

## 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.

<p><b>Referencing acknowledges</b></p> <ul style="list-style-type: none"> <li>• from where you have sourced the information contained in your assignment or essay</li> <li>• the ideas and words of others</li> <li>• that you have read widely</li> <li>• that your writing has context and</li> <li>• avoids plagiarism.</li> </ul>	<p><b>What is plagiarism?</b></p> <ul style="list-style-type: none"> <li>• The use of other people's ideas and writing without acknowledgement.</li> <li>• Plagiarism involves taking another person's ideas, words or inventions and presenting them as your own.</li> <li>• Rewording another person's work, without acknowledging its source, is also plagiarism.</li> </ul>
<p><b>What requires referencing?</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Information gained through interviewing another person.</li> <li>• Exact words or a "unique phrase" from somewhere.</li> <li>• Diagrams, illustrations, charts, and pictures.</li> <li>• Ideas that others have given you in conversations or in an email.</li> </ul>	

#### Source

The University of Auckland. (2012). *What is referencing?* Retrieved from [http://www.cite.auckland.ac.nz/index.php?p=what\\_is\\_referencing](http://www.cite.auckland.ac.nz/index.php?p=what_is_referencing)

## 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
Government Legislation (Acts of Parliament).....	11
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

## Books

### One author

#### 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).

#### 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:

Detail	Format	Example
Author name	Surname, Initial.	Kenny, S.
Year	in brackets ()	(2006).
Title	In <i>Italics</i> , only the first word is capitalised Use a colon : to separate subtitle	<i>Developing communities for the future</i>
Edition (if available)	in brackets ()	(3rd ed.).
Place of Publication	City, State - followed by colon :	South Melbourne, VIC:
Publisher		Cengage Learning.

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

Kenny, S. (2006). *Developing communities for the future* (3rd ed.). South Melbourne, VIC: Cengage Learning.

#### 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

Beckwith, L. (2004). *The loud halo*. Dingley, VIC: Redwood editions.

## 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:**

Detail	Format	Example
Author name	Surname, Initial.	Bruce, E.J. & Schultz, C.L.
Year	in brackets ()	(2001).
Title	In <i>Italics</i> , only the first word is capitalised Use a colon : to separate subtitle	<i>Nonfinite loss and grief: A psychoeducational approach.</i>
Edition (if available)	in brackets ()	
Place of Publication	City, State - followed by colon :	Baltimore, MD:
Publisher		Paul H. Brooks Publishing Co.

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

Bruce, E.J. & Schultz, C.L. (2001). *Nonfinite loss and grief: A psychoeducational approach.* Baltimore, MD: Paul H. Brooks Publishing Co.

**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**

Tovey, M.D, & Lawlor, D.R. (2008). *Training in Australia.* (3rd ed.). Frenchs Forest, NSW: Pearson.

### Three or more 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. (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:**

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

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

Koutoukidis, G., Stainton, K., & Hughson, J. (2013). *Tabbner's Nursing care: theory and practice.* (6th ed.). Chatswood, NSW: Elsevier.

**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**

Greig, A., Lewins, F. & White, K. (2003). *Inequality in Australia.* Port Melbourne, VIC: Cambridge University Press.

## 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:**

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

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

Baird, M., & Winter, J. (2005). Reflection, practice and clinical education. In M. Rose & D. Best (Eds.), *Transforming practice through clinical education, professional supervision and mentoring* (pp. 143-159). Sydney, NSW: Elsevier Churchill Livingstone.

**No Author**

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

**No Date**

Use (n.d.)

**Example** Porock, D. (2003). Fatigue. In M. O'Connor & S. Aranda (Eds.), *Palliative Care nursing: a guide to practice* (2nd ed., pp. 137-152). Melbourne, VIC: Ausmed Publications Pty Ltd.

eBooks

**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:**

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

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

Shell, R.J. (1928). Witches cove: a mystery story for girls. Retrieved from <http://www.gutenberg.org/files/43256/43256-h/43256-h.htm>

**No Author**

Begin the entry with the title of the book.

**No Date**

Use (n.d.)

