



## **APA Referencing Guideline**

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Students requiring support with referencing please see Library FAQs on the LMS Library menu or contact your campus library.

Citation:

Endeavour College of Natural Health. (2017). *APA referencing guidelines*. Unpublished manuscript, Author, Fortitude Valley, QLD.

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## STYLE GUIDE FOR THE PRESENTATION OF ASSESSMENTS & ACADEMIC WORKS

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This style guide is intended to assist in the preparation of all written assessment tasks for courses at Endeavour College of Natural Health (Endeavour College). Presentation is an important aspect of the assessment process and should be mastered by all students as soon as possible. Professional presentation gives credibility to the work and creates a positive impression on the reader.

The following guidelines should be followed in all academic works **unless otherwise directed via your assessment instructions**. To acknowledge various sources used in academic works, Endeavour College has adopted the American Psychological Association (APA) style, 6th edition, of referencing.

It is in your best interest to keep a copy of all submitted work. It is also recommended that you take note of any comments/feedback that assessors provide and apply these to subsequent assessments.

# 1. THE PRESENTATION OF ACADEMIC WORKS

## 1.1 Format of assessments

Note: Lecturers may have specific requirements for the format and presentation of an assessment (consult the subject outline or relevant assessment specifications).

Font and size	<ul style="list-style-type: none"><li>• Size 12 font.</li><li>• Calibri, Arial or Times New Roman font.</li></ul>
Margins and spacing	<ul style="list-style-type: none"><li>• Have a 2 cm (minimum) margin all around.</li><li>• 1.5 cm (minimum) line spacing.</li></ul>
Indenting	<ul style="list-style-type: none"><li>• For direct quotes over 40 words (see page 12).</li></ul>
Printing and collation	<ul style="list-style-type: none"><li>• Electronic submission of assessments via Turnitin is preferred. Please check with your Lecturer for paper submissions.</li></ul>
Word count	<ul style="list-style-type: none"><li>• The title page, table of contents, figures, tables, reference list, appendices, etc. do not count toward word count requirements. However, in-text references are included in the word count.</li></ul>
Illustrations	<ul style="list-style-type: none"><li>• Charts, graphs, illustrations, etc. should not flow over multiple pages as they become difficult to view.</li><li>• Charts, graphs and illustrations need to be referred to in text.</li><li>• If several illustrations are incorporated in your paper, it is preferred that you include a 'List of Illustrations', with the page numbers, on a separate page that follows the Table of Contents.</li></ul>

## 1.2 Academic style guidelines

Note: Consult your assessment specifications for requirements.

<b>Formality and expression</b>	<ul style="list-style-type: none"> <li>• Formal vocabulary and expression.</li> <li>• Objective and cautious language.</li> <li>• No short-forms, short-hand or slang.</li> <li>• The third person (impersonal) unless it is a personal reflection.</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>• Planned and logically organised.</li> <li>• Written in cohesive paragraphs.</li> <li>• Genre specific guidelines (e.g.: essay, report).</li> </ul>
<b>Tense</b>	<ul style="list-style-type: none"> <li>• Use the appropriate tense for the text type. See <i>Genres of writing</i>, p. 6.</li> </ul>
<b>Numbers</b>	<ul style="list-style-type: none"> <li>• One to nine should be spelt out in full. Use figures for number 10 and above.  <i>Example: ... eight, nine, 10, 11, 12 ...</i></li> <li>• Spell out simple fractions and hyphenate.  <i>Example: one-quarter</i></li> <li>• Never commence a sentence with a figure. Spell out the number in full.</li> <li>• Never use a figure in a heading. Spell out the number in full.</li> </ul>
<b>Acronyms</b>	<ul style="list-style-type: none"> <li>• If you wish to use an acronym, write the organisation name in full the first time, followed by the acronym in brackets.  <i>Example: National Institute of Mental Health (NIMH)</i></li> </ul> <p>The acronym can then be used on its own throughout the rest of the work.</p>
<b>Edited and proofread</b>	<ul style="list-style-type: none"> <li>• Free of grammatical, spelling and punctuation errors.</li> <li>• Use Australian / UK spelling, not American.</li> </ul> <p><i>Example: recognise NOT recognize</i></p>
<b>Referencing</b>	<ul style="list-style-type: none"> <li>• Include in-text references which are cited in accordance with the American Psychological Association APA 6th Edition style guidelines, as outlined in this APA Referencing Guideline.</li> <li>• Include a reference list at the end of the assignment in APA 6 format, starting on a new page.</li> </ul>
<b>Foreign language</b>	<ul style="list-style-type: none"> <li>• All words in a foreign language used in-text are to be in <i>italics</i>.</li> <li>• Scientific names of botanical and zoological genus and species should be <i>italicised</i>.</li> </ul>
<b>Names of song / movies/ performance</b>	<ul style="list-style-type: none"> <li>• All names of songs, movies and performances used in-text are to be in <i>italics</i>.</li> </ul>

### 1.3 Glossary of instruction words in assessment task descriptions

Verb	Definition
<b>Account, Account for</b>	State reasons for, report on, give an account of, or narrate a series of events or transactions.
<b>Analyse</b>	Identify components and the relationships between them; draw out and relate implications.
<b>Apply</b>	Use in a particular situation.
<b>Appreciate</b>	Make a value judgement.
<b>Assess</b>	Make a judgement of value, quality, outcomes, results or size.
<b>Calculate</b>	Determine from given facts, figures or information.
<b>Clarify</b>	Make clear or understandable.
<b>Classify</b>	Arrange or include in classes or categories.
<b>Compare</b>	Show how things are similar or related. Emphasise similarities but also note differences.
<b>Construct</b>	Make; build; put together items or arguments.
<b>Contrast</b>	Show how things are different or opposite. Emphasise differences between characteristics but also note similarities.
<b>Critically (analyse/evaluate)</b>	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to an analysis or evaluation.
<b>Criticise</b>	Express your judgement about the truth or usefulness of views or factors. Use reliable evidence to support your judgement.
<b>Deduce</b>	Draw conclusions.
<b>Define</b>	State meaning and identify essential qualities. Give clear, concise, reliable meaning.
<b>Demonstrate</b>	Show by example.
<b>Describe</b>	Provide characteristics and features. Recount; relate in a sequence; illustrate.
<b>Discuss</b>	Identify issues and provide points for and/or against. Consider various points of view or perspectives.
<b>Distinguish</b>	Show / point out as being distinct or different from; note differences between items.
<b>Evaluate</b>	Make a judgement based on criteria; determine the value of. Give your viewpoint; cite limitations and advantages; provide reliable evidence to support your views.
<b>Examine</b>	Explore; question; investigate.

