APA 6th edition

REFERENCING GUIDE

Library

January 2014

POLYTECHNIC
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Foreword

This guide is designed to give a clear understanding of the accepted format for the acknowledgement of sources of information in accordance with the *Publication Manual of the American Psychological Association* (6th ed.).

Please read through the guide carefully and follow the recommendations. Any comments or queries can be discussed with your lecturer or library staff. For further reading, copies of both the APA Publication Manual and the Concise Rules of APA Style are available from the Polytechnic West libraries.

Further information is also available from the APA style website at http://apastyle.org

This document is open to continuous improvement. We welcome your comments and contribution.

Library

Polytechnic West

Updated January 2014

Contents

What is a referencing system?

A referencing system is a set of rules and principles that is used to attribute the contributions of other authors within your own written work. This is achieved by both acknowledging, and identifying the source of, the other authors' work.

There are two parts to academic referencing: the acknowledgement (of the other authors' words and ideas) in the body of your text (the in-text citation); and the identification of their work in full at the end of your document (the end-text citation in the reference list).

Copying the words and ideas of others without acknowledging correct ownership is called **plagiarism**. Plagiarism may result in failure of a unit or entire course, fines, prevention from entry into professional associations and other disciplinary actions. Acknowledging and identifying the work of other authors allows you to use their material in your own written work without 'stealing' their words and ideas.

Correct use of a referencing system provides many benefits:

- References demonstrate to your lecturer that you are reading and researching your topic.
- References can be used to illustrate or support your point-of-view.
- References can be used to provide alternative viewpoints.
- References enable your lecturer to validate the sources or material that you have used.
- Referencing helps you to avoid inadvertent plagiarism.

The APA referencing system

A large number of different referencing styles have been developed over the years, such as the American Psychological Association (APA), Harvard and Chicago referencing style. At Polytechnic West, we use the APA referencing style.

The APA referencing style is based on the Publication Manual of the American Psychological Association. APA uses what is known as an 'author-date' style, and comprises in-text citations, which are contained within the body of your work, and end-text citations, which are listed at the end of your document, in your reference list.

In-text citations

All resources (books, journal articles, web pages etc.) that you have used in developing your assignment must be cited within your writing. These attributions are called in-text citations.

Here are a few general pointers about in-text citations:

- In-text citations generally consist of the surname(s) of the author(s) and the year of publication.
- If there is no author, use the title (or a short form of the title, if it is lengthy) and the year.
- In-text citations should be included in the sentence or paragraph to which they refer.
- Ensure your citations and quotations are relevant to your subject matter. You can use any and all kinds of sources in your work (i.e. printed, verbal, audio, visual and/or computerised) provided they are relevant.
- For almost every in-text citation that you use, you will need to include an end-text reference in your reference list. There are a few exceptions to this rule, such as personal communications and telephone conversations, and these exceptions are noted in the Examples of In-Text Citations Layout table on page 8.

Layout of in-text citations

The basic layout to use for an in-text citation is (Author's Surname, Date of Publication), regardless of what type of material is being cited (ie, whether it is a book, a journal or some other type of material).

For example:

> ...the influence of individual beliefs and values plays an important role in the financial decision making process (Smith, 2007).

This layout may be modified if required, eg. if you have multiple authors, or no author, or you are making a direct quotation. See the Examples of In-Text Citations Layout table on page 8, for examples of how to set out your in-text citation.

The reference list

All material that you cite in the body of your written work must be included in a reference list at the end of the work.

The requirements for a reference list in the APA style are as follows:

- Start the reference list on a new page at the very end of your work.
- Arrange reference list entries in alphabetical order by the surname of the first author followed by initials of the author's given name (see more information about alphabetising on page 25).
- Maintain the order of authors' surnames as they are expressed in the source material.
- The date used is the copyright date.
- Emphasise titles in italics (there are some exceptions to this rule - check the end-Text Citation (Reference List) Layout table (page 11) for your particular entry).

- Double space all reference entries.
- Each entry must have a hanging indent, meaning that the first line of each reference is set flush left and subsequent lines are indented (5 to 7 spaces or 1.25cm).
- Do not include personal communications such as private letters, telephone conversations, memoranda and informal electronic communications in the reference list, as the original sources are generally not easily available. Cite these sources only in text. See Examples in the End-Text Citation (Reference List) Layouts table on page 11.
- Cite exactly what you have actually read. For example, if you have read an electronic copy of an article, cite it as the electronic copy, not as a print copy.

