

# Referencing Guide



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## Introduction

This referencing guide is based primarily on the *Publication Manual of the American Psychological Association* (2001) referred to in this document as the APA manual. Several copies of the APA manual are available in the Library both on closed reserve and for loan to students. The APA manual can also be purchased from the Bookshop.

This referencing guide covers the most common referencing questions asked by students. For other information not included in this reference guide, consult the full APA manual.

In addition to the APA publication manual, sections of the guide that deal with referencing electronic sources use information from the *APA Style Guide to Electronic References* (2007).

## Referencing at ECU

At ECU we use the APA referencing system unless a Head of School decides to adopt a different format. All undergraduate and masters students must use the APA or a Head of School selected referencing format for all assignments, theses and other publications.

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 School.

## Academic misconduct (including plagiarism)

Academic misconduct is any conduct in relation to academic work that is dishonest or unfair and includes, but is not limited to:

- plagiarism;
- unauthorised collaboration;
- cheating in assessment; and/or
- theft of another student's work.

The nature of university study and research requires you to have a thorough understanding of the concept of academic misconduct.

- 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 the passing off of the work of others as one's own and is fraudulent.
- Academic misconduct of any form is unacceptable.
- Honesty and integrity in university study and research is a highly venerated tradition with academics; hence academic misconduct is to be treated very seriously.

You must exercise considerable care in your writing to ensure that you do not use another person's ideas or words in a way that would suggest that they are your own. Whether unintentional or deliberate, plagiarism is unacceptable and can lead to the rejection of an assignment and exclusion from the course.

## Referencing formats

In the APA system, references are given both in-text (that is, in the written text itself) and end-text (that is, in a 'Reference list' on a separate page at the end of your assignment).

### In-text references

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

### Quotations

All direct quotations from published work should be reproduced word for word.

**Short quotations (fewer than 40 words)** 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 (brackets).

#### Example:

"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:

Putnis and Petelin 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" (1999, p. 300).

**Note.** In short quotations the full-stop is placed at the end of the sentence.

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

#### Example:

"*Nature* should be avoided in such vague expressions as 'a lover of nature,' 'poems about nature'" (Strunk & White, 2000, p. 53)..

**Longer quotations (40 words or more in length)** must be displayed in block format without the use of quote 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, 2000, p. 53)

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

### Omitting material from a quotation

Use an ellipsis (...) within a sentence to indicate that some material has been omitted from the original text. To show that you are omitting

material between sentences use a full-stop at the end of a sentence followed by an ellipsis. 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:**

The ... APA system ... well established in the natural sciences and increasingly 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)

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

### 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".

**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).

### Emphasising words within a quotation

Any words you emphasise in a direct quotation must be in italics and at the end of the emphasis you add '[italics added]'.

**Example:**

Jongeling (1990, p. 4) indicated that "although the GHQ [General Health Questionnaire] was designed primarily as a measure of minor psychiatric disturbance [italics added], the instrument has been used in several studies to measure psychological stress".

### 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).

### Paraphrases, summaries or syntheses

When paraphrasing (and/or summarising, 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 location reference (i.e., a page number, or in the case of electronic sources, a paragraph number or section heading) it is strongly recommended that you do so, as the inclusion of this information will help the reader locate

the original source. It will also help you to keep track of your sources. There are two ways in which you can accomplish this.

## 1. Adding a citation within or at the end of a sentence

**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.

## 2. Using the author's name as part of a sentence

**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

### 1. A source written by one author

Only the surname of the author and the year of publication are inserted in the text at the appropriate point.

**Example:**

Jones (2001) examines the effectiveness of ...

**Example:**

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

**Note.** Date the source in the first citation in a paragraph but do 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.

**Example:**

In a recent study of reaction times, Brown (2002) described the method ... Brown also finds ...

### 2. A source with multiple authors

When a source has **two** authors cite both names every time the source occurs in-text.

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.'.

When a work has **six** or more authors cite only the surname of the first author followed by 'et al.' for the first and subsequent citations.

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

**Example:**

First citation of a source in the document.

Smith, Grierson, Malthus, and Nicholson (2000) found that ...

Subsequent citation of this source within any new paragraph after the first citation in the document.

Smith et al. (2000) suggest ...

After this source has been cited in a paragraph do not include the year for subsequent citations within that paragraph.

Smith et al. found that ...

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

**Example:**

Davidson and Porter (1996) demonstrated that ...

**Note.** Use of 'and' rather than '&' within a sentence.

**Example:**

These findings support the view that ... (Davidson & Porter, 1996).

**Note.** Use of the ampersand (&) within parentheses.

### 3. Groups as authors

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. However, some group authors, such as associations and government agencies, are written in full in the first in-text reference and abbreviated thereafter. If abbreviating names, write the name in full the first time it occurs and place the abbreviated form in square brackets next to it. In subsequent citations you can then use just the abbreviation.

**Example:**

As it would appear in the reference list.  
Ministry of Health [MOH]. (2002).

As it would appear in the first in-text citation.  
(Ministry of Health [MOH], 2002) ...

As it would appear in subsequent in-text citations.  
These results ... (MOH, 2002).

### 4. Works with no author

When a work has no author, cite in-text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicise and capitalise the title of a book, brochure, report or periodical.

**Examples:**

Title of an article or chapter.  
... these findings ("Studies of patient satisfaction," 2003)

Title of a book, brochure, report or periodical.  
The publication *Patients Voices* (2004) ...

### 5. Authors with the same surname

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 to avoid possible confusion for the reader.

**Example:**

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

**Example:**

K. A. Walker and Watson (1987) and K. L. Walker and Jamieson (2000) state that ...

### 6. Two or more works within the same brackets

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. Arrange two or more works by the same author(s) by year of publication and provide the authors' surnames once only.

**Example:**

Previous studies (Walker & Nicholson, 1995, 1999) found ...

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.

**Example:**

Several studies (Smith, 1998a, 1998b, 1998c) point out that ...

### 7. Author referred to by another author

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.

**Example:**

Beaty (cited in Gibbs, 1981, p. 73) asserts ...

**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.

**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, i.e., Gibbs, G. (1981). *Teaching students to learn*. Milton Keynes: Open University Press. Beaty does **not** get a mention in the reference list.

### 8. No publication date available

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:**

These strategies have been successfully used ... (Browning, n.d.).

### 9. Referring to the titles of books and articles

Capitalise all major words (4 letters or more) and italicise the titles of books that you refer to by title in the text.

**Example:**

In her book, *History of Science* ...

Articles should be placed in double quotation marks, capitalised and **not** italicised.

**Example:**

The point of the article "Referencing Made Simple" ...

**Note.** This is different to how you reference in a reference list.

### 10. Citing specific parts of a source (including quotations, and electronic sources)

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. Note that the words 'page' and 'chapter' are abbreviated in such text citations; do not italicise these abbreviations.

