REFERENCING GUIDE

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Introduction

Caution: Check for current version

The ECU Referencing Guide is regularly updated. Students are responsible for checking that the content of this document matches the latest version online at the following URL: http://www.ecu.edu.au/centres/library-services/workshops-and-training/referencing/related-content/downloads/refguide.pdf

APA 6th style referencing

At ECU we use the APA referencing style. This guide follows the principles and examples given in the 6th edition of the Publication Manual of the American Psychological Association (2010), as well as the APA Style Guide to Electronic References (2012). These are subsequently referred to in this document as “APA 6th” and “Electronic References,” respectively. This guide has been developed for undergraduate students and contains examples from commonly asked referencing questions.

Additional reference sources

For additional information not included in this referencing guide, consult the following:

Publication Manual of the American Psychological Association (6th ed., 2010) which is found in the ECU Library, in both the Reserve and Main Collection areas, at the shelf number 808.06615 PUB.


Need more help?

APA Style website: http://www.apastyle.org/
APA Style Blog: http://blog.apastyle.org/
APA Style Experts: styleexperts@apastyle.org

Referencing at ECU

At ECU, all undergraduate and masters students, with the exception of the Bachelor of Laws students, are expected to use the APA 6th referencing style for all assignments, theses, and other publications. A Head of School may decide to adopt another referencing format.

Referencing in theses for doctoral studies and master by research courses should be in a style used by a major international journal in the candidate’s area of study, to be determined in consultation with the Principal Supervisor. Advice on thesis preparation, formatting and presentation can be obtained from the Graduate Research School.

Plagiarism and academic misconduct

In your university work, it is expected that you will support your opinions and arguments by referring to other people’s ideas. You will need to acknowledge these sources by correctly referencing them. Failing to acknowledge other writers’ words, ideas or theories, either intentionally, or unintentionally, is called plagiarism.

Intellectual integrity requires that the work of others be duly attributed where it is quoted or used as a source of ideas or paraphrasing.

Plagiarism is a form of academic misconduct and includes, but isn’t limited to, failure to acknowledge sources and passing off others’ work as one’s own.

It isn’t plagiarising to use common knowledge.

Whether unintentional or deliberate, plagiarism is unacceptable. Plagiarism is a form of academic misconduct and can lead to the rejection of an assignment and exclusion from the course.

APA style

Crediting Sources

In the APA style, crediting sources is done both as in-text citations (that is, sources cited in the written text itself) and as end-text references (that is, in the list of references on a separate page at the end of your assignment).

In-text citations

Types of in-text citations include direct quotes, paraphrases, summaries and syntheses.

Quotations

(APA 6th, pp. 92, 170-173)

All direct quotations from published work should be reproduced word for word, keeping the original spelling and internal punctuation, even if it is not correct.

Short quotations (less than 40 words)

Short quotations must be incorporated into the text and enclosed within double quotation marks. At the end of the quote place the author’s surname(s), the year of publication and the page number of the quotation, separated by commas, in parentheses (round brackets).

Example 1:

“Psychologists have long observed that the physical act of writing gives birth and shape to thought and is the process by which you truly know what you think” (Putnis & Petelin, 1999, p. 300).

Example 2:

According to Putnis and Petelin “Psychologists have long observed that the physical act of writing gives birth and shape to thought and is the process by which you truly know what you think” (1999, p. 300).

Example 3:

Putnis and Petelin (1999) assert that “Psychologists have long observed that the physical act of writing gives birth and shape to thought and is the process by which you truly know what you think” (p. 300).

Example 4:

Butler (2000) finds the most significant difference is “age and place of origin” (p. 27).

Note. In short quotations the full-stop is placed, after the brackets of the citation.
Example 5: Short quotations . . . single quotation marks within double quotation marks
(APA 6th, p. 92)

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when behaviors were studied in this manner” (p. 276).

Note. Use single quotation marks to show words/phrases that are presented within double quotation marks in the original source.

Long quotations (40 words or more)
(APA 6th, p. 92)

Long quotations must be displayed in block format without the use of quotation marks. The quote should start on a new line and be indented about 1.3 cm or 5 spaces from the left margin. If there are additional paragraphs within the quotation, indent the first line of each additional paragraph a further 1.3 cm or 5 spaces. The entire quotation (in the block format) should be similar to the rest of your document. Do not change the font size or use italics. Use double quote marks to show words/phrases that were presented within quotation marks in the original.

When citing quotations, supply the author’s surname, year and page number. In the case of electronic sources, supply the paragraph number/section heading instead of the page number.

Example:

Nature should be avoided in such vague expressions as “a lover of nature,” “poems about nature.” Unless more specific statements follow, the reader cannot tell whether the poems have to do with natural scenery, rural life, the sunset, the untracked wilderness, or the habits of squirrels. (Strunk & White, 2005, p. 80)

Note. The full-stop is placed at the end of the quotation in block quotations.

Brackets
(APA 6th, p. 94)

Use square brackets [ ] , not parentheses ( ), for the following alterations to quotations:

- inserting material
- emphasising words
- correcting errors
- clarifying ambiguous place names

Omitting material from a quotation
(APA 6th, p. 172)

Use an ellipsis ( . . . ) to indicate that some material has been omitted from the original text. An ellipsis, consists of three points with a space before and after each point. To show you are omitting material between sentences, use a full-stop at the end of a sentence followed by an ellipsis (typing four periods in total). Only use an ellipsis at the beginning or end of a quotation to show that the quotation begins mid-sentence. This will prevent misinterpretation.

Example: Omitting material from a quotation

The . . . APA system . . . adopted in social science writing by way initially of anthropology, sociology and psychology, has certain advantages. By using an abbreviated form of citation in the text it obviates most of the labour and unsightliness of giving complete citations in individual footnotes. As it does not require citations to be numbered it enables references to be added or removed in the course of drafting with the minimum of inconvenience. It automatically provides every article or chapter or book with a formal list of sources referred to in the text. (Parker, 1978, p. 9)

Inserting material into a quotation

Use square brackets [ ] to show material inserted into a quotation by some person other than the original author. You may need to do this to make a sentence read properly or be understandable.

Example:

In discussing the advantages of cooperative small group learning, Jongeling (1988, p. 76) stated that “one would expect children to modify their attitudes [toward other ethnic groups] through participating in cooperative small group learning.”

Emphasising words within a quotation

Use italics to emphasise specific words in a direct quotation. At the end of the emphasis add ‘[italics added]’.

Example:

“[W]ho will write the . . . history of the ‘examination’ – its rituals, its methods, its characters and their roles, its play of questions and answers, its system of marking and classification?” (Foucault, 1978, p. 183).

Correcting a quote

Sometimes you may quote a passage that contains a typing or grammatical error. Do not correct the error; copy it as in the original words and add the word [sic] italicised and in square brackets to indicate the error.

Example:

It was emphasised that “a reel [sic] distinction must be made between goal structures and reward structures” (Jones, 1993, p. 6).

Ambiguous place names

If referring to the name of a place where the precise location is ambiguous, use square brackets to clarify the matter.

Example:

They spent that winter in Perth [Scotland].
Paraphrases, summaries, or syntheses  
(APA 6th, p. 171; See also p. 177 for a table of basic in-text citation styles.)

When paraphrasing, summarizing, or synthesising an idea contained in another work, you must provide the author’s surname and year of publication. Although you are not required to provide a page number, (or in the case of electronic sources, a paragraph number, or section heading), it is strongly recommended that you do so when including this information will help the reader locate the relevant passage in a long or complicated text. It will also help you to keep track of your sources. There are two ways in which you can accomplish this:

Citing the author’s name in parentheses ( )  
(APA, 6th, p. 174)

Example:
A recent publication indicated a potential connection between DNA damage and the immunostimulatory cytokine IL-12 (Schwarz, 2002).

Example:
A recent publication (Schwarz, 2002) indicated a potential connection between DNA damage and the immunostimulatory cytokine IL-12.

Citing the author’s name as part of a sentence  
(APA 6th, p. 174)

Example:
A potential connection was found between DNA damage and the immunostimulatory cytokine IL-12 in a recent study by Schwarz (2002).

Example:
In his recent study, Schwarz (2002) indicated a potential connection between DNA damage and the immunostimulatory cytokine IL-12.

Variations in in-text citations  
(APA 6th, pp. 174-179. See also p. 177 for a table of basic in-text citation styles.)

A source written by one author
Insert the surname of the author and the year of publication into the text at the appropriate point.

Author in parentheses (round brackets)

Examples:
In a recent study of the effects of high protein diets (Jones, 2001) . . . Jones (2001) also found . . .

Note. When both the name and the year are in parentheses, include the year in subsequent citations within the paragraph.

Author as part of the sentence  
(APA 6th, pp. 174-177)

Example: First mention in a paragraph
In-text citation:
Jones (2001) examines the effectiveness of . . .
In 2001, Jones’s study of high protein diets found that . . .

Note. For subsequent mentions: If the citation is part of the text, date the source in the first citation in a paragraph. You need not include the year in subsequent citations in the same paragraph. If you start a new paragraph then again include the year in the first citation in that paragraph.  
(APA 6th, p. 174)

Example: Subsequent mentions
End-text reference:
In a recent study of reaction times, Brown (2002) described the method . . . Brown also finds . . .