Layout of end-text references in a reference list

Information comes in many different structures (such as books, journal articles, reports), and in a number of different formats (print text, electronic text, digital image, video). Each of these different types of information is laid out in a particular way, in order that enough information can be captured so that the reader can locate the original source.

For example, book references include information about the company that published that item; journal article references don't include publisher information, but do include the journal title, volume and issue number. All the different structures and formats of information are laid out slightly differently but don't worry - we have created a list of Examples of End-Text Citation (Reference List) Layouts to help you. See the table on page 11 for lots of examples to follow.

Books
A basic book reference is laid out like this:

Author, A.A., Author, B.B. & Author, C.C. (year). *Title of work*. Location: Publisher.

For example:

Brown, C.P., Green, H.W. & Snow, F.R. (2003). *Economic sustainability in the developing*

   countries. Milton: Wiley.

For book references, you put the title of the work in *italics,* and only capitalise the first word of the title (and subtitle, if there is one).

Always maintain the order of authors' names as they are displayed in the source material.

Periodicals
Periodicals include items published on a regular basis such as journals, magazines, newspapers and newsletters. A basic journal article reference is laid out like this:

Author, A.A., Author, B.B. & Author, C.C. (year). Title of article. *Title of Periodical*, *volume*

   number (issue number), pp-pp.

An electronic journal article should also include information on how you can locate that information online (a DOI or URL), so a basic electronic journal article reference is laid out like this (note the extra field at the end):

Author, A.A., Author, B.B. & Author, C.C. (year). Title of article. *Title of Periodical, volume*

     number (issue number), pp-pp. doi: xx.xxxxxxxxx

In a journal article reference, you put the journal title and volume number in italics, but not the article title. You capitalise the full title of the journal, but only the first word of the article title (and subtitle).

 For example:

Smith, F.P., Arts, H.W. & Thomas, C.R. (2003). The influence of individual beliefs and values in

     financial decision making process. *Journal of Finance*, *15*(4), 47-58.

     doi:10.1017/S0022109011000123

Examples of in-text citation layouts

Regardless of the type of information you are citing (be it a book, journal article, webpage, YouTube video etc.), your in-text citation will comprise of the author (or title) and date information relevant to that particular entry. Decide how to format your in-text citation based on whether you have an author name (and how many names you have), or a title for that entry.

Single Author	Use (Author's Surname, Date of Publication), eg. (Smith, 2007)
Corporate Author (usually an organization)	Use the corporate author in place of the author, eg, (Department of Health, 2010).
When you have two authors	Use both names, eg (Martin & Snow, 2009)
When you have three to seven authors	For the first in-text citation, use all the names, eg. (Hoffert, Wingate, Love, Bak & Modesti, 1998). For subsequent in-text citations, use the term 'et al.' after the first author's surname, eg. (Hoffert et al., 1998) **'Et al.' is an abbreviation of the Latin term *et alia*, which means "and others".** **Note the full stop after <u>et al.</u> Don't forget to include it, as this term is an abbreviation.**
When you have more than seven authors	Use only the first author's surname, followed by the term 'et al.', eg. (Rossman et al., 2010) **'Et al.' is an abbreviation of the Latin term *et alia*, which means "and others".** **Note the full stop after <u>et al.</u> Don't forget to include it, as this term is an abbreviation.**
When you don't have an author	Use the title instead, eg. (*HR Professionals*, 2007). **Just use the first (or main) part of the title. Don't include any subtitles. Note that because the title is in italics in the reference list, it should also be in italics in the text.**
When your author is anonymous	Use (Anonymous, 2007). Note that this is only for when the Author's name is