**Example:**

This shows ... (Davies & Johnson, 1999, p. 312).

**Example:**

A case in point ... (Jamieson, 2000, chap. 2).

For electronic sources that do not provide page numbers, use the paragraph number and, if available, preceded by the abbreviation 'para.' (or the symbol for paragraph '¶'). 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 heading without paragraph number is sufficient.

**Examples:**

This suggests ... (Clarkson, 2001, para. 2)

This suggests ... (Clarkson, 2001, ¶ 2)

**Example:**

Most schools ... (Butler, 2002, Conclusion section, para. 1).

**Example:**

It was found that ... (Jones & Avery, 2002, Results section).

## 11. Personal communications

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:**

A. S. Parkinson (personal communication, May 15, 2004) notes that ...

**Example:**

This is a commonly used technique within the therapeutic setting (T. W. Willis, personal communication, August 10, 2002).

## 12. Ambiguous place names

If a reference is made to a the name of a place that does not identify its precise location then use square brackets to clarify the matter.

**Example:**

They spent that winter in Perth [Scotland].

## End-text references

All in-text sources are to be recorded in full detail at the end of the text in a reference list. This list is organised alphabetically using a left aligned, hanging indent format.

**Example:**

Moore, T. I. (1971). *Social patterns in Australian literature*. Sydney: Angus & Robertson.

**Note.** The layout, order of data, spacing, punctuation, italicising and capitalisation.

If more than one item by the same author is referred to, they are listed chronologically. If more than one of them has the same date then lower case letters of the alphabet (a, b, etc.,) are used to distinguish them both in the in-text reference and in the end-text list.

**Example:**

Jones, T. T. (1971). *Social patterns*. Sydney: Angus & Robertson.

Jones, T. T. (1975a). *Australian poetry*. Sydney: Angus & Robertson.

Jones, T. T. (1975b). *New Zealand poetry*. Sydney: Angus & Robertson.

**Note.** If you have abbreviated a corporate author's name in-text you must include the acronym in the reference.

**Example:**

Department of Education, Training and Youth Affairs [DETYA]. (1998). *The characteristics and performances of higher education institutions*. Canberra: AusInfo.

**Note.** The Department of Education, Training and Youth Affairs was abbreviated to DETYA in-text.

## Varieties of referencing

There is a wide variety of sources 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.

### 1. Periodicals/articles

The title of an article is **not** italicised and only the first word of the title, subtitle and proper nouns are capitalised. The titles of books, journals or newspapers that the article is found in are italicised and capitalised.

#### General form of end-text reference:

Author, A. A., Author, B. B., & Author, C. C. (Date). Title of article. *Title of Periodical*, xx(x), xxx-xxx.

#### Journal article with one author

##### Example:

*In-text citation*

(Giroux, 2000)

*End-text reference*

Giroux, H. (2000). Public pedagogy as cultural politics: Stuart Hall and the 'crisis' of culture. *Cultural Studies*, 14(2), 341-360.

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

#### Journal article with two or more authors

If a work has two authors, include both names in the end-text reference.

##### Example:

*In-text citation*

(Lock & Jongeling, 1994, p. 111)

*End-text reference*

Lock, G., & Jongeling, S. (1994). Maximising return rates in school based research. *Issues in Educational Research*, 4(2), 109-115.

The first six authors must appear in the **end-text** reference. If there are more than six authors include the first six followed by 'et al.'

**Note:** The rules for **in-text** citations for six authors differ to those for end-text referencing (see page 2 and Appendix 3).

##### Examples:

Six authors.

*In-text citation*

(Al-Awadi et al., 1986)

*End-text reference*

Al-Awadi, S. A., Naguib, K. K., Moussa, M. A., Farage, T. I., Teebi, A. S., & El-Khalifa, M. Y. (1986). *The effect of consanguineous marriages on reproductive wastage. Clinical Genetics*, 29, 384-388.

Seven or more authors.

*In-text citation*

(Berry et al., 1999)

*End-text reference*

Berry, N., Charneil, C., Goujon, C., Silvy, A., Girard, P., Corcuff, C., et al. (1999). A clinical, biometrological and ultrastructural study of xerotic skin. *International Journal of Cosmetic Science*, 21, 241-252.

#### Magazine article

Give date of publication in addition to volume number (if available).

##### Example:

*In-text citation*

(Kandel & Squire, 2000)

*End-text reference*

Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

#### Newspaper article

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 quotations. In the end-text reference, use 'p.' or 'pp.' to refer to the source page(s).

##### Example:

*In-text citation*

("R-movies," 1995)

*End-text reference*

R-movies rated as abuse. (1995, January 7). *The West Australian*, p. 5.

**Note.** The quotation mark goes **after** the comma in the in-text reference.

##### Example:

*In-text citation*

(Aisbett, 1995).

*End-text reference*

Aisbett, N. (1995, January 7). Secret war still baffles veteran. *The West Australian*, pp. 14-15.

**Note.** Use 'p.' or 'pp.' **only** for newspaper articles **not** journal articles.

#### Article whose title include the title of another work

##### Example:

*In-text citation*

(Brick, 1959)

*End-text reference*

Brick, A. R. (1959). "Wuthering Heights": Narrators, audience and message. *College English*, 21, 80-86.

##### Example:

*In-text citation*

(Loomis, 1960)

*End-text reference*

Loomis, C. C. (1960). Structure and sympathy in Joyce's "The dead." *PMLA*, 75, 149-151.

#### Article or lecture published independently

##### Example:

*In-text citation*

(Barnes, 1999)

*End-text reference*

Barnes, A. B. (1999). *Education: The way ahead*. Smith Lecture 1998. (Available from P. O. Box 124, Mount Lawley, 6050).

### 2. Books, brochures and book chapters

#### General form of end-text reference:

Author, A. A., & Author, B. B. (Date). *Title of book*. Location: Publisher.

Author, A. A., & Author, B. B. (Date). Title of chapter. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

#### Book with one author

##### Example:

*End-text reference*

Moore, T. I. (1971). *Social patterns in Australian literature*. Sydney: Angus & Robertson.

#### Book with two or more authors

If a work has two authors, include both names in the end-text reference.

##### Example:

*End-text reference*

Lincoln, Y. S., & Guba, E. G. (1985). *Naturalistic inquiry*. Newbury Park, CA: Sage.

All authors must appear in the **end-text** reference for the first six authors. If there are seven or more authors include the first six followed by 'et al.'

**Note:** The rules for **in-text** citations for six authors differ to those for end-text referencing (see page 2 and Appendix 3).

**Note.** If two **in-text** citations in the same year shorten to the same form (i.e., where the group of authors differ but have a common or similar first author), cite the first author and as many of the subsequent authors as is necessary to make a distinction between the two references.

### Edited book

Use the abbreviation for editor(s) ('Ed.' or 'Eds.') before the date.