A source with multiple authors  
(APA 6th, pp. 175, 177)

Citing multiple authors in-text: ‘and’ or ‘&’?
(See APA 6th, p. 178 for more examples.)

When the names in a multiple-author citation occur within the text or narrative they should be joined by using the word ‘and’, but if they occur within parentheses (round brackets), captions to tables/diagrams, or in the reference list, they must be joined by an ampersand (&).

Example: Authors in the text or narrative
In-text citation:
Davidson and Porter (1996) demonstrated that . . .

Note. Use ‘and’ within a sentence.

Example: Authors in parentheses
In-text citation:
These findings support the view that . . . (Davidson & Porter, 1996).

Note. Use an ampersand (&) within parentheses.

Two authors  
(APA 6th, pp.174-177)

When a source has two authors cite both names every time the source is cited in-text. When both the name and the year are in parentheses, include the year in subsequent citations within the paragraph

Two authors as part of the sentence
Example: ‘and’
Wallace and Alenby (2004)

Two authors in parentheses
Example: ‘&’
(Wallace & Alenby, 2004)
Three, four or five authors
(APA 6th, pp. 174, 175, 177)

When a source has three, four or five authors, cite all authors the first time the source occurs in the document, but in subsequent citations include only the surname of the first author followed by “et al.” Include the year of publication at the first mention in a paragraph.

Three, four or five author/s as part of the sentence
(APA 6th, pp. 174, 177)

a. First mention in a paragraph: for the first in-text citation, if the authors are part of the sentence, cite the year in parentheses.

Example:
In-text citation:

b. Subsequent mention in a paragraph: Once this source has been cited in a paragraph you need not include the year for subsequent citations within that same paragraph, unless it causes confusion with other cited sources.

Example:
In-text citation:
Smith et al. (2000) suggest . . .

c. Mention in new paragraph (include date): for citations of this source within any new paragraph after the first citation in the document, include date in parentheses:

Example:
In-text citation:
Smith et al. (2000) found that . . .

d. If both author and year are given as part of the sentence: do not include parenthetical citations

Example:
In-text citation:
In 2000, a study conducted by Smith, Grierson, Malthus, and Nicholson concluded . . .

Six or more authors
(APA 6th, pp. 175-177)

General rules

Note: The rules governing in-text citations for six or more authors differ from those for end-text referencing. When a work has 6 or more authors, at the first mention, cite only the surname of the first author followed by “et al.” and the year. In subsequent mentions, you need not include the year within the same paragraph unless it causes confusion with other cited sources.

Six authors as part of the sentence
(APA 6th, pp.175-177)

Example: First mention
In-text citation:
According to Abercrombe et al. (2008) . . .

Example: Subsequent mentions within the same paragraph
In-text citation:
Abercrombe et al. conclude . . .

Six authors in parentheses

Example:
In-text citation:
(Appbercrombe et al., 2008)

End-text reference:

Six or more authors – exception to the rule
(APA 6th, p. 175)

If two references of more than three surnames, published in the same year, shorten to the same form, cite the first surname and as many of the subsequent authors surnames as necessary to differentiate the two references, followed by a comma and et al.

Example:
End-text References:
Ireys, Chernoff, De Vet, & Kim (2001) . . .

As an in-text-citation, both shorten to Ireys et al. (2001), which does not distinguish between the two references in text.

Example:
In-text citation:
Ireys, Chernoff, De Vet et al. (2001)

Ireys, Chernoff, Stein, et al. (2001)

Note. To tell the references apart, cite as many authors as necessary.

Note. Rules for dating the source are the same as those for a source with one author.
Groups as authors

(APA 6th, pp. 176-177)

The names of groups that serve as authors (e.g. corporations, associations, government agencies, etc.) are usually written in full each time they occur in an in-text citation. If you wish to abbreviate names, write the name in full the first time it occurs and place the abbreviated form in either square brackets or parentheses (round brackets) next to it, depending on the style of in-text citation you use. (See the following examples.) In subsequent citations then, you can just use the abbreviation. In the end-text reference, only include the abbreviation, or acronym, if it is an integral part of the title.

Example: Group author/s: In-text, as part of the sentence

In-text citation: First mention: Full name and abbreviation
According to the Australian Broadcasting Corporation (ABC, 2000) . . .
In 2000, the Australian Broadcasting Corporation (ABC) . . .

In-text citation: Subsequent mentions: Abbreviation only
According to the ABC (2000) . . .

Example: Group author/s: In-text, in parentheses

In-text citation: First mention: Full name and abbreviation
(Australian Broadcasting Authority [ABC], 2000)

In-text citation: Subsequent mentions: Abbreviation only
These results . . . (ABC, 2000).

Example: Group author: Abbreviation is not included in the end-text

In-text citation: ABC included in-text
(Australian Broadcasting Corporation [ABC], 2000).

End-text reference: ABC not included end-text

Note. ABC does not appear in the end-text reference, as it is not part of the official title. However, do include the abbreviation in the end-text reference if the acronym is an official part of the title.

Author as publisher

(APA 6th, p. 187)

When the author is also the publisher, use Author to indicate the publisher.

Example:

In text citation:
(Australian Broadcasting Authority [ABA], 2000).

End-text reference:

Anonymous as author

(APA 6th, p. 177)

When an author is given as “Anonymous,” cite in-text the word Anonymous followed by a comma and the date.

In the reference list, the work is listed alphabetically by the word Anonymous.

Example: Anonymous

In-text citation:

Example:

End-text reference:

Works with no author

(APA 6th, p. 176)

When a work has no author, cite in-text the first few words of the reference list entry (usually the title) and the year.

Referring to the titles of books and articles in-text

(APA 6th, pp. 91, 101, 103, 104, 176; Electronic References, p. 32. See also APA Style Blog: "How to Capitalize and Format Titles in APA Style")

Stand-alone sources

For books, reports, brochures, periodicals, films, videos, YouTube, artwork, TV series, microfilm publications, and any source that stands alone.

General rules for in-text citations

When referring to the titles of sources in the body of your document, capitalize each major word in the title (i.e. use title case) and italicize the words.

Note. This is different from the way you reference book titles in a reference list. For end-text, stand-alone titles, use italics and sentence case. E.g. Gone with the wind.

Title of a book, brochure, report, periodical or any stand-alone source: in narrative

Examples: Capitalise and italicise all major words of titles in the narrative

(APA 6th, pp. 101, 104, 176.)

In the book, History of Science . . .
The publication, Patients Voices (2004) . . .
Gone With The Wind
The Sound and the Fury

Book title (no author) in parentheses

(APA 6th, pp. 101, 104, 176.)

Example: Capitalise and italicise all major words of titles in parentheses

(Patients Voices, 2004)
Sources that are part of a greater whole  
(APA 6th, pp. 91, 101, 103, 104, 172, 176)

For journal articles, book chapters, e-book chapters, newspaper articles, magazine articles, blog posts, television episodes, webisodes, webpages, tweets, Facebook pages and so on.

General rules for in-text citations

Use title case (that is, capitalise each main word of the title), do not italicise, but place title inside double quotation marks.

Title of an article or chapter

Place article titles in double quotation marks, capitalise all main words (title case) but do not italicise.

Example:

... these findings (“Studies of Patient Satisfaction,” 2003)

Note. Article titles in the body of the text are written differently from the way you reference article titles in a reference list. For end-text article titles, use sentence case, but do not italicise and do not enclose in quotation marks.  
End-text example: Studies of patient satisfaction.

Authors with the same surname

(APA 6th, p. 176)

If the reference list includes publications by two or more primary authors with the same surname, include the first author’s initials in all in-text references, even if the year of publication differs. This helps avoid possible confusion for the reader.

Authors as part of the text

Example:

J. King (1995) and C. King (1999) also found . . .

Example:


Authors in parentheses (round brackets)

Example:


Multiple In-Text Citations

(APA 6th, pp. 177-178)

Multiple works by the same authors cited in the same parentheses

Order the citations of two or more works by the same author(s) in the same order in which they appear in the reference list, i.e. by year of publication and provide the authors’ surnames only.

Examples:

In-text citations:
Past reports (Department of Foreign Affairs and Trade [DFAT], 2005, 2007, 2009) indicate . . .

Multiple works by the same author & same publication date cited in the same parentheses

(APA 6th, p. 176)

Identify works by the same author(s) with the same publication date by using the suffixes a, b, c, and so forth after the year, repeating the year in each case. These suffixes should also appear in the reference list entries, where these references are ordered alphabetically by title.

Examples:

In-text citations:
Several studies (Smith, 1998a, 1998b, 1998c) found . . .
Past research (Thornlie & Winters, 2009a, 2009b)

Examples:

End-text reference:

Two or more works by different authors cited in the same parentheses

(APA 6th, p. 178)

When multiple studies support what you have to say, you can include multiple citations inside the same set of parentheses.