<b>Explain</b>	Relate cause and effect; make the relationships between things evident; provide explanations why and/or how; give reasons for differences of opinion or of results; clarify; interpret.
<b>Extract</b>	Choose relevant details.
<b>Extrapolate</b>	Draw conclusions from what is known.
<b>Identify</b>	Recognise and name.
<b>Illustrate</b>	Use a diagram or example to clarify a point.
<b>Interpret</b>	Draw conclusions. Translate; give examples or comment on the topic; usually give your viewpoint.
<b>Investigate</b>	Question and draw conclusions about a topic.
<b>Justify</b>	Support an argument or conclusion.
<b>Outline</b>	Explain idea in general terms; indicate the main features. Give a description of the main elements and stress the arrangement or organisation.
<b>Predict</b>	Suggest what may happen based on available information; use reliable evidence to support your prediction.
<b>Propose</b>	Present a point of view, idea, argument or suggestion for consideration or action.
<b>Recall</b>	Present remembered ideas, facts or experiences.
<b>Recommend</b>	Suggest a course of action based on evidence and discussion.
<b>Recount</b>	Re-tell a series of events.
<b>Review</b>	Examine a subject critically; analyse a subject or comment on statements about it.
<b>State</b>	Present main points in brief, clear sequence, usually omitting minor details and examples.
<b>Summarise</b>	Communicate, concisely, the relevant details, omitting minor details and illustrations.
<b>Synthesise</b>	Put together various elements to make a whole; create links and connections between ideas.

*Note.* Adapted from “A glossary of key words”, by Board of Studies, Teaching and Educational Standards NSW, 2012. ([http://www.boardofstudies.nsw.edu.au/syllabus\\_hsc/glossary\\_keywords.html](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/glossary_keywords.html)). Copyright 2017 by Board of Studies, Teaching and Educational Standards NSW.



## 1.4 Types of assessments

Details may vary for each assessment. See your lecturer and subject outline for clarification.

<b>Basic Structures</b>	<b>Used for</b>
<b>Essay</b> <b>Compare and contrast essay</b> <b>Précis</b> <b>Exam essays*</b>	Exploration of an issue.
<b>Report</b> <b>Lab report</b> <b>Business report</b>	Written account of an investigation, with a defined structure.
<b>Reflective writing</b>	Written account of what you have learnt from a particular practical experience.
<b>Summary</b>	A summary restates the essential contents of a text. A summary includes the author's thesis/overriding idea of the text, an overview of the content, and any conclusions made by the author.
<b>Literature review</b>	A review of the most relevant, recent, and scholarly work and literature on a particular subject / topic area.
<b>Case study</b>	A detailed study of a problem from many different viewpoints.
<b>Research proposal</b>	A paper which focuses and defines research plans.
<b>Research project</b>	A text that poses a question, evaluates the literature in terms of the question, and describes and discusses an experiment used to answer the question.

\*Courtesy of UNSW

Please refer to the LMS enabling courses or the Library's [Study Skills](#) web page for information on assignment formats.

## 2. USE AND ACKNOWLEDGEMENT OF SOURCES

As the writer of an academic work, you will need to consult several different sources, including books, articles, reports, and electronic resources, to support your own thoughts and ideas. Using several sources that discuss different perspectives and ideas about a topic will help you to write a well-formed paper.

### 2.1 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* (2018, p. 8) 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”. Submission of plagiarised work is taken very seriously and will result in penalties that may lead to expulsion.

### 2.2 APA style

Endeavour College has adopted the American Psychological Association (APA) style of referencing sources. The APA style uses the author-date system — for example: (Smith, 2012) — to provide brief references wherever information has been incorporated from another source. The full details of the sources are then provided at the end of the assignment / assessment in the Reference List.

### 2.3 American vs Australian spelling

The spelling of titles in your reference list should be exactly as they appear on the book / journal you used. If they use American spelling of a word, then that is the spelling you would use.

### 2.4 In-text referencing

Any time information from another source is used in your assignment, a short in-text reference to that source must be provided. You need to place the in-text reference at the exact point you are using the information, not at the end of a paragraph or section, unless you have a long quote. If you use the same source later in your assignment, you need to acknowledge this at both/all points. You can incorporate an author’s findings, ideas, and work into your paper by:

- Paraphrasing – an author’s work is expressed in your own words.
- Direct quotations – an author’s work is quoted word for word inside quotation marks or indented in a block format.

Paraphrasing is usually preferred over direct quotations. In general, direct quotations should consist of no more than 10% of the entire text of your assignment.

## 2.5 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 indicate to your lecturer 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 in parentheses. You are encouraged to provide the page number (or other location information) especially when it would help the reader locate the relevant passage in a long or complex text (American Psychological Association, 2010, p. 171).

### *Examples:*

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 an author's ideas, you may wish to use their name within the text followed by the year of publication in parentheses:

### *Examples:*

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).

## 2.6 Direct quotations

Direct quotations can be used:

- When the author expresses an idea better than you could.
- When you want to stress the authority of the author.
- 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 (quotes less than 40 words) or indentation (quotes more than 40 words).
2. Note the author and date of the source within the sentence. Include a page number for material directly quoted (i.e. quoting word for word).
3. Document the details of the source in the Reference List.

## 2.6.1 Formatting rules for direct quotations

- **Rule 1:**

Quotations must be written exactly as they are in the source. Use three dots, single spaced (...) to indicate that you have omitted material from the original source.

*Example:* “these works ... are not collected”.

- **Rule 2:**

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

- i. 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*”.

- ii. A quotation of 40 words or more requires no quotation marks. Instead, the quote should be indented (1 cm) 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.

*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”.

## 2.7 Referencing a source within your text

### 2.7.1 Multiple authors

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

*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 (&).

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

When a work has three, four or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. (not italicised and with a full stop after "al."). Include the year if it is the first citation of the reference within a paragraph.

*Examples:*

Kosslyn, Koenig, Barrett, Cave, and Tang (1994) found that ... [use as a first citation within the text]

Kosslyn et al. (1994) found that ... [use for subsequent citations]

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

However, include the year if the subsequent citation is in parentheses. Also include a comma after al. for all citations in parentheses.

*Example:* (Kosslyn et al., 1994)

When a work has six authors or more, cite only the surname of the first author followed by et al. each time (not italicised and with a full stop after "al.").

### 2.7.2 Page numbers

The conventions for using p., pp., are as follows:

- 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.

*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, 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).

### **2.7.3 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 text 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.

*Examples:*

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

Or

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

(NIMH, 1999) for subsequent citations

### **2.7.4 No date**

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

*Example:* (Jones, n.d.).

### **2.7.5 No author**

When citing a source with no author, use the title.

*Example:* (*Olympic games*, 2007).

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

*Example:* (“Sydney wins”, 1994).

### **2.7.6 Multiple sources by different authors**

When citing more than one study after a single idea (i.e. using multiple sources to support your point), separate each reference with a semi-colon and list in alphabetical order.