	given as Anonymous in the work. If you can't find the Author's name, and they are not given as Anonymous, use a Title entry instead. **If the author's name is given as Anonymous, use Anonymous as the author's name in the in-text and end-text references.**
When you want to cite multiple sources in the same parentheses	(Rossman et al., 2010; Smith, 2007) **List sources in alphabetical order, separated by a semi-colon.**
When you have multiple works by the same author	The year of publication will identify them individually, eg. (Smith, 2006) or (Smith, 2008)
When you have multiple works by the same author in the same year	If an author has published two or more works in the same year, identify them individually using 'a', 'b', 'c' etc., eg. (Smith, 2006a) or (Smith 2006b). **Assign the suffixes (a, b, c etc.) in your reference list, ordering the material alphabetically by title.**
Secondary sources, where one author is referred to by another author. Avoid using secondary sources where possible. Use them only if the original source is out of print or unavailable.	**Cite only the secondary source in the reference list. For example, if Grant's work is cited in Miller, but you haven't read the original Grant work, then you should put Miller in your reference list, and use 'as cited in' in your in-text citation, ie.,** ..Grant's diary (as cited in Miller, 2006)..
When you have a reference with no date	Use (Smith, n.d.)
When you have a web page with no author	Use ("Title", date), eg, ("Greening your school", n.d.) **Web articles which have no author do not have their titles italicized in the reference list or in the in-text citation. Title entries in the in-text citation should be enclosed in quotations.**
When making a direct quotation	Choose the correct in-text citation format for your work (see examples above), but add the page number, preceding the page number with 'p.' and a single space eg. (Smith, 2007, p. 35) or (*HR Professionals*, 2007, p. 105)

If you refer to your author by name in the body of your work	If you refer to the author by name in your work, you can just put the date, or date and page number, into the parentheses, eg. ..Smith (2006) proposes that.., or ..Smith stated that "referencing is easy" (2006, p. 35)..
Personal communications	(S. E. French, personal communication, January 10, 2014) **Personal communications (such as private letters, telephone calls etc.) are not recoverable by the reader, and so should only be cited in the text. There is no requirement to put an entry into the Reference List for a personal communication.**
Legislation	.. as expressed in Western Australia's *Occupational Safety and Health Act 1984*.. Or "procedure agreed between the employer and the employees as applying in respect of the workplace concerned or, where no procedure is so agreed, the procedure prescribed for that purpose in the regulations" (*Occupational Safety and Health Act*, *1984*, s. 24) **(In future references, omit date)**

Examples of end-text citation (reference list) layouts

Your reference list should include full entries for all of the material you have cited in the body of your written work. The layout of your entry will be different depending on the type of information you are referring to. Choose your layout based on what you are referencing:

- Books
- Journals, magazines and newspapers
- Website sources (including Facebook, Twitter, YouTube, web pages and web documents)
- Audio Visual media (movies, television)
- Government publications (statistics, legislation, government reports)
- Other sources (standards, reports, theses, datasets, conference proceedings, measurement instruments, patents, software, brochures)

Books

Single author	Reid, A. (2009). *Thoroughly modern milkshakes: 100 classic and contemporary recipes*. Hoboken: Wiley.
Two authors	Martin, B., & Snow, T. (2009). *Ageing and health: A practical approach to policy planning in Australia*. Melbourne: Longman Cheshire.
Three to seven authors	Hoffert, B., James, W., Love, L., Bak, H., & Modesti, A. (1998). *History of fashion design*. Melbourne: Longman. **For up to seven authors, list out all the authors' names in the reference list.**
More than seven authors	Rossman, E., Gardner, C., Rice, H., Spencer, G., Hoffman, M., Smith L., ... Wayne, D. (2011). *Management theory and its application*. Sydney: McGraw Hill. **When there are more than 7 authors, list the first 6 authors' names, followed by 3 full stops ... and then list out the last author's name.**
No author	*HR professionals: Job seeking made easy*. (2007). Bishopbriggs, Glasgow: Harper Collins. **When a work has no identified author, file by title instead. Cite in text the first few words or main part of the title and the year. Italicize the book title.**
Anonymous author	Anonymous. (2010). *Plumbing and drainage guide*. Melbourne: Hays Publishing Ltd. **If the author's name is given as Anonymous, use Anonymous as the author's name in the in-text and end-text references.**

