Edith Cowan University

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Referencing Guide

Contents

Introduction

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

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

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

Referencing at ECU

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

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

Academic misconduct (including plagiarism)

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

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

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

- Intellectual integrity requires that the work of others be duly attributed where it is quoted or used as a source of ideas or paraphrasing.
- Plagiarism is the passing off of the work of others as one's own and is fraudulent.
- Academic misconduct of any form is unacceptable.
- Honesty and integrity in university study and research is a highly venerated tradition with academics; hence academic misconduct is to be treated very seriously.

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

Referencing formats

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

In-text references

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

Quotations

All material quoted from another author's work or from one's own previously published work should be reproduced word for word.

Short quotations (fewer than 40 words) must be incorporated into the text and enclosed within double quotation marks. Use single quote marks to show words/phrases that were presented within quote marks in the original and place the author's surname/s, the year of publication and the page number that you found the quotation on in a bracket. The elements in the bracket are separated by commas.

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

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

Example:
Butler (2000) finds the most significant difference is "age and place of origin" (p. 27).

Note. The full-stop is placed after the brackets of the citation.

Example:
Learning the rules of grammar "improves significantly with peer and self correction methods" (Peck & Coyle, 1999, p. 25).

Longer quotations (40 words or more in length) must be displayed in block format without the use of quote marks. The quote should start on a new line and be indented about 1.3 cm or 5 spaces from the left margin. If there are additional paragraphs within the quotation, indent the first line of each additional paragraph a futher 1.3 cm or 5 spaces. The entire quotation (in the block format) should be similar to the rest of your document. *Do not change the font size or use italics.* Use double quote marks to show words/phrases that were presented within quotation marks in the original.

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

Example:
This is outlined in the following statement by Beukes and Pollit (2001):

> A sentence is a grammatically complete unit, a group of words that makes sense. These are simple sentences, and the technical term for them is also 'simple' sentences. They consist of a subject, a verb and an object. Usually the subject comes first in the sentence: it is what the sentence is about. Traditional grammars speak of the subject as the doer of the action. This can be a very useful way of remembering what a subject is. (p. 96)

Note. The full-stop is placed before the brackets in block quotations.

When omitting material from a quotation use an ellipsis (…) within a sentence to indicate that some material has been omitted from the original text. To show that you are omitting material between sentences

use a full-stop at the end of a sentence followed by an ellipsis. Only use an ellipsis at the beginning or end of a quotation to show that the quotation begins mid-sentence. This will prevent misinterpretation.

Example:

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

Paraphrasing

When paraphrasing (and/or summarising) an idea contained in another work, you are not required to provide a location reference (e.g., a page number or in the case of electronic sources, a paragraph number or section heading). You must, however, provide the author's surname and year of publication.

Variations in in-text references

1. A source written by one author

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

Example:

Jones (2001) examines the effectiveness of ...

Example:

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

Note. Include the year in the first citation in a paragraph but do not include the year in subsequent citations in the same paragraph.

Example:

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

2. A source with multiple authors

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

When a source has three, four, or five authors cite all authors the first time the reference occurs in the document but in subsequent citations include only the surname of the first author followed by 'et al.'. Only include the year in the first citation of the source in the paragraph.

When a work has six or more authors cite only the surname of the first author followed by et al. and the year for the first **and** subsequent citations. In the reference list give the initials and surnames of the first six authors and shorten any remaining authors to 'et al.'.

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

Example:

First citation of a source in the document.

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

Subsequent citation of this source within a paragraph.

Smith et al. (2000) suggest ...

Subsequent citations within a paragraph after this source has been first cited. The year should not be repeated within a paragraph.

Smith et al. found that ...

Example:

Davidson and Porter (1996) demonstrated that ...

Note. Use of 'and' rather than '&' within running text.

Example:

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

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

3. Groups as authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, etc.) are usually written in full each time they occur in an in-text reference. However, some group authors, such as associations and government agencies, are written in full in the first in-text reference and abbreviated thereafter. If abbreviating names, follow the rule of providing enough information in the in-text reference for the reader to be easily able to locate the entry in the reference list. This can be done by writing the name in full the first time it occurs and placing the abbreviated form in square brackets next to it. In subsequent citations you can then use just the abbreviation.

Example:

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

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

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

4. Works with no author

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

Title of an article or chapter.

Example:

... these findings ("Studies of patient satisfaction", 2003)

Title of a book, brochure, report or periodical.