*Example:* (Jones, 1992; Smith, 1997).

In running text (not in parentheses), you can address studies in whatever order you wish.

Only use the authors' surnames unless the authors have the same last name and the sources are from the same year, in which case their initials are also included.

*Examples:*

... (Smith, 1959; Smith, 1997).

Smith (1959) and Smith (1997) found that...

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

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

... (Smith & Mullins, 1997; Smith & Peterson, 1959).

Smith and Peterson (1959) and Smith and Mullins (1997) ...

### **2.7.7 Multiple sources by the same author**

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

*Example:* (Jones, 1995a; 1995b).

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

*Example:*

Jones, B. (1995a). The theoretical bounds of limitless hobbits. *Journal of the Propensity of Hobbits*, 58(3), 37-65. Retrieved from ...

### **2.7.8 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 the 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).

### **2.7.9 Personal communication**

Personal communication is usually information which is not recoverable or easily verified and may be letters, email, personal interviews, telephone conversations, etc. 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 of the letter, conversation, etc., 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).

### **2.7.10 Creative works (dance performance, poetry reading, etc.)**

Like 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 dance performance, poetry reading, etc. you need only 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...

### **2.7.11 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 should be numbered consecutively with Arabic numerals throughout the article in the order in which they are first mentioned in text (i.e., Figure 1, Figure 2; Table 1, Table 2). In the text of your assignment, refer to figures and tables by their numbers, e.g. (see Figure 1).

*Examples:*

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

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

When including tables or figures in an appendix, label them with the letter corresponding to the appendix and the Arabic numeral so that they are systematically numbered through the appendix (for example, Appendix A will contain Table A1, Table A2 etc.). In the text of your assignment, refer to either the appendix or table e.g. (see Appendix A) or (see Table A1).

All figures and tables must also be given a descriptive caption (or title). The caption is capitalised and in italics and appears directly under the table / figure number above the table / figure (see example on next page). A caption serves as both an explanation and as title.

If the figure or table is copied or adapted from another source, you must also include a note giving credit to the original author as well as to the copyright holder. The note is placed under the table / figure and should be in font size 10 to separate it from the general text. If the table or figure has been changed from the original, include 'Adapted from' in the note. The citation details are set out differently in a note than they are in the reference list (see next page). The word *Note* is italicised.

If your work is to be published, permission is required for the reprinting of figures and tables and this should also be included in the note, by adding the words: Reprinted with permission. However, if you are reproducing a figure or table in an assignment, educational licences in Australia mean that you do not need to obtain permission if your use is considered "fair" (see 2.10 for more information on copyright and "fair use").



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

Figure 1. / Table 1.

*Caption*

Figure / Table

*Note.* From [or Adapted from/Data in column 1 are from] “Title of Article,” by A. N. Author and C. O. Author, year, *Title of Journal*, volume(issue), p. xx. Copyright [year] by Name of Copyright Holder, or Creative Commons license abbreviation. Reprinted [or Adapted] with permission (if used in a published work).

*Example:*

*Note.* 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.

*Caption*

Figure / Table

*Note.* From [or Adapted from/Data in column 1 are from] *Title of Book* (any edition or volume information, p. xxx), by A. N. Author and C. O. Author, year, Place of Publication: Publisher. Copyright [year] by Name of Copyright Holder. Reprinted [or Adapted] with permission (if used in a published work).

*Example*

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

### Format (figure/table reproduced from a webpage):

Figure 1. / Table 1.

*Caption*

Figure / Table

*Note.* From [or Adapted from/Data in column 1 are from] “Title of Webpage / Figure,” by A. N. Author and C. O. Author, year (<http://URL>). Copyright [year] by Name of Copyright Holder, or Creative Commons license abbreviation. Reprinted [or Adapted] with permission (if used in a published work).

*Example:*

*Note.* From “Evidence-based practice in health: Using the PICO framework” by M. Turner, 2018 (<https://canberra.libguides.com/c.php?g=599346&p=4149722>). CC BY-SA 4.0.

If you have used data or information from multiple sources, it may be more appropriate to use standard in-text citations within the table. However, if you are extracting rows and columns from previously published tables and presenting them in a single table, you will need to include a note for each source beneath the table.

A reference list entry is also required for each source for a figure or table. Please see Library FAQs via the LMS Library menu for instructions on how to reference figures or tables using Mendeley.

## 2.8 Reference list or bibliography

All references cited within the text are listed with more detail in the reference list at the end of the paper. Only references cited within the text are included in the reference list.

For some assignments, students may be asked to provide a bibliography instead of a reference list. A bibliography is a list usually compiled at the end of a paper and includes **all sources consulted** while researching and preparing your paper, whether or not they have been cited within the text.

You will only need to provide a reference list or a bibliography, not both. Do not provide a bibliography unless instructed to in assessment guidelines.

In APA referencing style, the reference list should be double spaced and in alphabetical order. Entries are formatted with a hanging indent, meaning that the first line of each reference is aligned left and subsequent lines are indented. The heading 'References' is centred and used at the top of the reference list.

## 2.9 Legal materials

For information on how to reference legal materials, please see the Australian Guide to Legal Citation 3rd Edition (AGLC3) via the University of Melbourne website:

[http://law.unimelb.edu.au/\\_data/assets/pdf\\_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf](http://law.unimelb.edu.au/_data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf)

## 2.10 Copyright and fair use

Under the Copyright Act, 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 1 chapter.
- 10% of the number of words, if produced in electronic form.
- 1 article from a journal, or more than 1 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.

# 3. REFERENCING EXAMPLES

## 3.1 Reference list examples

### Book

Author surname, followed by initials      Year of publication in brackets      Title of book in italics      Edition (if 2nd or later)      Place of publication      Publisher

Martens, R. (2012). *Successful coaching* (4th ed.). Champaign, IL: Human Kinetics.