#### Examples:

*End-text references*

Robinson, D. N. (Ed.). (1992). *Social discourse and moral judgement*. San Diego, CA: Academic Press.

Headon, D., Hooton, J., & Horne, D. (Eds.). (1995). *The abundant culture: Meaning and significance in everyday Australia*. Sydney: Allen & Unwin.

### No date, classical work or date uncertain

For sources that do not have a date of publication, substitute 'n.d.' (no date) after the name of the author.

#### Example:

*In-text citation*

(Southey, n.d.)

*End-text reference*

Southey, R. (n.d.). *The life of Nelson*. London: Blackie.

**Note.** If the publication is a classical work, cite the year of the translation or version you used.

#### Example:

*In-text citation*

(Plato, trans. 1947)

#### Example:

*In-text citation*

(Bunyan, version 1969)

**Note.** If the original date of the publication is known, add this before the translation/version date you used.

#### Example:

*In-text citation*

(Bunyan, 1684/1969)

### Group author (e.g., government, corporate) as publisher

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*

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

### No author

Where a work has no author, the title, or an abbreviated form of the title, is used in the same way as the author's name. In the end-text reference the work is listed alphabetically by the first significant word of the title or the abbreviated title (i.e., omit 'A', 'The', or 'An'). The same form for the title (i.e., abbreviated or not abbreviated) must be used in both the in-text citation and the end-text reference.

#### Example:

*In-text citation*

... (*The penguin pocket English dictionary*, 1968, p. 89)

*End-text reference*

*The penguin pocket English dictionary* (2nd ed.). (1987). London: Penguin Books.

### Book whose title include the title of another work

Distinguish the included title by double quotation marks.

#### Example:

*In-text citation*

(Whitley, 1970)

*End-text reference*

Whitley, J. S. (1970). *Golding: "Lord of the flies."* London: Edward Arnold.

### Work in a language other than English

If available, give the English translation in square brackets after the original title.

#### Example:

*In-text citation*

(Traversa, 1981)

*End-text reference*

Traversa, V. P. (1981). *Parola e pensiero: Introduzione alla lingua Italiana moderna* [Word and thought: An introduction to modern Italian language] (3rd ed.). New York: Harper & Row.

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

### Editor or translator named in addition to author

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*

(Genet, 1966, p. 61)

*End-text reference*

Genet, J. (1966). *The balcony* (2nd ed.). (B. Frechtman, Trans.). London: Faber.

### Chapter/article in an edited book with one editor

Use the word 'In' before the name of the editors and use editor's initials before name and indicate pages by 'p.' or 'pp.'

#### Example:

*In-text citation*

(Kiernan, 1976, p. 462)

*End-text reference*

Kiernan, B. (1976). The novels of Patrick White. In G. Dutton (Ed.), *The literature of Australia* (Rev. ed., pp. 461-484). Ringwood, New South Wales: Penguin.

### Chapter/article 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*

Mandler, G. (1993). Thought, memory, and learning: Effects of emotional stress. In L. Goldberger & S. Bregnitz (Eds.), *Handbook of stress: Theoretical and clinical aspects* (2nd ed., pp. 40-55). New York: The Free Press.

## Book chapter/article in an encyclopedia

### Example:

*In-text citation*

(Robinson, 1994)

*End-text reference*

Robinson, A. (1994). The principals of genetics and heredity. In *The new encyclopedia Britannica* (Vol. 19, pp. 699-740). Chicago: Encyclopedia Britannica.

## Brochure

Treat brochures like books. Indicate type of publication in square brackets after the title. When the publisher is the same as the author, write 'Author' as the name of the publisher.

### Example:

*In-text citation*

(Edith Cowan University, n.d.)

*End-text reference*

Edith Cowan University. (n.d.). *The joint achievement project*. [Brochure]. Perth, Western Australia: Author.

## Play

Treat plays like books.

### Example:

*In-text citation*

(Wedekind, 2007)

*End-text reference*

Wedekind, F. (2007). *Spring awakening*. (J. Franzen, Trans.). New York: Farrar, Straus & Giroux.

## 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." ("Macavity," Eliot, 1939).

*End-text reference*

Eliot, T. S. (1962). "Macavity." In T.S. Eliot, *Old Possum's book of practical cats* (pp. 41-42). London: Faber.

**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 score

### Example:

*End-text reference*

Sibelius, J. (2001). *Concerto in D minor, op. 47* [Score]. New York, NY: International Music Co.

## 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*

Obiera, P. (1998.) Lyricism and exotic colour. In *The pearl fishers* [CD liner notes]. Germany: Philips Classics.

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

### Example:

*In-text citation*

(Kimball, 1979)

*End-text reference*

Kimball, R. (1979). [Synopsis]. In *Sweeny Todd: The demon barber of Fleet Street: A musical thriller* [CD liner notes]. New York, NY: RCA.

## 3. Audiovisual media

### 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:

*In-text citation*

"Over the waterfall" (Shocked, 1992, track 5)

*End-text reference*

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York: PolyGram Music.

### Video recording

#### Example:

*In-text citation*

(Williams & Bell, 1998)

*End-text reference*

Williams, S. (Producer), & Bell, A. J. W. (Director). (1998). *Lost for words* [Video]. UK: Yorkshire Television.

Often audiovisual materials have no named author; in such cases an abbreviated form of the title should be used in both in-text and end-text references. The end-text reference should be completed with a description of the medium and include the roles of the various participants involved in the production (e.g., director, producer).

### Video recording (no author)

#### Example:

*In-text citation*

("Decisions, decisions", 1976)

*End-text reference*

*Decisions, decisions: How to reach them, how to make them happen* [Video]. (1976). London: Video Arts.

### Film/motion picture

#### Example:

*In-text citation*

(Deeley, York, & Scott, 1984)

*End-text reference*

Deeley, M., & York, B. (Producers), & Scott, R. (Director). (1984). *Bladerunner* [Motion picture]. United States: Warner Brothers.

### Film/motion picture (no author)

#### Example:

*In-text citation*

("Early mathematical experiences," 1976)

*End-text reference*

*Early mathematical experiences* [Film]. (1976). State of play series, 7. London: BBC.

## Interviews/personal communication

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).

*End-text reference*

Personal communications are **not** included in end-text references.

The same referencing style would apply if the acknowledgement were of 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?"

## 4. Electronic media

### General information

When including a reference, you need to provide the reader 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 needs:

- a title or description of the text;
- a date: publication date, update date or date accessed;
- an address: URL (Uniform Resource Locator) or DOI (document Object Identifier); and, where possible
- an author.

Since there is a tendency to update information on the Internet at regular intervals, the access date will give the reader the actual date on which the document was retrieved. Later versions of the document (if still available) may not be the same.

**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)

Some publishers assign a Digital Object Identifier (DOI) to digital documents. This is a unique code assigned by a registration agency that identifies that document with a permanent link to its location on the internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change. DOIs come in a range of forms but all have a prefix and a suffix separated by a '/'.

