APA Referencing Guide

WHY YOU MUST REFERENCE

It is ethically and morally wrong to take credit for someone else’s work. When you use even just a snippet of someone else’s work in your own, you need to reference the source; otherwise you are stealing their work and passing it off as your own.

<table>
<thead>
<tr>
<th>Referencing acknowledges</th>
<th>What is plagiarism?</th>
</tr>
</thead>
<tbody>
<tr>
<td>from where you have sourced the information contained in your assignment or essay</td>
<td>The use of other people’s ideas and writing without acknowledgement.</td>
</tr>
<tr>
<td>the ideas and words of others</td>
<td>Plagiarism involves taking another person’s ideas, words or inventions and presenting them as your own.</td>
</tr>
<tr>
<td>that you have read widely</td>
<td>Rewording another person’s work, without acknowledging its source, is also plagiarism.</td>
</tr>
<tr>
<td>that your writing has context and</td>
<td></td>
</tr>
<tr>
<td>avoids plagiarism.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What requires referencing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium.</td>
</tr>
<tr>
<td>Information gained through interviewing another person.</td>
</tr>
<tr>
<td>Exact words or a &quot;unique phrase&quot; from somewhere.</td>
</tr>
<tr>
<td>Diagrams, illustrations, charts, and pictures.</td>
</tr>
<tr>
<td>Ideas that others have given you in conversations or in an email.</td>
</tr>
</tbody>
</table>

Source
Contents

Books........................................................................................................................................... 3

One author ................................................................................................................................... 3

Two authors .................................................................................................................................. 4

Three or more authors .................................................................................................................. 5

Chapter of an edited book ........................................................................................................... 6

eBooks......................................................................................................................................... 7

Journal article – print and online ................................................................................................ 8

Newspaper article – print and online ........................................................................................... 9

Websites......................................................................................................................................... 10


Presentation slides ....................................................................................................................... 12

Images.......................................................................................................................................... 13

Messages posted to newsgroups, online forums, discussion groups or electronic mailing lists......................................................................................................................... 14

Streamed videos .......................................................................................................................... 15

Videos and DVDs ......................................................................................................................... 16

Online course materials ............................................................................................................. 17

Brochures or pamphlets................................................................................................................ 18

Personal communication, class notes & teacher notes............................................................... 19

Citing secondary sources ............................................................................................................ 20

Examples..................................................................................................................................... 21

Document: APA Referencing Guide
Prepared by: Federation Training Library Services

Please direct any errors noticed or suggestions for improvement to library@federationtraining.edu.au

Version 5 Jan 2016
Books

One author

<table>
<thead>
<tr>
<th>In-text Citation</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The essential steps for in-text citations are as follows:</strong> All in-text citations need to be placed within brackets ().</td>
<td><strong>The essential steps for reference list entries are as follows:</strong></td>
</tr>
<tr>
<td><strong>Paraphrasing</strong> Author Surname, Date of Publication - e.g. (Harris, 2007).</td>
<td><strong>Detail</strong></td>
</tr>
<tr>
<td><strong>Quote</strong> Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).</td>
<td>Author name</td>
</tr>
<tr>
<td><strong>No author</strong></td>
<td>Year</td>
</tr>
<tr>
<td>Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).</td>
<td>Title</td>
</tr>
<tr>
<td><strong>No page numbers</strong></td>
<td>Edition (if available)</td>
</tr>
<tr>
<td>Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).</td>
<td>Place of Publication</td>
</tr>
<tr>
<td></td>
<td>Publisher</td>
</tr>
</tbody>
</table>

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

Further Example

Two authors

In-text Citation
The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ( ).

Paraphrasing
Author Surnames, Date of Publication - e.g. (Bruce & Schultz, 2001).

Quote
Author Surnames, Date of Publication, page number - e.g. (Bruce & Schultz, 2001, p. 15).

No author
Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

No page numbers
Give paragraph number using the abbreviation para. - e.g. (Bruce & Schultz, 2001, para. 4).