Multiple works by same author	Brown, A. (2006). *Economics: Issues in developing countries*. New Jersey: Pearson. Brown, A. (2008). *Economic developments: Issues and challenges in developing countries*. New Jersey: Pearson. **References with the same authors are arranged by year of publication, earliest first.**
Multiple works by the same author published in the same year	Farrington, W. (2008a). *Emerging technologies for community services*: Wikis, blogs and podcasts. UK: John Wiley & Sons. Farrington, W. (2008b). *Use of emerging technologies to promote community services*. New Jersey: Pearson. **References by the same author with the same publication date are arranged alphabetically by title (excluding A or The). Assign a, b, c, etc. as required, to enable the entries to be differentiated in the in-text citation.**
Corporate author	Master Builders Association of Western Australia. (2008). *Commercial construction waste management guide*. West Perth: Author. **When the corporate author is also the publisher of the document, just put the word 'author' into the publisher field, rather than repeating the full corporate author name.**
Secondary sources, where one author is referred to by another author. *Avoid using secondary sources where possible. Use them only if the original source is out of print or unavailable.*	Miller, H. (2006). *Animal care training programme*. Oxford: Blackwell. **Cite only the secondary source in the reference list. For example, if Grant's work is cited in Miller, but you haven't read the original Grant work, then you should put Miller in your reference list, and use 'as cited in' in your in-text citation, ie.** ..Grant's diary (as cited in Miller, 2006).. **If you have read the original work, cite it directly.**
Editor	Grant, K. (2011). A framework for thinking about technology pedagogy. In M. Beverly (Ed.), *Technology for children: New trends in research*. (pp. 87-103). London: Jossey-Bass. **The name of the book editor should be preceded by the word 'In'. Enclose the abbreviation (Ed.) after the editor's name.**

	Note the layout of the Editor's name (M. Beverly, not Beverly, M.)
Multiple editors	Freedman, R. & Want, C. (1992). The power of therapy: Working with children who have been sexually abused. In J. Breckenridge & M. Carmody (Eds.), *Crimes of violence: Australia responses to rape and child sexual assault* (pp. 121-129). North Sydney, NSW: Allen and Unwin. **The name of the book editors should be preceded by the word 'In'. Enclose the abbreviation (Eds.) after the last editor's name.** **Note the layout of the Editor's name (J. Breckenridge & M. Carmody, not Breckenridge, J. & Carmody, M.)**
Book chapter	Hadden, D.J. (2008). Design of portal frame buildings. In B. Carlton & H. Francis (Eds.), *Building and construction* (pp. 17-28). New York: Guildford Press. **Note the layout of the Editor's name (B. Carlton & H. Francis, not Carlton, B. & Francis, H.)**
Editions	Harvey, J. (2008). *Principles of refrigeration* (4th ed.). New York: John Wiley & Sons. **An edition number is placed after the title of the work. This is not necessary for the first edition.**
Revised edition	Murphy, D. (2007). *Theory of computing systems* (Rev. ed.). San Francisco, CA: Miller Freeman.
Electronic book	Avant, T. (2011). *10 mistakes network marketers make when social marketing*. Retrieved from http://www.free-ebooks.net/ebook/10-Mistakes-Network-Marketers-Make-When-Social-Marketing
Reference book	Robinson, J. (2009). The principles of genetics and heredity. In *The new encyclopedia Britannica* (Vol. 19, pp. 700-729). Chicago, IL: Encyclopedia Britannica. **If the entry has no author by-line, use title entry.**
Entry in an online reference work	Miller, D. & Woodward, S. (2011). *Global denim*. doi: 10.2752/BEWDF/ EDch10312 Bryan, H. (2011). Recycling. In *World Book Student*. Retrieved from http://www.worldbookonline.com
Entry in an online reference work, no author or editor and no date	Functionalism. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from http://www.merriam-webster.com/dictionary/

	functionalism
	Use (n.d.) if the year of publication is not available.
English translation of a book	Traversa, V. P. (1998). *An introduction to modern engineering theories* (P. Grosman, Trans.). New York: Harper & Row. (Original work published in 1981).

Journals, magazines and newspapers

Journal article	Saunders, A. (2009). Lessons learned: Planning for post-disaster recovery and reconstruction, *Australasian Journal of Trauma Studies, 2*(4), 245-263.
Electronic journal article with DOI	Massingham, P. (2010). Managing knowledge transfer between parent country nationals (Australia) and host country nationals (Asia). *International Journal of Human Resource Management, 21*(9), 1414-1435. doi: 10.1080/09585192.2010.488440.
Electronic journal article without DOI	Saunders, A. (2009). Lessons learned: Planning for post-disaster recovery and reconstruction. *The Australasian Journal of Trauma Studies, 2*(4), 245-263. Retrieved from http://www.ajts. org.au/~trauma/2009/saunders.htm
Journal article with more than 7 authors	Hart, W., Kulik, J., Williams, G., Hayes, G., Peach, D., Miller, D., ... Light, L. (2007). Environmentally sustainable development: A life-cycle costing approach for commercial buildings in Australia. *Construction Management and Economics, 18*(8), 142-154. Retrieved from http://search.proquest.com **Where there are more than 7 authors, list the first 6 authors' names, followed by 3 full stops and then list the last author's name.**
Newspaper article with author	Sas, N. (2011, November 20). Overcoming the fears of teen mums. *The West Australian*, p. 18. Thomas, B. (2011, November 23). Perth growth to be 'faster' than forecast. *The West Australian*, pp. 35, 46. **Note that for newspaper articles, the page number(s) are preceded with a 'p.' (or 'pp.' for multiple pages). If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma.** **It is only necessary to put the year into the in-text citation, eg. (Sas, 2001).**
Newspaper article with no author	Meals on the move (2010, October 31). *Sydney Morning Herald*, p. 38. **It is only necessary to put the year into the in-text citation, eg. (Meals on the move, 2010).**

