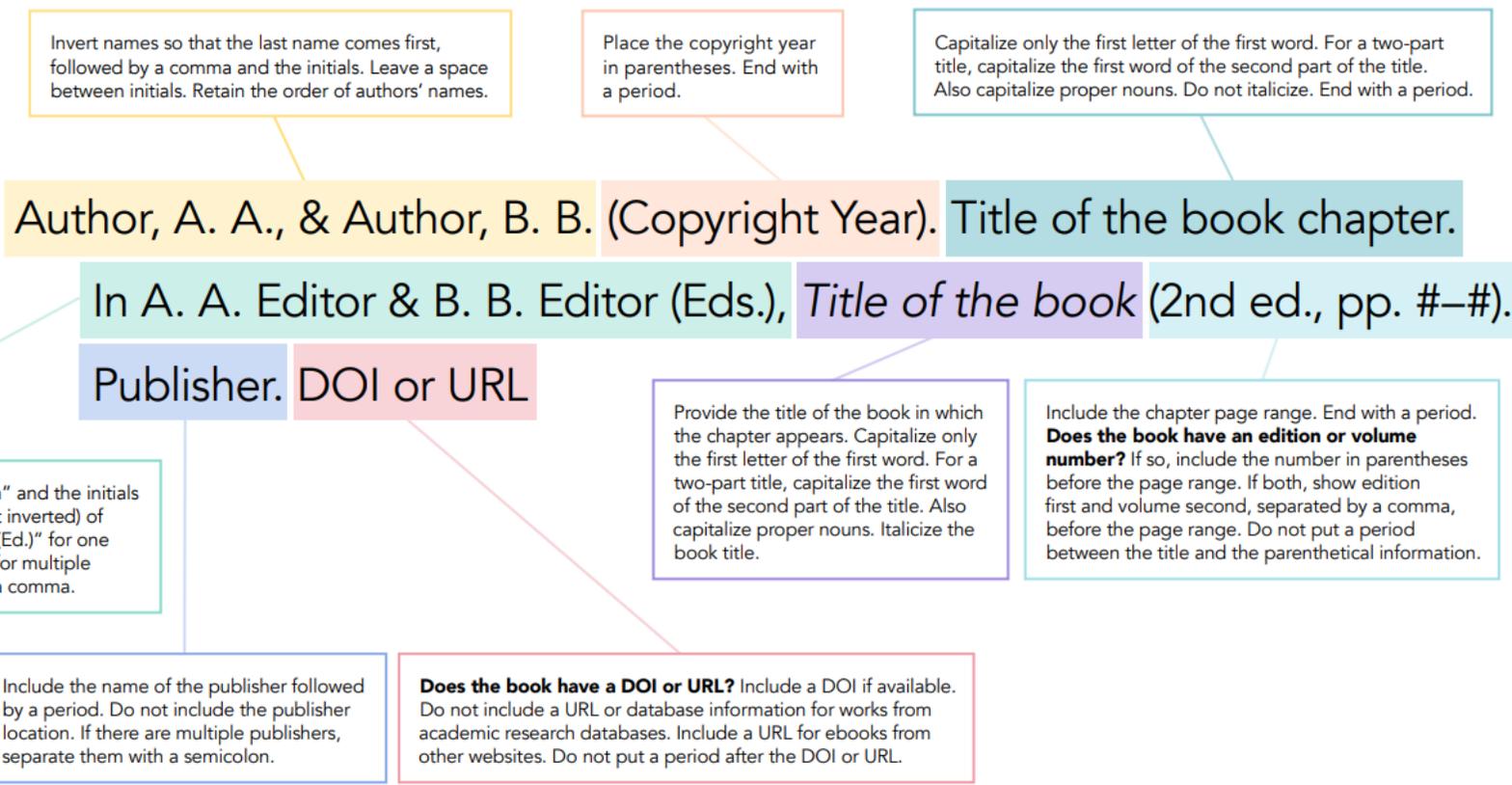
Reference formatting



Book



Chapter in an Edited Book



Journal articles (periodicals)

Author	Date	Title	Source: Periodical information	Source: DOI or URL
Author, A. A., & Author, B. B.	(Year).	Title of article.	<i>Title of Periodical</i> , 34(2), 5-14.	https://doi.org/xxxx
Name of Group.	(Year, Month).		<i>Title of Periodical</i> , 2(1-2), Article 12.	https://xxxxx
Author, C. C. [username].	(Year, Month Day).		<i>Title of Periodical</i> .	
Username.	(Year, Season)			

- Periodicals include newspapers, magazines, and academic journals.
- Remember to italicise the name of the periodical, not the title of the article.
- Always include a DOI when one is available in <https://doi.org/xxx> format (see above).
- If no DOI is available for a journal article, don't include a URL if the link is from the College's subscribed databases (requiring a log-in), like EBSCO and ProQuest. URLs that require a log-in will have ezproxy information in the link: ezproxy.endeavour.edu.au
- Only include a URL if a journal article does not have a DOI and was not provided by the College's subscribed database (does not require a log-in to access). For example, articles on PubMed are open access, and do not require a log-in: <https://pubmed.ncbi.nlm.nih.gov/>

Heraghty, J., & Cummins, R. (2012). A layered approach to raising public awareness of macular degeneration in Australia. *American Journal of Public Health*, 102(9), 1655-1659. <https://doi.org/10.2105/AJPH.2012.300657>

Parenthetical citations: (Heraghty & Cummins, 2012)

Narrative citations: Heraghty and Cummins (2012)

Books

Author or editor	Date	Title	Source: Publisher information	Source: DOI or URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of book.</i>	Publisher Name.	https://doi.org/xxxxx
Name of Group.		<i>Title of book (2nd ed., Vol. 4).</i>	First Publisher Name; Second Publisher Name.	https://xxxxx
Editor, E. E. (Ed.).		<i>Title of book [Audiobook].</i>	(Original work published *Year*).	
Editor, E. E., & Editor, F. F. (Eds.).		<i>Title of book (E. E. Editor, Ed.).</i>		

- You do not need to include the format for eBooks (such as Kindle).
- Include [Audiobook] after the title for Audiobooks.
- Traditional sources used by the College, have often passed out of copyright and have been republished. Be sure to check whether the source has been republished (by a publishing house) or simply released online.
- If a source has been republished by a publishing house, you need to include both the original publication date and the new publication date.
- If a source is only released online, you use the original publication date.
- Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
- If an online work has both a DOI and a URL, include only the DOI.
- For an online work with no DOI, only include a URL if the work is not from an Endeavour library subscribed database that requires a log-in. URLs that require a log-in will have ezproxy information in the link: ezproxy.endeavour.edu.au

Books

Robinson, M. J. (2010). *Sport club management*. Human Kinetics.