Example:

The publication *Patients Voices* (2004) ...

5. Authors with the same surname

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

Example:

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

Example:

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

6. Two or more works within the same brackets

You must order the citations of two or more works within the same brackets (parentheses) in the same order in which they appear in the reference list. Arrange two or more works by the same author/s by year of publication and provide the authors' surnames once only.

Example:

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

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

Example:
Several studies (Smith, 1998a, 1998b, 1998c) point out that …

7. Author referred to by another author

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

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

Example:
In discussing the different approaches students take toward their university study, Beaty (1978) cited in Gibbs (1981, p. 73) claims:

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

Note. Where you have quoted an author referred to by the author whose work you actually read, the reference list will show only the name and title of the work actually read, i.e., Gibbs, G. (1981). *Teaching students to learn*. Milton Keynes: Open University Press. Beaty does not get a mention.

8. No publication date available

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

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

9. Referring to the titles of book and articles

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

Example:
In her book, *History of Science* …

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

Example:
The point of the article "Referencing Made Simple" …

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

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

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotations. Note that the words 'page' and 'chapter' are abbreviated in such text citations; do not italicise these abbreviations.

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

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

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation 'para.' (or the symbol for paragraph '¶'). If neither paragraph nor page numbers are visible, cite the section heading and the number of the paragraph following it to direct the reader to the material. However, in some instances, the section heading without paragraph number is sufficient.

Example:
This suggests … (Clarkson, 2001, para. 2)
This suggests … (Clarkson, 2001, ¶ 2)

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

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

11. Personal communications

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

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

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

12. Inserting material into quotations

Use square brackets to show material inserted into a quotation by some person other than the original author.

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

13. Emphasising words within a quotation

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

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

14. Correcting a quote

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

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

15. Ambiguous placenames

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

Example:
They spent that winter in Perth [Scotland].

End-text references

All condensed in-text references are to be recorded in full detail at the end of the text. This list is usually given alphabetically using a left aligned, hanging indent format. Capitalise only the first word of the title and the subtitle and proper names.

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

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

If more than one item by the same author is referred to, they are listed

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

Example:

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

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

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

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

Example:

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

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

Varieties of referencing

There is a wide variety of sources that you may wish to quote or acknowledge. This may require you to vary the standard form. Here are several examples of possible forms of acknowledgement.

Note. Please consult the APA manual for many extra examples.

1. Periodicals/articles

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

Journal article with one to five authors
Example:

In-text citation

(Lock & Jongeling, 1994, p. 111)

End-text reference

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

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

Journal article with six or more authors
With six or more authors only cite the first author followed by et al. in the first and subsequent in-text references.

Example:

In-text citation

(Al-Awadi et al., 1986)

End-text reference

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

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

Example:

In-text citation

(Jennings, 1995, p. 9)

End-text reference

Jennings, P. (1995, January 14). The national front. *The West Australian* [The West Magazine], 8-12.

Newspaper article
If the article has no author, alphabetise the article by the first significant word (omit A, The, An) in the title and use a short title for in-text citation. In the end-text reference, use p. or pp. to refer to the source page/s.

Example:

In-text citation

("R-movies", 1995)

Note. The inverted comma goes after the comma.

End-text reference

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

Example:

In-text citation

(Aisbett, 1995).

End-text reference

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

Note. The use of p. or pp. is only for newspaper articles not journals.

Articles whose titles include the title of another work

Example:

In-text citation

(Brick, 1959)

End-text reference

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

Example:

In-text citation

(Loomis, 1960)

End-text reference

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

Articles or lectures published independently

Example:

In-text citation

(Barnes, 1999)

End-text reference

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

2. Books, brochures and book chapters

Book with one author

Examples:

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

Book with two or more authors

If a work has two authors, always include both names in the reference. For in-text reference and end-reference use an ampersand (&). If you use the names of the authors in your argument use the word 'and'.

Example:

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

Example:

"In regard to studies which have achieved return rates in excess of seventy percent, four characteristics of the data collection procedures emerge" (Lock & Jongeling, 1994, p. 113).

Example:

In discussing survey return rates Lock and Jongeling (1994, p. 113) found that ...

Note. For all multiple-author citations in running text connect the last named author by 'and'; in parenthetical in-text references use the ampersand (&).

Example:

... as shown by Jones and Smith (1963).