Using an in-text at the beginning of the sentence
An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Bruce and Schultz (2001) state that individuals are able to move past the grief of losing a loved one because of the realisation that we can survive without them.

Reference list
The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author name</td>
<td>Surname, Initial.</td>
<td>Bruce, E.J. &amp; Schultz, C.L.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2001)</td>
</tr>
<tr>
<td>Title</td>
<td>In italics, only the first word is capitalised Use a colon : to separate subtitle</td>
<td>Nonfinite loss and grief: A psychoeducational approach.</td>
</tr>
<tr>
<td>Edition (if available)</td>
<td>in brackets ()</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:

No Author
Begin the entry with the title of the book OR; Use the publisher/organisation/group as the author.

No Date
Use (n.d.)

Further Example
### In-text Citation

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

**Paraphrasing**

Author Surnames, Date of Publication - e.g. (Horngren, Datar & Forster, 2003).

**Quote**

Author Surnames, Date of Publication, page number - e.g. (Horngren, Datar & Forster, 2003, p. 836).

### 3 to 5 authors

For the first use of the citation you need to include all authors names. For further use of the same reference in the same document use the first authors name followed by the abbreviation et al. - e.g. (Horngren, et al., 2003)

### 6 or more authors

You only need to write the first authors name followed by et al. in all instances - e.g. (Horngren, et al., 2003)

### No author

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group if they use an abbreviation, use full name in first instance and abbreviation in further use.

### No page numbers

Give paragraph number using the abbreviation para. - e.g. (Horngren, Datar & Forster, 2003, para. 4).

### Using an in-text at the beginning of the sentence

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: **Horngren, Datar & Forster define cost management as “the approaches and activities of managers in short-run and long run planning and control decisions that increase value for customers and lower costs of production”** (2003, p.837).

### Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author name</td>
<td>Surname, Initial.</td>
<td>Koutoukidis, G., Stainton, K., &amp; Hughson, J.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2013).</td>
</tr>
<tr>
<td>Title</td>
<td>In <em>Italics</em>, only the first word is capitalised Use a colon : to separate subtitle</td>
<td><em>Tabbner’s Nursing care: theory and practice</em>. (6th ed.). Chatswood, NSW: Elsevier.</td>
</tr>
<tr>
<td>Edition (if available)</td>
<td>in brackets ()</td>
<td>(6th ed.).</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>City, State - followed by colon :</td>
<td>Chatswood, NSW: Elsevier.</td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


### No Author

Begin the entry with the title of the book OR; Use the publisher/organisation/group as the author.

### No Date

Use (n.d.)

### Further Example

Chapter of an edited book

**In-text Citation**

The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ().

**Paraphrasing**

Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

---

**Reference list**

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s) of chapter</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Baird, M., &amp; Winter, J. (2005).</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>Reflection, practice and clinical education.</td>
</tr>
<tr>
<td>Title of chapter or entry</td>
<td>Use a colon : to separate subtitle</td>
<td>In M. Rose &amp; D. Best (Eds.), Transforming practice through clinical education, professional supervision and mentoring</td>
</tr>
<tr>
<td>In (name editors of book)</td>
<td>Initial, Surname followed by (Eds.)</td>
<td>In M. Rose &amp; D. Best (Eds.), Transforming practice through clinical education, professional supervision and mentoring</td>
</tr>
<tr>
<td>Title of Book</td>
<td>In <em>italics</em>, only the first word is capitalised</td>
<td>Transformation practice through clinical education, professional supervision and mentoring</td>
</tr>
<tr>
<td>Page numbers</td>
<td>in brackets ()</td>
<td>(pp. 143-159).</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>City, State - followed by colon :</td>
<td>Sydney, NSW: Elsevier Churchill Livingstone.</td>
</tr>
<tr>
<td>Publisher</td>
<td>If the author and the publisher are the same, use the word Author as the publisher</td>
<td>Elsevier Churchill Livingstone.</td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


**No Author**

Begin the entry with the title of the chapter OR;

**No Date**

Use (n.d.)