**Further Example**

Baum, L. F. (1908). *Dorothy and the Wizard in Oz*. Retrieved from <http://www.gutenberg.org/ebooks/420>

## Journal article - print and 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:**

Detail	Format	Example
Author(s)	Surname, Initial; separated with an & where necessary	Gardner, J.
Year	in brackets ()	(2012).
Title of article	Use a colon : to separate subtitle	Baby faced CEOs.
Name of Journal & volume	in <i>Italics</i>	<i>Business Review Weekly, 34</i>
Issue number	in brackets ()	(15),
Page number/s		26-27.
<b>IF ARTICLE IS ONLINE</b>		
Retrieved from	URL	<a href="http://search.ebscohost.com">http://search.ebscohost.com</a>

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

Gardner, J. (2012). Baby faced CEOs. *Business Review Weekly, 34*(15), 26-27.

**No Author**

Begin the entry with the title of the article.

**No Date**

Use (n.d.)

**Example**

**Print** - Powell, M. J. C. (2013). Big-screen your iPad. *TechLife Jan2013*(7), 42-43.

**Online** - Ballingal, A. (2012). This is pet abuse? *Maclean's 125*(11), 42-45. Retrieved from <http://search.ebscohost.com>



## Newspaper article - print and 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:**

Detail	Format	Example
Author(s)	Surname, Initial; separated with an & where necessary	Drill, S.
Year, Month Day	in brackets ()	(2012, April 26).
Title of article	Use a colon : to separate subtitle	Qantas jobs may fly out.
Name of Newspaper	in <i>Italics</i>	<i>Herald Sun</i> ,
Page number/s		p.12.
<b>IF ARTICLE IS ONLINE</b>		
Retrieved from	URL	<a href="http://www.theage.com.au">http://www.theage.com.au</a>

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

Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald Sun*, p.12.

**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  
**Print** – TAFE talks on the move. (2013, December 20). *Bairnsdale Advertiser*, p. 3.

**Online**

Zappon, C. (2012, April). Home sales sink to lowest since 1994. *The Age*. Retrieved from <http://www.theage.com.au>

## Websites

### 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:**

Detail	Format	Example
Author(s)	Surname, Initial; separated with an & where necessary	Better Health Channel.
Year	in brackets ()	(2013).
Title of webpage	in <i>Italics</i> ; Use a colon : to separate subtitle	<i>Osteoarthritis</i> .
Retrieved Date	Month Day, Year	Retrieved March 8, 2013
Website	URL	<a href="http://www.betterhealth.vic.gov.au">http://www.betterhealth.vic.gov.au</a>

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

Better Health Channel. (2013). *Osteoarthritis*. Retrieved March 8, 2013 from <http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Osteoarthritis?open>

#### 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

Federation University Australia. (2013). *Constructing a search strategy*. Retrieved January 2, 2013 from <http://federation.edu.au/library/assignment-and-research-help/researching-tips/constructing-a-search-strategy>

## Government Legislation (Acts of Parliament)

### In-text Citation

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

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

#### Paraphrasing

Department Name, Date of Publication - e.g. (Department of Health, 1997).

#### Quote

Department Name, Date of Publication, page number - e.g. (Department of Health, 1997, p. 835).

#### No Department

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).

#### No page numbers

Give paragraph number using the abbreviation para. - e.g. (Department of Health, 1997, para. 4).

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#### 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:**

- Department Name
- Year - in brackets ()
- Title of Act - in *Italics* (Use a colon : to separate subtitle)
- Retrieved – Date (Month Day, Year)
- from - URL

#### No Department

Begin the entry with the title of the legislation.

#### No Date

Use (n.d.)

**Example** - It is important to note the punctuation format as well as the details  
Department of Education and Early Childhood Development. (1996). *Children's Services Act 1996*. Retrieved October 2, 2013 from <http://www.education.vic.gov.au/Documents/childhood/providers/regulation/childservicesact96.pdf>

#### **IF REFERENCING A PRINT VERSION OF AN ACT USE THE FOLLOWING FORMAT:**

- Short title of the act – in *Italics*
- Year - in *Italics*.
- Jurisdiction abbreviation (Commonwealth – e.g Cth. OR State – e.g. Vic)
- Subdivision (if relevant) – e.g. Section reference
- Country abbreviation – e.g. Austl.