Parenthetical citations: (Robinson, 2010)

Narrative citations: Robinson (2010)

eBook

Summers, J., & Smith, B. (2014). *Communication skills handbook* (4th ed.). Wiley.

Parenthetical citations: (Summers & Smith, 2014)

Narrative citations: Summers and Smith (2014)

eBook with a DOI

Rossi, E. (2007). *Shen: Psycho-emotional aspects of Chinese medicine*. Churchill Livingstone. <https://doi.org/10.1016/B978-0-443-10181-6.X5001-4>

Parenthetical citations: (Rossi, 2007)

Narrative citations: Rossi (2007)

Traditional sources released online in digital form (eBook)

Lindlahr, H. (1913). *Nature cure: Philosophy and practice based on the unity of disease and cure*. <http://www.gutenberg.org/ebooks/4273>

Parenthetical citations: (Lindlahr, 1913)

Narrative citations: Lindlahr (1913)

Traditional sources republished into an eBook

Freud, S. (2010). *The interpretation of dreams: The complete and definitive text* (J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900)

Parenthetical citations: (Freud, 1900/2010)

Narrative citations: Freud (1900/2010)

Reference work

Harris, P., Nagy, S., & Vardaxis, N. (Eds.). (2010). *Mosby's dictionary of medicine, nursing & health professions* (2nd ed.). Mosby.

Parenthetical citations: (Harris et al., 2010)

Narrative citations: Harris et al. (2010)

Chapters of edited books and entries in reference works

Chapter author	Date	Chapter title	Source: Edited book information	Source: DOI or URL
Author, A. A., & Author, B. B.	(Year).	Title of chapter.	In E. E. Editor (Ed.), <i>Title of book</i> (pp. 3-13). Publisher Name.	https://doi.org/xxxx
Name of Group.			In E. E. Editor & F. F. Editor (Eds.), <i>Title of book</i> (3rd ed., Vol. 2, pp. 212-255). Publisher Name.	https://xxxxx

Lowe, I. (2011). Environment, sustainability and health. In H. Keleher & C. MacDougall (Eds.), *Understanding health* (3rd ed., pp. 171-181). Oxford University Press.

Parenthetical citations: (Lowe, 2011, p. 172)

Narrative citations: Lowe (2011)

Translated books

Author or translator	Date	Title	Translator information	Publisher information	Original publication information
Author, A.	(Year).	<i>Title of book</i>	(A. B. Last Name, Trans.).	Publisher name.	(Original work published *Year*)

- Credit the translator or translators in the reference by writing the abbreviation “Trans.” after the translator’s name and placing both the name and abbreviation in parentheses after the title of the work (but before the period).
- Credit the original source by providing the year the work was originally published (in its original language) at the end of the reference in parentheses and preceded by the words “Original work published,”
- Both the original publication date and the republished date of the translated work appear in the in-text citations, with the earlier year first, separated with a slash.

Zhang, Z. (1999). *Shang han lun: On cold damage* (C. Mitchell, F. Ye & N. Wiseman, Trans.). Paradigm Publications. (Original work published ca. 196)

Parenthetical citations: (Zhang, ca. 196/1999, p. 138)

Narrative citations: Zhang (ca. 196/1999) states that...

Webpages and websites

Author	Date	Title	Source: Website name	Source: URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of work.</i>	Site Name.	https://xxxxxx
Name of Group.	(Year, Month). (Year, Month Day). (n.d.).			Retrieved Month Day, Year, from https://xxxxx

- When individual author(s) are credited, list them as the author in the reference.
- For a page on a government website without individual authors, use the specific agency responsible for the webpage as the author.
- For a page from an organization’s website without individual authors, use the name of the organization as the author. The names of parent agencies not present in the author element appear in the source element.
- When the name of the author and the name of the website are the same, omit the website name in the reference.

Dates

- **Specific date:** Provide the most specific date possible in the date element.
- **Last updated:** If a webpage includes a "last updated" date, use this date for the reference.
- **Retrieval date:** Most references do not include retrieval dates. Include a retrieval date only when the content is designed to change over time and the page is not archived e.g. survey data for an ongoing project, or a sports league’s page that updates its schedule and results as the season proceeds.
- **Copyright:** Do not use a copyright date from a webpage or website footer because this date may not indicate when the content on the site was published. You may use a date only if it is specific to the content that you are citing.
- **No date:** If no date is indicated for the work on the webpage, treat the work as having no date (American Psychological Association, 2020, p. 289).

Mayo Clinic. (2020, June 13). *Cough*. <https://www.mayoclinic.org/symptoms/cough/basics/definition/sym-20050846>

Parenthetical citations: (Mayo Clinic, 2020)

Narrative citations: Mayo Clinic (2020)

Online databases and subscribed databases

AUTHOR	DATE	TITLE	SOURCE: DATABASE NAME	SOURCE: URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of work.</i>	Site Name.	https://xxxxxx
Name of Group.	(Year, Month). (Year, Month Day). (n.d.).	<i>Supplementary database/section/tool: Title of entry</i>		https://doi.org/

- When the name of the author and the name of the database are the same, omit the database name in the reference.
- If you have used a resource from a subscribed database and it has a DOI then include the DOI.
- If an online work has both a DOI and a URL, include only the DOI.
- URLs are only included when the information is taken from a resource outside of our subscribed databases that do not require a log-in. URLs that require a log-in will have ezproxy information in the link: ezproxy.endeavour.edu.au

Dates

- **Specific date:** Provide the most specific date possible.
- **Last updated:** If a webpage includes a "last updated" date, use the date for the reference.
- **Copyright:** Do not use a copyright date from a webpage or website footer because this date may not indicate when the content on the site was published. You may use a date only if it is specific to the content that you are citing.
- **No date:** If no date is indicated for the work on the webpage, treat the work as having no date (American Psychological Association, 2020, p. 289).

