An Abridged Guide
to the

APA (6th ed.) Referencing Style

Academic Learning Centre
School of Access Education

Edition T3, 2019

IMPORTANT: All sections of this APA Abridged Referencing Guide are based on APA 6th edition. The Academic Learning Centre (ALC) is aware that APA 7th edition has been recently released. However, the ALC recommends using APA 6th until further notice, unless otherwise stated by your lecturer. This will allow for all supporting materials, including the APA Referencing Guide, to be updated.

The CQUniversity Abridged Guide to the APA Referencing Style (author-date) is based on:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.). Washington, DC: Author.

This document can be found on CQUniversity's referencing web site at http://www.cqu.edu.au/referencing (click on American Psychological Association).

Other information about academic writing is available via the Academic Learning Centre's Moodle site.

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How to use this guide

This guide provides an introduction to the intricacies of referencing using the CQUniversity's *abridged version* of APA 6th Edition referencing conventions. Section 1 offers explanations of terms and concepts that are vital for the development of your knowledge, so you can become proficient at APA style referencing. There are subtle variations on the APA style of referencing, and it is important for you to use the CQUniversity APA Guide's style.

Once you are familiar with some of the concepts and key words, you will find it much easier to use Part 2 of this guide, which contains examples of in-text citations and reference list items. Referencing requires attention to detail, so you will need to refer to these examples and explanations a number of times as you develop your skills.

Finding information quickly

1. Use the contents page to locate particular concepts of referencing or resource examples.
2. Use the index page to find relevant examples.
3. Apply Ctrl + F to find the relevant resource quickly.

What is the purpose of this booklet?

When writing a university assignment, there are certain referencing rules you need to follow. Please note that there are other referencing styles (e.g. Harvard, Turabian, Vancouver and the Australian Guide to Legal Citation), so check your Unit Profile to confirm that the unit requires APA referencing. This booklet will explain what referencing is and show you how to reference using the CQUniversity APA referencing style.

What is referencing?

There are different types of university assignments (e.g. essays, oral presentations, reports, reflections, blogs, PowerPoint presentations, case studies). When you write an assignment, you will be expected to include the details of any resources that you have used in your assignment. These are called an in-text citations. A citation is located at the place where you have used someone else's words or ideas. In addition, a list of all the resources you have cited in-text is located at the end of the assignment; the list is called references. These processes are collectively known as "referencing".

Why do I need to reference?

Writing an assignment will often involve locating information from a range of different source types (e.g. web sites, journal articles, books, course readings). Each time you "borrow" ideas, data, information or illustrations from other sources to use in your assignment, you will need to cite and reference the source.

Referencing will help you:

- Demonstrate your knowledge of a topic and provide evidence of scholarly research.
- Give credit to the author or creator of the original source of an image, idea or piece of information.
- Avoid plagiarism and its associated penalties.

What should I reference?

You must cite and reference any source you use when writing an assignment even if you have just borrowed an idea or image, rather than copying exact words. This includes any of the following.

- **Hard copy** (paper based) sources, e.g., books, journal articles, newspapers, magazines, brochures, pamphlets, newsletters.
- **Electronic sources** e.g., web sites, videos, blogs, film clips, audio files, Moodle notes and readings.
- **Other sources**, e.g., phone conversations, interviews.
- **Visuals**, e.g., images, figures, tables.

Five key steps to referencing

While researching and drafting

Step 1. Decide which type of source you want to use, e.g. book, web site, journal.

Step 2. Record the relevant source details: author, date, title, publisher, URL etc.

In your assignment

Step 3. Use the notes you have made from the sources you read to create sentences and paragraphs to provide evidence or examples that support your ideas.

Step 4. Ensure that details for the in-text citation (e.g. author's surname, date, page number) are correct. Make sure you follow the APA style guidelines.

At the end of the assignment

Step 5. Create a reference list, and each item must have a corresponding item as an in-text citation.

Section 1: What does referencing look like?