### eBook

Author surname, followed by initials      Year of publication in brackets      Title of book in italics

Clark, J. (2008). *Aborigines & activism: Race, Aborigines & the coming of the sixties to Australia*. Retrieved from <http://search.informit.com.au/documentSummary;dn=045504271827400;res=IELIND>

### Journal article with a DOI

DOI as a URL or full URL (if DOI not available)

Author surname, followed by initials      Year of publication in brackets      Title of journal article

Law, D., McDonough, S., Bleakley, C., Baxter, G. D., & Tumilty, S. (2015). Laser acupuncture for treating musculoskeletal pain: A systematic review with meta-analysis. *Journal of Acupuncture and Meridian Studies*, 8(1), 2-16. <https://doi.org/10.1016/j.jams.2014.06.015>

Title of journal in italics      DOI as a URL. Or full URL if DOI not available      Volume number in italics, followed by issue number in brackets      Article page numbers

### 3.2 In-text examples

Type of citation	First citation in-text <i>When used as part of a sentence, e.g. Walker (2007) suggests that...</i>	Subsequent citations in-text	Parenthetical format, first citation in-text <i>Used at the end of a sentence, e.g. The heart pumps blood (Walker, 2007).</i>	Parenthetical format, subsequent citations in-text
<b>One work by one author</b>	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
<b>One work by two authors</b>	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
<b>One work by three to five authors</b>	Bradley, Ramirez, and Soo (2011)	Bradley et al. (2011)	(Bradley, Ramirez, & Soo, 2011)	(Bradley et al., 2011)
<b>One work by six or more authors</b>	Weinberg et al. (2005)	Weinberg et al. (2005)	(Weinberg et al., 2005)	(Weinberg et al., 2005)
<b>Groups as authors</b>	Australian Institute of Health and Wellbeing (AIHW, 2013)	AIHW (2013)	(Australian Institute of Health and Wellbeing [AIHW], 2013)	(AIHW, 2013)
<b>Author is missing – Use a shortened form of the title</b>	“Sydney wins” (1994)	“Sydney wins” (1994)	(“Sydney wins”, 1994)	(“Sydney wins”, 1994)
<b>No date – Use n.d.</b>	Huckleberry (n.d.)	Huckleberry (n.d.)	(Huckleberry, n.d.)	(Huckleberry, n.d.)
<b>Including a page number</b>	Smith (2016, p. 3)	Smith (2016, p. 3)	(Smith, 2016, p. 3)	(Smith, 2016, p. 3)

*Note.* Adapted from *Publication manual of the American Psychological Association* (6<sup>th</sup> ed., p. 177) by American Psychological Association, 2010, Washington, DC: Author. Copyright 2010 by the American Psychological Association.

3.3 Reference list examples – authors	
Authorship	Reference list formatting
One author	Hattie, J. (2003).
Two authors	Tietelbaum, J. B., & Wilensky, S. E. (2013).
Three to seven authors	Campbell, E., Fox, R., & de Zwart, M. (2010).
Eight or more authors	Campbell, J., Freud, S., Tolstoy, L., Ellis, B. E., Remi, G., Kirk, J. T., ... Martin, G. R. R. (2004). Only include the first six authors, then ellipses, then the final author's name.
Organisation as author	Australian Bureau of Statistics. (2014).
Author you did not read firsthand ( <b>secondary citation</b> )	Only reference <b><i>the text you read</i></b> in the reference list; the secondary citation in-text will direct readers to the original source.

### 3.4 Books

#### REFERENCE BASICS

Last Name, A. B. (year). *Title*. Place, State: Publisher. For books published outside Australia and the U.S., include the Country instead of the State.

BOOKS	REFERENCE LIST	IN-TEXT CITATION
One author	<p>Last Name, A. B. (year). <i>Book title italics: Only the first letter of the first word and first letter after a colon are capitalised with the exception that all proper names are always capitalised.</i> Place of publication: Publisher.</p> <p>Robinson, M. J. (2010). <i>Sport club management</i>. Champaign, IL: Human Kinetics.</p>	<p><b>Paraphrase</b> Robinson (2010) suggests that sport clubs are affected by a range of internal and external factors.</p> <p><b>Direct quote</b> According to Robinson (2010), “sport clubs do not operate in vacuums” (p. 37).</p>
Other than the first edition	<p>Last Name, A. B. (year). <i>Book title: Subtitle</i> (Edition in parentheses, e.g. 2nd ed.). Place of publication: Publisher.</p> <p>Martens, R. (2012). <i>Successful coaching</i> (4th ed.). Champaign, IL: Human Kinetics.</p>	<p><b>Paraphrase</b> Self-awareness is an important attribute for a coach (Martens, 2012).</p>
Two authors	<p>Last Name, A. B., &amp; Last Name, C. D. (Year). <i>Book title: Subtitle</i>. Place of publication: Publisher. <b>Note:</b> Cite authors in same order as the original work.</p> <p>Brissenden, A., &amp; Glennon, K. (2010). <i>Australia dances: Creating Australian dance 1945-1965</i>. Kent Town, SA: Wakefield Press.</p>	<p><b>Paraphrase</b> Ballet Australia was started during the sixties (Brissenden &amp; Glennon, 2010) and...</p>
Edited works	<p>Last Name, A. B., &amp; Last Name, C. D. (Eds.). (Year). <i>Book title: Subtitle</i> (edition). Place of publication: Publisher.</p> <p>Watson, R., &amp; Preedy, V. (Eds.). (2008). <i>Botanical medicine in clinical practice</i>. Wallingford, England: CABI. If there is only one editor, use (Ed.).</p>	<p><b>Paraphrase</b> Watson and Preedy (2008) suggest that plant extracts are...</p>
Reference work (Encyclopedia or Dictionary)	<p>Last Name, A. B., Last Name, C. D., &amp; Last Name, E. F. (Eds.). (Year). <i>Book title: Subtitle</i> (edition). Place of publication: Publisher.</p>	<p><b>First citation</b> According to Harris, Vardaxis, and Nagy (2010)...</p>

	Harris, P., Vardaxis, N., & Nagy, S. (Eds.). (2010). <i>Mosby's dictionary of medicine, nursing &amp; health professions</i> (2nd ed.). Sydney, NSW: Mosby.	<b>Subsequent citations</b> Harris et al. (2010)
Reference work with no author (Encyclopedia or Dictionary)	<p><i>Title: Subtitle</i> (edition). (Year). Place of publication: Publisher</p> <p><i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p> <p>When a work has no author, the title of the work comes to the front.</p> <p>In the reference list, alphabetise by the first significant word in the title.</p> <p>Only use Anonymous as author when the author is specifically designated as "Anonymous".</p>	<p><b>Paraphrase</b> ...("Merriam-Webster's", 2005)</p> <p>When citing a source with no author, use a shortened form of the title within quotation marks.</p>
Translated books	<p>Last Name, A. B. (year). <i>Title</i>. (C. D. Last Name, E. F. Last Name, &amp; G. H. Last Name, Trans.). Place of publication: Publisher.</p> <p>Zhang, Z. (1999). <i>Shang han lun: On cold damage</i>. (C. Mitchell, F. Ye, &amp; N. Wiseman, Trans.). Brookline, MA: Paradigm Publications.</p>	<p><b>Paraphrase</b> Zhang (1999) states that...</p> <p><b>Direct quote</b> "When in cold damage, the pulse is floating and moderate" (Zhang, 1999, p. 461).</p>