MIMS Australia. (2022, March). *Warfarin sodium*. MIMS Online.

Parenthetical citations: (MIMS Australia, 2022)

Narrative citations: MIMS Australia (2022)

Therapeutic Research Center. (n.d.). *Nutrient depletion: Gaviscon*. Natural Medicines.

Parenthetical citations: (Therapeutic Reference Center, n.d.)

Narrative citations: Therapeutic Reference Center (n.d.)

Reports and gray literature (literature that has not been peer-reviewed)

Author	Date	Title	Source: Publisher information	Source: DOI or URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of report.</i>	Publisher Name.	https://doi.org/xxxx
Name of Group.	(Year, Month Day).	<i>Title of report</i> (Report No. 123). <i>Title of gray literature</i> [Description].		https://xxxxx

- Reports include government reports, technical reports and research reports.
- Gray literature includes press releases, codes of ethics, grants and policy briefs. These can be described with square brackets after the title (American Psychological Association, 2020, p. 329).
- For reports by government agencies, the specific agency responsible for the report appears as the author. The names of any parent agencies not present in the group author name appear in the source element as the publisher.

Government report

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institute of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

Parenthetical citations: (National Cancer Institute [NCI], 2018)

Subsequent citations: (NCI, 2018)

Narrative citations: National Cancer Institute (NCI, 2018)

Subsequent citations: NCI (2018)

Policy brief

Harwell, M. (2018). *Don't expect too much: The limited usefulness of common SES measures and a prescription for change* [Policy brief]. National Education Policy Center. <https://nepc.colorado.edu/publication/SES>

Parenthetical citations: (Harwell, 2018)

Narrative citations: Harwell (2018)

Press release

U.S. Food and Drug Administration. (2019, February 14). *FDA authorizes first interoperable insulin pump intended to allow patients to customize treatment through their individual diabetes management device* [Press release]. <https://www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm631412.htm>

Parenthetical citations: (U.S. Food and Drug Administration [FDA], 2019)

Subsequent citations: (FDA, 2019)

Narrative citations: U.S. Food and Drug Administration (FDA, 2019)

Subsequent citations: FDA (2019)

Research report / Discussion paper

Ruel, M. T., Quisumbing, A. R., & Balagamwala, M. (2017). *Nutrition-sensitive agriculture: What have we learned and where do we go from here?* (IFPRI Discussion Paper 01681). International Food Policy Research Institute. <http://ebrary.ifpri.org/utils/getfile/collection/p15738coll2/id/131461/filename/131673.pdf>

Parenthetical citations: (Ruel et al., 2017)

Narrative citations: Ruel et al. (2017)

Conference sessions and presentations

Author	Date	Title	Source: Conference information	Source: DOI or URL
Presenter, A. A., & Presenter, B. B.	(Year, Month Day-Day).	<i>Title of contribution</i> [Type of contribution].	Conference Name, Location.	https://doi.org/xxxx
Contributor, A. A., & Contributor, B. B.	(Year, Month Day-Month Day).	Title of contribution.	In C. C. Chairperson (Chair), <i>Title of symposium</i> [Symposium]. Conference Name, Location.	https://xxxxx

Use these formats for paper presentations, poster sessions, keynote addresses and symposium contributions.

- Describe the type after the title.
- Include all authors listed as contributing to the presentation, even if they are not present.
- Use the date(s) of the full conference.
- Include the location of the conference (American Psychological Association, 2020, p. 332).

Booker, A., Fitzgerald, M., Heinrich, P. M. & Scheid, V. (2018, August). *Complexity in Chinese herbal medicine supply chains* [Conference presentation]. 66th International Congress and Annual Meeting of the Society for Medicinal Plant and Natural Product Research (GA) jointly with the 11th Shanghai TCM conference, Shanghai, People's Republic of China.

<https://westminsterresearch.westminster.ac.uk/download/c2bc8da4612e8a58b4b718a9846eb130def7e7fb68ef8bb51bb362def1d118af/4119416/Complexity%20in%20Supply%20Chains%20%20GA%202108%20Conference-1.pdf>

Parenthetical citations: (Booker et al., 2018)

Narrative citations: Booker et al. (2018)

Dissertations and theses (published)

Author	Date	Title	Source: Database or archive name	Source: URL
Author, A. A.	(Year).	<i>Title of dissertation</i> (Publication No. xxxxx) [Doctoral dissertation, Name of Institution Awarding the Degree].	Database Name.	https://xxxxx https://doi.org/xxxxx
		<i>Title of thesis</i> (Publication No. xxxxx) [Master's thesis, Name of Institution Awarding the Degree].	Archive Name.	

- A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive.
- If the database assigns publication numbers to dissertations and theses, include the publication number in parentheses after the title of the dissertation or thesis without italics.
- Include a DOI if one is available. If there is no DOI, include a URL only if the work is not from an Endeavour library database (does not require a log-in). URLs that require a log-in will have ezproxy information in the link: ezproxy.endeavour.edu.au
If the database or archive requires users to log in before they can view the dissertation or thesis, meaning the URL will not work for readers, end the reference with the database name.