Example:

... as has been shown (Jones & Smith, 1963).

If a work has more than two authors but less than six authors, the first time the in-text reference is used in a paragraph you must list the surname of all authors. The second time the reference is cited in the same paragraph, list only the surname of the first author followed by 'et al.' and the date. (Notice there is only a period after "al" not after "et"). In subsequent citation within the same paragraph only the first author is listed followed by et al. and no date.

Example:

Williams, Jones, Smith, Bradner and Torrington (1963) found that ... (first citation)

Williams, et al. (1963) found that ... (second citation in the same paragraph)

Williams, et al. found that ... (subsequent citation in the same paragraph)

If a book has six or more authors, cite only the first author followed by 'et al.' in the first and subsequent citations. All authors must appear in the end-text reference.

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

Edited book

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

Examples:

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

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

No date, classical work or date uncertain

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

Example:

In text citation

(Southey, n.d.)

End-text reference

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

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

Example:

In-text citation

(Plato, trans. 1947)

Example:

(Bunyan, version 1969)

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

Example:

In-text citation

(Bunyan, 1684/1969)

Group author

When the author and publisher are the same, use the word 'Author' as the name of the publisher.

Example:

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

No author

Where a work has no author, the title, or an abbreviated form of the title, is used in the same way as the author's name. In the end-text reference the work is listed alphabetically by the first word of the title, or abbreviated title. The same form must be preserved in both the in-text and end-text reference.

Example:

In-text citation

... (*The school in society*, 1968, p. 3)

End-text reference

The school in society. (1968). Hobart, Tasmania: Education Department.

Book whose titles include the title of another work

Distinguish the included title by double quotation marks.

Example:

In-text citation

(Whitley, 1970)

End-text reference

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

Work in a language other than English

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

Example:

In-text citation

(Traversa, 1981)

End-text reference

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

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

Editor or translator named in addition to author

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

Example:

In-text citation

(Genet, 1966, p. 61)

End-text reference

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

Play

Treat plays as books.

Example:

In-text citation

(Wedekind, 2007)

End-text reference

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

Music score

Example:

End-text reference

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

Poem

Place title of poem in double quotation marks.

Example:

In-text citation

"Macavity" (Eliot, 1939)

"He always has an alibi, and one or two to spare." ("Macavity", Eliot, 1939).

End-text reference

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

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

Examples:

"The Lady of Shallot", verse 3, lines 1-3.

"Julius Caesar", act 2, scene 1, line 21.

Brochure

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

Example:

In-text citation

(Edith Cowan University, n.d.)

End-text reference

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

Chapter/article in an edited book with one editor

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

Example:

In-text citation

(Kiernan, 1976, p. 462)

End-text reference

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

Chapter/article in an edited book with two or more editors

Use ampersand (&) to connect the name of the last editor.

Example:

In-text citation

(Mandler, 1993, p. 41)

End-text reference

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

Book chapter/article in an encyclopedia

Example:

In-text citation

(Robinson, 1994)

End-text reference

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

3. Audiovisual media

Music recording

General form:

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc]. Location: Label. (Recording date if different from copyright date)

Example:

In-text citation

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

End-text reference

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

Video recording

Example:

In-text citation

(Williams & Bell, 1998)

End-text reference

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

Interviews/personal communication

A remark quoted from a conversation, whether in a formal interview situation or not, is acknowledged by an explanatory note following the quotation.

Example:

In-text citation

The greywacke beds are up to 15 cm thick and are crudely graded from medium-grained at the base to fine-grained at the top; they probably represent distal turbidities (K. A. W. Crook, personal communication, April 18, 1971).

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

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

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

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

Example:

"What did Sue tell John?"
"She said, 'Get lost'."

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

Example:

He replied, "She said, 'Get lost'".

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

Example:

Did he hear the Speaker call, "Order!"?
He said, "Do you think I am mad?".

Audio-visual/electronic material (no author)

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

Video recording (no author)

Example:

In-text citation

("Decisions, decisions", 1976)

End-text reference

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

Film (no author)

Example:

In-text citation

("Early mathematical experiences", 1976)

End-text reference

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

4. Electronic media

General information

When including a reference, you need to provide the reader with the details that will enable them to locate the information used. Texts on the Internet provide a challenge to this expectation because of the way in which some texts can be accessed by many people and can be easily changed, often without knowledge of whom the author(s) is/are. Thus, it is crucial that all the necessary details are included.