Referencing in the assignment	Example
In this example of a paragraph you can see what referencing looks like in the body of the assignment. *Notice the inclusion of the author's name and date in most sentences. These are known as citations. They let the reader know the details about the source of the information.* *These citations acknowledge all ideas or words that belong to another person even if it is not a direct quote.* *These citations are integrated into the sentences, so the paragraph flows and is easy to read.* *Note. Author surnames can be located either inside the brackets or used as part of the sentence. See section on styles of in-text citation for an explanation.*	Retired Australians have been included as a campaign target for Volunteer Tourists for a number of reasons. The evolution of this group makes them attractive as they have commenced planning their retirements and are trying to do the most with their lives after their retirement, including travel. Research by Gibson (2002) on later life and retirement in the United States revealed that many of the participants experienced a feeling of more freedom to do what they want to do during retirement and later life. This is also evident in a report published by *The Australian* ("Get-up-and-go," 2007) which shows that there are a growing number of retirees who are putting on their backpacks and travelling. This point is further supported by Upe (2013) who states that Australia has 5.5 million baby boomers, and many are able to travel as they are now retired (p. 3). In addition, Salomon, Russell-Bennet, and Previte (2013) explain that Baby Boomers are also much more active and physically fit than the preceding generation. These authors point out that Baby Boomers who are facing retirement are experiencing a shift in their retirement approach from achievement orientation to quality of life. In Australia the 55 plus age group makes up 24 per cent of the population and they have 56 per cent of the country's net wealth (Upe, 2013, p. 7). They prefer to enjoy their retirement by spending their money rather than leaving it as an inheritance for their children (Salomon et al., 2013). It is evident that the over 55s have many traits that make them suitable candidates as Volunteer Tourists including their freedom, funds and a longing for education and new experiences.

Reference list (end of the document)	**Example**
You will need to include a list of all the sources you have cited in your assignment. *The reference list is placed at the end of the assignment on a separate page.* *Each item in this list will have a correlating item in the assignment body or appendices.* *Each reference in your list will need to be set out using APA style.* ***The reference list is:*** • *in alphabetical order;* • *in double line spacing; and* • *formatted with a hanging indent.*	References Department of Sustainability, Environment, Water, Population and Communities. (2012). *Salinity* [fact sheet]. Retrieved from http://www.environment.gov.au Get-up-and-go brigade are taking on the whole world. (2007, March 26). *The Australian*, p. 29. Gibson, H. (2002). Busy travellers: Leisure-travel patterns and meanings in later life. *World Leisure Journal*, *44*(2), 11–20. Retrieved from http://worldleisure.org/journal Multifaceted menace. (2007). *Science*, *317*(5836), 301–304. doi:10.1126/science.317. 5836.301b Robbins, S. P., Millett, B., Cacioppe, R., & Waters-Marsh, T. (2001). *Organisational behaviour* (3rd ed.). Frenchs Forest, NSW: Prentice Hall Australia. Solomon, M., Previte, J., & Russell-Bennett, R. (2013). *Consumer behaviour: Buying, having, being* (3rd ed.). Frenchs Forest, NSW: Pearson Australia. Stevens, L. P., & Bean, T. W. (2007). *Critical literacy: Context, research, and practice in the K-12 classroom.* Thousand Oaks, CA: Sage Publications. Sutton-Spence, R., & Kaneko, M. (2007). Symmetry in sign language poetry. *Sign Language Studies, 7*(3), 284–318. Retrieved from http://gupress.gallaudet.edu/SLS.html Upe, R. (2013, February 16). Baby-booming travel. *The Age*. p. 7.

Section 2: How do I use citations in-text?

Here are four key techniques you can use when you want to include other authors' ideas, words, images and data in your assignment. Have a look at the following pages for more detail on each of these techniques.