Chapter in a book – Non edited	<p>You do not need to separately cite each chapter used in a non-edited book. You just need to reference the entire book once in your reference list.</p> <p>Berk, L. E. (2013). <i>Child development</i> (9th ed.). Boston, MA: Pearson.</p>	<p><b>Paraphrase</b> According to Berk (2013)...</p>
Chapter in an edited book	<p>Chapter Author Last Name, A. B. (year). Chapter title: Subtitle. In C. D. Last name &amp; E. F. Last name (Eds.), <i>Book title: Subtitle</i> (Edition, page numbers). Place of publication: Publisher.</p> <p>Lowe, I. (2011). Environment, sustainability and health. In H. Keleher &amp; C. MacDougall (Eds.), <i>Understanding health</i> (3rd ed., pp. 171-181). Melbourne, VIC: Oxford University Press.</p> <p>Chapter title is not in italics and is not underlined: Only the first word of the title and subtitle (if any) are capitalised, except for the names of people and places, e.g. Bridge on the River Kwai.</p> <p><i>Title of book in italics.</i></p> <p>The initials of the editors come before the surnames (unlike typical author details) and are followed by (Eds.), or if only one editor (Ed.),</p> <p>The page numbers for the chapter are within parentheses (brackets) and preceded by ‘pp.’</p> <p>If the chapter author and editor are the same they will appear twice in the citation, once as the author and once as the editor.</p>	<p><b>Paraphrase</b> Inequality within communities has a detrimental effect on the health of their people (Lowe, 2011, p. 138).</p> <p><b>Direct quote</b> “Many of our communities do not appear to be socially sustainable” (Lowe, 2011).</p> <p>Cite only the author/s of the chapter.</p>



### 3.5 eBooks

#### REFERENCE BASICS

For eBooks use the same principles as print books, with DOI / URL replacing publisher details.

Author, A. A. (date). *Title*. Retrieved from DOI / URL

For items with a Digital Object Identifier (DOI), this replaces the full URL. The APA Referencing Guidelines have adopted the URL form of the DOI for use in reference lists.

Author, A. A. (date). *Title*. Retrieved from <https://doi.org/xxxxxxx>

EBOOKS	REFERENCE LIST	IN-TEXT CITATION
eBook from database e.g. Ebrary / ProQuest / EBSCO	<p>Last name, A. B. (Year). <i>Title: Subtitle</i>. Retrieved from URL (or permalink if available).</p> <p>Clark, J. (2008). <i>Aborigines &amp; activism: Race, Aborigines &amp; the coming of the sixties to Australia</i>. Retrieved from <a href="http://search.informit.com.au/documentSummary;dn=045504271827400;res=IELIND">http://search.informit.com.au/documentSummary;dn=045504271827400;res=IELIND</a></p> <p>Only one piece of source information is required per reference (e.g. publication details or retrieval URL). Using a retrieval URL clearly indicates that the source is an eBook.</p> <p>The date of retrieval is not required.</p>	<p><b>Paraphrase</b> Clark (2008) asserts that the sixties were a turbulent time...</p>
e-Book via www	<p>Belsky, G., &amp; Fine, N. (2016). <i>On the origins of sports: The early history and original rules of everybody's favorite games</i>. Retrieved from <a href="https://books.google.com.au/books?id=cZmfCgAAQBAJ&amp;dq=sports&amp;source=gbs_navlinks_s">https://books.google.com.au/books?id=cZmfCgAAQBAJ&amp;dq=sports&amp;source=gbs_navlinks_s</a></p> <p><b>URL:</b> Use the URL from the book information page – get this from the 'About this book' link on the left-hand menu. This URL is usually significantly shorter than the 'preview' URL.</p>	<p><b>Paraphrase</b> Field hockey migrated from England to America in the mid-nineteenth century (Belsky &amp; Fine, 2016).</p>
eBook downloaded to a device	<p>Last Name, A. B. (Year). <i>Title: Subtitle</i>. [Format or platform]. Retrieved from homepage of site where eBook was downloaded.</p>	<p><b>Direct quotes</b> According to Norris and Siegfried (2011),</p>

	<p>Norris, M., &amp; Siegfried, D. M. (2011). <i>Anatomy &amp; physiology for dummies</i>. [Kindle]. Retrieved from <a href="http://www.amazon.com.au">http://www.amazon.com.au</a></p> <p>*See Library FAQs on the LMS Library menu menu for a variation using Mendeley.</p>	<p>According to Jones (2008, Chapter 4, para. 3),</p> <p>If no page numbers, cite the paragraph number, e.g. (para). You may also use a section heading where relevant.</p>
<p>Entry in an online reference work</p>	<p>Author. (Year). Chapter. In <i>Reference work title</i>. Retrieved from URL (or permalink if available).</p> <p>Ross, A. I. (2012). Nourishment and healing. In <i>The anthropology of alternative medicine</i>. Retrieved from <a href="https://login.ezproxy.endeavour.edu.au:2443/login?url=http://search.credoreference.com/content/entry/bergaam/nourishment_and_healing/0?institutionId=7730">https://login.ezproxy.endeavour.edu.au:2443/login?url=http://search.credoreference.com/content/entry/bergaam/nourishment_and_healing/0?institutionId=7730</a></p> <p><b>No author or editor</b></p> <p>Entry title. (Year). In <i>Reference work title</i>. Retrieval details.</p> <p>Systematic. (2016). In <i>Merriam-Webster's online dictionary</i>. Retrieved from <a href="https://www.merriam-webster.com/dictionary/systematic">https://www.merriam-webster.com/dictionary/systematic</a></p> <p>*See Library FAQs on the LMS Library menu for instructions of how to reference using Mendeley.</p>	<p><b>Paraphrasing – no author</b></p> <p>According to “Systematic” (2016), research has proven that traditional cuisines usually have a good balance of nutrients and calories as they rely on what is available in the immediate environment.</p> <p><b>Direct quote</b></p> <p>“Cross-cultural research has shown that traditional cuisines (foodways) take ample advantage of what is edible in the local environment and tend to be rich and fairly balanced in necessary nutrients and calories” (Ross, 2012, para. 9).</p> <p>Where no page numbers are given, use a paragraph number, e.g. (para. 5). If no paragraphs are visible and there is a section heading that could be used, use that instead, e.g. (Jones, 2015, Chapter 3).</p>

### 3.6 Journals

#### REFERENCE BASICS

Author, A.A. (date). Article title. *Journal Name*, volume number(issue number), pages.

For online journal articles with a Digital Object Identifier (DOI), include this at the end of the reference. The APA Referencing Guidelines have adopted the URL form of the DOI for use in reference lists.

Author, A.A. (date). Article title. *Journal Name*, volume number(issue number), pages. <https://doi.org/xxxxxxx>

If an online journal article doesn't have a volume or issue number, leave this out of the reference.