To include a reference in a reference list for an Internet text, you need to provide:

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

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

The basic format for an end-text reference of electronic information is:

Author, 1., & Author, 2. (date). Title of work. Retrieved date, from URL

Author, 1., & Author, 2. (date). Title of chapter. In Source of information. Retrieved date, from URL

Note. There is no full-stop at the end of a URL.

In-text entries

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

In-text entry – Integral	In-text entry – Non-integral
The Benton Foundation (1998) recommends that …	… such examples (The Benton Foundation, 1998).

Be careful when providing page numbers for texts from the Internet. Some electronic texts do have page numbers; some don't. Some texts have paragraph numbers and some have line numbers. What you should avoid doing is allocating page numbers on the basis of how many pages your printer prints out as this will differ from user to user and if someone tried to follow your source, they might face difficulty in specifically locating the information.

If the text you are quoting from has paragraph numbers, then use the ¶ symbol/character or the abbreviation para. to signal the text location of your quote.

Example:

In-text citation

(The Benton Foundation, 1998, ¶ 5).

Web page

Include the author if available, the name of the webpage, a retrieval date and the full URL. If the author is not identified then start the reference with the document title. If the web page is part of a section in a website then identify the website/organisation and the relevant section. Precede the URL with a colon **only** if you identify the website.

Example:

In-text citation

("Technical specifications", n.d.)

End-text reference

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

Note. There is no full stop after the URL.

Wiki

Similar to webpages.

Example:

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

Periodical

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

Example:

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

Article only in an Internet journal

Example:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment, 3*, Article 0001a. Retrieved November 20, 2000, from http://journals.apa.org/prevention/volume3/pre0030001a.html

Non-periodical

Multipage document created by private organisation, no date.

Example:

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from http:www.familymealtime.org

Chapter or sections in an Internet document

Example:

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

Lecture notes available online

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

Example:

Smith, J. (2002). PFF 1198 *Lecture notes.* Retrieved March 14, 2002, from Edith Cowan University, School of Nursing and Public Health website: http://www.ecu.edu.au/fchs/sonph/units/pff1198.html

Aggregated database (e.g., ProQuest)

The database name is included in the reference.

Example:

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Daily newspaper article, electronic version available by search

Example:

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

Computer software

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

Example:

In-text citation

("Computer literacy for nurses", 1985)

End-text reference

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

Email

Examples:

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

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

Example:

Office of Research and Development. (1995). *ARC large grant guidelines.* Email December 2, 1995, from t.lampard@cowan.edu.au/Get ARCLG95

Message posted to an electronic mailing list

Example:

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

CD-ROM

Example:

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

eBook

Example:

In-text citation

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

End-text reference

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

For more information on referencing electronic media consult the *APA Style Guide To Electronic References* (2007).

5. Conference presentations/proceedings
Published in conference proceedings
Example:
In-text citation
(Jones, Oran & Sichel, 1992)
End-text reference
Jones, D. A., Oran, E. S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. *Proceedings of the Fifth Australian Supercomputing Conference* (pp. 15-24). Melbourne: RMIT University.

Unpublished presentation
Example:
In-text citation
(Jongeling, 1988)
End-text reference
Jongeling, S. B. (1988, September). *Student teachers' preference for cooperative small group teaching.* Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Perth, Western Australia.

Poster session
Example:
In-text citation
(Jones, 1993)
End-text reference
Jones, P. (1993, September). *Backyard bird watching.* Poster session presented at the annual meeting of the Naturalist Club, Perth, Western Australia.

Review
Reviews of books, films, etc. are identified by writing [Review of the book (or film, or …)] in square brackets after the title of the review article.
Example:
In-text citation
Carmody (1982) implies that …
End-text reference
Carmody, T. P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary Psychology, 27*, 208-209.

Unpublished paper/manuscript
Example:
In-text citation
(Parker, 1978)
End-text reference
Parker, R. S. (1978). *Style notes for typescripts in the social sciences.* Unpublished manuscript, Australian National University, Canberra.

6. Doctoral dissertations and masters theses
Abstract
Example:
In-text citation
Pendar (1982, p. 12) states …
End-text reference
Pendar, J. E. (1982). Undergraduate psychology: Factors influencing decisions about college, curriculum and career. *Dissertation Abstracts International, 42*, 4370 A-4371 A. (University Microfilms No. 82-06, 181).