Paraphrasing	***Summarising***	***Direct quotations***	***Tables and figures***
Convey the author's idea/words indirectly. Using this option, you must use some of your own words AND change the sentence structure. A citation must be included.	Briefly sum up another author's work, e.g. a whole chapter or project.	Quoting an author's words exactly as they were written, using a short or long quotation. A citation must be included, e.g. author, year, and page number.	When using another author's figures, tables or data to support your own, you may copy and paste images, tables, charts and figures, but you must include your own title and a caption to cite the resource. See Appendix K.
Example 1 Jones (2016) found that significant reductions in infection rates (15%) could be achieved when nursing staff were reminded about hand hygiene (p. 35).	**Example 2** A study by Jones (2009) found that attention to hand hygiene by nursing staff played a significant role in infection rates.	**Example 3** A short quotation: Reminders to nursing staff to pay extra attention to recommended hand hygiene procedures resulted "in a 15% reduction in infection rates" (Jones, 2016, p. 3).	 *Figure 1.* CQUniversity research officers collecting water samples. Adapted from "CQUni Pitching in to Help with Capricorn Coast Water Supply Study," by CQUniversity, 2017 (https://www.cqu.edu.au).

How to paraphrase

Instead of quoting another author's words exactly, you may paraphrase them. To paraphrase, you must change some of the words AND change the sentence structure. When you use an author's ideas, but express them in different words, you are paraphrasing. A paraphrased item is not enclosed in quotation marks because it is not a word-for-word quotation. However, it is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source of the original document with an in-text citation. Failing to do so will result in plagiarism.

Many lecturers would prefer you to paraphrase or summarise an author's words rather than use a direct quotation. This is because paraphrasing requires original thought and shows that you understand the ideas and can integrate them into your work.

Steps for paraphrasing	**Examples**
1. *Read the sentence that you want to paraphrase a number of times to get the meaning of the text. Once you understand it, write it in your own words.* 2. *Highlight any specialised technical words or specific terms. These must be included in your paraphrase, as without these words, the meaning of the paraphrase will change completely.* 3. *Underline any keywords that can be changed.* 4. *Find other words and phrases that have similar meanings that can be used to replace the keywords in the text. Use a thesaurus or dictionary to help if need be.* 5. *Rewrite the ideas and reorganise the structure or order.* 6. *Add a lead-in phrase where the author's family name becomes part of the sentence to use an author prominent citation and the year the article was published in brackets.* 7. *Choose author prominent or information prominent style (see next page for explanation).*	**Original text** "Improved attention to hand hygiene reduced the rate of patient infections by 15% in a twelve-month period." **Paraphrase, author prominent** Jones (2016) found that in the course of a year, a significant reduction in patient infection rates was achieved as the result of an enhanced focus on the hand hygiene procedures of nursing staff (p. 34). **Paraphrase, information prominent** In the course of a year, a significant reduction in patient infection rates was achieved as the result of an enhanced focus on the hand hygiene procedures of nursing staff (Jones, 2016, p. 34).

Rules for paraphrasing	*Examples*
• *Ensure the paraphrased information supports the claim made by you as the writer.* • *Ensure the paraphrase is written differently from the original source.* • *Provide a page number "when paraphrasing or referring to an idea contained in another work, … especially when it would help an interested reader locate the relevant passage in a long or complex text" (APA, 2010, p. 171). Check with your lecturer for their preference around the inclusion of page numbers when paraphrasing and summarising.* • *Provide a corresponding reference in the reference list at the end of the assignment to accompany each citation.*	**Final version of student's work** Nurses play an important role in the reduction of infection rates in hospitals. Jones (2016) found that in the course of a year, a significant reduction in patient infection rates was achieved as the result of an enhanced focus on the hand hygiene procedures of nursing staff (p. 35). **Reference** Jones, A. (2016). An investigation of infection rates in Australian hospitals. *Journal of Australian Nursing*, *12*(2), 34–45. Retrieved from http://www.ajan.com.au

Styles of citation in-text: author prominent and information prominent

Where you place a citation depends on the emphasis you wish to apply and can be important to the argument you present.