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Bridgett, R. J. (2019). *The use of cupping by manual therapy practitioners on the athletic population in Australia* [Honour's thesis, Endeavour College of Natural Health].
<https://doi.org/10.1089/acm.2017.0191>

Parenthetical citations: (Bridgett, 2019)

Narrative citations: Bridgett (2019)

Reviews

Author	Date	Review title	Details of reviewed work	Source: Periodical information	Source: DOI or URL
Reviewer, A. A.	(Year).	Title of review	[Review of the book <i>Book title</i> , by A. A. Author].	<i>Periodical Title</i> , 34(2), 14-15.	https://doi.org/xxxxx
	(Year, Month Day).		[Review of the book <i>Book title</i> , by E. E. Editor, Ed.].	<i>Blog Title</i> .	https://xxxxxx
			[Review of the film <i>Film title</i> , by D. D. Director, Dir.].		
			[Review of the TV series episode "Episode title," by W. W. Writer, Writer, & D. D. Director, Dir.].		

- Since book reviews are published in a variety of formats, the reference format of a review should be the same as the format for the type of content appearing within that source, with the addition of information about the item being reviewed in square brackets after the review title (American Psychological Association, 2020, p. 334).

Pope, C. (2019). The business of healing, 3rd edition [Review of the book *The business of healing*, by R. Medhurst]. *Journal of the Australian Traditional-Medicine Society*, 25(2), 104.

Parenthetical citations: (Pope, 2019)

Narrative citations: Pope (2019)

Data sets

Author	Date	Title	Source: Publisher	Source: DOI or URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of data set</i> (Version 1.2) [Data set].	Publisher Name.	https://doi.org/xxxxx
Name of Group.	(Year-Year).	<i>Title of data set</i> [Unpublished raw data]. [Description of untitled data set] [Unpublished raw data].	Source of Unpublished Data.	https://xxxxxx Retrieved Month Day, Year, from https://xxxxxx

- Use the year of publication for published data sets.
- Use the year(s) of collection as the date for unpublished data sets.
- When referencing an untitled data set, provide a description in square brackets to replace the title of the reference (American Psychological Association, 2020, p. 338).

Economist Intelligence Unit. (2019). *Global Food Security Index* (Final_GFSI_model_2019.xlsb) [Data set]. <https://foodsecurityindex.eiu.com/Index>

Parenthetical citations: (Economist Intelligence Unit, 2019)

Narrative citations: Economist Intelligence Unit (2019)

Computer software, mobile applications, apparatuses, and equipment

Author	Date	Title	Source: Publisher	Source: URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of work</i> (Version XX) [Computer software].	Publisher.	https://xxxxxx
Name of Group.		<i>Title of work</i> (Version XX) [Mobile app].	App store.	
		<i>Name of apparatus</i> (Model number) [Apparatus].	Google Play Store.	
		<i>Name of equipment</i> (Model number) [Equipment].		

- 'Common' or well-known software programs (such as Microsoft Office or Zotero) do not need to be referenced. Give the proper name of the software program or application along with the version number in the text.
- If your audience is unlikely to be familiar with software or apps of limited distribution, provide in-text citations and reference list entries.
- When referencing manuals and handbooks, use the same referencing rules that you would use for a regular book.
- If the publisher is the same as the author you may omit it (American Psychological Association, 2020, pp. 338-339).

Computer software

Nutrition Experts. (2022). *Foodzone* (Version 2.03) [Computer Software]. <https://foodzone.io/>

Parenthetical citations: (Nutrition Experts, 2022).

Narrative citations: Nutrition Experts (2022).

Xyris. (2022). *FoodWorks 10* (Version 10.0.426) [Computer Software]. <https://xyris.com.au>

Parenthetical citations: (Xyris, 2022).

Narrative citations: Xyris (2022).

Cloud-based software

Nutrition Experts. (2022). *Foodzone* [Computer Software]. <https://foodzone.io/>

Paranthetical citations: (Nurtition Experts, 2022).

Narrative citations: Nutrition Experts (2022).

Mobile app

Wei-Fieg, D. (2010). *QiFood* (Version 2.6.5) [Mobile app]. App Store. <https://apps.apple.com/us/app/qifood/id389510267>

Paranthetical citations: (Wei-Fieg, 2010).

Narrative citations: Wei-Fieg (2010).

Pleco (2022). *Pleco Chinese dictionary* (Version 3.2.64) [Mobile app]. Google Play Store.
https://play.google.com/store/apps/details?id=com.pleco.chinesesystem&hl=en_AU&gl=US

Paranthetical citations: (Pleco, 2022).

Narrative citations: Pleco (2022).

Tests, scales, and inventories

Author	Date	Title	Source: Database	Source: URL
Author, A. A., & Author, B. B.	(Year).	<i>Title of the Test.</i>	Test Database Name.	https://xxxxxx
		<i>Title of the Test Database Record</i> [Database record].		

- To cite a test, scale, or inventory, provide a citation for its supporting literature (such as its manual, which may be an authored or edited book, or the journal article in which it was published).
- If supporting literature is not available, you may cite and reference either a database record of the test or the test itself.
- The title of a test, a scale, or an inventory should be capitalised whenever it appears in the paper (American Psychological Association, 2020, p. 340).

NERIS Analytics Limited. (2020). *Free Personalities Test*. NERIS Type Explorer. <https://www.16personalities.com/free-personality-test>

Parenthetical Citations: (NERIS Analytics Limited, 2020)

Narrative Citations: NERIS Analytics Limited (2020)

Audiovisual media

Author	Date	Title	Source: Publisher	Source: URL
Director, D. D. (Director).	(Year).	<i>Title of work</i> [Description].	Production Company.	https://xxxxxx
Producer, P. P. (Executive Producer).	(Year-present).		Label.	
Host, H. H. (Host).	(Year-Year).		Museum Name, Museum Location.	
Artist, A. A.	(Year, Month Day).		Department Name, University Name.	
Uploader, U. U.				

- For additional examples refer our FAQs (LMS > Learning Resources > Library Tutorial > Library FAQs)

Film

- The director should be credited as the author of the film.
- If no director is known, someone in a similar role can be credited instead to aid readers with finding the work (American Psychological Association, 2020, p. 343).