Unpublished thesis
Example:
In-text citation
(Lock, 1993, p. 38)
End-text reference
Lock, G. (1993). *The prevalence and sources of perceived occupational stress among teachers in Western Australian Government metropolitan primary schools.* Unpublished doctoral dissertation, Edith Cowan University, Perth, Western Australia.

7. Technical and research reports
Government report
Example:
In-text citation
(Dawkins, 1991)
End-text reference
Dawkins, J. (1991). *Australia's language: The Australian language and literacy policy.* Canberra: AGPS.

Example:
In-text citation
(Commonwealth Schools Commission, 1987)
End-text reference
Commonwealth Schools Commission. (1987). *National policy for the education of girls in Australian schools.* Canberra: AGPS.

University report
Example:
In-text citation
(Froyland & Skeffington, 1993)
End-text reference
Froyland, I. B., & Skeffington, M. (1993). *Aboriginal and Torres Strait Islander employment strategy: A five year plan for the Police Force of Western Australia.* Perth, Western Australia: Edith Cowan University, Centre for Police Research.

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

8. Publications of limited circulation
Leaflet
Leaflets have only a limited circulation, therefore indicate the source of the publication immediately after the title.
Example:
In-text citation
(Churchlands College Health Service, n.d.)
End-text reference
Churchlands College Health Service. (n.d.). [Leaflet]. (Available from Edith Cowan University, Pearson Street, Churchlands, 6018, Western Australia).

Handout with no author
Example:
In-text citation
(Discourse analysis, n.d., p. 5)
End-text reference
Discourse analysis. (n.d.). [Handout]. (Available from Edith Cowan University, Pearson Street, Doubleview, 6018, Western Australia).

Appendix 1: Legal materials

Guidelines

Most legal periodicals and texts use the footnote system that is markedly different from the APA format adopted by the University. Because of the complexity of legal documents, court decisions, legislative materials, etc. the *Publication Manual of the American Psychological Association* (2001) suggests that information on preparing legal citation should be obtained from *The Bluebook: A Uniform System of Citation* (17th ed., 2000). This reference covers legislative material relevant to the USA scene, and is not appropriate for Australian legal material.

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

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

Legal authorities (cases)

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

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

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

Example:

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

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

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

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

Legislation

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

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

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

- Note that both the Act name and year are italicised.
- The section number is optional. If you are referring to the Act as a whole, omit the section number. If you are referring to particular sections, include the section number/s.
- If you have already cited an Act, the next time you refer to that Act you can omit the year and jurisdiction.

Example:

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

Reference list for legal materials

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

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

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

Your reference list should be divided into the following sections:

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

Within each list, arrange the sources alphabetically by author, by the first party to the case, or by the first word in the Act title.

Appendix 2: Accounting standards and regulations

Guidelines

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

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

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

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

AARF itself gives only the most recent date.

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

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

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

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

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

Accounting standards and regulations (AAS)

Example: AAS 28

End-text reference

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

Initial in-text reference

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

Subsequent in-text references

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

Example: AAS 18

End-text reference

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

Initial in-text reference

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

Subsequent in-text references

(AARF, ASB, 1996)

Exposure Drafts (ED)

Example: ED 51

End-text reference

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

Initial in-text reference

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

Subsequent in-text references

(AARF, ASB, 1993, para. 34)

Statement of Auditing Practice (AUP)

Example: AUP 16

End-text reference

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

Initial in-text reference

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

Subsequent in-text reference

(AARF, ASB, 1993, para. 19)

Statement of Accounting Concepts (SAC)

Example: SAC 4

End-text reference

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

Initial in-text reference

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

Subsequent in-text references

(AARF, PSASB & AASB, 1995)

Approved Accounting Standards (ASRB or AASB)

Example: AASB 1027

End-text reference

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

Initial in-text reference

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

Subsequent in-text references

(AASB, 2001, para. 16)