Author prominent

When you want to emphasise the author, then you use the author's name as part of your sentence. The citation and the paraphrase would start something like this: Sherwood (2012) concludes that. . .(p. 5).

Information prominent

When you want to emphasise the information from an author, then your citation becomes information prominent. The citation will appear at the end of a sentence. The citation and the paraphrase will look something like this: . . .as evidenced from a recent Australian study (Jones, 2012, p. 6).

How to summarise

Instead of quoting or paraphrasing an author's words, work or ideas, you may decide to summarise them. A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. The original idea or meaning must be maintained. Technical words remain. Summarising is useful when you use the idea expressed in the source but not the specific language. Other advantages of summarising include: expressing the key point of a source in fewer words and demonstrating your understanding of the source more effectively.

Steps for summarising	**Examples**
1. *Read the text several times and check the meaning of unfamiliar words.* 2. *Underline technical words as they should not be changed.* 3. *Reread the text and make notes of the main points, leaving out examples and evidence.* 4. *Consider the main points as a whole and your purpose for using the information* 5. *Think of words or phrases which have similar meaning to those in the original text.* 6. *Develop an outline using short sentences written in your words. Rearrange these sentences to suit your purpose.* 7. *Remind your reader that you are summarising the work of someone else by citing their name in the summary (citation).*	Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match the student's preferences for learning. Duverge (2016) outlines a number of these**.** Firstly, educators should appreciate that adult learners would prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. Furthermore, adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career.
Here is an example showing ideas from several sources combined into one summary. *Notice that a semi-colon has been used to separate each source in the citation and that they are in alphabetical order.*	A key study by Lee (2016) found that many new university students experience considerable anxiety when learning how to cope with the academic literacy demands of assignment writing, and this finding is well-supported in the literature (Brown, 2012, p. 25; Green, Hawton, Kine, & Bull, 2009, p. 45; Redding & Shipton, 2011, p. 101).

Rules for summarising	**Examples**
• ***Do not*** *provide the same citation at the start and at the end of each sentence. Note that the sentence* ***in bold*** *is not referenced.* • *Ensure the summarised version is much shorter than the original text and that it is written in your own words.* • *Include a citation details (author and date) for each source cited.* • *Provide page numbers: "when … referring to an idea contained in another work, 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" (APA, 2010, p. 171).* ***Check with your lecturer for their preference for including page numbers when paraphrasing and summarising****.* • *Do not change the intended meaning of the original text.* • *Do not use quotation marks because this is not a direct quote.* • *Enter the complete source details in your reference list.*	In this example the source of the **bold** sentence is not clear. The student needed to repeat the citation after it. Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match adult learners' preferences for learning. Duverge (2016) explains that adult learners would prefer to learn independently or explore the topic therefore tasks should be designed accordingly. **Adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career**. Providing immediate feedback regarding errors, or alternate explanations to assist with learning new concepts is a strategy that enables adults to learn from misunderstandings (Duverge, 2016).

How to use direct quotations

You are quoting when you use someone else's exact words in your writing. Direct quoting is one way of showing that you have gathered information from other authors to support your point of view or thesis. Do not overuse this technique. Instead, aim to paraphrase more of the words and ideas of others to show how well you understand them and can use the source to support your point of view. When you quote, you must indicate where the quotation begins and ends, and provide an in-text citation. The citation makes it clear whose words you are using and where you found them.

A general rule in academic work is that no more than 10% of an assignment should be in the form of direct quotations. You can use short quotations (fewer than 40 words) or long quotations (40 words or more).