JOURNALS	REFERENCE LIST	IN-TEXT CITATIONS
Article in a journal	<p>Last Name, A. B., &amp; Last Name, C. D. (Year). Title of article: Subtitle. <i>Journal Title</i>, volume(issue), page numbers.</p> <p>Lyons, Z., &amp; Janca, A. (2012). Indigenous children in Australia: Health, education and optimism for the future. <i>Australian Journal of Education</i>, 56(1), 5-21.</p> <p>Article title in plain text: Only the first word of the title and subtitle (if any) are capitalised.</p> <p><i>Journal Title</i> in italics with All Key Words <i>Capitalised</i>. Volume number is in Italics. The issue number is not in italics and is placed in parentheses (brackets) directly following the volume number with no space between them.</p> <p>The page numbers are <u>not</u> preceded by pp.</p> <p>Where the article is from a supplement give the supplement detail in parentheses immediately after the volume number, e.g. 56(Suppl.)</p>	<p><b>Paraphrase</b> The Australian Government has implemented a number of initiatives aimed at addressing the health needs of Indigenous Australians (Lyons &amp; Janca, 2012)</p> <p><b>Direct quote</b> According to Lyons and Janca (2012), “Indigenous children have poorer outcomes on a number of health and educational variables than non-Indigenous children” (p. 16) which...</p>
Journal article with a DOI	<p>Last Name, A. B., &amp; Last Name, C. D. (Year). Title of article: Subtitle. <i>Journal Title</i>, volume(issue), page numbers. <a href="https://doi.org/xxxxxxx">https://doi.org/xxxxxxx</a></p> <p>Heraghty, J., &amp; Cummins, R. (2012). A layered approach to raising public awareness of macular degeneration in Australia. <i>American Journal of Public Health</i>, 102(9), 1655-1659. <a href="https://doi.org/10.2105/AJPH.2012.300657">https://doi.org/10.2105/AJPH.2012.300657</a></p>	<p><b>Paraphrase</b> Macular degeneration awareness has increased significantly due to a focused awareness campaign that was run over a four-year period (Heraghty &amp; Cummins, 2012).</p>

	<p>The DOI may be written in articles as separate or part of a URL.</p> <p>For reference lists in assignments, convert the DOI into a URL by adding <a href="https://doi.org/">https://doi.org/</a> before the DOI number. E.g. 10.2105/AJPH.2012.300657 is converted into <a href="https://doi.org/10.2105/AJPH.2012.300657">https://doi.org/10.2105/AJPH.2012.300657</a></p>	
Journal article without a DOI	<p>Last Name, A. B., Last Name, C. D., Last Name, E. F., Last Name, G. H., Last Name, I. J., Last Name, K. L., ... Last Name, M. N. (Year). Title of article: Subtitle. <i>Journal Title</i>, <i>Volume</i>(issue), page numbers. Retrieved from URL for the full text article (or permalink if available).</p> <p>Kim, K. E., Onesti, G., &amp; Swartz, C. (1973). Problems in therapy for the hypertensive patient. <i>Geriatrics</i>, 28(3), 122-128. Retrieved from <a href="https://login.ezproxy.endeavour.edu.au:2443/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=rzh&amp;AN=108181785&amp;site=eds-live&amp;scope=site">https://login.ezproxy.endeavour.edu.au:2443/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=rzh&amp;AN=108181785&amp;site=eds-live&amp;scope=site</a></p>	<p><b>Paraphrase</b> A study by Wong et al. (2009) did not find...</p> <p><b>Direct quote</b> (2<sup>nd</sup> and subsequent in-text reference to this article) Kim et al. (1973) state “Hypertension can be controlled in most patients with adequate dosages of appropriate combinations of antihypertensive drugs” (Summary, para. 2).</p>
Article – Month/Season in place of volume/issue	<p>Last Name, A. B., &amp; Last Name, C. D. (Year, Month/Season). Title of article: Subtitle. <i>Journal Title</i>, page numbers.</p> <p>Rolfe, D. (2013, July). Game changer. <i>The (Sydney) Magazine</i>, 18-23.</p>	<p><b>Paraphrase</b> According to Rolfe (2013)...</p>

### 3.7 Newspapers and magazines

NEWSPAPER/ MAGAZINE	REFERENCE LIST	IN-TEXT CITATIONS
Newspaper/magazine article retrieved from website	<p>Last name, A. B. (Year, Month Day). Title of article: Subtitle. <i>Newspaper/Magazine Title</i>. Retrieved from URL.</p> <p>Hutchins, G. (2016, March 5). IMF managing director, Christine Legarde warns of demographic time bomb. <i>The Sydney Morning Herald</i>. Retrieved from <a href="http://www.smh.com.au/business/the-economy/imf-managing-director-christine-lagarde-warns-of-demographic-timebomb-20160304-gnapv3.html">http://www.smh.com.au/business/the-economy/imf-managing-director-christine-lagarde-warns-of-demographic-timebomb-20160304-gnapv3.html</a></p> <p>The retrieval date does not need to be included if the full date of the article is included in the parentheses.</p>	<p><b>Paraphrasing a secondary source</b> According to Legarde (as cited in Hutchins, 2016), governments need to address the issue of ageing populations.</p>
Newspaper/Magazine article retrieved from a database	<p>Last name, A. B. (Year, Month Day). Title of article: Subtitle. <i>Newspaper/Magazine Title</i>. Retrieved from URL (or permalink if available).</p> <p>Bell, R. (2017, June). The four cornerstones of a successful brand. <i>Brand Quarterly</i>. Retrieved from <a href="http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=8&amp;sid=98257fd4-e451-4f7c-8912-8c01057dfb8c%40sessionmgr4008">http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=8&amp;sid=98257fd4-e451-4f7c-8912-8c01057dfb8c%40sessionmgr4008</a></p> <p>Leave out the day if published in a monthly magazine.</p> <p>No retrieval date is needed as content is unlikely to change in a database.</p>	<p><b>Direct quote</b> “Strong brands appeal to reason” (Bell, 2017, p. 98).</p>
Newspaper/Magazine – Print copy	<p>Last name, A. B. (Year, Month Day). Title of article: Subtitle. <i>Newspaper/Magazine Title</i>, p. OR pp.</p> <p>Buckingham, J. (2014, August 21). Naplan: IQ versus poverty. <i>The Australian</i>, p. 10.</p> <p><b>Note:</b> p. or pp. precedes the page numbers.</p>	<p><b>Direct Quote</b> (Buckingham, 2014, p. 10)</p> <p><b>Paraphrase</b> Buckingham (2014) surmises...</p>

<p>Newspaper/Magazine article – No author.</p>	<p>Title of article: Subtitle. (Year, Month Day). <i>Newspaper/Magazine Title</i>. Retrieved from URL (or permalink if available).</p> <p>Vale to snapper 'Ned' Edwards. (2017, August 24). <i>The Land (North Richmond, Australia)</i>. Retrieved from <a href="http://go.galegroup.com/ps/i.do?p=AONE&amp;sw=w&amp;u=61ench&amp;v=2.1&amp;id=GALE%7CA501546718&amp;it=r&amp;asid=41e0c8592e63b920290d1edd9407ff6">go.galegroup.com/ps/i.do?p=AONE&amp;sw=w&amp;u=61ench&amp;v=2.1&amp;id=GALE%7CA501546718&amp;it=r&amp;asid=41e0c8592e63b920290d1edd9407ff6</a></p>	<p><b>Paraphrase</b></p> <p>81-year-old Ned Edwards, a photographer for <i>The Land</i> for 45 years, died last month (“Vale to snapper”, 2017).</p> <p>As the title is shortened it is put inside quotation marks instead of being in italics (“ ”).</p>
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### 3.8 Web resources

#### REFERENCE BASICS

Information from websites needs to be carefully evaluated before using it in an assessment. Some examples of acceptable websites are those from universities, research organisations (e.g. CSIRO) and government bodies (e.g. ABS, AIHW).