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

Source	In-text example	End-text example
Book	(Ezzy, 2002, p. 30)	Ezzy, D. (2002). *Qualitative analysis: Practice and innovation*. Crows Nest, NSW: Allen & Unwin.
Book: Edition of a book	(Borg & Gall, 1989, p. 25).	Borg, W., & Gall, M. (1989). *Education research: An introduction* (5th ed.). New York: Longman.
Edited book	Cunningham and Turner (2002) note that …	Cunningham, S., & Turner, G. (2002). (Eds.). *The media in Australia*. Sydney: Allen & Unwin.
eBook	(Wilkinson & Marmot, 2003, p. 15)	Wilkinson, R., & Marmot, M. (Eds.). (2003). *Social determinants of health: The solid facts* (2nd ed.). Retrieved December 2, 2007, from http://www.euro.who.int/document/e81384.pdf
Article/chapter in a book	As discussed by Cornford (1999) …	Cornford, I. (1999). Social learning. In J. Athanasou (Ed.), *Adult educational psychology* (pp. 73-96). Katoomba, NSW: Social Science Press.
Article in a journal	(Giroux, 2000, p.350)	Giroux, H. (2000). Public pedagogy as cultural politics: Stuart Hall and the 'crisis' of culture. *Cultural Studies, 14*(2), 341-360.
Article in an electronic journal based on a print source	As mentioned by Capper (1998) …	Capper, C. (1998). Critically oriented and postmodern perspectives: Sorting out the differences and applications for practice [Electronic version]. *Educational Administration Quarterly, 34*(3), 345-379.
Newspaper or magazine article	(Jennings, 1995, p. 9)	Jennings, P. (1995, January 14). The national front. *The West Australian* [The West Magazine], 8-12.
Article with 6 or more authors	(Al-Awadi et al., 1986)	Al-Awadi, S. A., Naguib, K. K., Moussa, M. A., Farage, T. I., Teebi, A. S., & El-Khalifa, M. Y., et al. (1986). The effect of consanguineous marriages on reproductive wastage. *Clinical Genetics, 29*, 384-388.
Report	As Dawkins, (1998) states …	Dawkins, J. (1988). *Higher education: A policy statement* [White Paper]. Canberra: AGPS.
Report: Electronic version	(Mulligan & Bickmore-Brand, 1998)	Mulligan, D., & Bickmore-Brand, J. (1998, July). *Outreach, access and support programs for socio-economically disadvantaged people at Curtin: A feasibility study*. Retrieved November 27, 2007, from http://eesj.curtin.edu.au/local/documents/les.doc
Website	(Harris, 1997)	Harris, R. (1997). Encouraging students to use technology. Vanguard University of Southern California. Retrieved July 24, 2000, from http://www.vanguard.edu/rharris/techuse.htm
Personal communication, e.g., email, interviews	(A. B. Smith, personal communication, December 29, 2005)	Personal communications are not included in the reference list.
Wiki	(Rutledge & Blackford, 2001)	Rutledge, J., & Blackford, T. (2001). *Pathway to undergraduate study: Academic discourse in foundation studies*. Paper presented at Australian Association for Research in Education 2001 Conference, Melbourne. Retrieved September 3, 2005, from http://www.aare.edu.au/01pap/rut01660.htm
Handout	(Models of learning, n.d., p. 2)	*Models of learning*. (n.d.). [Handout]. (Available from Faculty of Education and Arts, Edith Cowan University, Joondalup Drive, Joondalup, 6027, Western Australia).
Lecture notes available online	(White, 2007)	White, K. (2007). *ECE1120 Lecture notes*. Retrieved April 8, 2007, from Edith Cowan University, School of Education and Arts web site: http://www.edu.edu.au/fjo/ecepr/units/pff1120.html
CD-ROM	(Smart, 2005)	Smart, F. (2005). *Travelling around Australia* [CD]. Applecross, Western Australia: CD Group.
Films and videos	(Deeley, York & Scott, 1984)	Deeley, M., & York, B. (Producers), & Scott, R. (Director). (1984). *Bladerunner* [Motion picture]. United States: Warner Brothers.
Podcast	(Saunders, 2007)	Saunders, A. (Presenter). (2007, November 17). The architecture of diplomacy. Sydney: ABC Radio National. Podcast retrieved November 27, 2007, from http://www.abc.net.au/rn/bydesign/

Appendix 4: Common abbreviations used in referencing

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

Appendix 5: Referencing checklists

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

In-text references checklist

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

End-text reference checklist

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

Acknowledgements

Reference list

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

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

Harvard Law Review Association. (2007) *The bluebook: A uniform system of citation* (17th ed.). Cambridge, Mass: Author.

Melbourne University Law Review Association. (2002). *Australian guide to legal citation*. (2nd ed.). Melbourne: Author.

Style manual for authors, editors and printers (6th ed.). (2002). Milton, Queensland, Australia: John Wiley & Sons.