Within parentheses:

- list the citations in alphabetical order by the first author’s surname, as they would appear in the reference list, and
- use a semicolon to separate each citation

Within the body of the text (narrative):

- mention studies in whatever order you wish

Example: Within parentheses ( )

Several studies (Jones & Williams, 2009; Muller, 2010; Steiner et al., 2005)

Example: Within parentheses ( )

Studies of reading in childhood have produced mixed results (Albright, Wayne, & Fortinbras, 2004; Gibson, 2011; Smith & Wexwood, 2010).

Example: Within the body of the text

Smith and Wexwood (2010) reported an increase in the number of books read, whereas Gibson (2011) reported a decrease. Albright, Wayne, and Fortinbras (2004) found no significant results.
Author referred to by another author

(APA 6th, p. 178)

If you are quoting an author referred to by the author you are reading, you need to identify the citation and where it occurs in the text in which it is cited. Use this type of reference sparingly.

Example:

In-text citation:

Example:

In discussing the different approaches students take toward their university study, Beaty cited in Gibbs (1981, p. 73) claims:

Students come to University with ideas of what it will be like and with aims of various stages of development. Through interaction with others and experience of the University and course they develop a study strategy, tentative at first, which is consistent with their aims and self-identity.

Example:

End-text reference:

Note. Where you have quoted an author referred to by the author whose work you actually read, the reference list will show only the name and title of the work actually read.

No publication date available

(APA 6th, p. 180)

When a work has no publication date, cite in-text the author’s name, followed by a comma and ‘n.d.’ to indicate that the source has no date.

Example:

In-text citation:
These strategies have been successfully used . . . (Browning, n.d.).

Citing specific parts of a source
(chapter, pages, paragraphs etc.)

(APA 6th, pp. 179, 200; Electronic References, pp. 14, 17)

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotations.

Page number

Example:

In-text citations:
This shows . . . (Davies & Johnson, 1999, p. 312).
One argument . . . (Nickson, 2013, Chapter 3).

Note. The word “page” is abbreviated but not italicized.

Chapter

(APA 6th, p. 172)

Example:

In-text citation:
A case in point . . . (Jamieson, 2000, Chapter 2).

Note. Chapter (with a capital C) is not abbreviated.

For electronic sources that do not provide page numbers, where the paragraph numbers are visible use them preceded by the abbreviation ‘para’. If neither paragraph nor page numbers are visible, cite the section heading and the number of the paragraph following it to direct the reader to the material. However, in some instances, the section or heading, without paragraph number, is sufficient.

Electronic document no pagination

(APA 6th, pp. 171, 172; Electronic References, p. 17)

Example:

In-text citation:
This suggests . . . (Clarkson, 2001, para. 2).

Section and paragraph

(APA 6th, pp. 171, 172; Electronic References, p. 17)

Example:

In-text citation:
General consensus . . . (Butler, 2002, Conclusion section, para. 1).

Example:

In-text citation:
It was found that . . . (Jones & Avery, 2002, Results section).

Personal communications

(APA 6th, p. 179)

Personal communications may be letters, memos, interviews, telephone conversations, lecture material or some electronic communications (e.g., email or messages from non-archived discussion groups or electronic bulletin boards). As these personal communications are not recoverable, they are not included in the reference list – they are cited in-text only. You must provide the initials and surname of the communicator, as well as a date that is as exact as possible.

Example:

In-text citation:

Example:

In-text citation:
This is a commonly used technique within the therapeutic setting (T. W. Willis, personal communication, August 10, 2002).
End text references

How references are constructed

(APA 6th, pp. 180-224; Electronic References, p. 2)

In general, all APA style references are made up of four elements:

- **Who**: author’s name
- **When**: date of publication
- **What**: title of the work
- **Where**: source information

The four elements always appear in the same order:

Author, A. A. (year). Title. Source.

For traditional materials, these components are straightforward. However, especially in web-based sources, the elements can be difficult to identify.

Reference list format

(APA 6th, pp. 37, 49-51, 180-192, 193-215; Electronic References, p. 2)

All in-text sources need to be recorded in full detail at the end of the text in a reference list. At ECU, use single line spacing within each reference, but use a double space between references in the list. (See "Sample reference list" in Appendix 6 of this guide.)

Example:

*End-text reference:*

**Note.** You must observe the rules governing layout, order of data, spacing, punctuation, italicising and capitalisation.

More than one item by the same author

If more than one item by the same author is cited in text, the end-text references are listed chronologically. If more than one of these references has the same date then use lower case letters of the alphabet (a, b, c, etc.) to distinguish them both in the in-text citation and in the end-text list.

Example:

(APA 6th, p. 178)

*In-text citation:*

*End-text reference:*

Group / Corporate author's name

(APA 6th, pp. 176-177)

If you use the abbreviation or acronym of a corporate author’s name in the body of the text, do not include the acronym in the end-text reference, unless it is an official part of the title.

Examples: AIHW

*In-text citation: First mention*
(Australian Institute of Health and Welfare [AIHW], 2012)

Australian Institute of Health and Welfare (AIHW, 2012)

*In-text citation: Subsequent mentions*
(AIHW, 2012)

**AIHW (2012)**

**End-text reference:**

**Note.** Do not include the abbreviation in the reference list unless it is an official part of the title.

Group or Corporate author as publisher

(APA 6th, p. 205)

The author may be a corporation, an institution or a government agency. When the group author and publisher are the same, use the word ‘Author’ as the name of the publisher.

Example:

*End-text reference:*

Authors with ‘Jr’ or ‘numbers’

(See APA 6th, pp. 184, 204; Electronic References, p. 18; APA Style Blog, "Jr., Sr., and Other Suffixes")

Quick summary

"Jr.," “Ill,” or other suffixes are not included with in-text citations, but they are included in the reference list entries.

Example: ‘Junior’ in the name: Book with edition

*In-text citation: Do not include Jr or numbers*
(Mitchell & Larson, 1987)

*End-text reference: Use commas to separate initials and suffixes*

**Note.** For in-text citations use surnames only. Do not include Jr or numbers.
A number in the name

Example: Suffix following initials

In-text citation:
(Roediger & Butler 2008)

End-text reference:

In-text citation:
(Highfill & Kuczaj, 2007)

End-text reference:

Note. In the end-text, place a comma between an author’s initials and a suffix such as Jr, III, Sr, and so on.

Example: Suffix following surname

In-text citation:
(Bjork, 1989)

End-text reference:

Note. In the end-text, do not place a comma between a surname and a suffix such as Jr, III, Sr, and so on.

A number in the name & chapter in an edited book

Example:

End-text reference:

Note. There is no comma separating a surname and suffix.

Different types of referencing sources

There are a wide variety of sources in various formats that you may need to quote or acknowledge. This may require you to vary the standard form of the reference. Below are several examples of common referencing types.

Journals/articles (periodicals)

(APA 6th, pp. 198-202; Electronic References, pp. 11-14)

General form of end-text reference
Periodicals are published on a regular basis such as journals, magazines, newspapers, and newsletters. The title of an article is not italicised and written in sentence case. This means that only the first word of the title, subtitle and proper nouns are capitalised. However, the title of the journals or newspapers that the article is found in are italicised and written in title case which means that the main words are capitalised.

Journal article without a DOI
(APA 6th, pp. 198-202; Electronic References, pp. 11-14)


Journal article with a DOI
(APA 6th, pp. 187-192; Electronic References, pp. 5-12)


Journal article with one author

Example:

In-text citation:
(Giroux, 2000)
Giroux (2000)

End-text reference:

Note. The volume number is italicised, but not the issue.

Journal article with two authors

(APA 6th, pp. 174, 177)

If a work has two authors, include both names in-text every time the citation is mentioned. When both the name and the year are in parentheses, include the year in subsequent citations within the paragraph.

Example: In parentheses

First in-text citation:
(Lock & Jongeling, 1994)

Subsequent in-text citations:
(Lock & Jongeling, 1994)

Example: In the narrative

First in-text citation:
Lock and Jongeling (1994)

Subsequent in-text citations:
Lock and Jongeling . . .

Note. Within the narrative, you need not include the date in subsequent mentions, as long as this does not give rise to confusion.