Steps for using quotations	**Example**
1. *Read chosen texts and form ideas about your topic.* 2. *Make a note of the ideas using your own words.* 3. *Identify sentences in a journal article to support the idea. Make a note of this.* 4. *Incorporate the quote into the paragraph by adding a few extra words just before the quoted words to help the quote fit smoothly into the sentence.* 5. *Provide the surname, year of publication and the page number that the quote was taken from.* 6. *Write the full publication details in the reference list at the end of the assignment.*	Hand hygiene of medical staff → infection rates. Especially nurses → study found "Improved attention to hand hygiene reduced the rate of patient infections by 15% in a twelve-month period" (Jones, 2016, p. 34). Nurses play an important role in the reduction of infection rates in hospitals. A recent study showed "improved attention to hand hygiene reduced the rate of patient infections by 15% in a twelve-month period" (Jones, 2016, p. 34). This indicates that hand hygiene while at work can result in significant reductions in the rate of infection. References Jones, A. (2016). An investigation of infection rates in Australian hospitals. *Journal of Australian Nursing, 12*(2), 34–45. Retrieved from http://www.journalofaustraliannursing.com.au

Rules for short quotations	Examples	
Short quotations should: • *have fewer than 40 words,* • *be incorporated into your sentence smoothly without disrupting the flow of your paragraph,* • *be enclosed in double quotation marks,* • *include the page number in the citation,* • *have the full stop after the citation if the quotation is information prominent,* • *have the full stop after the page number if the citation is author prominent, and* • *be in the same font size as the rest of the assignment.* *If the text you want to quote starts with a capital letter, it is acceptable to change the upper-case letter to a lower-case letter so that it fits with the grammar of your sentence; proper nouns remain uppercase (i.e. Australia or Robert).* ***Do not** correct any incorrect spelling, punctuation or grammar in the original quotation; instead, insert the word sic, italicised and in square brackets, directly after the error in the quotation.*	**Author prominent** Unterhalter (2007) argues that "gender equality in schooling is an aspiration of global social justice" (p. 5). In Wilson's (2013) report "the building inspector estimated that there [*sic*] house was a fire hazard" (p. 32).	**Information prominent** It has been argued that "gender equality in schooling is an aspiration of global social justice" (Unterhalter, 2007, p. 5). In his report "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2013, p. 32).

<table>
<tr><th>Rules for long quotations</th><th colspan="2">Example</th></tr>
<tr>
<td>When using quotations of more than 40 words:
use them infrequently,
introduce it in your own words with the lead-in statement ending with a colon (:),
separate it from the lead-in statement and from the text that follows with Enter,
do not enclose it in quotation marks,
begin each long quotation on a new line,
indent them by 1.27 cm from the left margin (Ctrl + M), and
apply double line spacing.
For a long information prominent quotation, the full stop goes after the quotation and before the citation.</td>
<td>Information prominent
Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:

The public life is fun. It’s creative. It’s where their friends are. It’s theatre, but it’s also community: in this linked, logged world, you have a place to think out loud and be listened to, to meet strangers and go deeper with friends. (Nussbaum, 2007, p. 27)</td>
<td>Author prominent
Rowan (2001) summarises the effects of a limited world view when she states that:

This poses a real challenge for educators. In many cases, we are drawing on educational resources, or curriculum documents which are in themselves fairly narrow in the view of the world they represent. This helps to make this view seem natural and normal. (p. 39)</td>
</tr>
</table>

Rules for long quotations	Example	
If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots). *If you need to add a word or words to a quotation, put them in square brackets* [ ].	The use of emotive language can be effective in influencing audiences to believe in a certain way: This passage attacks everyone who opposes the introduction of identity cards on personal terms. It also makes unsubstantiated assumptions about the backgrounds and economic circumstances of opponents in order to undermine their credibility. [Therefore], the passage … demonstrates flawed reasoning. (Cottrell, 2011, p. 117)	Cottrell (2011) explains how emotive language can be used to persuade audiences: The passage encourages complicity in the audience. By abusing opponents, the author encourages a division between in-groups, or "people like them", or "people like us". [In addition] the passage draws on emotive subjects, referring to crime and security to win over the audience. (p. 117)

How to introduce quotations and paraphrased sentences

Verbs that help with author prominent referencing

To assist with making citations part of your own writing and providing more information about the status of the information you are citing, you need to use signal words and phrases. Your choice of words can indicate whether the authors you are citing are presenting established findings, putting forward a case, making a suggestion or drawing conclusions. In addition, your work may become tedious to read if every quotation or paraphrase is introduced in the same manner. The signal word often becomes a place in writing where repetitiveness occurs. Table 1 provides examples of signal words useful for integrating other authors' ideas and words into academic writing.