Example:

*Copyright Act 1968* (Cth) s. 200AB (Austl.)

*Building Act 1993* (Vic) (Austl.)

## Presentation slides

### 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)

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#### 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:**

Detail	Format	Example
Conference/event/class name		MIT Innovations in Management Conference.
Year	in brackets ()	(2007).
Title of presentation slides	in <i>Italics</i>	<i>Strategies for sustainable business practices.</i>
Retrieved Date	Month Day, Year	Retrieved March 8, 2013
Website	URL	from <a href="http://mitsloan.mit.edu/">http://mitsloan.mit.edu/</a>

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

MIT Innovations in Management Conference. (2007). *Strategies for sustainable business practices*. Retrieved March 8, 2013 from <http://mitsloan.mit.edu/sustainability/pdf/Buckley.pdf>

#### No Date

Use (n.d.)

#### Further Example

Certificate III Education Support Hub. (2012). *Study skills: skills and preparation for study*. Retrieved January 2, 2013 from <http://moodle.advancetafe.edu.au>

## Images

### 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:**

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

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

*The Anatomy of the Immune System* [Image]. (2007). Retrieved January 3, 2013 from <http://www.microbiologybytes.com/iandi/2b.html>

**No Date**

Use (n.d.)

**Further Example**

*Mom dog with puppies* [Image]. (2012). Retrieved January 3, 2013 from <http://images.thezoom.com/showpost.php?pathImage=2012/07/Mom-Dog-With-Puppies.jpg>

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:

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:

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

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

Hunt, E. (2012, July 12). *Everyone is a customer* [Discussion forum post]. Retrieved March 8, 2013 from <http://moodle.egtafe.vic.edu.au/mod/forum/discuss.php?d=2380>

**No Author**

Begin the entry with the title of the communication.

**No Date**

Use (n.d.)

**Further Example**

Whitfield, R. (2013, July 9). Diversity [Discussion forum post]. Retrieved January 3, 2013 from <http://moodle.egtafe.vic.edu.au/>

## Streamed videos

### 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:

Detail	Format	Example
Author(s)	Surname, Initial; separated with an & where necessary	Wooley, C.
Year	in brackets ()	(2012).
Title	in <i>Italics</i> ; Use a colon : to separate subtitle	<i>The app revolution</i>
Format	in square brackets – e.g. [Video]	[Video].
Retrieved Date	Month Day, Year	Retrieved March 8, 2013
Website	URL	from <a href="http://sixtyminutes.ninemsn.com.au/">http://sixtyminutes.ninemsn.com.au/</a>

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

Wooley, C. (2012). *The app revolution* [Video]. Retrieved March 8, 2013 from <http://sixtyminutes.ninemsn.com.au/stories/8491606/the-app-revolution>

#### No Author

Begin with the entry with the title of the video.

#### No Date

Use (n.d.)

#### Further Example

*Michael Palin's Brazil: episode 1 out of Africa* [Video]. (2014). Retrieved January 3, 2014 from <http://www.abc.net.au/iview/#/series/2390159>

## 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:

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

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

Piper, H. (2008). *Making colour* (Cracking the colour code) [DVD]. Bendigo, VIC: VEA Australia.

#### 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

*Elder abuse: an education in mandatory reporting* [DVD]. (2009). Melbourne, VIC: Aaron Maguire Productions.



## 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:**

Detail	Format	Example
Author(s)	Surname, Initial; separated with an & where necessary	Sharrock, N.
Year	in brackets ()	(2013).
Title	in <i>Italics</i>	<i>CHCED307A Support the development of Numeracy</i>
Format (if anything other than Online Campus page or document)	in square brackets – e.g. [Video]; [Audio]	[Word Document].
Retrieved Date	Month Day, Year	Retrieved January 3, 2014
Website	URL	from <a href="http://moodle.egtafe.vic.edu.au/">http://moodle.egtafe.vic.edu.au/</a>

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

Sharrock, N. (2013). *CHCED307A Support the development of Numeracy* [Word Document]. Retrieved January 3, 2014 from <http://moodle.egtafe.vic.edu.au/>

#### No Author

Begin the entry with the title of the material.