### In-text Citation

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

**Paraphrasing**

Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors' names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: **Harris (2007) states that** despite the higher standard of living in the western world, there is also a higher level of misery among humans.

### Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Shell, R.J.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(1928).</td>
</tr>
<tr>
<td>Title of article</td>
<td>Use a colon : to separate subtitle</td>
<td>Witches cove: a mystery story for girls.</td>
</tr>
<tr>
<td>Retrieved from</td>
<td>URL</td>
<td><a href="http://www.gutenberg.org/">http://www.gutenberg.org/</a></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


**No Author**

Begin the entry with the title of the book.

**No Date**

Use (n.d.)

**Further Example**

## In-text Citation

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

### Paraphrasing

Author Surname, Date of Publication - e.g. (Harris, 2007).

### Quote

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

### No author

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

### No page numbers

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

### Two authors

Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

### Three to five authors

Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

### 6 or more authors

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

### Using an in-text at the beginning of the sentence

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

## Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated</td>
<td>Gardner, J.</td>
</tr>
<tr>
<td></td>
<td>with an &amp; where necessary</td>
<td>(2012).</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td></td>
</tr>
<tr>
<td>Title of article</td>
<td>Use a colon : to separate</td>
<td>Baby faced CEOs.</td>
</tr>
<tr>
<td></td>
<td>subtitle</td>
<td></td>
</tr>
<tr>
<td>Name of Journal &amp;</td>
<td>in <em>Italics</em></td>
<td><em>Business Review Weekly</em>, 34</td>
</tr>
<tr>
<td>volume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issue number</td>
<td>in brackets ()</td>
<td>(15),</td>
</tr>
<tr>
<td>Page number/s</td>
<td></td>
<td>26-27.</td>
</tr>
</tbody>
</table>

**IF ARTICLE IS ONLINE**

Retrieved from URL http://search.ebscohost.com

Combining all of the examples in the table above will produce the following reference list entry (excluding the URL):


### No Author

Begin the entry with the title of the article.

### No Date

Use (n.d.)

### Example

**Print**


**Online**

### In-text Citation

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

#### Paraphrasing

Author Surname, Date of Publication - e.g. (Harris, 2007).

#### Quote

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

#### No author

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

#### No page numbers

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

#### Two authors

Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

#### Three to five authors

Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

#### 6 or more authors

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

#### Using an in-text at the beginning of the sentence

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: **Harris (2007) states that** despite the higher standard of living in the western world, there is also a higher level of misery among humans.

### Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Drill, S.</td>
</tr>
<tr>
<td>Year, Month Day</td>
<td>in brackets ()</td>
<td>(2012, April 26).</td>
</tr>
<tr>
<td>Title of article</td>
<td>Use a colon : to separate subtitle</td>
<td>Qantas jobs may fly out.</td>
</tr>
<tr>
<td>Name of Newspaper</td>
<td>in <em>Italics</em></td>
<td>Herald Sun,</td>
</tr>
<tr>
<td>Page number/s</td>
<td></td>
<td>p.12.</td>
</tr>
</tbody>
</table>

**IF ARTICLE IS ONLINE**


Combining all of the examples in the table above will produce the following reference list entry (excluding the URL):


**No Author**

Begin the entry with the title of the source.

**No Date**

Use (n.d.)

**Example** - It is important to note the punctuation format as well as the details


Online

**In-text Citation**

The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ( ).

**Paraphrasing**
Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**
Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**
Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**
Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**
You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**
An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: **Harris (2007) states that** despite the higher standard of living in the western world, there is also a higher level of misery among humans.