Table 1

Signal words for use with in-text citations

Say or Mean		***Argue***	***Explain***	***Other***
state	assert	dispute	describe	agree
remark	add	disagree	clarify	question
maintain	confirm	question	justify	offer
hold the view	find	debate	reason	predict
point out	affirm	claim	show	identify
highlight		imply	demonstrate	
emphasise		contend		
		suggest		

Note. You would normally use present-tense to refer to research (though there are important exceptions).

Note. If you are citing more than one author, you will need to change the form of the verb; for example:

Single author: Jones (2016) argues that . . .

More than one author: Jones and Brown (2016) argue that . . .

How to use tables, figures or images

Sometimes it is useful to include reproductions or copies of items such as photos, graphs, tables, diagrams and drawings in your work. These items may be used as evidence to support academic arguments in the text. They can be used to present complex information clearly and effectively.

A table contains information that is organised using columns and rows. Figures can be maps, charts, diagrams, drawings, graphs and photographs. They must be labelled and referenced, and each is done in a particular way. Tables and figures are often used in reports, but rarely appear in essays. They may be copied from another's work, adapted from one or multiple sources of information or may be data from your own research.

Steps for using tables

1. *Ask yourself if you need to provide exact numerical data or compare and contrast values in a table or if the trends or patterns provided by a graph would be better used in this case.*
2. *Decide whether you need the whole table or part of it.*
3. *Refer to the table in the body of the report. Integrating the table as if it were a quote or part of the paragraph will assist your reader to understand why you included it.*
4. *Provide a table number, title, note and citation. See overleaf and Appendix K for examples.*
5. *The figure caption is in the same font and spacing as the text. Table number is on a line by itself and is not italic. Table title is one double-spaced line below the table number and is italic and title case.*
6. *Include the complete source information in your reference list.*

Example

It is evident from the data in Table 2 that the number of asylum claims is dropping in Australia and the US but increasing in other countries.

Table 2

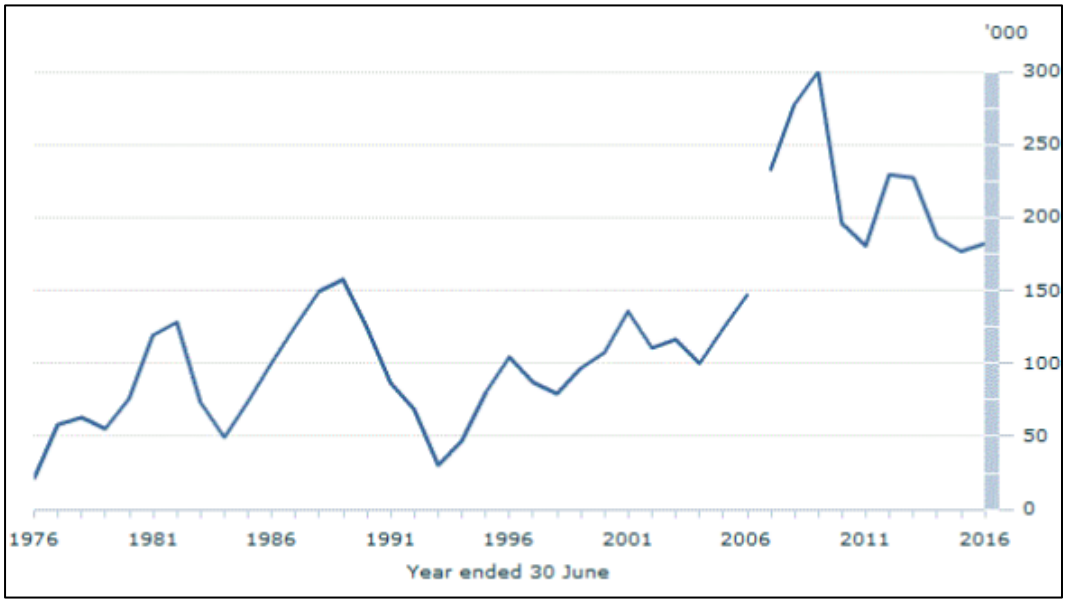
New Asylum Claims Lodged in Selected Regions by Semester 2012–2014.