Mitsch, J. (Director). (2008). *In the mind of plants* [Video]. Magellan TV.

Parenthetical citations: (Mitsch, 2008)

Narrative citations: Mitsch (2008)

Webinar

- Use this format only for recorded, retrievable webinars (American Psychological Association, 2020, p. 344).

Carroll, A. (2020). *The secret lives of mitochondria* [Webinar]. Endeavour College of Natural Health. <https://www.endeavour.edu.au/careers-service/webinar-recordings/natural-health/>

Parenthetical citations: (Carroll, 2020)

Narrative citations: Carroll (2020)

TED Talk

- When the TED Talk is on YouTube, list the name of the YouTube account (as the author to aid in retrieval).
- Provide as specific a date as possible.
- Include the description “[Video]” in square brackets after the title of the talk.

TEDx Talks. (2014). *Muscle matters: Dr Brendan Egan at TEDxUCD* [Video]. YouTube. <https://www.youtube.com/watch?v=LkXwfTsqQgQ>

Parenthetical citations: (TEDx Talks, 2014)

Narrative citations: According to Dr. Egan in TEDx Talks (2014)

Social media

Author	Date	Title	Source: Social media site name	Source: URL
Twitter and Instagram: Author, A. A. [@username]. Name of Group [@username].	(n.d.). (Year, Month Day).	Content of the post up to the first 20 words. Content of the post up to the first 20 words [Description of audiovisuals].	Site Name.	https://xxxxxx Retrieved Month Day, Year, from https://xxxxxxx
Facebook and others: Author, A. A. Name of Group. Name of Group [Username]. Username.		[Description of audiovisuals].		

- Social media posts may include text, images, and audio-visual content.
- Do not alter the spelling and capitalisation in a social media reference.
- Retain hashtags, links and emojis if possible.
- If you cannot create the emoji, provide the name of the emoji in square brackets e.g. [face with tears of joy emoji].
- The full list of names can be found on the [Unicode Consortium's website](#) (American Psychological Association, 2020, p348).

World Health Organization [@WHO]. (2020, April 21). *NEW: WHO guidelines help health workers to detect #IronDeficiency early and protect brain development in early childhood* [Image of World Health Organization personnel providing medical care to children outdoors]. Twitter. Retrieved April 22, 2020, from <https://twitter.com/WHO/status/1252390837243113473>

Parenthetical citations: (World Health Organization [WHO], 2020)

Subsequent citations: (WHO, 2020)

Narrative citations: World Health Organization (WHO, 2020)

Subsequent citations: WHO (2020)

Legal materials

For information on how to reference legal materials, please see the *Australian Guide to Legal Citation 4th Edition* (AGLC4) via the University of Melbourne website: <https://www.mulr.com.au/aglc/AGLC4-June-2020-v2.pdf>

Legislation includes Acts, Bills, Regulations, Orders and Rules. Refer to the examples below for the correct reference required for an Act (whole), Act (section), or Bill.

- Titles should have all major words capitalised.
- The year is from when the Act was originally passed.
- Note the differing italicisation between Acts and Bills.
- The section number is optional. If you are referring to the Act as a whole, omit the section number. If you are referring to a particular section, include the section number(s).
- If you have already cited an Act, the next time you refer to that Act you can omit the year and jurisdiction.

Act (whole)	Date	Review number	Jurisdiction	Source
<i>Short Title of the Act</i>	<i>Year</i>	<i>No ##</i>	(Jurisdiction abbreviation).	URL / web address if applicable

Therapeutic Goods Act 1989 No 21 (Cth). <https://www.legislation.gov.au/Details/C2021C00092>

Narrative in-text citation

...requests about quality of the medicine. s 22G (1b) of *The Therapeutic Goods Administration Act 1989* (Cth) states ...

Parenthetical in-text citation

(*Therapeutic Goods Act, 1989*).

Act (section)	Date	Review number	Jurisdiction	Source
<i>Short Title of the Act</i>	<i>Year</i>	<i>No ##</i>	(Jurisdiction abbreviation) s. Section Number.	URL / web address if applicable

Scientific Advice about Aspects of Quality, Safety or Efficacy of Medicine 1989 (Cth) s 22G. <https://www.legislation.gov.au/Details/C2021C00092>

Narrative in-text citation

... refer to *Scientific Advice about the Quality, Safety or Efficacy of Medicine* (1989) ... when goods have been tampered with

Parenthetical in-text citation

(*Scientific Advice about Aspects of Quality, Safety or Efficacy of Medicine*, 1989)

Bill	Date	Jurisdiction	Source
Bill name	Year	(Jurisdiction abbreviation).	URL / web address if applicable

Australian National Preventative Health Agency (Health and Ageing) Bill 2010. <https://www.legislation.gov.au/Details/C2010B00237>

Narrative in-text citation

... the initiatives used originated in the Australian National Preventative Health Agency (Health and Ageing) Bill (2010) ...

Parenthetical in-text citation

(Australian National Preventative Health Agency [Health and Ageing] Bill, 2010).

Figures and tables

In the APA referencing style, any type of illustration other than a table is called a figure. A figure may be a chart, graph, photograph, drawing, digital image, or other depiction.

All figures and tables in a paper have a number written in bold.

Examples:

Figure 1

Table 1

In the text of your assignment, refer to figures and tables by their numbers in the order in which they are first mentioned in-text (i.e., Figure 1, Figure 2; Table 1, Table 2).

Examples:

As shown in Figure 2, the relationships are...

Children with pre-training (see Table 5)...

After the table / figure number is the table/figure title written in italics and title case (all major words capitalised). If a figure or table does not already have a name associated with it, you will need to create a brief title that describes what it depicts.

Example:

Spleen Channel of Foot Taiyin

The table or figure is then inserted.

- Then any required notes, written after the word 'Note' in *italics*.
 - > A general note beneath the figure / table explains or provides information relating to the table as a whole. Then the note also includes any acknowledgement that a table / figure is reprinted or adapted from another source (called attribution). Sources that require attribution include journals, books and websites.
- Note sections use a different format to reference entries (see example section below).

