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## INTRODUCTION TO THE AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING STYLE

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The American Psychological Association referencing style (or APA as it is more commonly known) is used across a variety of disciplines. The sixth and latest edition was published in 2010.

### IN-TEXT REFERENCES

- APA uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format: (Author's Last Name, Year of Publication).  
**Example:** (Austen, 1813).
- You are also permitted to include the Author's name in a sentence, omitting it from the brackets.  
**Example:** Austen (1813)
- When directly quoting from a source, you must include page number(s) and enclose the quote in double quotation marks.  
**Example:** "A woman must have money and a room of her own if she is to write fiction" (Woolf, 1929, p. 6).  
  
**Note:** For multiple pages, use the abbreviation 'pp.' Include the full page range, i.e. '64-67'.  
**Example:** Woolf (1929, pp. 64-67) observes that...
- When paraphrasing or referring to an idea contained in another work, the *Publication manual of the American Psychological Association* advises: "you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text" (American Psychological Association [APA], 2010, p. 171). It is recommended you verify this advice with your unit of study coordinator, lecturer or tutor for each subject.
- If you are referring to an entire work, include only the Author's Last Name and Year of Publication in brackets. If you are referring to part of a work, you must include Page Numbers or their equivalent (see specific examples for more information).
- When citing a source you have not read yourself, but which is referred to in a source you have read (also known as 'secondary referencing'), use the following method:  
Moore (as cited in Maxwell, 1999, p. 25) stated that...  
**Important:** You would cite Maxwell, not Moore, in the Reference List.  
**Note:** It is always preferable to cite the original source. "Use secondary sources sparingly when the original work is out of print, unavailable through usual sources, or not available in English" (American Psychological Association [APA], 2010, p. 178).

### REFERENCE LIST

- The Reference List should appear at the end of your work on a separate page.
- Only include references you have cited in your work.
- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented (see examples in the tables below).

- In general, references should be listed alphabetically by the last name of the first author of each work.
- Special Reference List cases:
  - In the case of works by different authors with the same family name, list references alphabetically by the authors' initials.
  - In the case of multiple works by the same author in different years, list references chronologically (earliest to latest).
  - In the case of multiple works by the same author in the same year, list references alphabetically by title in the Reference List.
- When referring to Books, Book Chapters, Article Titles or Webpages, capitalise only the first letter of the first word of a title and subtitle, and proper nouns.  
**Example:** *Aboriginals and the mining industry: Case studies of the Australian experience*
- When referring to Journal Titles, capitalise all major words (do not capitalise words such as 'of', 'and', & 'the' unless they are the first word in the title).  
**Example:** *Journal of Exercise Science and Fitness*

## USEFUL LINKS

REFERENCING AND CITATION STYLES SUBJECT GUIDE: <http://libguides.library.usyd.edu.au/citation>

ENDNOTE SUBJECT GUIDE: <http://libguides.library.usyd.edu.au/endnote>

HOW TO REFERENCE TUTORIAL: <https://library.sydney.edu.au/help/online-training/referencing/>

ACADEMIC LIAISON LIBRARIANS: <https://library.sydney.edu.au/contacts/subjectcontacts.html>

**Acknowledgement:** The material contained in this document has been adapted, with permission of the authors, from the following publication:

University of Canberra Library & Academic Skills Program. (2010). *A guide to referencing with examples in the APA & Harvard styles* (6th ed.). Retrieved from the University of Canberra Library website: <http://www.canberra.edu.au/library/attachments/pdf/apa.pdf>

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## BOOKS &amp; BOOK CHAPTERS

**One author – in-text reference placement**

**Note:** There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.

**‘Information prominent’ (the author’s name is within parentheses):**

The conclusion reached in a recent study (Cochrane, 2007) was that...

**OR**

**‘Author prominent’ (the author’s name is outside the parentheses):**

Cochrane (2007) concluded that...

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell Publishing.

**One author – when fewer than 40 words are quoted**

Include the material in the paragraph and include specific page number/s.

Use **quotation marks** to show the exact words.