End-text reference:
<table>
<thead>
<tr>
<th><strong>Journal article with three to five authors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>First in-text citation:</em></td>
</tr>
<tr>
<td>(Ganster, Mayes, Sime, &amp; Tharp, 1982)</td>
</tr>
<tr>
<td>(Ganster, Mayes, Sime, and Tharp (1982))</td>
</tr>
<tr>
<td><strong>Subsequent in-text citations:</strong></td>
</tr>
<tr>
<td>(Ganster et al., 1982)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Journal article with six authors</strong></td>
</tr>
<tr>
<td><strong>Note.</strong> The rules for in-text citations for six or more authors differ from those for end-text referencing.</td>
</tr>
<tr>
<td>In the <em>in-text</em> reference, use the first author, followed by ‘et al.’ In the <em>end-text</em> reference, all six authors must appear.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>In-text citation:</em></td>
</tr>
<tr>
<td>(Kernis et al., 1993)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Journal article with seven authors</strong></td>
</tr>
<tr>
<td><strong>Note.</strong> With two to seven authors, use an ampersand (&amp;) before the last author in the end-text reference.</td>
</tr>
<tr>
<td>If there are seven authors, use the first author followed by ‘et al.’ <em>in-text</em>, and include all seven authors in the end-text reference.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>In-text citation:</em></td>
</tr>
<tr>
<td>(Berry et al., 1999)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Journal article with eight or more authors</strong></td>
</tr>
<tr>
<td><strong>Note.</strong> There is a space between each dot point in the ellipsis. You must also leave a space before and after the ellipsis.</td>
</tr>
<tr>
<td>(APA 6th, pp. 189, 198-199; Electronic References, p. 12)</td>
</tr>
<tr>
<td>If there are eight or more authors, include the <em>first six authors</em>, followed by an ellipsis ( . . . ) then the last author’s name.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>In-text citation:</em></td>
</tr>
<tr>
<td>(White et al., 2008)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Magazine article</strong></td>
</tr>
<tr>
<td>(APA 6th, p. 200; Electronic References pp. 13-14)</td>
</tr>
<tr>
<td>Give date of publication in addition to volume number (if available).</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>In-text citation:</em></td>
</tr>
<tr>
<td>(Kandel &amp; Squire, 2000)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Newspaper article</strong></td>
</tr>
<tr>
<td>(APA 6th, p. 200; Electronic References, p. 14)</td>
</tr>
<tr>
<td>If the article has no author, list the article alphabetically using first significant word in the title (i.e., omit ‘A’, ‘The’, or ‘An’) and use a short title for in-text citation placed in quotation marks. In the end-text reference, use ‘p.’ or ‘pp.’ to refer to the source page(s).</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>Author</em></td>
</tr>
<tr>
<td>(Aisbett, 1995)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Note.</strong> In the end-text reference, use ‘p.’ or ‘pp.’ only for newspaper articles not journal articles.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td><em>No author</em></td>
</tr>
<tr>
<td>(“R-movies,” 1995)</td>
</tr>
<tr>
<td><strong>End-text reference:</strong></td>
</tr>
<tr>
<td><strong>Note.</strong> The quotation mark goes after the comma in the in-text citation.</td>
</tr>
</tbody>
</table>
Articloe or lecture published independently
(APA 6th, pp. 212-213; Electronic References, pp. 30-31)
Example:
In-text citation:
(Brieger, 2006).
End-text reference:

tducation/PDFs/Lecture2.pdf

Books, brochures and book chapters
General form of end-text reference
(APA 6th, pp. 198, 202; Electronic References, pp.15-18)
Location: Publisher.

Publication details (city and publisher)
(APA 6th, p. 187)
For books, reports and non-periodical material published within the United States, follow the name of the city with the two official US postal service abbreviations. For all other publications, follow the name of the city with the name of the country. End with the name of the publisher.

Note. If the author and publisher are the same, write 'Author' as the name of the publisher.

Publication details: U.S.
(APA 6th, pp. 186-187)
Examples:
Washington, DC: Author.
Cambridge, MA: MIT Press.

Publication details: Outside the U.S.
(APA 6th, p. 187)
Examples:
Melbourne, Australia: Puffin.

Book with one author
(APA 6th, p. 174, 204)
Example:
In-text citations:
(Moore, 1971)
Moore (1971)
In his 1971 book, Moore focuses on social patterns which occur in Australian literature raising the question that . . .
End-text reference:

Example: Book with one author (continued) . . .
In-text citations:
(Sacks, 1985)
Sacks (1985) states that ....
End-text reference:

Book with two authors
(APA 6th, p. 175)
If a work has two authors, cite both names every time the reference occurs in the text and include both names in the end-text reference.

Example:
In-text citation:
(Lincoln & Guba, 1971)
As Lincoln and Guba (1971) discuss ...
End-text reference:

Book with three to five authors
(APA 6th, pp. 175, 184)
If a work has three, four or five authors, cite all authors the first time the reference occurs in text and in subsequent citations, only include the surname of the first author followed by et al. Include all names in the end-text reference.

Example:
In-text citation: First mention
(Quinlan, Bohle, & Lamm, 2010).
Quinlan, Bohle, and Lamm, (2010) stated that...
In-text citation: Subsequent mention
(Quinlan et al., 2010).
Quinlan et al. (2010) stated that...
End-text reference:

Book with six or seven authors
(APA 6th, pp. 175, 184)
For all in-text citations, if a work has six or seven authors, cite only the surname of the first author, followed by et al. and the year of publication. Include all names in the end-text reference.

Example:
In-text citation:
(Hoffnung et al., 2013)
End-text reference:
Book with eight or more authors
(APA 6th, pp. 175-177, 184, 198, Electronic References, p. 12)
If a work has eight or more authors, cite only the surname of the first author followed by et al. and the year of publication for all in-text citations. For end-text reference, include the first six authors, followed by an ellipsis (3 dot points . . .) followed by the last author’s name.

Example:
In-text citation:
(Loxey et al., 2004).

End-text reference:

Edited book
(APA 6th, p. 184)
Place the editor or editors’ names in the author position, and enclose abbreviation Ed. or Eds. in round brackets after the last editor’s name.

Example:
In-text citation:
(Robinson, 1992)

End-text references:

Example:
In-text citation:
(Headon, Hooton, & Horne, 1992)

Example:
End-text citation:

No date, classical work, or date uncertain

No date
(APA 6th, p. 185)
For sources that do not have a date of publication, substitute ‘n.d.’ (no date) after the name of the author.

Example: No date
In-text citation:
(Southey, n.d.)

End-text reference:

Classical work
(APA 6th, p. 178)
If the publication is a classical work, cite the year of the translation or version you used.

Example: Classical work, translation
In-text citation:
(Plato, trans. 1947)

Example: Classical work, version
In-text citation:
(Bunyan, version 1969)
If the original date of the publication is known, add this before the translation/version date.

Example: Classical work, known original publication date
In-text citation:
(Bunyan, 1684/1969)

No author
(See APA 6th, pp. 176, 200; Electronic References, pp. 14, 32; APA Style Blog, “How to Capitalize and Format Reference Titles in APA Style.”)
When a work has no identified author, the title, or an abbreviated form of the title, is used.

In-text citation: General rules
(Electronic References, p. 16)
Use the full title in place of the author, followed by the date. The reference is listed alphabetically by the first significant word of the title.

No-author: Stand-alone source
(APA 6th, pp. 101, 176)
Books, periodicals, journals, reports (technical, government . . .) magazines, brochures etc. In-text:
• Use Italics
• Title case
• Do not use quotation marks around the title

Example: Dictionary, no author
In-text citation: Italicise and title case
... (The Penguin Pocket English Dictionary, 1968, p. 89)
End-text reference: Italicise and sentence case

Example: Book, no author
In-text citation: Italicise and title case
... (The Blue Book, 2005, p. 89)
End-text reference: Italicise and sentence case

No-author: Source that is part of a greater whole
(APA 6th, pp. 176, 200)
An article, a chapter, a web page, a television episode, webisode, tweet, Facebook and so on.
In-text:
• Use double quotation marks around the title that is part of a larger work
• Use title case: That is, capitalise all the main words
• Do not italicise
Example 3: Newsletter article, no author
(See APA 6th, p. 200; Electronic References, pp. 14)

In-text citation: Inside double quotation marks; title case, do not italicise.

(“Six Sites Meet,” 2006)

End-text reference: Sentence case, not italicised, not in quotation marks


Book whose title includes the title of another work
Distinguish the included title by double quotation marks.

Example:

In-text citation:
(Whitley, 1970)

End-text reference:

Book with foreign title
(APA 6th, pp. 199, 204-205)

If you have used a non-English language reference, cite the original title and give the English translation in square brackets after the original title. If you have used the English translation you only cite the English version.

Example:

In-text citation:
(Traversa, 1981)

End-text reference:

Note. Only italicise the original title not the translated title.

Editor or translator named in addition to author
(APA 6th, p. 204)

Name the translator or editor only in the end-text reference, immediately following the title. In the case of translated works, cite the title in its translated form, not in its original form.

Example:

In-text citation:
(Traversa, 1981)

End-text reference:

Book chapter or article in an encyclopedia
(APA 6th, pp.180, 202-203; Electronic References, p. 16-18)

If there are no page numbers, the chapter or entry title is sufficient.


Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), Title of book (pp. xx-xx). doi.org/xxxx

Chapter in an edited book with one editor
(APA 6th, pp. 180, 184, 204)

Use the word ‘In’ before the name of the editors. Use editor’s initials before surname and indicate pages by ‘p.’ or ‘pp.’

Example:

In-text citation:
(Kiernan, 1976, p. 462)

End-text reference: Chapter in an edited book

Chapter in a book with two or more editors
Use ampersand (&) to connect the name of the last editor.