Regions	1st 2013	2nd 2013	1st 2014	Change	
				1st 2013–1st 2014	2nd 2013–1st 2014
Europe	202,200	270,600	264,000	24.4%	-2.4%
EU–28	176,200	220,300	216,300	22.8%	-1.8%
US/Canada	46,100	48,700	58,600	27.1%	20.3%
Japan/Rep of Korea	2,100	2,700	3,300	57.1%	22.2%
Australia/NZ	5,900	6,100	4,700	20.3%	23.0%
Total	266,300	328,100	330,600	24.1%	0.8%

Note. Adapted from "World at War: UNHCR Global Trends: Forced Displacement in 2014," by United Nations High Commissioner for Refugees, 2015 (http://www.unhcr.org).

Rules for using tables	***Example***
Above the table • *Label the table within the text with a number e.g. 1, 2, 3. If the table is placed within an appendix, it takes the appendix letter and a number e.g. Table A1.* • *Provide a brief but clear title, below the table number, which explains the table below. Ensure the title is in italics and the first letter of all major words is capitalised (maximal capitalisation).* **Below the table** *Provide general notes below the table. Start with the word "Note" (italicised) followed by a full stop.* • *If you copied another's work, show the author in the caption below starting with "From…".* • *If you used another's work but adapted it to suit your purposes, indicate that it has been adapted from another resource as in the example.* • *If you used more than one source to create the table, each author must be identified.* • *Do not include the original citation, heading or caption when you copy these items. Write your own as the number you give your table or figure must fit within the numbering of figures and tables in your own work.*	Population increase through immigration had the biggest impact on the already heavily populated states as seen in Table 3 and Northern Territory had the smallest increase. Table 3 *Number of Migrants by State and Territory 2015–16.* State or territory | no. | % NSW | 71 161 | 39.1 Vic. | 65 007 | 35.7 Qld | 20 019 | 11.0 SA | 9 163 | 5.0 WA | 13 640 | 7.5 Tas. | 1 143 | 0.6 NT | 420 | 0.02 ACT | 1 607 | 0.09 Australia(c) | 182 165 | 100.0 *Note.* Adapted from "3412.0 Migration, Australia, 2015–2016," by Australian Bureau of Statistics, 2017 (http://www.abs.gov.au).

Note. *See Appendix K for specific templates, caption examples and reference list examples.*

Steps for using figures	Example
Steps for choosing to use figures are similar to those provided for tables in the previous section. *Figures can be maps, charts, diagrams, drawings, graphs and photographs.*	It is evident that migration to Australia has increased and this is adding to the diversity of the Australian population. Additionally, the Australian Bureau of Statistics (ABS, 2017) states that overseas migration is now principal factor of population increase in Australia. This can be seen in the migration rates in Figure 2 below.  *Figure 2*. Net overseas migration in Australia 1976 to 2016. Adapted from "2071.0 Cultural Diversity in Australia, 2016," by Australian Bureau of Statistics, 2017 (http://www.abs.gov.au).