An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117).

**OR**

An interesting view was expressed by Cochrane (2007) that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell Publishing.

**One author – when 40 or more words are quoted**

Begin quoting the material on a new line, indent it 5 spaces (use the indent tool to keep all lines of the quote evenly indented), and include specific page number/s.

**Omit** the quotation marks.

Use **double spacing** for both your text and the indented quote.

Make sure the quote is **exactly** as it was published.

Much has been written about acute care. Finkelman (2006), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours. (p. 184).

Recently, this trend has been seen in some Australian hospitals and research here...

Finkelman, A. W. (2006). *Leadership and management in nursing*. Upper Saddle River, NJ: Pearson Prentice Hall.

IN-TEXT REFERENCE		REFERENCE LIST
<b>Two authors</b>	When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010) maintain that...	Palmer, G. R., & Short, S. D. (2010). <i>Health care and public policy: An Australian analysis</i> (4th ed.). Melbourne, Australia: Palgrave Macmillan.
<b>Three to five authors</b>  For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.	A recent study (Seeley, VanPutte, Regan, & Russo, 2011) concluded that...  <b>Subsequent in-text reference/s:</b> (Seeley et al., 2011).	Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). <i>Seeley's anatomy &amp; physiology</i> . New York, NY: McGraw-Hill.
<b>Six to seven authors</b>  For all in-text references, list only the first author's family name followed by 'et al.' All authors are included in the Reference List.  <b>For books with eight or more authors, please follow the guidelines for journal articles with eight or more authors on page 7.</b>	The Russian Revolution may never have succeeded if there hadn't already been widespread discontent among the Russian populace (Buliet et al., 2005).	Buliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., & Northrup, D. (2011). <i>The earth and its peoples: A global history</i> (5th ed.). Boston, MA: Wadsworth.
<b>Works by different authors with the same family name</b>  For in-text references, include the initials of the authors in question to enable readers to differentiate between them.  List references alphabetically by the authors' initials in the Reference List.	These techniques have been shown to improve test scores among primary school aged children (R. Smith, 2010).  If funding were enhanced, it is arguable these problems could be ameliorated (C. J. Smith & Laslett, 1993).	Smith, C., & Laslett, R. (1993). <i>Effective classroom management: A teacher's guide</i> (2nd ed.). London, United Kingdom: Routledge.  Smith, R. (2010). <i>Rethinking teacher education: Teacher education in the knowledge age</i> . Sydney, Australia: AACLM Press.

IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Several works by the same author in different years</b></p> <p>When citing references separately, no special rule needs to be observed. When citing references collectively, separate years with a comma and insert years earliest to latest.</p> <p>List references chronologically (earliest to latest) in the Reference List.</p>	<p>These techniques have changed markedly in the last decade (Greenspan, 2000, 2011).</p> <p>Greenspan, A. (2000). <i>Orthopedic radiology: A practical approach</i> (3rd ed.). Philadelphia, PA: Lippincott Williams &amp; Wilkins.</p> <p>Greenspan, A. (2011). <i>Orthopedic imaging: A practical approach</i> (5th ed.). Philadelphia, PA: Lippincott Williams &amp; Wilkins.</p>
<p><b>Several works by the same author in the same year</b></p> <p>Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.</p>	<p>Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference...</p> <p>"Educational change" has taken on a new meaning in recent years (Fullan, 1996b) ...</p> <p>Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i>. New York, NY: Kluwer Academic .</p> <p>Fullan, M. (1996b). <i>The new meaning of educational change</i>. London, United Kingdom: Cassell.</p>
<p><b>Several authors, different years, referred to collectively in your work</b></p> <p>List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.</p> <p>Separate each reference with a semicolon.</p>	<p>The cyclical process (Carr &amp; Kemmis, 1986; Dick, 2000; Kemmis &amp; McTaggart, 1988; MacIsaac, 1995) suggests...</p> <p>Carr, W., &amp; Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i>. London, United Kingdom: Falmer Press.</p> <p>Dick, B. (2000). <i>A beginner's guide to action research</i>. Retrieved from <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p> <p>Kemmis, S., &amp; McTaggart, R. (Eds.). (1988). <i>The action research planner</i> (3rd ed.). Melbourne, Australia: Deakin University Press.</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>eBook – online book</b>  - If the URL leads to information about how to obtain the book, use “Available from” instead of “Retrieved from”.  - If there is a DOI (digital object identifier), include it instead of the ‘Retrieved from’ statement. A DOI is a unique, permanent identifier assigned to many electronic documents.	We found helpful information about deaf children (Niemann, Greenstein, & David, 2004) that meant we could...  <b>OR</b>  Schiraldi (2001) offers solutions to PTSD.	Niemann, S., Greenstein, D., & David, D. (2004). <i>Helping children who are deaf: Family and community support for children who do not hear well</i> . Retrieved from <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a>  Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722
<b>Chapter in edited book</b>	A discussion about Australia’s place in today’s world (Richards, 1997) included reference to...  <b>OR</b>  Richards (1997) proposed that...	Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). Sydney, Australia: Century.
<b>Brochure – author is also publisher</b>	The security of personal information is addressed in the TransACT brochure (TransACT, n.d.)	TransACT . (n.d.). <i>Guide to equipment and service</i> [Brochure]. Canberra, Australia: Author.
<b>Editor</b>	In discussing best practice, Zairi (1999) identified...  <b>OR</b>  Best practice indicators in management have been identified (Zairi, 1999) and...	Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i> . Oxford, United Kingdom: Butterworth-Heinemann.
<b>Compiler, or Reviser, or Translator</b>  Use the following abbreviations after the person’s name in the Reference List:  Comp. Rev. Trans.	This novel by Gaarder (1991/1994) provides an appealing approach to...  <b>OR</b>  Socrates has been described as “enigmatic” (Gaarder, 1991/1994, p. 50) which provides us with...	Gaarder, J. (1994). <i>Sophie’s world: A novel about the history of philosophy</i> (P. Møller, Trans.). London, United Kingdom: Phoenix House. (Original work published 1991).

IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Corporate author – when the author is also the publisher</b></p> <p>Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references.</p>	<p>A recent study (Australian Institute of Health and Welfare [AIHW], 2009) highlighted ...</p> <p><b>Subsequent in-text reference/s:</b> The AIHW (2009) found that...</p>
<p><b>Corporate author – commissioned reports</b></p>	<p>The report prepared by the South Australian Centre for Economic Studies (2009) was discussed.</p>
<p><b>No date of publication</b></p>	<p>Some aspects of forensic science are more challenging than others (Browne, n.d.) and for this reason...</p>
<p><b>Second or later edition</b></p>	<p>Peters (2001, p. 6) argued that "..."</p>
<p><b>Multi-volume work</b></p>	<p>Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in...</p> <p><b>OR</b></p> <p>There is so much to learn about our country (Clark, 1978, p. 42) that we kept returning to...</p>
	<p>Australian Institute of Health and Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author.</p> <p>South Australian Centre for Economic Studies. (2009). <i>Local government's current and potential role in water management and conservation: Final report</i>. Commissioned by the Local Government Association of South Australia. Adelaide, Australia: Author.</p> <p>Browne, J. D. (n.d.). <i>Forensic science as a career</i>. London, England: Tower.</p> <p>Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Brisbane, Australia: Macmillan.</p> <p>Inge, M. T., Duke, M., &amp; Bryer, J. R. (Eds.). (1978). <i>Black American writers: Bibliographical essays</i> (Vols. 1-2). New York, NY: St. Martins.</p> <p>Clark, C. M. H. (1978). <i>A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888</i>. Australia: Melbourne University Press.</p>

## IN-TEXT REFERENCE

## REFERENCE LIST

## DICTIONARY / ENCYCLOPAEDIA

**Dictionary / Encyclopaedia – print**

Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List.

According to one definition of “bivalence” (VandenBos, 2007, p. 123)...

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

**Dictionary / Encyclopaedia – online**

Include information about editions, specific volume numbers or page numbers in parenthesis following the title in the Reference List.