Example:

In-text citation:
(Mandler, 1993, p. 41)

End-text reference:

Reference works
Entry in an encyclopedia

Example: Entry in an encyclopedia, no editors

In-text citation:
(Robinson, 1994)

End-text reference:

Example: Entry in an encyclopedia, one editor

In-text citation:
(Purcell, 2010)

End-text reference:
Diagnostic and Statistical Manual-DSM-5
(See also APA 6th, p. 93; Electronic References, p. 18; APA Style Blog)

**DSM–5**
This reference work has a common abbreviation (DSM–5). To introduce this acronym in your narrative, use the following format:

**Example:** In-text: First mention: introduce the acronym
The *Diagnostic and Statistical Manual of Mental Disorders* (5th ed.; DSM–5; American Psychiatric Association, 2013) does not provide treatment guidelines for any given disorders.

**Example:** In-text: Subsequent mentions (use DSM–5)
The DSM–5 is intended to be used by clinical, or appropriately qualified medical professionals. (American Psychiatric Association, 2013)

**Example:** DSM–5 (Entire book)
There is no DOI for the entire DSM–5; individual chapters and other sections have their own DOIs.

**In-text citation:**
(American Psychiatric Association, 2013)

**End-text reference:**

**Example:** DSM–5 (Online: Each section has a DOI)

**In-text citation:**
(American Psychiatric Association, 2013)

**End-text reference:**

**Dictionary**
(APA 6th, p. 204)

**Example:** Editor

**In-text citation:**
(VandenBos, 2007)

**End-text:**

**Example:** No author or editor
(see APA 6th, pp. 79, 256)

**In-text:**
(Merriam-Webster’s Collegiate Dictionary, 2005)

**End-text:**

**Example:** Entry in an online dictionary
(See APA 6th, p. 205)

**In-text citation:**
(Electronic References, p. 18)
(“Ontology,” n.d.)

**End-text reference:**

**Brochure/Fact sheet/Template**
Treat brochures, fact sheets, templates etc. like books. As with any reference list entry, the four elements you’ll need are the author, the date, the title and source. Indicate the type of publication in square brackets after the title, unless the publication type is included in the title.

**Note.** When the publisher is the same as the author, write ‘Author’ as the name of the publisher.

**Brochure**

**Example:** Edith Cowan University as author

**End-text reference:**

**Fact sheet**

**Example:** “Fact sheet” not included in the title

**End-text reference:**

**Example:** “Fact sheet” included in the title

**End-text reference:**

**Example:** “Template” not included in the title

**End-text reference:**

**Example:** “Template” included in the title

**End-text reference:**
Play
Treat plays like books.

Example:
In-text citation:
(Wedekind, 2007)

End-text reference:

Poem
Place the title of the poem in double quotation marks.

Example:
In-text citation
“Macavity” (Eliot, 1939)
“He always has an alibi, and one or two to spare.”

End-text reference:

Note. For a more accurate reference to plays and poetry use the following forms:

Examples:
“The Lady of Shallot,” verse 3, lines 1-3.
“Julius Caesar,” act 2, scene 1, line 21.

Music scores

Example:
End-text reference:

Music liner notes
If you wish to refer to the liner notes rather than a recording then use the following form.

Example:
In-text citation:
(Obiera, 1998)

End-text reference:

Note. Use country of origin if city is not known

Note. If the liner notes do not have a title, add a one or two word description and place this in square brackets to indicate that the material is a description not a title itself.

Example:
In-text citation:
(Kimball, 1979)

End-text reference:

Audiovisual media
(APA 6th, p. 209-210; Electronic References, pp. 24-28)

Audiovisual media include motion pictures; audio or television broadcasts including podcasts; static objects such as maps, artwork, or photos; and streaming videos.

List the primary contributors in the author position and use parentheses to identify their contribution, if you know it.

Note. For an episode from a television or radio series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

Note: Location details if the city is not known, use country of origin.

Music recording
General form for end-text reference
Author, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date.)

Example: No author
In-text citation:
“Over the waterfall” (Shocked, 1992, track 5)

End-text reference:

Video recording / film / motion picture
General form for end-text reference
Producer, A. A. (Producer), & Director B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of origin: studio

Example:
In-text citation:
(Williams & Bell, 1998)

End-text reference:

Example:
In-text citation:
(Deeley, York, & Scott, 1984)

End-text reference:

Video recording / film / motion picture (no author)
(APA 6th, pp. 209-210; Electronic References, p. 26)

When audiovisual materials have no named author; use an abbreviated form of the title in both in-text and end-text references.

The end-text reference should contain a description of the medium and include the roles of the various participants involved in the production (e.g., director, producer) if this information is available.
Example: Video
*In-text citation:*
(Decisions, Decisions, 1976)

End-text reference:

Example: Film or motion picture
*In-text citation:*
(Early Mathematical Experiences, 1976)

End-text reference:

Interviews/Personal communication
(*APA 6th*, p. 179)
A remark quoted from a formal or informal conversation is acknowledged by an explanatory note following the quotation.

Example:
*In-text citation:*
(K. A. W. Crook, personal communication, April 18, 1971).

The same referencing style would apply when acknowledging a tape, a personal letter, or a transcript of a speech or dialogue. These references are not included in the reference list.

In transcribing conversation or dialogue it is customary to mark the beginning of each speaker’s contribution by starting it on a new line. Most publishers set conversation in single quotation marks, indented. Scripts, however, do not use quotation marks for speech.

When a speech that is quoted extends over more than one paragraph, the quotation marks are repeated at the beginning of each paragraph, but the final quotation marks appear only at the end of the whole quotation – each individual paragraph is left open to indicate the continuity of the quotation.

Where one speaker quotes another, then the double and single quotation marks are alternated.

Example:
“What did Sue tell John?”
“She said, ‘Get lost’.”

Note. If any part contains matter not quoted, the final period comes outside the quotation marks.

Example:
He replied, “She said, ‘Get lost’.”

Note. In general, periods are not duplicated, except where they are differently distinguished.

Example:
Did he hear the Speaker call, “Order!”?
He said, “Do you think I am mad?”.

End-text reference: *Personal communications*
Personal communications are not included in the end-text references.

Electronic media

**General information**
(*APA 6th*, pp. 187-189; *Electronic References*, pp. 1-10)
Where possible, reference articles from the PDF or print version of the journal.
When including a reference, you need to provide readers with the details that will enable them to locate the information used. Texts on the Internet may challenge this expectation as some texts can be accessed by many people and easily changed, often without knowledge of whom the author(s) is/are.
An end-text reference for an Internet text includes:
- **Who:** author (where possible)
- **When:** date (publication date, update date, or date accessed)
- **What:** title (or description of the text)
- **Where:** DOI (Digital Object Identifier): or URL

**NOTE:** if a DOI is unavailable, include a web address: URL (Uniform Resource Locator)

Where there is a tendency to update information on the Internet (e.g., Wikis), the retrieval date will give the reader the actual date on which the document was accessed. Later versions of the document (if still available) may not be the same. (*APA 6th*, p. 192.)

Note. No retrieval date is necessary for content that is unlikely to be changed or updated (e.g., journal articles, books).

**Digital Object Identifier (DOI)**
(*APA 6th*, pp. 187-191; *Electronic References*, pp. 5-10)
The DOI is now the preferred electronic retrieval format. No further information is needed to identify the document.

Some publishers assign a Digital Object Identifier (DOI) to digital documents. The DOI, is a unique code which identifies that document with a permanent link to its location on the internet. The DOI began as an inactive alphanumeric string, but has been updated to a URL which provides an active link to the document. Either DOI format is acceptable. There is no full stop after the DOI.

Note. Use the DOI format on the source material. It is safest to copy and paste the DOI into your reference.

**Examples:**
Use these formats for the DOI in references:

**DOI as an inactive alphanumeric string:**
(See *APA 6th*, p. 191)
doi:10.xxxx/yyyyyy
doi:10.1234/NP5678

**DOI as a URL:**
(*Electronic References*, p. 8)
http://dx.doi.org/10.xxxx/
http://dx.doi.org/10.1037/a0024996
Article assigned a DOI
(APA 6th, p. 191; Electronic References, p. 8)
If a DOI is available, include the DOI in the reference list entry regardless of where the article was retrieved. No further retrieval information is necessary.

Example:
In-text citation:
(Sultz, 2006)

End-text reference:

Note. There is no full stop at the end of the DOI.

Article not assigned a DOI
(APA 6th, pp. 191-192; Electronic References, pp. 6, 8, 9)
Where there is no DOI, provide the home page URL of the journal/periodical. You may need search the web for this information.

Example:
In-text citation:
(Miretti & Beck, 2008)

End-text reference: Give the URL of the journal home page

Note. You may need to do a quick web search to find the URL of the journal home page.

Articles from a database
General Information
(APA 6th, pp. 191-192; Electronic References, p. 9; APA Style Blog, "Databases")

If there is a DOI
If there is a DOI, no further retrieval information is necessary.

If there is no DOI (open access article)
Give the exact URL of the article (if the content is open-access).

If there is no DOI (article from a subscription journal database)
If the content is accessible by subscription only try to provide the URL of the home page of the Journal publisher (search the web for this information).

If there is no DOI (article found in an archival database)
If the journal is discontinued and can only be found in archival databases such as JSTOR and ERIC, give the home page or entry page URL for the online database. For example:
- JSTOR URL: http://www.jstor.org
- ERIC URL: http://www.eric.ed.gov/

If the material comes from PsycTESTS, or PsycTHERAPY databases
Include the database name for PsycTESTS and PsycTHERAPY as these are proprietary databases which means they own the content.