### Examples:

10.1234/NP5678

10.5678/ISBN-0-7645-4889-4

10.2224/2004-10-ISO-DOI

If a DOI is assigned to a document, then include the DOI rather than the URL in the reference list.

### Example:

*End-text reference [doi:]*

Stultz, J. (2006). Integrating exposure therapy and analytical therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

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

### In-text entries

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

Some electronic texts do have page numbers and some don't. Some texts have paragraph numbers and 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 '¶' symbol or the abbreviation 'para.' to indicate the location of your quote.

### Example:

*In-text citation*

(The Benton Foundation, 1998, ¶ 5).

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

### Example:

*In-text citation*

In particular, Ramsay (2004) reveals uncertainties about the effectiveness of access and equity programs to meet their proposed aims. Clarke, Bull and Clarke (2004) question the lack of "general agreement as to what constitutes a preparatory program in the Australian higher education context" (Introduction, para. 4). Similarly, Cobbin, Barlow and Gostelow (1992) show that a collective understanding of access and equity courses would enable course organisers to make "meaningful comparisons" across programs (Application of a National Register, para. 1).

### Periodical

An Internet article based on a print source. If you have only used an electronic version of this text use the following format.

### Example:

*End-text reference*

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

## Article only in an Internet journal

Where possible reference articles from the print version of the journal. If one is not available use the following format.

### Examples:

*End-text reference [http:]*

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment, 3*, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

*End-text reference [doi:]*

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment, 3*, Article 0001a. doi:10.1037/1522-3736.3.1.31a

## Non-periodical

Multipage document created by a private organisation, no date.

### Example:

*End-text reference [http:]*

StatSoft Inc. (n.d.). Electronic statistics textbook. Retrieved from <http://www.statsoft.com/textbook/stathome.html>

## Chapter or sections in an Internet document

### Example:

*End-text reference [http:]*

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved August 18, 2001, from <http://www.benton.org/Library/Low-Income/two.html>

## Lecture notes available online

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.

### Example:

*End-text reference [http:]*

Smith, J. (2002). PFF 1198 *Lecture notes*. Retrieved from Edith Cowan University, School of Nursing and Public Health website: <http://www.ecu.edu.au/fchs/sonph/units/pff1198.html>

## Aggregated database (e.g., ProQuest)

With the exception of hard-to-find books and other documents of limited circulation (e.g., a chapter of a book no longer in print) delivered by electronic databases, the database name is no longer a necessary element of the reference. If you do include the database name in a reference, do not include the database URL or DOI. Only include the retrieval date if the content cited is likely to be changed or updated.

### Example:

*End-text reference [doi:]*

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. doi:10.1037/0021-9010.78.3.443

## Daily newspaper article, electronic version available by search

### Example:

*End-text reference [http:]*

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

## eBook

These are available in a variety of formats. 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). If the content is only available in electronic form, is out of print, or is hard to find in print, include the source location. Use "Available from" rather than "Retrieved from" if you want to give the reader information on how to obtain the material rather than cite the material itself.

### Example:

*In-text citation*

(Wilkinson, R., & Marmot, 2003, p. 15)

*End-text reference [http:]*

Wilkinson, R., & Marmot, M. (Eds.). (2003). *Social determinants of health: The solid facts* (2nd ed.). Retrieved December 2, 2007, from <http://www.euro.who.int/document/e81384.pdf>

## CD-ROM

### Example:

*End-text reference*

*The Australian Business Index* [CD]. (1993). Nedlands, Western Australia: CD-ROM Publishing.

## Computer software

Commonly these items have no named author; in such cases an abbreviated form of the title should be used in both in-text citations and end-text references. The end-text reference should be completed with a description of the medium.

### Example:

*In-text citation*

("Computer literacy for nurses," 1985)

*End-text reference*

*Computer literacy for nurses* [Computer software]. (1985). Edwardsville, Kansas: Medi-sim.

**Note:** Reference entries are not required for standard off-the-shelf software and programming languages, e.g., MicroSoft, Adobe, Apple, Java, SPSS).

## Blog

If the author's full name is available then use it, otherwise use the screen name. Provide the exact date of the posting.

### Example:

*In-text citation*

(Jaquenod, 2008, December 1)

*End-text reference [http:]*

Jaquenod, G. (2008, December 1). Birdie's Etsy Flights. Message posted to: <http://www.giselejaquenod.com.ar/blog/>

**Note.** There is no full stop after the URL.

**Note.** The title is not italicised in the end-text reference.

## Email

Email is a personal communication

### Examples:

*In-text citation*

A. B. Smith (personal communication, December 29, 2005)

(M. T. Browne, personal communication, November 15, 2004)

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

## Message posted to an electronic mailing list

### Example:

*End-text reference* [<http://>]

Hammond, T. (2000, November 20). YAHC: Handle parameters, DOI games, etc. Message posted to ref links electronic mailing list, archived at <http://www.doi.org/mailarchive/reflink/msg0008.html>

## Wiki

Similar to webpages.

### Example:

*In-text citation*

("Bindeez," n.d.)

*End-text reference*

Bindeez. (n.d.). Retrieved November 24, 2007, from Wikipedia: <http://en.wikipedia.org/wiki/Bindeez>

**Note.** There is no full stop after the URL.

**Note.** The titles of wikis are **not** italicised in the reference list.

## Web pages

Include the author if available, the name of the webpage, a retrieval date and the full URL. Be careful using the title from the browser's title bar, as these may refer to a section of the website or in some cases the entire website. A retrieval date is generally included as the content of webpages is likely to change. To avoid making inferences that may be incorrect, 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.

## Webpage with no author

If the author is not identified, start the reference with the document title.

### Example:

*In-text citation*

("Technical specifications", n.d.)

*End-text reference*

Technical specifications (iPhone). [n.d.]. Retrieved November, 2007, from the Apple Web site: <http://www.apple.com/iphone/specs.html>

## Web page with author

### Example:

*In-text citation*

(Cellini, n.d.)

*End-text reference*

Cellini, J. [n.d.]. David Fincher: "The curious case of Benjamin Button". Retrieved December 2008, from the Apple Web site: <http://www.apple.com/finalcutstudio/action/button/?sr=hotnews>

**Note.** There is no full stop after the URL.

**Note.** The title is not italicised in the end-text reference.

## 5. Conference presentations/proceedings

### Published in conference proceedings

#### Example:

*In-text citation*

(Jones, Oran & Sichel, 1992)

*End-text reference*

Jones, D. A., Oran, E. S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. *Proceedings of the Fifth Australian Supercomputing Conference* (pp. 15-24). Melbourne: RMIT University.

## Unpublished presentation

### Example:

*In-text citation*

(Jongeling, 1988)

*End-text reference*

Jongeling, S. B. (1988, September). *Student teachers' preference for cooperative small group teaching*. Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Perth, Western Australia.