A psychological overview of ADHD (Arcus, 2001)...

Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), *The Gale encyclopedia of psychology*. Retrieved from <http://www.gale.cengage.com/>

**Note:** If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference.

## JOURNAL, NEWSPAPER &amp; NEWSLETTER ARTICLES

**Journal article with one author – separated paging (paginated by issue)**

If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List.

In an earlier article, it was proposed (Jackson, 2007)...

Jackson, A. (2007). New approaches to drug therapy. *Psychology Today and Tomorrow*, 27(1), 54-59.

**Journal article with two authors – continuous paging throughout a volume.**

If the journal volume page numbers run continuously throughout the year, regardless of issue number, do **not** include the issue number in your Reference List entry.

Kramer and Bloggs (2002) stipulated in their latest article...

**OR**

This article on art (Kramer & Bloggs, 2002) stipulated that...

Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. *American Journal of Art Therapy*, 40, 218-231.



	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Journal article with three to five authors</b></p> <p>For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.</p>	<p>A recent study to investigate the effects of an organisational stress management program on employees (Elo, Ervasti, Kuosma, &amp; Mattila, 2008) concluded that...</p> <p><b>Subsequent in-text reference/s:</b> (Elo et al., 2008)</p>	<p>Elo, A., Ervasti, J., Kuosma, E., &amp; Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of Occupational Health Psychology</i>, 13(1), 10-23. doi: 10.1037/1076-8998.13.1.10</p>
<p><b>Journal article with six to seven authors</b></p> <p>For all in-text references, list only the first author's family name followed by 'et al.' All authors are included in the Reference List.</p>	<p>A simple ALMA is described in a recent study (Restouin et al., 2009).</p>	<p>Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., &amp; Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. <i>BioTechniques</i>, 47, 871-875. doi: 10.2144/000113250</p>
<p><b>Journal article with eight or more authors</b></p> <p>For all in-text references, list only the first author's family name followed by 'et al.' In the Reference List, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name.</p>	<p>Traumatic injury is the leading cause of death and disability worldwide (Steel et al., 2010).</p>	<p>Steel, J., Youssef, M., Pfeifer, R., Ramirez, J. M., Probst, C., Sellei, R., ... Pape, H. C. (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i>, 69(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24</p>
<p><b>Journal or magazine article with no volume or issue number</b></p>	<p>Wychick and Thompson (2005) foreshadow that scam will still be enticing...</p> <p><b>OR</b></p> <p>An interesting approach to scam (Wychick &amp; Thompson, 2005) suggested that...</p>	<p>Wychick, J., &amp; Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i>, 54-60.</p>
<p><b>Journal article retrieved from a database – with a DOI (Digital Object Identifier)</b></p> <p>A DOI is a unique, permanent identifier assigned to articles in many databases. <b>Always</b> include the DOI if one is provided (usually in the article's full-text, abstract or database record). If there is a DOI, no other retrieval information is necessary.</p>	<p>A study examining priming (Johns &amp; Mewhort, 2009) discovered ...</p>	<p>Johns, E., &amp; Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i>, 35, 1162-1174. doi: 10.1037/a0016372</p>