Cochrane database report using DOI
(See APA Style Blog: "Databases," 2013)
Material found in the Cochrane Database of Systematic Reviews is often original content written by members of the Cochrane Collaboration. Consequently, the articles function as an online journal despite being published in a Database form. Numbered issues are published 12 times a year, and each article has its own DOI. Note that the year of publication does double duty as the volume number. The issue number is needed because the journal is not continuously paginated. Because we have a DOI, neither the URL nor the Cochrane-assigned ID number is needed.

Example: Cochrane Database: 4 authors and DOI
In-text citation:
(Shaw, O'Rourke, Del Mar, & Kenardy, 2005)

Example:
End-text reference:

Article from JSTOR or ERIC database
Note. If the document is not easily located through its primary publishing channels, give the home or entry page URL for the online database. E.g. JSTOR or ERIC.

Example: URL of ERIC database home page
In-text citation:
(Langdon & Preebe, 2008)

End-text reference:
Example: URL of JSTOR database home page

In-text citation:
(Gregor, 1891)

End-text reference:

Citing PsycTESTS Database
(*Electronic References*, p. 30; APA Style Blog, “Citing a Test Database.”)

Because records from PsycTESTS can only be retrieved from PsycTESTS database, include the database name in the reference. PsycTESTS records include DOIs which provide a persistent link to the RECORD not the test.

Example:

In-text citation:
(Hodson, Rush, & MacInnis, 2010)

End-text reference:

Electronic media: in-text entries
(APA 6th, p. 171-172).

With in-text entries for electronic sources, follow the same format for printed material. That is, the in-text citation must include the author’s details, year of publication, and, where appropriate, page numbers.

Chapter or sections in a Web document
(APA 6th, pp. 171-172; *Electronic References*, pp. 16-17)

Some electronic texts have page numbers and some don’t. Some texts have paragraph numbers while some have line numbers. What you should avoid doing is allocating page numbers on the basis of how many pages your printer prints out, as this will differ from user to user. If someone tried to follow your source, they might face difficulties in specifically locating the information. If the text you are quoting from has paragraph numbers, use the abbreviation ‘para.’ to indicate the location of your quote.

**Example 1**: Chapter, section, paragraph (para.)

When the paragraphs are not numbered on an electronic document, cite the heading/subheading/section heading, as a marker for the reader, and also, if necessary, the paragraph in that section.

In-text citation: section and paragraph information included
“Writing productively is a skill, not a genetic gift” (Silvia, 2007, Preface section, para. 3).

“It’s reassuring to believe that circumstances are against you and that you would write a lot if only your schedule had a few more big chunks of time to devote to writing” (Silvia, 2007, Chapter 2, Spacious Barrier 1 section, para. 2).

End-text reference: No section or paragraph information included

E-journal article
Where a journal article is unavailable in print:

Example: http: online article, no pagination

In-text citation"
(Greggi, 2008, section 4)

End-text reference:

Example: DOI: online article, no pagination

In-text citation: Include section and paragraph details
(Fredrickson, 2000, Current Perspectives on Emotion section, para. 2)

End-text reference:

Example: DOI: article in institutional repository

In-text citation:
(Allen & Innes, 2013)

End-text reference:

Web document (not a journal)

Multipage document created by an organisation, no date, but has a URL.

Example: Web document (corporate author)

End-text reference:

Example: Web document (not a journal)

End-text reference:

Example: Web document (information brochure)

End-text reference:

**Note.** Include acronym in End-test reference if the acronym is an official part of the title.
Example: Web document (report)

In-text citation: *First mention: Introduce acronym*

... (World Health Organization [WHO], 2012)

The World Health Organization report (WHO, 2012)...

In-text citation: *Subsequent mention: Use acronym*

... (WHO, 2012)

End-text reference: *Acronym is not included*


Lecture notes or PowerPoint online

(*Electronic References*, p. 31)

Some lecturers may require you to reference lecture material that they have compiled for your use and made available online. If this is so, then you can follow the format below. Treat material from *Blackboard* in the same way.

Author, A. A. (Year). *Title of presentation* [Lecture notes or PowerPoint slides]. Retrieved from University name, Faculty name, or School name website: http://xxxxxx

Example: Blackboard

End-text reference:


Example: Blackboard

End-text reference:


Daily newspaper article, electronic version

*Note.* Cite newspaper articles retrieved from databases such as Factiva or ProQuest by giving the URL of the newspaper’s homepage.

Example: (APA 6th, p. 200; *Electronic References*, pp. 13-14)

In-text citation:

(Chilton, 1999)

End-text reference:


### eBooks

(APA 6th, pp. 203-204; *Electronic References*, pp. 16-17)

These are available in a variety of formats i.e. PDF, ePub, or online only. They may be viewed page-by-page from a website or be downloadable, in part or completely, from an online database (e.g., The Internet Archive, Gutenberg Project.) For an electronic copy of a print book include the ‘version’ where possible.

**Note.** If a DOI is assigned to a document, include the DOI in the reference list. No further retrieval information is necessary.

**eBook (electronic only - no print version)**

Example: Retrieved from http . . .

In-text citation:

(O’Keefe, n.d., p. 105)

End-text reference:


Example: Retrieved from http . . .

In-text citation:

(Wilkinson & Marmot, 2003, p. 15)

End-text reference:


**eBook (electronic copy of a print book)**

(APA 6th, pp. 203-204)

Example: Chapter or section

In-text citation:

(Churchill, 1909, p. 68)

End-text reference:


Example: eBook from an online (ebook) library

(APA 6th, pp. 202-205; *Electronic References*, pp. 16-18)

ECU Library subscribes to two key online libraries:

ebrary: http://www.ebrary.com and

eBook Library (EBL): http://www.eblib.com.au

To reference these ebooks, you need to provide the URL for the online library homepage.

Example: eBook Library (EBL)

In-text citation:

(Nobacon & Cox, 2010, p. 24)

End-text reference

Example: ebrary: no DOI

In-text citation:
(Bonavita, 2011, p. 24)

End-text reference:

Example: ebrary: DOI

In-text citation:
(Rajkumar, Gaukler, Tilahun, 2012)

End-text reference:

Electronic copy of a print book (version available)

E-book readers: (e.g., the Kindle, Nook, Kobo, Sony Reader and so on) include the type of e-book version you read (Two examples are the Kindle Fire version and the Adobe Digital Editions version).

DOI: if there is no DOI, include the URL from which you downloaded the book. If there is a DOI, do not include the URL.

Example: Kindle-no DOI (include URL)

In-text citation:
(Silvia, 2007)

End-text reference:

Example: Adobe Digital Editions-with DOI (do not include URL)

In-text citation:
(Schiraldi, 2001, p. 37)

End-text reference:

Video files

(APA 6th, pp. 209-210, 215; Electronic References, pp. 27-28)

Note. Include producer or screen name information if it is available.

Example 1: Video file [screen name]

Author, A. A. [Screen name], (year, month day). Title of video [Video file]. Retrieved from http://xxxxx

In-text citation:
(Dunning, 2011)

End-Text reference:

Example 2: Video podcast (author's name)

In-text citation:
(Dunning, 2011)

End-Text reference:

Streaming video database

PsycTHERAPY is a research database of therapy sessions. The streaming video content is produced and owned by the American Psychological Association, and is available only through a subscription to the PsycTHERAPY database.

Example: PsycTHERAPY (a proprietary database)

In-text citation:
(American Psychological Association [APA], 2012)

End-text reference:
American Psychological Association (Producer). (2012). Rational emotive behaviour therapy for coping with divorce transition (Session 1 of 6) [Streaming video]. Retrieved from PsycTHERAPY database.

Software, apps, or programs

(APA 6th, pp. 210-211; Electronic References, p. 28)

Do not italicise the names of software, programs, or languages. Use title case.

General Reference Formats

Rightsholder, A. A. (year). Title of Software or Program (Version number) [Description of form]. Retrieved from http://xxxxx

Software

(APA 6th, pp. 210-211; Electronic References, pp. 28-30)

Example: Individual authors

In-text citation:
(Borenstein, Hedges, Higgins, & Rothstein, 2005)

End-text reference:

Mobile application software

(APA 6th, pp. 210-211; Electronic References, p. 29)

Example: Corporate author

In-text citation:
(Skyscape, 2010)

End-text reference:

Note. Reference entries are not required for standard off-the-shelf software and programming languages, e.g., MicroSoft, Adobe, Apple, Java, SPSS).
Blog
(APA 6th, p. 215; Electronic References, pp. 33-34)
If the author’s full name is available then use it, otherwise use the screen name. Provide the exact date of the posting.

Example: Blog post
In-text citation:
(Borkowski, 2013)
End-text reference:

Example: Blog comment
In-text citation:
(Toxic Reverend, 2013)
End-text reference:

Note. The author of the blog comment has adopted a nickname or screen name.
Note. There is no full stop after the URL.
Note. The title is not italicised in the end-text reference.

Email
(APA 6th, p. 179)
Email is a personal communication.