## Poster session

### Example:

*In-text citation*

(Jones, 1993)

*End-text reference*

Jones, P. (1993, September). *Backyard bird watching*. Poster session presented at the annual meeting of the Naturalist Club, Perth, Western Australia.

## Review

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*

Carmody (1982) implies that ...

*End-text reference*

Carmody, T. P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary Psychology*, 27, 208-209.

## Unpublished paper/manuscript

### 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.

## 6. Doctoral dissertations and masters theses

### Abstract

#### Example:

*In-text citation*

Pendar (1982, p. 12) states ...

*End-text reference*

Pendar, J. E. (1982). Undergraduate psychology: Factors influencing decisions about college, curriculum and career. *Dissertation Abstracts International*, 42, 4370 A-4371 A. (University Microfilms No. 82-06, 181).

## Unpublished thesis

### Example:

*In-text citation*

(Lock, 1993, p. 38)

*End-text reference*

Lock, G. (1993). *The prevalence and sources of perceived occupational stress among teachers in Western Australian Government metropolitan primary schools*. Unpublished doctoral dissertation, Edith Cowan University, Mount Lawley, Western Australia.

## 7. Technical and research reports

### Government report

#### Example:

*In-text citation*

(Dawkins, 1991)

*End-text reference*

Dawkins, J. (1991). *Australia's language: The Australian language and literacy policy*. Canberra: AGPS.

#### Example:

*In-text citation*

(Commonwealth Schools Commission, 1987)

*End-text reference*

Commonwealth Schools Commission. (1987). *National policy for the education of girls in Australian schools*. Canberra: AGPS.

### University report

#### Example:

*In-text citation*

(Froyland & Skeffington, 1993)

*End-text reference*

Froyland, I. B., & Skeffington, M. (1993). *Aboriginal and Torres Strait Islander employment strategy: A five year plan for the Police Force of Western Australia*. Joondalup, Western Australia: Edith Cowan University, Centre for Police Research.

**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.

## 8. Publications of limited circulation

### Leaflet

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

#### Example:

*In-text citation*

(Churchlands College Health Service, n.d.)

*End-text reference*

*Churchlands College Health Service* [Leaflet]. (n.d.). (Available from Edith Cowan University, Pearson Street, Churchlands, 6018, Western Australia).

### Handout with no author

Treat leaflets like handouts.

#### 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, 6018, Western Australia).

## 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:

<i>name v. name</i>	<i>(year)</i>	volume number	abbreviated name of report series	beginning page of reference
<i>Northern Sandblasting Pty Ltd v. Harris</i>	<i>(1997)</i>	188	CLR	313

- 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 *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.

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).

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:

<i>Act name</i>	<i>Year</i>	(Abbreviation for the jurisdiction)	s. section number
<i>Native Title Act</i>	<i>1993</i>	(Cth)	s. 223

- 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:

... by virtue of s. 10(2) of the *Legal Profession Practice Act 1958* (Vic). The *Legal Profession Practice Act* also sets out ...

### 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; and
- 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 and regulations

### Guidelines

Use Australian Accounting Research Foundation (AARF) as the Author except for approved accounting standards.

AARF was established by the Australian Society of CPAs and the Institute of Chartered Accountants in Australia to produce standards: it is the actual author even where a particular item is published by one of the 'parent' bodies. It is not necessary to specify that AARF is publishing on behalf of one or both of them.

Use the name of the relevant board of AARF, following the name of the Foundation, e.g., Australian Accounting Research Foundation, Accounting Standards Board.

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

AARF itself gives only the most recent date.

For approved accounting standards use Accounting Standards Review Board or Australian Accounting Standards Board where appropriate as the author.

Where two or more items are published in the same year, e.g., AAS 5 and AAS 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: AAS 28

*End-text reference*

Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board (PSASB) & Australian Accounting Standards Board [AASB]. (1997). *Australian Accounting Standards AAS 28: Statement of cash flows*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text citation*

(Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB] 1997, para. 31)

*Subsequent in-text citations*

(AARF, PSASB & AASB, 1997, para. 31)

#### Example: AAS 18

*End-text reference*

Australian Accounting Research Foundation [AARF], Accounting Standards Board [ASB]. (1996). *Australian Accounting Standards AAS 18: Accounting for goodwill*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text citation*

(Australian Accounting Research Foundation [AARF], Accounting Standards Board [ASB], 1996)

*Subsequent in-text citations*

(AARF, ASB, 1996)

Exposure Drafts (ED)

#### Example: ED 51

*End-text reference*

Australian Accounting Research Foundation [AARF], Auditing Standards Board [ASB]. (1993). *Exposure Draft ED 51: Reporting on comparatives*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text citation*

(Australian Accounting Research Foundation [AARF], Auditing Standards Board [ASB], 1993, para. 23)

*Subsequent in-text references*

(AARF, ASB, 1993, para. 34)

Statement of Auditing Practice (AUP)

#### Example: AUP 16

*End-text reference*

Australian Accounting Research Foundation (AARF), Auditing Standards Board [ASB]. (1993). *Statement of Auditing Practice AUP 16: The auditor's responsibility for detecting and reporting irregularities including fraud, other illegal acts and error*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text citation*

(Australian Accounting Research Foundation [AARF], Auditing Standards Board [ASB], 1993, para. 9)

*Subsequent in-text citation*

(AARF, ASB, 1993, para. 19)

Statement of Accounting Concepts (SAC)

#### Example: SAC 4

*End-text reference*

Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB]. (1995). *Statement of Accounting Concepts SAC 4: Definition and recognition of the elements of financial statements*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text citation*

(Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB], 1995)

*Subsequent in-text citation*

(AARF, PSASB & AASB, 1995)

Approved Accounting Standards (ASRB or AASB)

#### Example: AASB 1027

*End-text reference*

Australian Accounting Standards Board [AASB]. (2001). *Accounting Standard AASB 1027: Earnings per share*. Caulfield, Vic: Australian Accounting Standards Board.