| Online newspaper article | Bullimer, E. (2011, November 19). Costly aircraft suggests cuts won't be easy. *New York Times*. Retrieved from http://www.nytimes.com

It is only necessary to put the year into the in-text citation, eg. (Bullimer, 2011). |
| --- | --- |

Website sources

Web page with no author, no date	Greening your school. (n.d.). Retrieved from http://www.gbca.org.au/resources/greening-your-school/ **Web articles which have no author do not have their titles italicized in the reference list or in the in-text citation. Title entries in the in-text citation should be enclosed in quotations, ie, ("Greening your school", n.d.) instead.**
Web page with author	Larson, E. & Larson, R. (2004). How to create a clear project plan. Retrieved from http://www.cio.com.au/ article/166486/how_create_clear_project_plan/ **Where there is no clear and distinct separate document (ie, the document is a link to another page), do not italicize the title.**
Web documents with a corporate or personal author	Water Corporation. (2011). *Plumbing handbook: A guide for working with the Water Corporation*. Retrieved from http://www.watercorporation.com.au/ _files/PublicationsRegister/1/Water_Corp_Plumbing _Handbook.pdf **Where there is a clear and distinct separate document (such as a .pdf version), italicize the title as normal.**
Image from a website	*Samsonvale* [Image]. (2011). Retrieved from http://www.sustainable buildings.com.au/default.aspx?d=362611
Entire website	No entry required in reference list
YouTube and other video streaming sites	Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxx For example: Gallagher, P. [louseywritervideos]. (2009, August 20). *APA formatting: How to create a reference list in the APA style* [Video file]. Retrieved from http://www.youtube.com/watch?v=d45FYQgPbNE or OWLPurdue. (2012, September 10). *APA formatting: Reference list basics.* [Video file]. Retrieved from http://www.youtube.com/watch?v=HpAOi8-WUY4 **Use both author name and screen name if you know them (put the screen name after the author name, in**

	square brackets [ ]). If only the screen name of the person who posted the video is known, use screen name only.
	Capitalise (or not) the screen name, in line with how it appears online.
	Note the different date format. Only the year is required in your in-text citation, ie. (Gallagher, 2009), or (OWLPurdue, 2012).
Twitter	Obama, B. [BarackObama]. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama status/2651151366
	When referring to a Twitter feed as a whole, or to discuss in general, give the site URL in text, inside parentheses. It is not necessary to add a reference list entry.
	Capitalise (or not) the screen name, in line with how it appears online. If listing under the author's real name, put the screen name in square brackets [ ].
	Note the different date format. Only the year is required in your in-text citation, ie. (Obama, 2009)
Facebook	Obama, B.[Barack]. (2009, October 9). Humbled. http//my.barackobama.com/page/community/ post/obamaforamerica/gGM45m [Facebook update]. Retrieved from http://www.facebook. com/posted.php?
	When referring to a Facebook page as a whole, or to discuss in general, give the site URL in text, inside parentheses. It is not necessary to add a reference list entry.
	Spell out the author's full first name (if available) in square brackets [ ].
	Note the different date format. Only the year is required in your in-text citation, ie. (Obama, 2009)
Mobile apps	Rightsholder, A. A. (year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from http://xxxxx
	For example:
	Skyscape. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Retrieved from http://itunes.apple.com