---

**Reference list**

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Better Health Channel.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2013).</td>
</tr>
<tr>
<td>Title of webpage</td>
<td>in <em>Italics</em>; Use a colon : to separate subtitle</td>
<td>Osteoarthritis.</td>
</tr>
<tr>
<td>Retrieved Date</td>
<td>Month Day, Year</td>
<td>Retrieved March 8, 2013</td>
</tr>
</tbody>
</table>

**Combining all of the examples in the table above will produce the following reference list entry:**

**No Author**
Begin the entry with the title of the webpage OR; Use the publisher/organisation/group as the author.

**No Date**
Use (n.d.)

**Further Example**

<table>
<thead>
<tr>
<th><strong>In-text Citation</strong></th>
<th><strong>Reference list</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The essential steps for in-text citations are as follows: All in-text citations need to be placed within brackets ( ).</td>
<td>The essential steps for reference list entries are as follows:</td>
</tr>
<tr>
<td><strong>Paraphrasing</strong> Department Name, Date of Publication - e.g. (Department of Health, 1997).</td>
<td>- Department Name</td>
</tr>
<tr>
<td><strong>Quote</strong> Department Name, Date of Publication, page number - e.g. (Department of Health, 1997, p. 835).</td>
<td>- Year - in brackets ()</td>
</tr>
<tr>
<td><strong>No Department</strong> Use a shortened title (the first 2-3 words of the title) - e.g. Children’s Services Act 1995. Shorten to (Children’s Services, 1996).</td>
<td>- Title of Act - in <em>Italics</em> (Use a colon : to separate subtitle)</td>
</tr>
<tr>
<td><strong>No page numbers</strong> Give paragraph number using the abbreviation para. - e.g. (Department of Health, 1997, para. 4).</td>
<td>- Retrieved – Date (Month Day, Year)</td>
</tr>
<tr>
<td><strong>Using an in-text at the beginning of the sentence</strong> An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.</td>
<td>- from - URL</td>
</tr>
<tr>
<td>If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: <em>Harris (2007) states that</em> despite the higher standard of living in the western world, there is also a higher level of misery among humans.</td>
<td><strong>IF REFERENCING A PRINT VERSION OF AN ACT USE THE FOLLOWING FORMAT:</strong></td>
</tr>
<tr>
<td></td>
<td>- Short title of the act – in <em>Italics</em></td>
</tr>
<tr>
<td></td>
<td>- Year - in <em>Italics</em>.</td>
</tr>
<tr>
<td></td>
<td>- Jurisdiction abbreviation (Commonwealth – e.g Cth. OR State – e.g. Vic)</td>
</tr>
<tr>
<td></td>
<td>- Subdivision (if relevant) – e.g. Section reference</td>
</tr>
<tr>
<td></td>
<td>- Country abbreviation – e.g. Austl.</td>
</tr>
</tbody>
</table>


**Example:** *Copyright Act 1968 (Cth) s. 200AB (Austl.)*  
*Building Act 1993 (Vic) (Austl.)*
**In-text Citation**

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

**Paraphrasing**

Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

---

**Reference list**

The essential steps for reference list entries are as follows:

- **Conference/event/class name**
- **Year** in brackets ( )
- **Title of presentation slides** in *italics*
- **Retrieved Date** Month Day, Year
- **Website**
- **URL** from

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/event/class name</td>
<td>MIT Innovations in Management Conference.</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ( )</td>
<td>(2007).</td>
</tr>
<tr>
<td>Title of presentation slides</td>
<td><em>italics</em></td>
<td><em>Strategies for sustainable business practices.</em></td>
</tr>
<tr>
<td>Website</td>
<td>URL</td>
<td><a href="http://mitsloan.mit.edu">http://mitsloan.mit.edu</a></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


**No Date**

Use (n.d.)

**Further Example**

In-text Citation

The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ( ).