Example:
In-text citation:

Note. As these are not available to the reader, they are not included in the reference list.

Electronic mailing list message
(APA 6th, p. 215; Electronic References, p. 33)

Example:
In-text citation:
(Hammond, 2000)
End-text reference:

Podcasts
(APA 6th, p. 210; Electronic References, p. 27; APA Style Blog)

For a podcast, the “who” might be a producer, a writer, or a speaker. You can use parentheses to identify the contribution of the person in the “who” position—when you know it.

Use the home page URL rather than the full URL

Example:
In-text citation:
(Saunders, 2007)
End-text reference: Podcast with known producer

In-text citation:
(Szoke, 2012)
End-text reference: Podcast with no known producer

Wiki
(APA 6th, p. 205; Electronic References, p. 19)

Note. Only include the retrieval date if the content cited is likely to be changed or updated.

Example: Entry in an online reference work, no author, no editor
In-text citation: Use title case, double quotation marks, no italics
("Bindeeze," n.d.)
“Bindeeze” (n.d.)
End-text reference: Use sentence case, no quotation marks

Note. There is no full stop after the URL.
Note. Do not italicise titles of wiki entries in the reference list.

Web pages
(APA 6th, pp. 214-215; Electronic References, pp. 31-34)
Include the author if available, the name of the webpage, and the full URL.

Note. The title from the browser’s title bar may refer to a section of the website or in some cases the entire website. You should only reference what you can actually see on the page in question. If the web page is part of a section in a website then identify the website/organisation and the relevant section. Precede the URL with a colon only if you identify the website.

Note. There is no full stop after the URL.
Note. The title of a web page is not italicised in the end-text reference. (APA 6th, p. 176, section 6.15)
Web page with no author

If the author is not identified, start the reference with the document title. Cite in-text the first few words of the reference list entry (usually the title) and the year.

Example:

In-text citation: Use double quotation marks around the title or abbreviated title. Type the title in title case. Do not italicise.

(“Compare iPhone Models,” n.d.)
“Compare iPhone Models” (n.d.)

End-text reference: Do not use quotation marks. Type the title in sentence case. Do not italicise.


Web page with author

Example:

In-text citation:
. . . (McAuliffe, 2012)

End-text reference:

In-text citation:
(Cellini, n.d.)

End-text reference:

Conference presentations/proceedings
(See APA 6th, p. 207; Electronic References, p. 23)

Published in conference proceedings

Example:

In-text citation:
(Jones, Oran, & Sichel, 1992)

End-text reference:

Example: IEEE (Carnahan conference proceedings)
These are published in a book form.

In-text citation:
(Smith, 2003)

End-text reference:

Unpublished presentation

Example: Forum/Symposium

In-text citation:
(Jongeling, 1988)

End-text reference:

Poster session

Example:

In-text citation:
(Jones, 1993)

End-text reference:

Review

(APA 6th, pp. 208-209)
Reviews of books, films, etc. are identified by writing [Review of the book (or film, or . . .)] in square brackets after the title of the review article.

Example:

In-text citation:

End-text reference:

Example:

In-text citation:

End-text reference:
**Unpublished paper/manuscript**  
*(APA 6th, p. 211)*

*Example:*

**In-text citation:**  
(Parker, 1978)

**End-text reference:**

Parker, R. S. (1978). *Style notes for typescripts in the social sciences.* Unpublished manuscript, Australian National University, Canberra, Australia.

**Doctoral dissertations and master’s theses**  
*(APA 6th, pp. 207-208; Electronic References, p. 23)*

**Dissertation or thesis from a database**

*Example: General format*

(Accession or Order No.)

*Example: Master’s thesis*

**In-text citation:**  
(Aitken, 2001)

**End-text reference:**

(AAT MQ66476).

*Example: Doctoral dissertation*

**In-text citation:**  
(Pendar, 1982)

**End-text reference:**

(University Microfilms No. 82-06, 181).

**Unpublished dissertation or thesis**

*Example: General form*


*Example: Print*

**In-text citation:**  
(Lock, 1993, p. 38)

**End-text reference:**


**Doctoral dissertation from an institutional database**

*Example: ECU Research Online Database*

**In-text citation:**  
(Sparrow, 2013)

http://ro.ecu.edu.au/theses/582/

**In-text citation:**  
(Adams, 1973)

**End-text reference:**

http://www.ohiolink.edu/etd/

*Example: Doctoral dissertation online*

**In-text citation:**  
(Weber, 2003)

**End-text reference:**

http://rave.ohiolink.edu/etdc/view?acc_num=osu1056139187

**Reports**  
*(APA 6th, p. 205)*

**Government report**

*Example: Individual author/s*

**In-text citation:**  
(Dawkins, 1991)

**End-text reference:**


*Example: Corporate author*

**In-text citation:**  
(Commonwealth Schools Commission, 1987)

**End-text reference:**


*Note.* In Australia, we often refer to Commonwealth reports by the name of the chairperson of the committee that published the report. The APA manual does not refer to this situation.
Research or University report

Example:

In-text citation:
(Froyland & Skeffington, 1993)

End-text reference:

Australian Bureau of Statistics (Online)

Example:

In-text citation:
(Australian Bureau of Statistics, 2009)

End-text reference:

Standards (Technical report)

Where the author is also the publisher, do not mention the publisher in the retrieval statement.

Example:

In-text citation:
(Standards Australia, 2003)

End-text reference:

Figures and tables

Figures (images, graphs, charts, maps, drawings, illustrations, photographs, diagrams etc.)

Figure

Example:

In-text citation:
(Pear, 2001, Figure 7.5)

End-text reference:

Figure (Image in a book, caption only)

You should not provide citations or references for images, but, rather you should cite the source (e.g., journal article, internet document, blog post) where the image can be retrieved (the same is true for tables, figures, and appendices). (From APA Style Blog)

Example: Image in a book

In-text citation:
(Seckel, 2004, Mona Lisa’s Chair, p. 221)

End-text reference:
Mona Lisa’s Chair (in Seckel, 2004, p. 221) . . .

Example: Table

In-text citation:
(Sousa, 2008, Table 4.2)

End-text reference:

Publications of limited circulation

Leaflet

Leaflets have only a limited circulation, therefore indicate the source of the publication immediately after the title.

Example: No author

In-text citation:
(Churchlands College Health Service, n.d.)

End-text reference:
Churchlands College Health Service [Leaflet]. (n.d.). (Available from Edith Cowan University, Joondalup drive, Joondalup, Western Australia, 6027).

Handout with no author

Treat handouts like leaflets.

Example:

In-text citation:
(Discourse analysis, n.d., p. 5)

End-text reference:
Discourse analysis [Handout]. (n.d.). (Available from Edith Cowan University, Pearson Street, Churchlands, Australia, 6018).
Appendix 1: Legal materials

Guidelines

Most legal periodicals and texts use the footnote system that is markedly different from the APA format adopted by the University. Because of the complexity of legal documents, court decisions, legislative materials, etc. the Publication Manual of the American Psychological Association (2001) suggests that information on preparing legal citation should be obtained from The Bluebook: A Uniform System of Citation (17th ed., 2000).

Note. This reference covers legislative material relevant to the USA and is not appropriate for Australian legal material.

Students studying law will be directed by their lecturers to adopt the footnote system as set out in the Australian Guide to Legal Citation (AGLC). Further details for those students will be provided in their unit outline.

For specific references to Australian legal materials, students should consult the Style Manual for Authors, Editors and Printers (6th ed., 2002). This style manual suggests that legal authorities (cases) and legislation generally are not listed in the end-text references. Therefore, the in-text citation should contain all necessary information to identify the document. If there is a need to provide a full reference list at the end of the document, the style manual advises that court decisions should be listed separately under the subheading ‘Legal authorities’ and legislative references should be listed separately under a subheading ‘Legislation’.

Legal authorities (cases)

The following components separated by a space not a comma are required for citing case law in University assignments and theses:

<table>
<thead>
<tr>
<th>name v.</th>
<th>name</th>
<th>(year)</th>
<th>volume number</th>
<th>abbreviated name of report series</th>
<th>beginning page of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Sandblasting Pty Ltd v. Harris</td>
<td>(1997)</td>
<td>188</td>
<td>CLR</td>
<td>313</td>
<td></td>
</tr>
</tbody>
</table>

- If you are referring to a particular page of the judgment, include a ‘pinpoint reference’ to the actual page.
- If you haven’t mentioned the case name in the sentence, include that in your in-text reference.
- If you refer to a particular judge or judges, use J for a single judge, JJ for more than one, and CJ for Chief Justice.

Example:

In-text:
In Northern Sandblasting Pty Ltd v. Harris (1997) 188 CLR 313 at 334 the High Court held that the landlord was in breach of a contractual duty of care owed to the tenants and to their family.

End-text:
Northern Sandblasting Pty Ltd v. Harris (1997) 188 CLR 313

Example:

In-text:
Gummow and Kirby JJ noted that medical advances have made it easier to distinguish the genuine from the spurious (Annetts v. Australian Stations Pty Ltd (2002) 211 CLR 317 at 378).

End-text:

Once you have referred to a case in your assignment, subsequent references to it can be shortened to the party names only.