	If you are citing a specific entry from an app, use the following layout.
	Diabetes. (2013). In Epocrates Essentials for Apple iOS (Version 5.1) [Mobile application software]. Retrieved from http://www.epocrates.com/mobile/iphone/ essentials
Podcast	Fisher, D. (Producer). (2011, November 5). *Child psychology inspires dance* [Audio podcast]. Retrieved from http://www.abc.net.au **Note the different date format. Only the year is required in your in-text citation, ie. (Fisher, 2011).**
Blog post or comment	Crotty, N. (2011, November 17). Re: Bad hair, don't care: 10 offensive hairstyles we hope never come back [Web log post]. Retrieved from http://fashionista.com/2011/11/bad-hair-dont-care-10-offensive-hairstyles-we-hope-never-come-back/ Crotty, N. (2011, November 17). Re: Bad hair, don't care: 10 offensive hairstyles we hope never come back [Web log comment]. Retrieved from http://fashionista.com/2011/11/bad-hair-dont-care-10-offensive-hairstyles-we-hope-never-come-back **Put appropriate label in square brackets. For example: [Web log post] or [Web log comment].** **Do not italicize the topic.** **Note the different date format. Only the year is required in your in-text citation, ie. (Crotty, 2011).**
Wiki entry	Moodle. (n.d.). In *Wikipedia*. Retrieved September 14, 2012, from http://en.wikipedia.org/wiki/ Moodle **Note the full date format in the 'Retrieved' field. It is only necessary to put the year into the in-text citation.**
Message posted to a newsgroup, online forum or discussion group	Arveko (2011, October 16). Re: Honda Accord unexpected body painting problem [Online forum comment]. Retrieved from http://www. hondaclub.com/forum/general-automotive/17809-honda-accord-unexpected-body-painting-problem.html **Do not italicize the topic.** **Note the different date format. Only the year is required in your in-text citation, ie. (Arveko, 2011).**

Audiovisual media

Motion picture	Producer, A. A. (Producer), & Director, B. B. (Director. (Year). Title of motion picture [Motion picture]. Country of origin: Studio. For example: Cramer, J. & Goetzman, G. (Producers) & Lloyd, P. (Director). (2008). *Mamma Mia!* [Motion picture]. United Kingdom: Playtone.
Video (including DVD or VHS)	American Psychological Association. (Producer). (2000). *Modern approaches to treating patients with traumatic experiences* [DVD]. Washington, DC: Author. **Put the format of the video in square brackets.** **For example: [DVD] or [VHS].**
YouTube and other video streaming sites	See entry in Website Sources
Single episode from a television series	Ulbrick, A. (Writer/Director). (2011). Resilience [Television series episode]. In J. Cummins (Producer). *Life at five*. NSW: Australian Broadcasting Corporation.
Single television programme	Hegedus, C. & Pennebaker, D.A. (Producers). (2009). *Kings of pastry* [Television series]. Sydney: Special Broadcast Service Corporation.
Music recording	John, E. (2001). Dark diamond. On *Songs from the West Coast* [CD]. London: Mercury Records.
Map retrieved online	James Geographic Information Services (Cartographer). (2002). Population density, 2009 U.S. Census [Demographic map]. Retrieved from http://www.co.jgis.wa.us/maps/ Demographics/census-popdens_2009.pdf **Do not italicize the title of a map.**

Government publications

Corporate author, government report	Department of Health. (2009). *The epidemiology of Injury in Western Australia, 2000-2008.* Perth, Australia: Government of Western Australia.
Corporate author, government report, online	Department of Families, Housing, Community Services and Indigenous Affairs, Ministerial Task Force on Child Support. (2005). *Report of the Ministerial Task Force on Child Support*. Retrieved from http://www.fahcsia.gov.au/sa/ childsupport/pubs/FullReformReport/ Documents/best_interests_children_full_report. pdf
Australian Bureau of Statistics - Bulletin	Australian Bureau of Statistics. (2011). *Population and vital statistics bulletin, Dec 1910 (No. 3141.0).* Canberra, ACT: Author. Retrieved from http://www.abs.gov.au
Australian Bureau of Statistics - census information	Australian Bureau of Statistics. (2006). *Census quickStats: North Perth.* Canberra, ACT: Author. Retrieved from http://censusdata.abs.gov.au
Regulations and laws Only include legislation in the reference list if it is important to the understanding of the work. Otherwise just cite the legislation in the text.	*Occupational Health and Safety Act 1984* (WA). **If necessary, indicate sub-sections and clauses by relevant numbers and/or letters used in the document. For example** *Occupational Health and Safety Act 1984 (WA), s. 43.* **Where the letter s. refers to the particular section of the legislation.**