**Paraphrasing**
Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**
Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**
Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**
Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**
You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**
An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image title</td>
<td>in Italics; Use a colon : to separate subtitle</td>
<td>The Anatomy of the Immune System</td>
</tr>
<tr>
<td>Format</td>
<td>in square brackets – e.g. [image]</td>
<td>[image]</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2007).</td>
</tr>
<tr>
<td>Retrieved Date</td>
<td>Month Day, Year</td>
<td>Retrieved January 3, 2013</td>
</tr>
<tr>
<td>Website</td>
<td>URL</td>
<td><a href="http://www.microbiologybytes.com/">http://www.microbiologybytes.com/</a></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:

**Further Example**

Messages posted to newsgroups, online forums, discussion groups or electronic mailing lists

### In-text Citation

The essential steps for in-text citations are as follows:

**Paraphrasing**

Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: *Harris (2007) states that* despite the higher standard of living in the western world, there is also a higher level of misery among humans.

### Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Hunt, E.</td>
</tr>
<tr>
<td>Date</td>
<td>Year, Month Day in brackets ()</td>
<td>(2012, July 12).</td>
</tr>
<tr>
<td>Title</td>
<td>Use a colon : to separate subtitle</td>
<td><em>Everyone is a customer</em></td>
</tr>
<tr>
<td>Format</td>
<td>in square brackets – e.g. [Online forum]; [Discussion group]; [Electronic mailing list message]</td>
<td>[Discussion forum post].</td>
</tr>
<tr>
<td>Retrieved Date</td>
<td>Month Day, Year</td>
<td>Retrieved March 8, 2013</td>
</tr>
<tr>
<td>Website</td>
<td>URL</td>
<td>from</td>
</tr>
<tr>
<td></td>
<td><a href="http://moodle.egtafe.vic.edu.au">http://moodle.egtafe.vic.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


**No Author**

Begin the entry with the title of the communication.

**No Date**

Use (n.d.)

**Further Example**

In-text Citations

The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ( ).

Paraphrasing
Author Surname, Date of Publication - e.g. (Harris, 2007).

Quote
Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

No author
Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

No page numbers
Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

Two authors: Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

Three to five authors: Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

6 or more authors
You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

Using an in-text at the beginning of the sentence
An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Wooley, C.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2012).</td>
</tr>
<tr>
<td>Title</td>
<td>in Italics; Use a colon : to separate subtitle</td>
<td>The app revolution</td>
</tr>
<tr>
<td>Format</td>
<td>in square brackets – e.g. [Video]</td>
<td></td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:

No Author
Begin with the entry with the title of the video.

No Date
Use (n.d.)

Further Example
Videos and DVDs

**In-text Citation**

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

**Paraphrasing**
Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**
Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**
Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**
Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**
You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**
An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

---

**Reference list**

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Piper, H.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2008).</td>
</tr>
<tr>
<td>Title</td>
<td>in <em>Italics</em>; Use a colon : to separate subtitle</td>
<td><em>Making colour</em></td>
</tr>
<tr>
<td>Series (if available)</td>
<td>in brackets ()</td>
<td>(Cracking the colour code)</td>
</tr>
<tr>
<td>Format</td>
<td>in square brackets – e.g. [Video] [DVD].</td>
<td></td>
</tr>
<tr>
<td>Place of Publication</td>
<td>City, State - followed by colon :</td>
<td>Bendigo, VIC: VEA Australia.</td>
</tr>
<tr>
<td>Publisher</td>
<td>If the author and the publisher are the same, use the word Author as the publisher.</td>
<td>VEA Australia.</td>
</tr>
</tbody>
</table>

**Combining all of the examples in the table above will produce the following reference list entry:**


**No Author**
Use the publisher as the author OR;
Begin with the entry with the title of the video.

**No Date**
Use (n.d.)

**Further Example**

Online course materials

In-text Citation

The essential steps for in-text citations are as follows:
All in-text citations need to be placed within brackets ( ).

Paraphrasing

Author Surname, Date of Publication - e.g. (Harris, 2007).

Quote

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

No author

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

No page numbers

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

Two authors: Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

Three to five authors: Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

6 or more authors

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

Using an in-text at the beginning of the sentence

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, only the date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: Harris (2007) states that despite the higher standard of living in the western world, there is also a higher level of misery among humans.

Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Sharrock, N.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2013)</td>
</tr>
<tr>
<td>Title</td>
<td>in Italics</td>
<td>CHCEDS307A Support the development of Numeracy</td>
</tr>
<tr>
<td>Format (if anything other than Online Campus page or document)</td>
<td>in square brackets – e.g. [Video]; [Audio]</td>
<td>[Word Document].</td>
</tr>
<tr>
<td>Retrieved Date</td>
<td>Month Day, Year</td>
<td>Retrieved January 3, 2014</td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


No Author

Begin the entry with the title of the material.

No Date

Use (n.d.)

Further Example

### In-text Citation

The essential steps for in-text citations are as follows:

All in-text citations need to be placed within brackets ( ).

**Paraphrasing**

Author Surname, Date of Publication - e.g. (Harris, 2007).

**Quote**

Author Surname, Date of Publication, page number - e.g. (Harris, 2007, p. 15).

**No author**

Use a shortened title (the first 2-3 words of the title) - e.g. The adventures of Priscilla Queen of the Desert, shorten to (The adventures, 1998) OR; Use the publisher/organisation/group (if they use an abbreviation, use full name in first instance and abbreviation in further use).

**No page numbers**

Give paragraph number using the abbreviation para. - e.g. (Harris, 2007, para. 4).

**Two authors:** Use both authors names in citation – e.g. (Bruce & Schultz, 2001)

**Three to five authors:** Include all authors names in the first use of the citation, in following citations use the first authors name then et al. – e.g. (Horngren, Datar & Forster, 2003). OR (Horngren, et al., 2003).

**6 or more authors**

You only need to write the first authors name followed by et al. in all instances, e.g. (Horngren, et al., 2003)

**Using an in-text at the beginning of the sentence**

An in-text citation can be added to the beginning or end of a sentence. If the citation is at the beginning of the sentence, the only date is placed in brackets.

If an in-text citation is used at the beginning of a sentence, it must be written into the sentence, for example: **Harris (2007) states that** despite the higher standard of living in the western world, there is also a higher level of misery among humans.

### Reference list

The essential steps for reference list entries are as follows:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation name or Author(s)</td>
<td>Surname, Initial; separated with an &amp; where necessary</td>
<td>Advance TAFE</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2012)</td>
</tr>
<tr>
<td>Title</td>
<td>in <em>Italics</em>; Use a colon : to separate subtitle</td>
<td>Bairnsdale, Forestec and Sale campus libraries DVD list.</td>
</tr>
<tr>
<td>Format</td>
<td>in square brackets – e.g. [Video]</td>
<td>[Brochure]</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>City, State - followed by colon :</td>
<td>Bairnsdale, VIC:</td>
</tr>
<tr>
<td>Publisher</td>
<td>If the author and the publisher are the same, use the word Author as the publisher.</td>
<td>Author.</td>
</tr>
</tbody>
</table>

**IF ONLINE**

Retrieved – Date Month Day, Year Retrieved January 3, 2014


Combining all of the examples (excluding ‘if online’) in the table above will produce the following reference list entry:

Advance TAFE (2012). Bairnsdale, Forestec and Sale campus libraries DVD list. [Brochure]. Bairnsdale, VIC: Author

**No Author**

Use the publisher as the author OR; Begin with the entry with the title of the brochure.

**No Date**

Use (n.d.)

**Further Example**

Personal communication and class notes

Personal communication can include class notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, photographs, images, tables or data. These sources are considered non-recoverable from the reader’s perspective.

Personal communication should not be included in the reference list. They should be cited ‘in-text’ as they are referred to.

Class notes that have not been published or are your own hand written notes (i.e. not copied and distributed in print or on the web) should be considered personal communication.