When the Crown is one of the parties (for example in criminal cases), the abbreviation R (for Rex or Regina), or The Queen is used. In Western Australia, criminal cases commenced after 1 January 2004 will use ‘The State of Western Australia’ as the party name, rather than ‘The Queen’ or ‘R’.

Legislation

Legislation includes Acts, Bills, Regulations, Rules and other forms of legislation. Acts are the most commonly cited form of legislation.

The following components separated by a space not a comma are required for citing legislation in University assignments and theses:

<table>
<thead>
<tr>
<th>Act name</th>
<th>Year</th>
<th>(Abbreviation for the jurisdiction)</th>
<th>s. section number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Title Act</td>
<td>1993</td>
<td>(Cth)</td>
<td>s. 223</td>
</tr>
</tbody>
</table>

- Note that both the Act name and year are italicised.
- The section number is optional. If you are referring to the Act as a whole, omit the section number. If you are referring to particular sections, 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.

Example:

In-text reference:
… by virtue of s. 10(2) of the Legal Profession Practice Act 1958 (Vic).
The Legal Profession Practice Act also sets out …

End-text reference:
Legal Profession Practice Act 1958 (Vic)

Parliamentary debates (Hansard): electronic

In-text reference:

End-text reference:

Reference list for legal materials

The APA style requires you to include a reference list (not a bibliography) in your work. You must cite in your reference list, every work (and only those works) that are referred to in your assignment.

A reference list – is a list of references you have cited in the body of your assignment.

A bibliography – is a list of all the material you have read while researching your assignment, even if you haven’t cited all of them in your assignment.

Your reference list should be divided into the following sections:

- Articles/Books/Reports
- Case Law
- Legislation
- Other Sources

Within each list, arrange the sources alphabetically by author, by the first party to the case, or by the first word in the Act title.
Appendix 2: Accounting standards & regulations

Guidelines
Use Australian Accounting Standards Board [AASB] or International Accounting Standards Board [IASB] as the Author.

Use for year of publication, the most recent publication date given (original, amendment, revision and reissue dates may all be given on the item).

Where two or more items are published in the same year, e.g., AASB 5 and AASB 6. Distinguish each item with a letter following the date. For example the first item would have ‘a’ after the date (1986a) and the next item ‘b’ after the date (1986b) and so on.

For direct quotations or if referring to a particular paragraph in the item, use ‘para.’ instead of page number in the in-text reference.

Refer to the accounting standard etc. for the correct citation of its title.

Examples may not reflect the most recent publications in Accounting Standards, and sources may have changed following the adoption of the International Financial Reporting Standards.

Accounting standards and regulations (AAS)

Example: AASB 1 (online)

Initial in-text citation:
(Australian Accounting Standards Board [AASB]. 2010, para. 34)

Subsequent in-text references:
(AASB, 2010, para. 34)

End-text reference:

Example: eIFRS (online)

Initial in-text citation:
(International Accounting Standards Board [IASB] 2004, para. 34)

Subsequent in-text references:
(IASB, 2004, para. 34)

End-text reference:

Example: AAS 28

Initial in-text citation:

Subsequent in-text citations:
(AARF, PSASB & AASB, 1997, para. 31)

End-text reference:
## Appendix 3: Referencing examples

<table>
<thead>
<tr>
<th>Source</th>
<th>In-text example</th>
<th>End-text example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article: Journal: Two authors</td>
<td>(Lock &amp; Jongeling, 1994)</td>
<td>Cite both authors every time.</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Case</td>
<td>In <em>Northern Sandblasting Pty Ltd v. Harris</em> (1997) 188 CLR 313 at 334 the High Court held that …</td>
<td><em>Northern Sandblasting Pty Ltd v. Harris</em> (1997) 188 CLR 313</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Email</td>
<td>(R. Niesten, personal communication, June 12, 2008)</td>
<td>Do not include emails in the reference list as they are treated as personal communications.</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Internet: Email</td>
<td>(R. Niesten, personal communication, June 12, 2008) R. Niesten (personal communication, June 12, 2008)</td>
<td>Do not include emails in the reference list</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Internet: Tweet (entire website or page)</td>
<td>Twitter is a useful website for current information (<a href="http://www.twitter.com">http://www.twitter.com</a>).</td>
<td>Do not include entire site in reference list.</td>
</tr>
<tr>
<td>Internet: Website (entire site). Include in-text but not in the reference list.</td>
<td>KidsPsych is a wonderful interactive website for children (<a href="http://www.kidspysch.org">http://www.kidspysch.org</a>). The APA Style Blog is a useful referencing resource (<a href="http://blog.apastyle.org/">http://blog.apastyle.org/</a>).</td>
<td>Do not include entire websites in the reference list.</td>
</tr>
<tr>
<td>Interview</td>
<td>(S. Claus, personal communication, December 25, 2008)</td>
<td>Do not include personal communications in the reference list.</td>
</tr>
<tr>
<td>Legislation</td>
<td>. . . by virtue of s. 10(2) of the Legal Profession Practice Act 1958 (Vic).</td>
<td>Legal Profession Practice Act 1958 (Vic)</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Personal communication (e.g., email, interviews)</td>
<td>(A. B. Smith, personal communication, December 29, 2005)</td>
<td>Personal communications are not included in the reference list</td>
</tr>
<tr>
<td>Source</td>
<td>In-text example</td>
<td>End-text example</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>

*Note. After the author, include the contribution of the person in parentheses, when you know it. Include screen name, if there is one.*
Appendix 4: Common abbreviations & non-routine notations used in referencing
(APA 6th, p. 180, Electronic References, p. 2)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Chapter 4)</td>
<td>Chapter four</td>
</tr>
<tr>
<td>(Ed.)</td>
<td>Editor</td>
</tr>
<tr>
<td>(Eds.)</td>
<td>Editors</td>
</tr>
<tr>
<td>(2nd ed.)</td>
<td>Second edition</td>
</tr>
<tr>
<td>(Rev. ed.)</td>
<td>Revised edition</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translator(s)</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>(n.d.)</td>
<td>no date</td>
</tr>
<tr>
<td>(p. 3)</td>
<td>page three</td>
</tr>
<tr>
<td>(pp. 3-5)</td>
<td>pages three to five</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>para.</td>
<td>paragraph</td>
</tr>
</tbody>
</table>

Non-routine notations (APA 6th, p. 186; 209, 210; Guide to Electronic References, p. 2)

This is only a sample of information to include in brackets. Other phrases are possible:
- [Advance online publication]
- [Apparatus and software]
- [Abstract]
- [Audio podcast]
- [Blog post] or [Blog comment]
- [Brochure]
- [CD]
- [Computer software]
- [Database record]
- [Data file]
- [Demographic map]
- [DVD]
- [Facebook note] or [Facebook page]
- [Facebook status update]
- [Google+ post]
- [Infographic]
- [Lecture notes]
- [Letter to the editor]
- [Mobile application software]
- [mp3 file]
- [Painting], [Photograph], [Photo album] etc.
- [PowerPoint presentation]
- [Press release]
- [Software and training videos]
- [Streaming video]
- [Special issue]
- [Supplemental material]
- [Television series episode]
- [Television series webisode]
- [Tweet] or [Twitter update]
- [Video file]
- [Video webcast]
- [Web log post]
- [Web log comment]

Appendix 5: Referencing checklists
When doing in-text citations or end-text references check you have completed the following:

**In-text citation checklist**
- Direct quotes embedded in your sentence maintain grammatical sense.
- Author's family name is provided, or the name of the corporate author.
- The year of publication is provided.
- Page numbers are provided, where appropriate.
- Parentheses (round brackets) are used.
- Spaces are maintained between commas and stops in the reference.
- p. or pp. are inserted for page or pages.
- If several entries are by the same author in one paragraph, then the year of publication is only included once.
- Same point size and font is used for reference entries (not bold, not italics).

**End-text reference checklist**
- The list of references is created on a separate page.
- Heading is centred at the top of the page and is titled ‘References’.
- Entries match in-text entries.
- All publication details are included: “Who”: Author’s family name followed by initial(s). “When”: Year of publication. “What”: Book title, journal title, volume, issue etc. “Where”: Place of publication (state or country where applicable).
- Page numbers are included where required (e.g., journal articles).
- Entries are in alphabetical order.
- Entries for undergraduates are in single line spacing; only double space between references.
- Entries have hanging indent for any lines other than the first.
- Entries are left aligned.
- Titles of books are italicised and written in sentence case; that is, capital letters for the initial letter of the first word of title and/or subtitle, and for proper nouns, lower case for everything else.
- Titles of journal articles not italicised, but are in sentence case; that is, capital letters for the initial letter of the first word of title and/or subtitle, and for proper nouns. Use lower case for everything else.
- All proper nouns are capitalised.
- Titles of journals and official test titles are all capitalised (title case) and italicized.
- All foreign names are spelled correctly.
- Same point size and font is used for reference entries (not bold, not italics except for book titles, journal titles and other “stand-alone material”).
Appendix 6: Sample reference list

Each entry begins flush with the left hand margin. Use a hanging indent for subsequent lines.

References


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