#### No Date

Use (n.d.)

#### Further Example

*Referencing.* (2012). Retrieved March 8, 2013 from <http://moodle.egtafe.vic.edu.au/mod/resource/view.php?id=13820>

## Brochures or pamphlets

### 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:**

Detail	Format	Example
Organisation name or Author(s)	Surname, Initial; separated with an & where necessary	Advance TAFE
Year	in brackets ()	(2012).
Title	in <i>Italics</i> ; Use a colon : to separate subtitle	<i>Bairnsdale, Forestec and Sale campus libraries DVD list.</i>
Format	in square brackets – e.g. [Video]	[Brochure].
Place of Publication	City, State - followed by colon :	Bairnsdale, VIC:
Publisher	If the author and the publisher are the same, use the word Author as the publisher.	Author.
<b>IF ONLINE</b>		
Retrieved – Date	Month Day, Year	Retrieved January 3, 2014
Website	URL	<a href="http://www.health.gov.au/">http://www.health.gov.au/</a>

**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

Department of Health and Ageing. (n.d.). *The dangers of passive smoking* [Pamphlet]. Retrieved January 3, 2014 from <http://www.health.gov.au/>

Personal communication, class notes & teacher notes

**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.

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

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

Spencer, D. (2012). *HLTEN608A Practise in the domiciliary health care environment: Course notes*. Bairnsdale, VIC: Advance TAFE.

**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.**

In-text Citation	Reference list entry
<p>When writing a citation for a secondary source, both the Primary and Secondary source of information must be acknowledged.</p> <p><b>Primary Source:</b> The source the information was originally published in.  <b>Secondary Source:</b> The source of information you are using, which has cited the work of the primary source.</p> <p>The primary source should be mentioned first, followed by “as cited in” before the secondary source.</p> <p>e.g. Blakely’s (2004) report (as cited in Brown, 2008) ....</p> <p>e.g. The key to successful marketing (Davidson, 2009, as cited in Nichols, 2010).</p>	<p>You <b>do not</b> need to include a reference list entry for the primary source (e.g. Blakely, 2004).</p> <p>The secondary source <b>does need</b> to have a reference list entry.</p> <p>Using the examples for the in-text citations:</p> <p>e.g. Brown, H. (2008). <i>Marketing for beginners</i>. Melbourne, VIC: Pearson.  e.g. Nichols, L. (2010). <i>Marketing Principles</i>. South Yarra, VIC: Elsevier.</p>

**This guide draws from the following sources:**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> Ed.). Washington, DC: Author.  
University of Southern Queensland. (2012). *APA referencing guide*. Retrieved from <http://www.usq.edu.au/library/help/referencing/apa>

## Examples

### 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.

**DONT 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

- *The Anatomy of the Immune System* [Image]. (2007). Retrieved from <http://www.microbiologybytes.com/iandi/2b.html>
- Beckwith, L. (2004). *The loud halo*. Dingley, VIC: Redwood editions.
- Bruce, E.J. & Schultz, C.L. (2001). *Nonfinite loss and grief: A psychoeducational approach*. Baltimore: Paul H. Brooks Publishing Co.
- Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald sun*, p.12.
- Gardner, J. (2012). Baby faced CEOs. *Business Review Weekly*, 34(15), 26-27
- Greig, A., Lewins, F. & White, K. (2003). *Inequality in Australia*. Port Melbourne: Cambridge University Press.
- Hunt, E. (2012, July 12). Everyone is a customer [Discussion forum post]. Retrieved from <http://moodle.egtafe.vic.edu.au/mod/forum/discuss.php?d=2380>
- MIT Innovations in Management Conference. (2007). *Strategies for sustainable business practices*. Retrieved from <http://mitsloan.mit.edu/sustainability/pdf/Buckley.pdf>

### 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.