*Initial in-text citation*

(Australian Accounting Standards Board [AASB], 2001, para. 12)

*Subsequent in-text citation*

(AASB, 2001, para. 16)

### Appendix 3: In-text, end-text referencing examples

Source	In-text example	End-text example
Abstract	(Wolff, 1995)	Wolff, S. (1995). The concept or resilience [Abstract]. <i>Australian and New Zealand Journal of Psychiatry</i> , 29(4), 565.
Advertisement: Printed	(Chanel, 1999)	Chanel "Allure" Advertisement (1999, October). <i>Vanity Fair</i> , 85.
Advertisement: Television	(Pine-o-Kleen, 2007)	Pine-o-Kleen "Forest Fresh" Disinfectant Advertisement. (c. 2005). Screened 12 February 2007, TVW Channel 7, Perth, Australia.
Article: In a journal, one author	(Giroux, 2000)	Giroux, H. (2000). Public pedagogy as cultural politics: Stuart Hall and the 'crisis' of culture. <i>Cultural Studies</i> , 14(2), 341-360.
Article: In a journal, two authors	(Lock & Jongeling, 1994) Cite both authors every time.	Lock, G., & Jongeling, S. (1994). Maximising return rates in school based research. <i>Issues in Educational Research</i> , 4(2), 109-115.
Article: In a journal, three, four or five authors	(Alberto, Jacobi, & Keating, 1993) Use 'Alberto et al.' in subsequent citations.	Alberto, C., Jacobi, D., & Keating, P. (1993). 'Ehrich's beautiful pictures' and the controversial beginnings of immunological imagery. <i>Isis</i> , 84, 662-699.
Article: In a journal, six authors	(Taylor et al., 2005)	Taylor, M., Chaudhry, J., Cross, M., McDonald, E., Miller, P., & Pilowsky, L. (2005). Towards consensus in the long-term management of relapse prevention. <i>Human Psychopharmacology – Clinical &amp; Experimental</i> , 20, 175-181.
Article: In a journal, seven or more authors	(Berry et al., 1999)	Berry, N., Charmeil, C., Goujon, C., Silvy, A., Girard, P., Corcuff, C., et al. (1999). A clinical, biometrological and ultrastructural study of xerotic skin. <i>International Journal of Cosmetic Science</i> , 21, 241-252.
Article: In an electronic journal based on a print source	(Capper, 1998)	Capper, C. (1998). Critically oriented and postmodern perspectives: Sorting out the differences and applications for practice [Electronic version]. <i>Educational Administration Quarterly</i> , 34(3), 345-379.
Article: Only available in an Internet journal	(Fredrickson, 2000)	Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. <i>Prevention &amp; Treatment</i> , 3, Article 0001a. Retrieved November 20, 2000, from <a href="http://journals.apa.org/prevention/volume3/pre0030001a.html">http://journals.apa.org/prevention/volume3/pre0030001a.html</a>
Article: Title include the title of another work	(Rollin, 1990)	Rollin, L. (1990). The reproduction of mothering in "Charlotte's web." <i>Children's Literature</i> , 18, 42-52.
Article: Magazine	(Kandel & Squire, 2000)	Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. <i>Science</i> , 290, 1113-1120.
Article: Newspaper	("R-movies," 1995)	R-movies rated as abuse. (1995, January 7). <i>The West Australian</i> , p. 5.
Article or lecture published independently	(Barnes, 1999)	Barnes, A. B. (1999). <i>Education: The way ahead</i> . Smith Lecture 1998. (Available from P. O. Box 124, Mount Lawley, 6050).
Artwork	(Da Vinci, 1503)	Da Vinci, L. (Artist). (1503). <i>La giaconda</i> [Artwork].
Book: One author	(Ezzy, 2002, p. 30)	Ezzy, D. (2002). <i>Qualitative analysis: Practice and innovation</i> . Crows Nest, NSW: Allen & Unwin.
Book: Two authors	(Etaugh & Rathus, 1995) Cite both authors every time.	Etaugh, C., & Rathus, S. (1995). <i>The world of children</i> . Orlando, FL: Holt, Rinehart & Winston.
Book: Three, four or five authors	Bush, Maryan, Browne-Cooper, & Robinson, 1995) Use 'Bush et al.' in subsequent citations.	Bush, B., Maryan, B., Browne-Cooper, R., & Robinson D. (1995). <i>A guide to reptiles and frogs of the Perth region</i> . Nedlands, Western Australia: University of Western Australia Press.
Book: Six authors	(Bhargal et al., 2002)	Bhargal, S., Davey, J., deHaan, J., Mebberson, S., Parker, T., & Rhodes, G. (2002). <i>Flash MX designer's Actionsript reference</i> . Birmingham: Friends of Ed.
Book: Seven or more authors	(Nakamura et al., 2000)	Nakamura, Y., Jankowski, T., Purgason, T., van de Grift, I., Odendaal, A., Jordan, E., et al. (2000). <i>New masters of flash</i> . Birmingham: Friends of Ed.

Book: Edited	(Cunningham & Turner, 2002)	Cunningham, S., & Turner, G. (Eds.). (2002). <i>The media in Australia</i> . Sydney: Allen & Unwin.
Book: Edition of a book	(Avis, 1999, p. 15).	Avis, H. (1999). <i>Drugs and life</i> (4th ed.). Boston, MA: WCB McGraw Hill.
Book: Editor or translator named in addition to author	(Genet, 1966, p. 61)	Genet, J. (1966). <i>The balcony</i> (2nd ed.). (B. Frechtman, Trans.). London: Faber.
Book: Group author (government/corporate agency) as publisher	(American Psychological Association, 2007)	American Psychological Association. (2007). <i>APA style guide to electronic references</i> . Washington, DC: Author.
Book: No author	( <i>The penguin pocket English dictionary</i> , 1968, p. 89)	<i>The penguin pocket English dictionary</i> (2nd ed.). (1987). London: Penguin Books.
Book: No date, classical work or date uncertain	(Southey, n.d.)	Southey, R. (n.d.). <i>The life of Nelson</i> . London: Blackie.
Book: Title includes the title of another work	(Chitham, 1998)	Chitham, E. (1998). <i>The birth of "Wuthering Heights": Emily Brontë at work</i> . Basingstoke: Macmillan.
Book: Work in a language other than English	(Traversa, 1981)	Traversa, V. P. (1981). <i>Parola e pensiero: Introduzione alla lingua Italiana moderna</i> [Word and thought: An introduction to modern Italian language] (3rd ed.). New York: Harper & Row.
Book chapter/article: In a book	(Cornford, 1999)	Cornford, I. (1999). Social learning. In J. Athanasou (Ed.), <i>Adult educational psychology</i> (pp. 73-96). Katoomba, NSW: Social Science Press.
Book chapter/article: In an edited book with one editor	(Solheim, 1994, p. 147)	Solheim, H. (1994). Magic in the web: Time, pigs and E. B. White. In R. Root, (Ed.), <i>Critical essays on E. B. White</i> (pp. 144-157). New York: G. K. Hall.
Book chapter/article: In an edited book with two or more editors	(Mandler, 1993, p. 41)	Mandler, G. (1993). Thought, memory, and learning: Effects of emotional stress. In L. Goldberger & S. Bregnitz (Eds.), <i>Handbook of stress: Theoretical and clinical aspects</i> (2nd ed., pp. 40-55). New York: The Free Press.
Brochure	(Edith Cowan University, n.d.)	Edith Cowan University. (n.d.). <i>The joint achievement project</i> [Brochure]. Perth, Western Australia: Author.
CD-ROM	(Smart, 2005)	Smart, F. (2005). <i>Travelling around Australia</i> [CD]. Applecross, Western Australia: CD Group.
Computer software	(Computer Literacy For Nurses, 1985)	Computer literacy for nurses [Computer software]. (1985). Edwardsville, Kansas: Medi-sim.
Encyclopedia: Article/ chapter	(Robinson, 1994)	Robinson, A. (1994). The principals of genetics and heredity. In <i>The new encyclopedia Britannica</i> (Vol. 19, pp. 699-740). Chicago: Encyclopedia Britannica.
Email	(R. Niesten personal communication, June 12, 2008)	<i>Personal communications are not included in the reference list.</i>
Exhibition	(Mastery, 2006)	<i>Mastery</i> [Exhibition]. (2006). Hong Kong. Glass Gallery.
Exhibition catalogue	(Gordon, 2008)	Gordon, K. (2008). <i>Systema naturae: New works by Kevin Gordon</i> [Brochure]. Perth. FORM Gallery.
Film/motion picture	(Deeley, York, & Scott, 1984)	Deeley, M., & York, B. (Producers), & Scott, R. (Director). (1984). <i>Bladerunner</i> [Motion picture]. United States: Warner Brothers.
Film/motion picture: No author	(Early Mathematical Experiences, 1976)	<i>Early mathematical experiences</i> [Film]. (1976). State of play series, 7. London: BBC.
Handout	(Jones, n.d., p. 2)	Jones, J. (n.d.). <i>Models of learning</i> [Handout]. (Available from Faculty of Education and Arts, Edith Cowan University, Joondalup Drive, Joondalup, 6027, Western Australia).
Handout: No author	(Discourse analysis, n.d., p. 5)	<i>Discourse analysis</i> [Handout] (n.d.). (Available from Edith Cowan University, Pearson Street, Churchlands, 6018, Western Australia).