Include a full reference in the reference list for any notes acknowledging a source.

- For tables, if you have used data or information from multiple sources, you can use standard in-text citations within individual table cells, with a full reference in the reference list for each entry

Heading 1	Heading 2
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add (Oakden, 2019).	To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other (Gow & Leach, 2016).

For tables / figures, if extracting whole rows / columns / sections you will need to acknowledge each source beneath the table in the note. To do this, simply list the references in the note section in alphabetical order by author (as per the reference list) and separate using a semi-colon or by creating a new line for each entry (see formatting below).

- When using your own photograph or drawing, known as a figure / table, label the figure / table and include a title in italics (for example, *Sage from My Garden*). A note section is optional. You are not required to provide a reference list entry (see example section below).
- Images from Microsoft clip art / stock images also do not require a note section or a reference list entry. Always check stock image websites to see if you are required to acknowledge the source (you might see a creative commons license, such as CC BY 2.0).
- For visual presentations (slide show presentations) or infographic assignments (non-paper style formats) you create yourself, table / figure numbers and titles are optional if not otherwise specified in the assessment specifications.
- You must seek permission to use figures / tables from the copyright holder if your work is to be published.

Format (for a figure / table reproduced from a journal article)

Figure 1/Table 1

Descriptive Title

[Figure/Table]

Note. From or Adapted from "Title of Article," by Author First Initial. Second Initial. Surname, Year, *Journal Title*, *Volume*(issue), page(s). Copyright Year by the Name of Copyright Holder.

Example:

Note. Adapted from "Social Media: A Contextual Framework to Guide Research and Practice," by L. A. McFarland and R. E. Ployhart, 2015, *Journal of Applied Psychology*, 100(6), p. 1656. Copyright 2015 by the American Psychological Association.

Format (figure / table reproduced from a book)

Figure 1/Table 1

Descriptive Title

[Figure/Table]

Note. From or Adapted from *Title of Book* (page number), by Author First Initial. Second Initial. Surname, Year, Publisher. Copyright Year by the Name of Copyright Holder.

Example:

Note. Adapted from *Managing Therapy-Interfering Behavior: Strategies From Dialectical Behavior Therapy* (p. 172), by A. L. Chapman and M. Z. Rosenthal, 2016, American Psychological Association. Copyright 2016 by the American Psychological Association.

Format (figure / table reproduced from a webpage)

Figure 1/Table 1

Descriptive Title

[Figure/Table]

Note. From or Adapted from *Title of Webpage*, by Author First Initial. Second Initial. Surname, Year, Site Name (URL). Copyright year by Name of Copyright Holder or Creative Commons license.

(When the author is same as the website name, omit the site name)

Example:

Note. Adapted from *Evidence-Based Practice in Health*, by M. Turner, 2014, University of Canberra Library (<https://canberra.libguides.com/c.php?g=599346&p=4149722>). Copyright 2014 by University of Canberra Library.

Figure from a website requiring attribution

Figure 1

Illustrations of Various Plants



Note. From *The Botanic Garden, Vol. 8*, by Biodiversity Heritage Library, 2018, Flickr (<https://www.flickr.com/photos/biodivlibrary/39624416980/in/album-72157667760690338/>). CC BY 2.0.

In-text citation

(Biodiversity Heritage Library, 2018).

Biodiversity Heritage Library (2018) demonstrates that...

Reference

Biodiversity Heritage Library. (2018). *The botanic garden, Vol. 8*

[Illustration]. Flickr. <https://www.flickr.com/photos/biodivlibrary/39624416980/in/album-72157667760690338>

Infographics

Figure 1

Western Pacific Air Pollution Infographic



Note. From *Primary Healthcare Infographic 2*, by World Health Organization, 2022, (<https://www.who.int/multi-media/details/primary-health-care-infographic-2>). Copyright 2023 by World Health Organization.

In-text citation

(World Health Organization, 2022)

The World Health Organization (2022) showed that...

Reference

World Health Organization. (2022, February 3). *Primary healthcare infographic 2* [Infographic]. <https://www.who.int/multi-media/details/primary-health-care-infographic-2>.

Photographs

Figure 1

Guinean Anthropologist, David Niabalamou



Note. From *How Learning to Talk the Talk is Saving Lives in the Democratic Republic of the Congo*, by The World Health Organization, 2020 (<https://www.afro.who.int/news/how-learning-talk-talk-saving-lives-democratic-republic-congo>). Copyright 2023 by World Health Organization.

In-text citation

(World Health Organization, 2020)

The World Health Organization (2020) explains that...

Reference

World Health Organization. (2020). *Guinean anthropologist, David Niabalamou* [Photograph].
<https://www.afro.who.int/news/how-learning-talk-talk-saving-lives-democratic-republic-congo>

Self made image or illustration

Figure 1

Blossom with Bee: Personal Photo



Stock images & clip art

Figure 1

Stock image of Butterflies and dragonflies in flower garden



Note. From *Butterflies and dragonflies in flower garden*, by brgfx, n.d., Freepik (https://www.freepik.com/free-vector/butterflies-dragonflies-flower-garden_3755641.htm). Copyright 2023 by Freepik Company S.L.

In-text citation

(brgfx, n.d.)

brgfx (n.d.)

Reference

brgfx. (n.d.). *Butterflies and dragonflies in flower garden* [Clip Art]. Freepik. https://www.freepik.com/free-vector/butterflies-dragonflies-flower-garden_3755641.htm

Stock images & clip art with no copyright attribution

If the license associated with clip art or a stock image states “no attribution required,” then do not provide an APA Style reference, in-text citation, or copyright attribution. Instances of these types of images can be found on Pixabay. No reference list entry is required.