Other sources

Report	Mental Health Council of Australia. (2011). *Mental health, discrimination and insurance: A survey of consumer experiences 2011*. Retrieved from http://www.mhca.ora.au/
Standard	Standards Australia. (2007). *Wiring rules (AS3000:2007)*. Sydney: Author.
Standard - accessed from SAI Global database	Standards Australia. (2007). *Wiring rules (AS3000:2007)*. Retrieved from http://www. saiglobal.com
Doctoral dissertation or master's thesis available from a database service	Chaudhry, N. P. (1983). *Why small businesses fail: An exploratory investigation of information communication problems of small business organizations* (Doctoral dissertation). Available from Proquest Dissertations and Theses database. (ID: 8327366)
Doctoral dissertation from an institutional database	McLeod, C. (2007). *Changing places - resilience in children who move*. (Doctoral dissertation). Retrieved from http://ses.library.usyd.edu.au/ handle/2123/1844
Data set	Pew Research Centre. (2007). *Personal Finance / Social Trust* [Data file]. Retrieved from http:// www.pewsocialtrends.org/category/datasets/ **Italicize the title of a dataset.**
Software	Advance Task Scheduler Basic (Version 2) [Computer software]. (2009). Russia: South Software Inc. **Do not italicize the name of software programmes or computer languages.**
Measurement instrument	Bass, J.M. (2009). E-Temp: System for measuring temperature [Software and training videos]. Retrieved from http://www.dataq.com/ detectsystem/ET-100.htm **Do not italicize the name of software programmes or computer languages.**
Apparatus	TouchLink [Apparatus and software]. (2008). Perth, Australia: Cylink Research. **Do not italicize the name of software programmes or computer languages.**
Symposium	Hunt, S. (2007, December). Consumer expenditure and financial credit. In K.S. William (Chair), *Trends in*

	consumer behaviour. Symposium conducted at the meeting of the Reserve Bank of Australia, Sydney. **Use (Year, month) for symposia, conference proceedings or conference papers which have not been formally published. Use (Year) for published symposia, conference proceedings and conference papers.** **Provide a DOI if available.**
Conference Paper	Baxter, M. (2008). *How do dual working parents manage without childcare?* Paper presented at the 9th Australian Institute of Family Studies Conference, Perth, Australia, 23-25 March 2008. **Use (Year, month) for symposia, conference proceedings or conference papers which have not been formally published. Use only (Year) for symposia, conference proceedings and conference papers which have been published.** **Provide a DOI if available.**
Conference proceedings	Walton, I. & Williams, H. (2005). Surface touching using multiple cameras. In W. Phillips, D. Popescu & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 3708 Advanced Concepts for Intelligent Vision Systems* (pp. 48-65). doi:10.1007/978-3-540-29032-2_9 **Use (Year, month) for symposia, conference proceedings or conference papers which have not been formally published. Use only (Year) for symposia, conference proceedings and conference papers which have been published.** **Provide a DOI if available.**
Brochures/Handouts/Leaflets	Perth Clinic. (2011). *Anxiety: Panic and phobic disorder* [Leaflet]. West Perth, WA: Author. **When the corporate author is also the publisher of the document, just put the word 'author' into the publisher field, rather than repeating the full corporate author name.**
Lecture Papers	Reynolds, W. (2008, September). *Essay writing strategies for undergraduate students*. Paper presented for the Commerce and Hospitality Department at Polytechnic West. **Use the year only in the in-text citation, eg. (Reynolds, 2008).**

Patents	Kobayashi, T. (2001). *Australian Patent No. 2001085531*. Canberra, ACT: IP Australia. **Do not list the Patent title. List the date the patent is issued, not the application date.**
Personal communications, such as email, private letters, telephone conversations, memoranda and informal electronic communications	Not included in Reference List.
Press release	Rio Tinto. (2011, November 23). *Rio Tinto receives Canadian Competition Bureau clearance for its offer for Hathor Exploration* [Press release]. Melbourne, Vic: Rio Tinto Limited. **If retrieved from the web, replace the publisher information with the name of the website and the URL.** **Note the different date format. Only the year is required in your in-text citation, ie. (Rio Tinto, 2011).**

Quotations and paraphrasing

Direct quotations

A direct quotation is a word-for-word copy of another author's work, incorporated into the body of your own written work. When you use direct quotations, you must always include the page number(s) in your in-text citation.

Short quotations

If the quotation is **less than 40 words in length** (short quote), then it should be incorporated into the text and is enclosed with double quotation marks. Always include the name of the author, the date of publication and the page number in the citation.