In general, the date the information was retrieved, and the URL replace the publishing details. Where no publishing date can be found, use (n.d.).

WEB RESOURCE	REFERENCE LIST	IN-TEXT CITATION
Document retrieved from website	<p>Last Name, A. B. (Year). <i>Title: Subtitle</i> [Form of work if applicable]. Retrieved from URL</p> <p>Australian Indigenous Health InfoNet. (2015). <i>Overview of Australian Indigenous health status, 2014</i>. Retrieved from <a href="https://www.healthinfonet.ecu.edu.au/uploads/docs/overview_of_indigenous_health_2014.pdf">https://www.healthinfonet.ecu.edu.au/uploads/docs/overview_of_indigenous_health_2014.pdf</a></p> <p>Documents (e.g. PDFs) found on a website follow the same format as books with online retrieval details after the title.</p> <p>If the document is in a format other than PDF or Word, include the format in square brackets after the title, e.g. [PowerPoint slides]</p> <p>Include retrieval date only if the source material changes over time.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b></p> <p>In 2012, cardiovascular disease was found to be the main cause of death in the Australian indigenous population (Australian Indigenous Health InfoNet, 2015).</p>
Report – by a corporate author	<p>Corporate author. (Year). <i>Title</i> (doc number 12345). Retrieved from URL</p> <p>Australian Institute of Health and Welfare. (2011). <i>Substance use among Aboriginal and Torres Strait Islander people</i> (cat. No. IHW 40). Retrieved from <a href="http://www.aihw.gov.au/WorkArea/DownloadAsset.aspx?id=10737418265">http://www.aihw.gov.au/WorkArea/DownloadAsset.aspx?id=10737418265</a></p> <p>Where a report has a document number include in brackets after title, e.g. (doc number 12345).</p>	<p><b>First citation</b></p> <p>Aboriginal and Torres Strait Islander people were more likely to visit a treatment centre than their non-indigenous counterparts (Australian Institute of Health and Welfare [AIHW], 2011resulting in...</p> <p>Use full name for first citation with acronym in square brackets [ ]</p> <p><b>Subsequent citations</b></p>

	<p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p>Assistance was commonly provided for alcohol, tobacco, and marijuana (AIHW, 2011) which indicates...</p> <p><b>Note:</b> If the full name is part of the sentence structure use round brackets ( ), e.g. The Australian Institute of Health and Welfare (AIHW) suggests that...</p> <p>When using online resources with no page numbers use paragraph descriptors, e.g. (Conclusion, para. 1).</p>
<p>Dissertation and thesis</p>	<p>Last Name, A. B. (Year). <i>Title: Subtitle.</i> (Name of degree, Institution issuing degree). Retrieved from URL</p> <p>Chooprayoon, V. (2011). <i>A study of factors influencing the adoption of e-commerce technology in small and medium enterprises (SMES) in the kingdom of Thailand.</i> (PhD Thesis, Murdoch University, Perth, Australia). Retrieved from <a href="http://researchrepository.murdoch.edu.au/5802/">http://researchrepository.murdoch.edu.au/5802/</a></p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b>  Chooprayoon (2011) concludes in his thesis that online customers in Thailand are becoming more conscious of price and are willing to wait for a sale before buying branded products.</p> <p><b>Direct quote</b>  “From the local Thai experience, online customers are prepared to wait for promotions and are becoming much more price-sensitive and buying brand product only when a sale is on” (Chooprayoon, 2011).</p>
<p>Web page</p>	<p>Author. (Year). Web page title. Retrieval details.</p> <p>Year refers to the date information on the page was added or updated.</p> <p>The retrieval date is only included if the information is likely to change over time.</p> <p>Cooper, H. L. (2010). A brief history of tactile writing systems for readers with blindness and visual impairments. Retrieved from <a href="http://www.tsbvi.edu/seehear/spring06/history.htm">http://www.tsbvi.edu/seehear/spring06/history.htm</a></p>	<p><b>Paraphrase</b>  ABC Health and Wellbeing (2014) explains that the immune system no longer has an allergic reaction once the allergen becomes well-known.</p> <p><b>Direct quote</b>  “The idea is the immune system becomes used to the allergen and no longer provokes an allergic response” (ABC Health and Wellbeing, 2014).</p>



	ABC Health and Wellbeing. (2014). Allergies. Retrieved December 6, 2016, from <a href="http://www.abc.net.au/health/library/stories/2008/11/24/2422544.htm">http://www.abc.net.au/health/library/stories/2008/11/24/2422544.htm</a>	
Blog Post	<p>Last Name, A. B. (Year, Month Day). Title of post [Blog post]. Retrieved from URL</p> <p>Stanec, A. (2014, October 1). Physical literacy: A journey, not a destination [Blog post]. Retrieved from <a href="http://www.achper.org.au/blog/blog-physical-literacy-a-journey-not-a-destination">http://www.achper.org.au/blog/blog-physical-literacy-a-journey-not-a-destination</a></p> <p>Only the title of the blog post is used, and it is not in italics.</p> <p>You don't need to include the name of the blog as it should be evident from the retrieval URL</p>	<p><b>Paraphrase</b></p> <p>According to Stanec (2014), a cultural shift is required to make changes to the population's physical literacy.</p>
Mobile app	<p>Producer of app. (Year). Title of program (Version) [Mobile Application Software]. Retrieved from home page of site where app was downloaded.</p> <p>Skyscape. (2010). Skyscape medical resources (Version 1.9.11)[Mobile Application Software]. Retrieved from <a href="http://itunes.apple.com">http://itunes.apple.com</a></p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b></p> <p>(Skyscape, 2010)</p>