Figure 1

A Striped Cat Sits With Paws Crossed

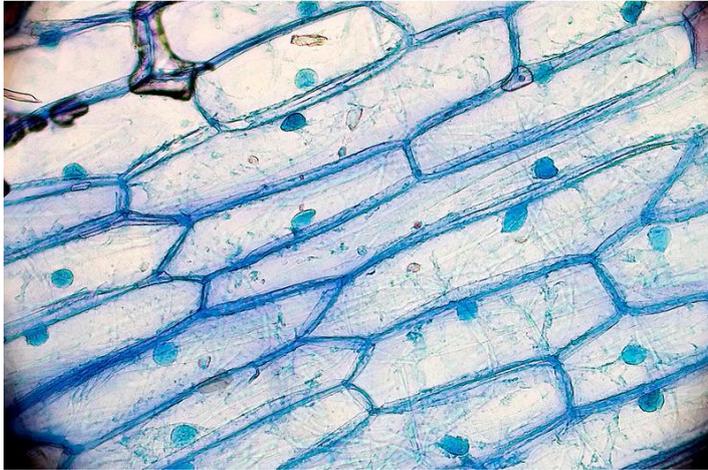


Note. Participants assigned to the cute pets condition saw this image of a cat.

Figure in a (slide show) presentation slide

Figure 1

This is a Microscopic Photo of Onions Cells.



Note. From *This is a Microscopic Photo of Onion Cells*, by Kaibara87, 2012, Wikimedia (https://commons.wikimedia.org/wiki/File:Onion_Cells.jpg). In the public domain.

In-text citation

(Kaibara87, 2012)

Kaibara87 (2012)

Reference

Kaibara87. (2012). *This is a microscopic photo of onion cells* [Photograph]. Wikimedia. https://commons.wikimedia.org/wiki/File:Onion_Cells.jpg

Tables

Table 1

First Quarter Calorie Intake vs Deficit.

Calorie Consumption	Jan	Feb	Mar
Intake	2500	2250	2000
Deficit	600	575	475

Note. Adapted from *Jane Doe's Nutrition*, by Nutrition Experts, 2021, Foodzone (<https://foodzone.io/>). Copyright 2023 by Nutrition Experts.

Table 2

Title of Table

Heading 1	Heading 2	Heading 3
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add (Oakden, 2019).	To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other (Gow & Leach, 2016).	Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Oakden, 2019).
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want (Lewis et al., 2021).	Save time in Word with new buttons that show up where you need them (Bell & Chitts, 2011).	Themes and styles also help keep your document coordinated (Gow & Leach, 2016).

Appendices

An appendix or appendices are included at the end of your paper to provide supporting evidence to the body of your work. The content of appendices are typically lengthy reports, additional materials that relate to the topic of your assignment, and any relevant statistical or textual information that hinders the flow of your paper.

Your appendix comes after your reference list, and each figure or table included must have a title, note section, and reference as it would in the body of your assignment. You must refer the reader to (i.e. cite) each appendix in the body of your assignment at least once. Be sure to add your appendices to the end of your assignment in the same order that they are introduced in the text.

When formatting an appendix, headings and titles are in bold and centred.

If you only have one item in the appendix (see [Appendix](#)):

Appendix
Appendix Title Here (describe the contents)

Normal text left-aligned, double-spaced and include a page number in the top right corner. If consists of only a single table or figure, the appendix label and title takes the place of the table or figure number and title.

If you have more than one appendix, label each appendix with A, B, C etc. on a new page in the order they are mentioned (See [Appendix A](#)).

Appendix A
Appendix Title Here (describe the contents)

If you have more than one table/figure in a single appendix (most likely because they have similar content), then label each one with a number after the appendix letter (See [Figure B1](#)).

Appendix B
Appendix Title Here (describe the contents)

Figure B1

Figure B2

One appendix

10

Appendix

Food diary entries by Jane Doe.

Day One.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Day Two.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

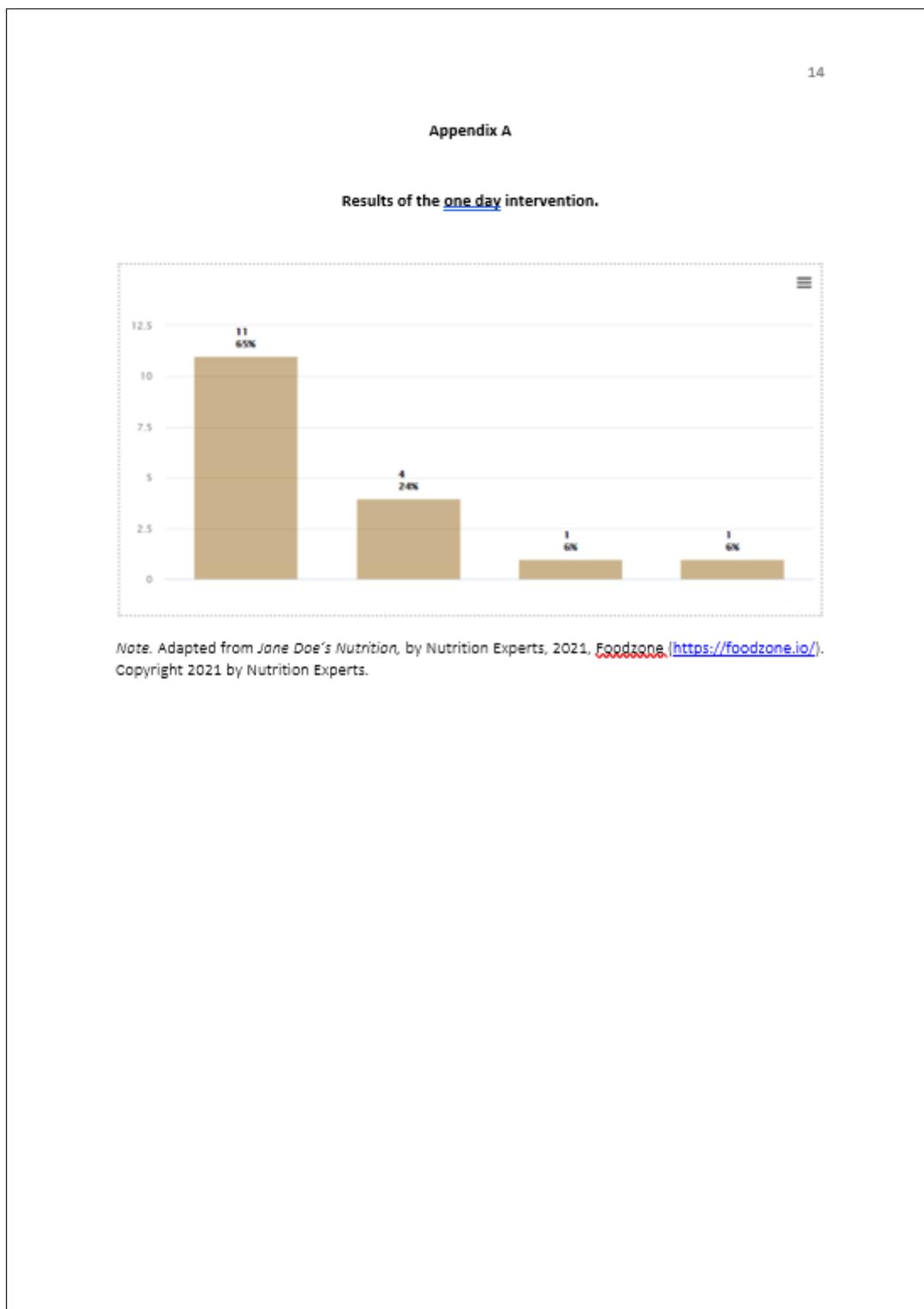
Day Three.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Day Four.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Multiple appendices