IN-TEXT REFERENCE		REFERENCE LIST
<b>Journal article – in press</b>	Influence of music in running performance (Lee & Kimmerly, in press) ...	Lee, S., & Kimmerly, D. (in press). Influence of music on maximal self-paced running performance and passive post-exercise recovery rate. <i>The Journal of Sports Medicine and Physical Fitness</i> .
<b>Journal article – Cochrane Review with DOI</b>	Overweight and obesity are increasing throughout the industrialised world (Shaw, O'Rourke, Del Mar, & Kenardy, 2005) ...	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. <i>The Cochrane database of systematic reviews</i> (2). doi:10.1002/14651858.CD003818.pub2
<b>Journal article retrieved from a database – without a DOI</b>  - If there is no DOI, do a Web search to locate the URL of the journal's home page & include it in the Reference List. The journal URL can sometimes be found in the database record or in the full text view of the article.  - If the online article is ONLY available from a database (e.g. for discontinued journals where the journal home page doesn't exist), include the entry page URL of the database where it was found. Give the database name if not in the URL.	The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)...  Primary care is one area marked for improvement (Purtilo, 1995).	<b>Example using URL of journal home page:</b>  Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i> , 9(2), 189-195. Retrieved from <a href="http://www.sbmp.org.br/cbab">http://www.sbmp.org.br/cbab</a>  <b>Example using URL of database (where there is no journal home page):</b>  Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. <i>Trends in Health Care, Law and Ethics</i> , 10, 105-118. Retrieved from <a href="http://www.proquest.com">http://www.proquest.com</a>
<b>Book review in a journal</b>	In his review of Thomas Samaras' latest book, Marson (2009) identifies...	Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i> , by T. Samaras]. <i>Public Health Nutrition</i> , 12, 1299–1300. doi:10.1017/S1368980009990656
<b>Newspaper article – with an author</b>	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).	Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11.
<b>Newspaper article – without an author</b>	The redesign of the Internet ("Internet pioneer", 2007) is said to...	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.

IN-TEXT REFERENCE		REFERENCE LIST
<b>Newspaper article retrieved from a database</b>  Do a Web search to locate the URL of the newspaper's home page & include it in the Reference List.	In an attempt to save the tiger, Darby (2002) provided...	Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i> . Retrieved from <a href="http://www.smh.com.au">http://www.smh.com.au</a>
<b>Article in an online newsletter</b>	Australia's casualty rate was almost 65 per cent - the highest in the British Empire ("Australians and the Western Front", 2009)	Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i> . Retrieved from <a href="http://www.cultureandrecreation.gov.au/newsletter/">http://www.cultureandrecreation.gov.au/newsletter/</a>
<b>CONFERENCE / SEMINAR PAPERS</b>		
<b>Conference or seminar papers in published proceedings – print</b>  If the paper is from a book, use the Book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format.	In a paper about conservation of photographs (Edge, 1996), the proposition that...	Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.
<b>Conference or seminar papers in published proceedings – online</b>	Tester (2008) points to the value of using geothermal sources for power and energy.	Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i> , Canberra, Australia: Geoscience Australia. Retrieved from <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a>

## GOVERNMENT PUBLICATIONS

**Government department as author**

Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references.

The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA], 2006) presents Australian Government agencies with...

**Subsequent in-text reference/s:**

DOFA (2006) identified ...

Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.

**Government publication – with identifying number**

Includes report numbers, catalogue numbers, etc.

Recently released statistics from the Australian Bureau of Statistics (ABS) (2007) reveal interesting changes in Australian society.

**Subsequent in-text reference/s:**

The ABS (2007) reported that ...

Australian Bureau of Statistics. (2007). *Australian social trends* (Cat. no. 4102.0). Canberra, Australia: ABS.

**Government report – online****First in-text reference:**

A recent government report (Department of the Prime Minister and Cabinet [PM&C], 2008) examines a selection of key topics ...

**Subsequent in-text reference/s:**

Families in Australia were highlighted (PM&C, 2008)...

Department of the Prime Minister and Cabinet. (2008). *Families in Australia: 2008*. Retrieved from <http://www.dpmc.gov.au/publications/families/index.cfm#contact>

**Government approved standards**

...and "including data in computer systems, created or received and maintained by an organisation" (Standards Australia, 1996, p. 7) as well as...

Standards Australia. (1996). *Australian Standard AS 4390: Records Management*. Sydney, Australia: Author.

## LEGISLATION

**Note:** For more comprehensive information please consult the following publication: *The bluebook: A uniform system of citation* (19th ed.). (2010). Cambridge, MA: Harvard Law Review Association.

**Act – print**

According to s. 8.1 of the *Anti-Discrimination Act 1977* (NSW), it is unlawful for an employer to discriminate against a person on the ground of race.

*Anti-Discrimination Act 1977* (NSW) s. 8.1 (Austl.).