3.9 Audio visual		
AUDIO VISUAL	REFERENCE LIST	IN-TEXT CITATION
Film/Documentary (DVD)	<p>Director, A. B. (Director). (Year). <i>Title</i> [DVD]. Country of Origin: Studio.</p> <p>Use Director in author position.</p> <p>If the motion picture is a DVD include [DVD] after the title.</p> <p>Wenders, W. (Director). (2011). <i>Pina</i> [DVD]. Germany: Neue Road Movies.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b> As seen in the film <i>Pina</i> (Wenders, 2011)...</p>
Digital/streamed video	<p>Creator. (Year). <i>Title</i> [Video file]. Retrieval information.</p> <p>Barsoum, S. (Director &amp; Producer). (2011). <i>Colour me</i> [Video file]. Retrieved from <a href="http://www.sbs.com.au/ondemand/video/367282755978/colour-me">http://www.sbs.com.au/ondemand/video/367282755978/colour-me</a></p> <p><b>Creator:</b> Use the Director and/or Producer if known.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b> ...challenges the way we see race relations (Barsoum, 2011).</p>
Single episode from a television series	<p>Newby, J. (Reporter &amp; Producer). (2010). School of hard knocks [Television series episode]. In I. Arnott (Series Producer), <i>Catalyst</i>. Retrieved from <a href="http://www.abc.net.au/catalyst/stories/2873539.htm">http://www.abc.net.au/catalyst/stories/2873539.htm</a></p> <p>Reference an episode of a television program like a chapter in a book. Writer, reporter and/or director in author position. Executive producer/ producer in editor position.</p>	<p><b>Paraphrase</b> In his program, "School of hard knocks", Newby (2010) indicates that...</p>

YouTube video	<p>4PromoteChannel. (2013, July 24). <i>Coca-Cola's new health advertising campaign</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=kilr-xC7zRA">http://www.youtube.com/watch?v=kilr-xC7zRA</a></p> <p>Where the screen name and real name of an individual are known include both. Real name in author position followed by screen name in square brackets. Where only their screen name is known, capitalisation is the same as it appears online.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b> Coca-Cola has produced an anti-obesity advertising campaign (4PromoteChannel, 2013) which...</p>
TED Talk	<p>Mullins, A. (1998, February). <i>Aimee Mullins: Changing my legs – and my mindset</i> [Video file]. Retrieved from <a href="https://www.ted.com/talks/aimee_mullins_on_running">https://www.ted.com/talks/aimee_mullins_on_running</a></p> <p>When you access a talk directly from the TED site, the ‘speaker’ is the author.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b> Mullins (1998) talks about the opportunities that opened for her...</p> <p><b>Direct Quote</b> “So what if your leg falls off?” asks Mullins (1998, 7:32)</p> <p>Use the timestamp of when the quote begins in place of a page number.</p>
Podcast / Vodcast	<p>When in a series, podcast title is in plain text and series title is in italics.</p> <p>Creator. (Year, Month Day). Title [Audio/Video podcast]. In <i>Series Title</i>. Retrieved from URL.</p> <p>Fidler, R. (Host). (2012, April 24). Psychiatrist Greg de Moore recounts the life of Tom Wills [Audio podcast]. In <i>Conversations with Richard Fidler</i>. Retrieved from <a href="http://www.abc.net.au/radio/programs/conversations/psychiatrist-greg-de-moore-recounts-the-life-of-tom-wills/7757372">http://www.abc.net.au/radio/programs/conversations/psychiatrist-greg-de-moore-recounts-the-life-of-tom-wills/7757372</a></p>	<p><b>Direct Quote</b> Greg de Moore described it as being “extraordinary” (Fidler, 2013, 6:05).</p> <p>For direct quotes include the timestamp where the quote starts.</p>

	<p>If the producer of the podcast is known you would use that in place of the 'Host'.</p> <p>Use the same principle for a vodcast with [Video podcast] after the title.</p>	
Computer software	<p>Title of computer software (Version) [Computer software]. (Year). Location: Name of Producer.</p> <p>Foodworks (Version 8) [Computer software]. (2015). Highgate Hill, QLD: Xyris Software.</p> <p>*See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Paraphrase</b> ("Foodworks", 2015)</p>

3.10 Other resources		
OTHER RESOURCE	REFERENCE LIST	IN-TEXT CITATION
Law and legislation	<p><i>Short Title of the Act Year</i> (Jurisdiction abbreviation).</p> <p><i>Crimes Act 1958</i> (Vic).</p> <p>For information on the Australian Guide to Legal Citation 3rd Edition (AGLC3) please go to the University of Melbourne website at <a href="http://law.unimelb.edu.au/__data/assets/pdf_file/0010/1532935/FinalOnlinePDF-2012Reprint.pdf">http://law.unimelb.edu.au/__data/assets/pdf_file/0010/1532935/FinalOnlinePDF-2012Reprint.pdf</a></p> <p>* See Library FAQs on the LMS Library menu for a variation using Mendeley.</p>	<p><b>Direct quote</b> (<i>Crimes Act 1958</i>, s. 49).</p>
Personal Communication	<p>Personal communication is only cited in the text of the paper and not in the reference list.</p> <p>Personal communication encompasses anything that is not retrievable by someone else. For example:</p> <ul style="list-style-type: none"> <li>• A live viewing of a dance performance</li> <li>• Interview you have personally recorded where a copy is not publicly available</li> <li>• Email messages</li> <li>• Notes taken during a lecture</li> </ul>	<p><b>Direct quote</b> Students “are more engaged in classroom activities when they are actively involved” (D. Smith, personal communication, May 20, 2014).</p>
Figure, Graph, Image, Illustration (reproduced/adapted from a book, journal article or webpage)	<p>In the reference list, cite the source in which the reproduced/adapted graph, image, etc. appears, in the appropriate format. For images retrieved from social media, online image libraries or databases, please see the ‘Image via social media &amp; online image libraries’ section at the end of this page.</p>	<p>Please refer to section 2.7.11 for examples.</p>
Table (reproduced/adapted from a book, journal article or webpage)	<p>In the reference list, cite the source in which the reproduced/adapted table appears, in the appropriate format.</p>	<p>Please refer to section 2.7.11 for examples.</p>

<p>Image via social media &amp; online image libraries</p>	<p>Illustrator/photographer. (Year). Title of image [Image]. Retrieval details.          UBC Library. (2008). Study group at UBC Library [Image]. Retrieved May 8, 2015, from <a href="https://www.flickr.com/photos/ubclibrary/2701347277/">https://www.flickr.com/photos/ubclibrary/2701347277/</a></p> <p>Use this example for images retrieved from social media, online image libraries or databases. Include the retrieval date if the image is likely to change or be removed.</p> <p>* See Library FAQs on the LMS Library menu for a Mendeley variation.</p>	<p>Please note any copyright permissions – if in doubt, contact the copyright owner.</p> <p><b>Paraphrase</b>          See section 2.7.11 for examples of how to reference figures (including images) in written assignments.</p> <p><b>For PowerPoint presentations and brochures,</b> please include the following under the image:          Caption (Author, Year).</p> <p>Study group at UBC Library (UBC Library, 2008).</p>
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