Internet: Aggregated database (e.g., ProQuest)	(Borman, Hanson, Oppler, Pulakos, & White, 1993)	Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. <i>Journal of Applied Psychology</i> , 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.
Internet: Article in an electronic journal based on a print source	(Capper, 1998)	Capper, C. (1998). Critically oriented and postmodern perspectives: Sorting out the differences and applications for practice [Electronic version]. <i>Educational Administration Quarterly</i> , 34(3), 345-379.
Internet: Article only in an Internet journal	(Fredrickson, 2000)	Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. <i>Prevention &amp; Treatment</i> , 3, Article 0001a. Retrieved November 20, 2000, from <a href="http://journals.apa.org/prevention/volume3/pre0030001a.html">http://journals.apa.org/prevention/volume3/pre0030001a.html</a>
Internet: Blog	(Jaquenod, 2008, December 1)	Jaquenod, G. (2008, December 1). Birdie's Etsy Flights. Message posted to: <a href="http://www.giselejaquenod.com.ar/blog/">http://www.giselejaquenod.com.ar/blog/</a>
Internet: Chapter or section in an Internet document	(Benton foundation, 1998)	Benton Foundation. (1998, July 7). Barriers to closing the gap. In <i>Losing ground bit by bit: Low-income communities in the information age</i> (chap. 2). Retrieved August 18, 2001, from <a href="http://www.benton.org/Library/Low-Income/two.html">http://www.benton.org/Library/Low-Income/two.html</a>
Internet: Daily newspaper article, electronic version available by search	(Hilts, 1999)	Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. <i>New York Times</i> . Retrieved November 21, 2000, from <a href="http://www.nytimes.com">http://www.nytimes.com</a>
Internet: eBook	(Beerbohm, 1922)	Beerbohm, M. (1922). <i>A defence of cosmetics</i> . New York: Dodd, Mead and Company. Available from <a href="http://www.archive.org/details/defenceofcosmeti00beer">http://www.archive.org/details/defenceofcosmeti00beer</a>
Internet: Email	(R. Niesten personal communication, June 12, 2008)	<i>Personal communications are not included in the reference list.</i>
Internet: Government report available on government agency web site	(Australian Crime Commission [ACC], n.d.) <i>Use (ACC, n.d.) in subsequent citations in the same paragraph.</i>	Australian Crime Commission [ACC]. (n.d.). <i>Illicit Drug Data Report 2006-2007</i> . Retrieved August 4, 2008, from <a href="http://www.crimecommission.gov.au/html/pg_iddr2006-07.html">http://www.crimecommission.gov.au/html/pg_iddr2006-07.html</a>
Internet: Lecture notes available online	(White, 2007)	White, K. (2007). <i>ECE1120 Lecture notes</i> . Retrieved April 8, 2007, from Edith Cowan University, School of Education and Arts web site: <a href="http://www.edu.edu.au/fjo/ecepr/units/pff1120.html">http://www.edu.edu.au/fjo/ecepr/units/pff1120.html</a>
Internet: Message posted to an electronic mailing list	(Hammond, 2000)	Hammond, T. (2000, November 20). YAHC: Handle parameters, DOI games, etc. Message posted to ref links electronic mailing list, archived at <a href="http://www.doi.org/mailarchive/reflink/msg0008.html">http://www.doi.org/mailarchive/reflink/msg0008.html</a>
Internet: Non-periodical	(StatSoft Inc., n.d.)	StatSoft Inc. (n.d.). <i>Electronic statistics textbook</i> . Retrieved December 4, 2008, from <a href="http://www.statsoft.com/textbook/stathome.html">http://www.statsoft.com/textbook/stathome.html</a>
Internet: Report (electronic version)	(Mulligan & Bickmore-Brand, 1998)	Mulligan, D., & Bickmore-Brand, J. (1998, July). <i>Outreach, access and support programs for socio-economically disadvantaged people at Curtin: A feasibility study</i> . Retrieved November 27, 2007, from <a href="http://eesj.curtin.edu.au/local/documents/les.doc">http://eesj.curtin.edu.au/local/documents/les.doc</a>
Internet: Webpage	(Harris, 1997)	Harris, R. (1997). Encouraging students to use technology. Vanguard University of Southern California. Retrieved July 24, 2000, from <a href="http://www.vanguard.edu/rharris/techuse.htm">http://www.vanguard.edu/rharris/techuse.htm</a>
Internet: Webpage with no author	("Technical specifications (iPhone)," n.d.)	Technical specifications (iPhone). [n.d.]. Retrieved November 12, 2007, from the Apple Web site: <a href="http://www.apple.com/iphone/specs.html">http://www.apple.com/iphone/specs.html</a>
Internet: Website	("Ars technica: The art of technology," 2008)	Ars technica: The art of technology. [2008]. Available from November 28, 2008 from <a href="http://arstechnica.com/index.ars">http://arstechnica.com/index.ars</a>
Internet: Wiki	("Psychometric assessment," n.d.)	Psychometric assessment. (n.d.). Retrieved January 28, 2007, from The Psychology Wiki: <a href="http://psychology.wikia.com/wiki/Psychometric_assessment">http://psychology.wikia.com/wiki/Psychometric_assessment</a>
Interview	(S. Claus personal communication, December 25, 2008)	<i>Personal communications are not included in the reference list.</i>