 For example:

…it should be noted that every child needs continual positive reinforcement to cope with the world. As Smith (2011, p. 36) points out, "it is no surprise that we are much better at recognising negative signals than positive ones". Therefore we need to…

 Or

…children are very adaptable. However, "it is no surprise that we are much better at recognising negative signals than positive ones" (Smith, 2011, p. 36).

Long quotations

If the quotation is **more than 40 words in length** (long quote), then do not use quotation marks, but indent and use double spacing. Always indicate the name of the author, the date of publication and the page number from which the quotation is derived.

 For example:

> Governments have occasionally produced reports on the merits of privatization,
>
> incorporating 'expert' assessments of likely sale and retention values. This is progress,
>
> of a kind. It does, after all, provide the community with opportunities to scrutinize
>
> major proposals for assets sales - opportunities long available in the private sector.
>
> (Walker, 2010, p. 140).

Paraphrasing

To paraphrase means to express the meaning of another author's work or ideas, in your own words. When you paraphrase, you express something in a concise, condensed, 'different' way to the author's original words. This is also known as 'indirect quotation'. The purpose of a paraphrase is to clarify, in your own words, the essence of the original work. When paraphrasing, it is still necessary to provide an in-text citation to indicate where the ideas have come from. With a paraphrase, you need only indicate the name of the author and date of publication.

For example:

The original text, by Nickerson (1999).

> In order to communicate effectively with other people, one must have a reasonably
> accurate idea of what they do and do not know that is pertinent to the
> communication. Treating people as though they have knowledge that they do not
> have can result in miscommunication and perhaps embarrassment. On the other
> hand, a fundamental rule of conversation, at least according to a Gricean view, is
> that one generally does not convey to others information that one can assume they
> already have.

Paraphrased text

> Nickerson (1999) suggests that effective communication depends on a generally
> accurate knowledge of what the audience knows. If a speaker assumes too much
> knowledge about the subject, the audience will either misunderstand or be
> bewildered; however, assuming too little knowledge among those in the audience
> may cause them to feel patronized. ("How to avoid plagiarism, n.d.")

What is a Digital Object Identifier (DOI)?

Digital Object Identifier (DOI)

The digital object identifier (DOI) is a unique alphanumerical string assigned to any entity for use on digital networks. The DOI provides current information on where the digital object can be found on the Internet. All DOIs begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of 4 or more digits assigned to organizations, while the suffix is assigned by the publisher.

For example: 10.1017/S0022109011000123

In an electronic journal article, the DOI is usually located on the first page of the article, near the copyright notice.

The Influence and Affect on Beliefs, Preferences and Financial Decisions

When a DOI is used, no further retrieval information is needed to identify or locate the content. If your electronic article doesn't have a DOI, use a URL instead.

Universal Resource Locator (URL)

If the DOI is not available, you should use the URL instead, preceded by the words 'Retrieved from'.

 Author, A.A., Author, B.B. & Author, C.C. (year). Title of article. Title of Periodical, volume number (issue number), pp-pp. Retrieved from http://xxxxxxxx

For example:

Saunders, A. (2009). Lessons learned: Planning for post-disaster recovery and reconstruction. *The Australasian Journal of Trauma Studies, 2*(4), 245-263. Retrieved from http://www.ajts.org.au/~trauma/2009/saunders.htm

Order of references in the reference list (alphabetising)

Entries in your reference list should be arranged in alphabetical order by the surname of the first author followed by initials of the author's given name. If the entry has no author or editor, alphabetize by first significant word of the title.

You should alphabetise <u>letter by letter</u>.

 For example:

Singh, K	precedes	Singh Siddhu, N
Benjamin, A. S.	precedes	ben Yaakov, D.
Girard, J.B	precedes	Girard-Perregaus, A.S

Alphabetize the prefixes M', Mc and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe.

For example:

MacArthur	precedes	McAllister
MacNeil	precedes	M'Carthy

Reference List

American Psychological Association. (2010a). *Concise rules of APA style* (6th ed.).
Washington D.C.: Author.

American Psychological Association. (2010b). *Publication manual of the American
Psychological Association* (6th ed.). Washington D.C.: Author.

How to avoid plagiarism: Paraphrasing and summarization. (n.d.). Retrieved from
http://www.lib.usm.edu/legacy/plag/paraphrasing.php.