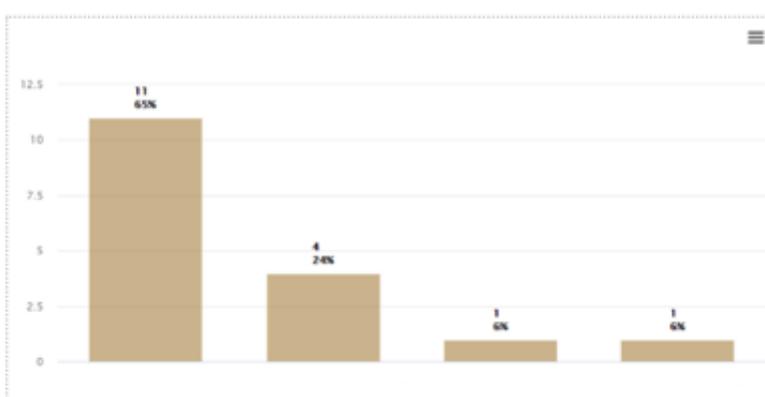


Appendix B

Food diary comparison day 1 and day 14.

Figure B1

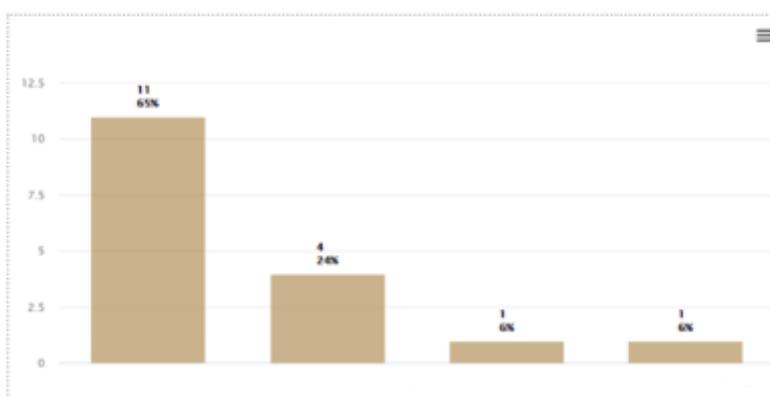
Food Diary Day One.



Note. Adapted from *Jane Doe's Nutrition*, by Nutrition Experts, 2021, Foodzone (<https://foodzone.io/>). Copyright 2021 by Nutrition Experts.

Figure B2

Food Diary Day Fourteen.



Note. Adapted from *Jane Doe's Nutrition*, by Nutrition Experts, 2021, Foodzone (<https://foodzone.io/>). Copyright 2021 by Nutrition Experts.

Appendix C

Food diary entries by Jane Doe.

Day One.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Day Two.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Day Three.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Day Four.

Breakfast 1x banana; 1x serve oatmeal; 1x serve almond milk; 1x serve manuka honey
Snack 1x serve mixed nuts
Lunch 1x poached salmon; 1x side salad
Snack 1x green smoothie
Dinner 1x serve lentil curry; 1 x serve basmati rice

Multiple figures or tables within appendix

18

Appendix D

Images of learning organisation promoting natural health education.

Figure D1

Image of Avocado and Open College Dates



Note. From *Endeavour College of Natural Health*, by Endeavour College of Natural Health, 2021, ENCH. Copyright 2021 by Endeavour College of Natural Health.

Figure D2

Image of Avocado and Open College Dates



Note. From *Endeavour College of Natural Health*, by Endeavour College of Natural Health, 2021, ENCH. Copyright 2021 by Endeavour College of Natural Health.

References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- American Psychological Association. (2022). *APA Style*. <https://apastyle.apa.org/>Australian Copyright Council. (2014). *Research or study: Information sheet INFO053* <https://www.copyright.org.au/browse/book/ACC-Research-or-Study-INFO053>
- Endeavour College of Natural Health. (2021). *Academic integrity policy - higher education*. Australian College of Natural Medicine Pty Ltd. <https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-589.pdf>
- Melbourne University Law Review Association Inc. & Melbourne Journal of International Law Inc. (2018) *Australian guide to legal citation* (4th ed.). https://law.unimelb.edu.au/_data/assets/pdf_file/0005/3181325/AGLC4-with-Bookmarks-1.pdf