**Follow this convention:**

*Short Title of the Act* (in italics) *Year* (in italics) (Jurisdiction abbreviation) Section number Subdivision, if relevant (Country abbreviation).

IN-TEXT REFERENCE		REFERENCE LIST
<b>Bill – print</b>	The Mental Health Bill 2013 (WA) prohibits...	Mental Health Bill 2013 (WA) (Austl.).  <b>Follow this convention:</b> Bill Name (no italics) Year (Jurisdiction abbreviation) (Country abbreviation).
<b>Act &amp; Bill – online</b>	According to s. 8.1 of the <i>Anti-Discrimination Act 1977</i> (NSW), it is unlawful for an employer to discriminate against a person on the ground of race.	<i>Anti-Discrimination Act 1977</i> (NSW) s. 8.1 (Austl.). Retrieved from <a href="http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NO/ONE/0">http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NO/ONE/0</a>
<b>Case</b>	According to <i>Ellis v. Wallsend District Hospital</i> (1989)...  ...in a land right case ( <i>Mabo v. Queensland</i> , 1988)...	<i>Ellis v. Wallsend District Hospital</i> 1989 17 NSWLR 553 (Austl.).  <i>Mabo v. Queensland</i> 1988 166 CLR 186 (Austl.).  <b>Follow this convention:</b> Case Name (in italics) Year Volume number Reporter abbreviation First page number (Country abbreviation).

## IMAGES, MUSIC & AUDIOVISUAL MEDIA

<b>CD recording</b>	Lyrics from Paul Kelly's song "From Little Things Big Things Grow" (Kelly, 1997, track 10) were used in recent television advertisements.	Kelly, P. (1997). From little things big things grow. On <i>Songs from the south: Paul Kelly's greatest hits</i> [CD]. Melbourne, Australia: Mushroom Records.
<b>DVD / Videorecording</b>	Jane Austen's world came alive in <i>Sense and sensibility</i> (Lee, 1995)	Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.

IN-TEXT REFERENCE		REFERENCE LIST
<p><b>Figure, Table, Graph, Map or Chart</b></p> <p>Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title:</p> <p>[Figure]. [Table]. [Map]. [Graph]. [Chart].</p>	<p><b>Graph</b></p> <p>The internal processes were well described (Kaplan &amp; Norton, 2004) which led to...</p> <p><b>Map</b></p> <p>To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...</p>	<p><b>Graph</b></p> <p>Kaplan, R. S., &amp; Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School.</p> <p><b>Map</b></p> <p>Geoscience Australia [NATMAP] (Cartographer). (2004). <i>ACT region, New South Wales and Australian Capital Territory</i> [Map]. Canberra, Australia: Author.</p>
<b>Image – online</b>	The effective use of light in Monet's 'Haystacks' (Monet, 1890)...	Monet, C. (1890). <i>Haystacks, midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from <a href="http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG</a>
<b>Liner notes</b>	The American jazz trombonist, bandleader and composer Jack Teagarden (Weiner, 1995)...	Weiner, D. J. (1995). [Liner notes]. J. Teagarden (Composer), <i>Big 'T' jump</i> [CD]. USA: Jass Records.
<b>Score</b>	Craig Scott is one of Australia's leading bassists (Scott, 2013)	Scott, C. (2013). <i>C minor waltz: For jazz quintet</i> [Score]. Sydney, Australia: Craig Scott
<b>Streamed music</b>	An analysis of the jazz piano style of "What's Your Story Morning Glory" (Williams, 1978, track 8) reveals...	Williams, M. L. (1978). What's your story morning glory. On <i>Mary Lou Williams: Solo recital, Montreux Jazz Festival</i> [CD]. Fantasy. Retrieved from Naxos Music Library Jazz.
<b>Interview – on radio</b>	In a recent interview with the Prime Minister (Mitchell, 2009)...	Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.
<b>Interview – on television</b>	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and...	Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
<b>Motion picture (movie)</b>	Jackson and Pyke (2003) provide evidence that belief in a world...	Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films.
		<b>Note:</b> Give the country where the movie was made – not the city.