Leaflet	(Churchlands College Health Service, n.d.)	<i>Churchlands College Health Service</i> [Leaflet] (n.d.). (Available from Edith Cowan University, Pearson Street, Churchlands, 6018, Western Australia).
Music: Liner notes	(Obiera, 1998)	Obiera, P. (1998). 'Lyricism and exotic colour.' In <i>The pearl fishers</i> (pp. 4-5) [CD liner notes]. Germany: Philips Classics.
Music: Recording	(Shocked, 1992, track 5)	Shocked, M. (1992). Over the waterfall. On <i>Arkansas traveler</i> [CD]. New York: PolyGram Music.
Music: Score	(Sibelius, 2001)	Sibelius, J. (2001). <i>Concerto in D minor, op. 47</i> [Score]. New York, NY: International Music Co.
Performance	(Cadevida, 2008)	Cadevida, L. (2008). Kim. In <i>Miss Saigon</i> . Perth, WA: Burswood Theatre.
Periodical	(VandenBos, Knapp, & Doe, 2001, p. 120)	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research</i> , 5, 117-123.
Personal communication (e.g., email, interviews)	(A. B. Smith, personal communication, December 29, 2005)	<i>Personal communications are not included in the reference list.</i>
Play	(Wedekind, 2007)	Wedekind, F. (2007). <i>Spring awakening</i> . (J. Franzen, Trans.). New York: Farrar, Straus & Giroux.
Podcast/Vodcast	(Saunders, 2007)	Saunders, A. (Presenter). (2007, November 17). The architecture of diplomacy. In <i>By design</i> . Podcast retrieved from <a href="http://www.abc.net.au/rn/bydesign/">http://www.abc.net.au/rn/bydesign/</a>
Poem	"Macavity" (Eliot, 1939)	Eliot, T. S. (1962). "Macavity." In T.S. Eliot, <i>Old possum's book of practical cats</i> (pp. 41-42). London: Faber.
Poster session	(Jones, 1993)	Jones, P. (1993, September). <i>Backyard bird watching</i> . Poster session presented at the annual meeting of the Naturalist Club, Perth, Western Australia.
Published in conference proceedings	(Jones, Oran, & Sichel, 1992)	Jones, D. A., Oran, E. S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. <i>Proceedings of the Fifth Australian Supercomputing Conference</i> (pp. 15-24). Melbourne: RMIT University.
Radio: Broadcast	(Woolf, 2008)	Woolf, R. (Presenter). (2008, December 10). <i>Drive</i> [Radio broadcast]. Perth: Australian Broadcasting Commission.
Radio: Series	(Saunders, 2008)	Saunders, A. (Presenter). (2008). <i>The philosopher's zone</i> [Radio series]. Sydney: Australian Broadcasting Commission.
Radio: Episode for a series	(Genner, 2008)	Genner, G. (Reporter). (2008). Generation Y and the financial crisis [Radio series episode]. In G. Genner (Producer), <i>Background briefing</i> . Sydney: Australian Broadcasting Commission.
Report	(Dawkins, 1998)	Dawkins, J. (1998). <i>Higher education: A policy statement</i> [White Paper]. Canberra: AGPS.
Report: Government	(Dawkins, 1991)	Dawkins, J. (1991). <i>Australia's language: The Australian language and literacy policy</i> . Canberra: AGPS.
Report: University	(Froyland & Skeffington, 1993)	Froyland, I. B., & Skeffington, M. (1993). <i>Aboriginal and Torres Strait Islander employment strategy: A five year plan for the Police Force of Western Australia</i> . Joondalup, Western Australia: Edith Cowan University, Centre for Police Research.
Review	(Carmody, 1982)	Carmody, T. P. (1982). A new look at medicine from the social perspective [Review of the book <i>Social contexts of health, illness, and patient care</i> ]. <i>Contemporary Psychology</i> , 27, 208-209.
Television: Broadcast	(Crystal, 1993)	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Television: Series	(Miller, 1991)	Miller, R. (Producer). (1989). <i>The mind</i> [Television series]. New York: WNET.

Television: Episode for a series	(Hall & Bender, 1991)	Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), <i>I'll fly away</i> . New York: New York Broadcasting Company.
Unpublished paper/ manuscript	(Parker, 1978)	Parker, R. S. (1978). <i>Style notes for typescripts in the social sciences</i> . Unpublished manuscript, Australian National University, Canberra.
Unpublished presentation	(Jongeling, 1988)	Jongeling, S. B. (1988, September). <i>Student teachers' preference for cooperative small group teaching</i> . Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Murdoch, Western Australia.
Unpublished thesis	(Lock, 1993, p. 38)	Lock, G. (1993). <i>The prevalence and sources of perceived occupational stress among teachers in Western Australian Government metropolitan primary schools</i> . Unpublished doctoral dissertation, Edith Cowan University, Mount Lawley, Western Australia.
Video recording	(Williams & Bell, 1998)	Williams, S. (Producer) & Bell, A. J. W. (Director). (1998). <i>Lost for words</i> [Video]. UK: Yorkshire Television.
Video recording: No author	("Decisions, decisions," 1976)	<i>Decisions, decisions: How to reach them, how to make them happen</i> [Video]. (1976). London: Video Arts.

## Appendix 4: Common abbreviations used in referencing

Abbreviation	Meaning
(chap. 4)	Chapter four
(Ed.)	Editor
(Eds.)	Editors
(2nd ed.)	Second edition
(Rev. ed.)	Revised edition
Trans.	Translator(s)
Vol.	Volume
No.	Number
Pt.	Part
(n.d.)	no date
(p. 3)	page three
(pp. 3-5)	pages three to five
et al.	and others

## Appendix 5: Referencing checklists

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

### In-text references 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 ( ) brackets are used.
- Spaces are maintained between commas and stops in 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

- Reference list is created on a separate page.
- Heading at the top of the page is 'Reference list'.
- Entries match in-text entries.
- All publication details are included: author's family name, initial(s), year of publication, place of publication (state or country where applicable), book title, journal title, volume, issue etc.
- Page numbers are included where required (e.g., journal articles).
- Entries are in alphabetical order.
- Entries 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 and journal articles are all in lowercase except capital letters for the initial letter of the first word of title and/or subtitle, and for proper nouns.
- All proper nouns are capitalised.
- Titles of journals are all capitalised and italicised.
- All foreign names are spelled correctly.
- Same point size and font is used for reference entries (not bold, not italics except for book titles and journal titles).

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- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.
- Harvard Law Review Association. (2007) *The bluebook: A uniform system of citation* (17th ed.). Cambridge, Mass: Author.
- Melbourne University Law Review Association. (2002). *Australian guide to legal citation*. (2nd ed.). Melbourne: Author.
- Style manual for authors, editors and printers* (6th ed.). (2002). Milton, Queensland: John Wiley & Sons.