Generic format

- Provide the Initial and surname of the communicator
- Type of communication
- Exact date of communication (where possible)

Example

L. Black (personal communication, September 4, 2012)
(K. Smith, personal photograph, January 16, 1987)

Teacher notes & handouts

If the teacher gives out printed notes or publishes them on the web, they should be treated as if they were a book.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author name</td>
<td>Surname, Initial.</td>
<td>Spencer, D.</td>
</tr>
<tr>
<td>Year</td>
<td>in brackets ()</td>
<td>(2012).</td>
</tr>
<tr>
<td>Title</td>
<td>In <em>Italics</em>, only the first word is capitalised Use a colon : to separate subtitle</td>
<td>HLTEN608A Practise in the domiciliary health care environment: Course notes.</td>
</tr>
<tr>
<td>Edition (if available)</td>
<td>in brackets ()</td>
<td></td>
</tr>
<tr>
<td>Place of Publication</td>
<td>City, State - followed by colon :</td>
<td>Bairnsdale, VIC:</td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td>Advance TAFE.</td>
</tr>
</tbody>
</table>

Combining all of the examples in the table above will produce the following reference list entry:


No Author

Begin the entry with the title of the source OR;
Use the publisher/organisation/group as the author.

No Date

Use (n.d.)
**Citing secondary sources**

A secondary source is where you come across an in-text citation within your textbook and you would like to use the same reference in your own work. If you wish to use the same source, you need to reference accordingly; see below for instructions on how to do this.

<table>
<thead>
<tr>
<th>In-text Citation</th>
<th>Reference list entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>When writing a citation for a secondary source, both the Primary and Secondary source of information must be acknowledged.</td>
<td>You do not need to include a reference list entry for the primary source (e.g. Blakely, 2004).</td>
</tr>
<tr>
<td><strong>Primary Source:</strong> The source the information was originally published in. <strong>Secondary Source:</strong> The source of information you are using, which has cited the work of the primary source.</td>
<td>The secondary source does need to have a reference list entry.</td>
</tr>
<tr>
<td>The primary source should be mentioned first, followed by “as cited in” before the secondary source. e.g. Blakely’s (2004) report (as cited in Brown, 2008) .... e.g. The key to successful marketing (Davidson, 2009, as cited in Nichols, 2010).</td>
<td>Using the examples for the in-text citations:</td>
</tr>
</tbody>
</table>

**This guide draws from the following sources:**
In-text citations

- The western world has a higher standard of living, with today's middle class living better than some royalty (Harris, 2007).
- Bruce and Schultz (2001) state that individuals are able to move past the grief of losing a loved one because of the realisation that we can survive without them.
- Managers require reports detailing economic events and transactions, usually delivered in a helpful and meaningful way via accounting systems (Horngren, Datar & Forster, 2003).
- Happiness "refers to a feeling: a sense of pleasure, gladness or gratification" (Harris, 2007, p. 15).
- Bruce and Schultz (2001, p.24) state that "individuals establish ways of being who they are; they gradually become familiar with an integral "version" of their self.

DON'T FORGET!!! When citing a resource with three or more authors, you only need to use all name in the first use of the in-text. For any further use of the citation, use the first name followed by et al. (and others). E.g. (Horngren, et al., 2003).

Reference list

A reference list must be in alphabetical order


Paraphrasing

"Paraphrasing is where you summarise the ideas, concepts or words from the work of one or more authors" (University of Southern Queensland, 2012, Paraphrasing section, para. 1)

Original version:
"In the western world we now have a higher standard of living than humans have ever known before. We have much better medical treatment, more and better food, better housing conditions, better sanitation, more money, more welfare services and more access to education, justice, travel, entertainment and career opportunities. Indeed, today's middle class lives better than did the royalty of not so long ago, and yet, human misery is everywhere".

TIP: Pick out the essential elements of the section you are looking to paraphrase (underlined). Choose the key words that express best what the author is trying to convey; then use the key words to construct a sentence in your own words.

Paraphrased version:
Despite the higher standard of living in the western world, with today's middle class living better than some royalty, there is also a higher level of misery among humans.