IN-TEXT REFERENCE		REFERENCE LIST
<b>Podcast (audio)</b>	Listening to the news on my MP3 player (Nolan, 2007) was a new experience and I decided...	Nolan, T. (Presenter). (2007, April 28). <i>AM: News &amp; current affairs</i> [Audio podcast]. Retrieved from <a href="http://abc.net.au/news/subscribe/amrss.sml">http://abc.net.au/news/subscribe/amrss.sml</a>
<b>Radio program – broadcast</b>	When discussing how people write about music, Koval (2009)...	Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. Melbourne, Australia: ABC Radio National.
<b>Radio program – transcript</b>	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall, 2005) which...	Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from <a href="http://www.abc.net.au/ra/innovations/stories/s1302318.htm">http://www.abc.net.au/ra/innovations/stories/s1302318.htm</a>
<b>Speech – online</b>	In her ANZAC Day speech (Clark, 2007), the Prime Minister of New Zealand referred to...	Clark, H. (2007, April 25). <i>Prime Minister's 2007 ANZAC Day message</i> [Transcript]. Retrieved from <a href="http://www.anzac.govt.nz">http://www.anzac.govt.nz</a>
<b>Television advertisement</b>	The problems of teenage anxiety were graphically captured (Beyondblue, 2009)...	Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra, Australia: WIN TV.
<b>Television program – broadcast</b>	Examining future plans for Canberra's city area (Kimball, 2009)...	Kimball, C. (Presenter). (2009, September 4). <i>Stateline</i> [Television broadcast]. Canberra, Australia: ABC TV.  <b>Note:</b> Always check the television station's website and use the transcript, if one is available, for direct quotes.
<b>Television program – transcript</b>	Cyclones often affect Australia, especially in the north (McLaughlin, 2004) and it is worthwhile...	McLaughlin, M. (Presenter). (2004, November 7). Cyclone Tracy. In <i>Rewind</i> [Television program] [Transcript]. Sydney, Australia: ABC TV. Retrieved from <a href="http://www.abc.net.au/tv/rewind/txt/s1233697.htm">http://www.abc.net.au/tv/rewind/txt/s1233697.htm</a>

## IN-TEXT REFERENCE

## REFERENCE LIST

## THESIS OR DISSERTATION

**Thesis or Dissertation – print**

Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle, 2009).

Duddle, M. (2009). *Intraprofessional relations in nursing: A case study* (Unpublished doctoral thesis), University of Sydney, Australia.

**Thesis or Dissertation – retrieved from a database**

The field of engineering has largely developed around the positivist philosophical position (Hector, 2008).

Hector, D. C. A. (2008). *Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse* (Doctoral thesis). Available from Australasian Digital Theses database. (Record No. 185877)

**Note:** End the reference with the unique number or identifier assigned to the thesis/dissertation.

**Thesis or Dissertation – retrieved from the web**

Lacey (2011) differentiates between instrumental violence and violence inflicting injury for its own sake.

Lacey, D. (2011). *The role of humiliation in collective political violence* (Masters thesis, University of Sydney, Australia). Retrieved from <http://hdl.handle.net/2123/7128>

## UNIVERSITY PROVIDED STUDY MATERIALS

**Lecture / tutorial notes, etc. – online**

Septicaemia is one of many infections commonly acquired in hospitals (Maw, 2010) ...

Maw, M. (2010). *NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention* [Lecture PowerPoint slides]. Retrieved from <http://learn-online.ce.usyd.edu.au/>



## IN-TEXT REFERENCE

## REFERENCE LIST

## SOCIAL MEDIA

**Facebook update**

List the author's name as it is written (including nicknames).

\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)

Rudd, K. (2009, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from [http://www.facebook.com/note.php?note\\_id=200124043571&ref=mf](http://www.facebook.com/note.php?note_id=200124043571&ref=mf)

**Blog post**

- List the author's name as it is used in the posting (including nicknames).

- For a blog comment, use 'Blog comment' instead of 'Blog post' and include the exact title (including 'Re:' if used)

The plight of the flapper skate was recently highlighted (Keim, 2009)...

Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Blog post]. Retrieved from <http://www.wired.com/wiredscience/2009/11/extinction-error/>

**Video blog post (eg YouTube)**

The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009)...

Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from <http://www.youtube.com/watch?v=i8ldJ-0S5rs>

**Twitter tweet**

If the author uses their name as their Twitter 'handle', do not alter its format to follow the convention of 'Family name, Initial(s).'

President Obama announced the launch of the American Graduation Initiative (BarackObama, 2009).

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>

**Note:** This reference would be filed under 'B', not 'O'

**Discussion group, list, etc. – online**

There are strongly held views about knowledge management (Weidner, 2007) and from personal experience...

Weidner, D. (2007, June 11). KM reducing in popularity [Discussion list message]. Retrieved from [http://actkm.org/mailman/listinfo/actkm\\_actkm.org](http://actkm.org/mailman/listinfo/actkm_actkm.org)

**Wiki**

Include the date retrieved, as the information is likely to change in these sources.

The role of media corporations in the media literacy movement is discussed ("Great debates in media literacy", n.d.)

Great debates in media literacy: Theory and practice of media literacy. (n.d.). In *Wikiversity*. Retrieved October 27, 2009, from [http://en.wikiversity.org/wiki/Great\\_Debates\\_in\\_Media\\_Literacy](http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy)

## IN-TEXT REFERENCE

## REFERENCE LIST

## PERSONAL COMMUNICATION AND EMAIL

**Personal communication**

Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.

J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area.

**Not included in Reference List. Cite in-text only.**

**Email – NEVER cite addresses without permission of the owner of the address**

Ms Coleman (personal communication, July 11, 2007) provided details in an email and we acted on that information.

**Not included in Reference List. Treat as personal communication and cite in-text only.**

## WEB RESOURCES

**Web document – author or sponsor given, dated**

**Note:** A web document is a file (e.g. a Word or PDF file) found on the Web. Often there are links to Web documents from Web pages. A Web document is not the same as a web page.

An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...

Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour*. Retrieved from the Reserve Bank of Australia website: <http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html>

**Web document – author or sponsor given but not dated**

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO, n.d.).

Commonwealth Scientific and Industrial Research Organisation. (n.d.). *Reducing Australia's greenhouse emissions factsheet*. Retrieved from <http://www.csiro.au/resources/ps282.html>

IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Web page with no page numbers</b></p> <p><i>Include in in-text references:</i></p> <ul style="list-style-type: none"> <li>- A paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in double quotation marks.</li> </ul> <p><b>Note:</b> Because Web pages can be updated, you must include the date on which you accessed the source.</p>	<p>Usually the author or creator of a work is the copyright owner (University of Sydney, 2010, "Who owns copyright?", para. 1).</p> <p><b>Note:</b> The heading of the section was "Who owns copyright?"</p> <p>University of Sydney. (2010). <i>Guide to copyright</i>. Retrieved March 21, 2011, from <a href="http://sydney.edu.au/copyright/students/coursework.shtml#who">http://sydney.edu.au/copyright/students/coursework.shtml#who</a></p>
<p><b>Web source – no author or sponsor given</b></p> <p>When there is no author for a source you find on the Web (whether it be a Web document or a Web page), the title moves to the first position of the reference entry.</p> <p>If the title is long, use an abbreviated version of it for in-text citations. Insert double quotation marks around the title</p> <p><b>Note:</b> If you were citing the title of a book, periodical, brochure or report, you would use italics rather than double quotation marks.</p>	<p>This vaccine is 6 times more efficient than vaccines previously used to immunise against the condition ("New child vaccine", 2001).</p> <p>New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from <a href="http://news.ninemsn.com.au/health/story_13178.asp">http://news.ninemsn.com.au/health/story_13178.asp</a></p>
<p><b>Website – entire website</b></p>	<p>The new website of the Department of Education, Employment and Workplace Relations (<a href="http://www.deewr.gov.au">http://www.deewr.gov.au</a>) includes useful information on current government education policy.</p> <p><b>Not included in Reference list.</b></p>