Rules for using figures	Example
Follow these rules if you copy another author's figure to use in your report (similar to the one above) or an image like the one to the right. • *Provide the figure with a number and description below the figure e.g. Figure 3. Dame Edna.* • *Make sure that copied figures are a suitable size for your reader to view. Font size is between 8-14 pt.* • *Indicate that the source has been adapted from, or is from, another resource in the caption below: See Appendix K for specific templates, caption examples and reference list examples.* • *Do not include the original citation, heading or caption when you copy these items. The figure number is the correct number for your work, not the one used by the author. Figures 1 and 2 precede this example on the previous pages.* • *Number all figures in the order that they appear in the text.* • *Figures must be referred to in the main body of the text by their number: Figure 3* • *Include the source in your reference list*. See examples in Section 5.	Dame Edna Everage shown in Figure 3 is a fictitious character created and performed by comedian Barry Humphries. 'She' has been performing since the 1950s and has become "one of the most formidable comedy turns of the twentieth century" (New Yorker, 2015). *Figure 3.* Dame Edna. Adapted from "Dame Edna Everage will Bring Final Show to Britain," by Getty Images, 2012 (http://www.telegraph.co.uk).

Section 3: How to create a reference list

At the end of your assignment, you will need to include a list of all the sources you have used in your assignment. This is known as a reference list. Your reference list will need to be formatted using APA style.

This section contains some general guidelines that you will need to follow when writing your reference list. However, there are some more specific guidelines in the form of examples in Section 5 that will show you how to reference many different types of sources. There is also a Quick Guide for referencing multiple authors (Appendix J).

Organising your resources is a useful skill, so as you decide what will be useful for your research and writing it is important to generate a draft reference list to avoid losing any relevant information about the source details. This process can be time consuming, but once done it provides a useful tool for developing in-text citations. Remember to check this initial list against those used in-text and remove any unused items because a reference list should only include references that have been used within your assignment. The reference list does NOT include all your background reading.

Steps for creating a reference list

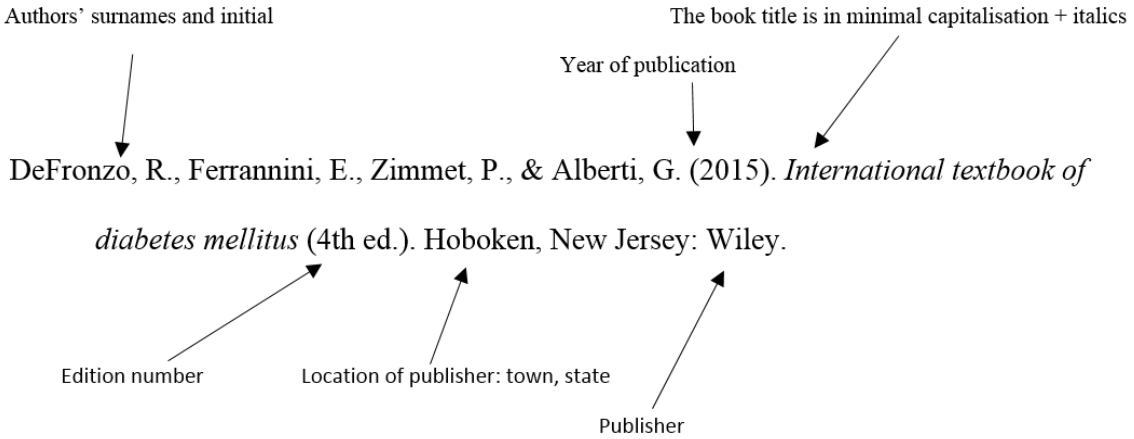
When including a source in the reference list you must provide the reader with enough information to locate that source. Figures 4, 5, 6, 7 and 8 on the following pages demonstrate how specific sources are included in the reference list. This guide does not contain an exhaustive list of examples, so at times you will need to problem solve to decide how to reference the source you used.

There are two key steps when writing your reference list:

Step 1. Find the relevant details shown in the following figures. Look at the examples that follow and in Section 5; there is a pattern to this task.

Step 2. Format the details according to APA style. Each time you gather information it is placed in a similar order in the citation.

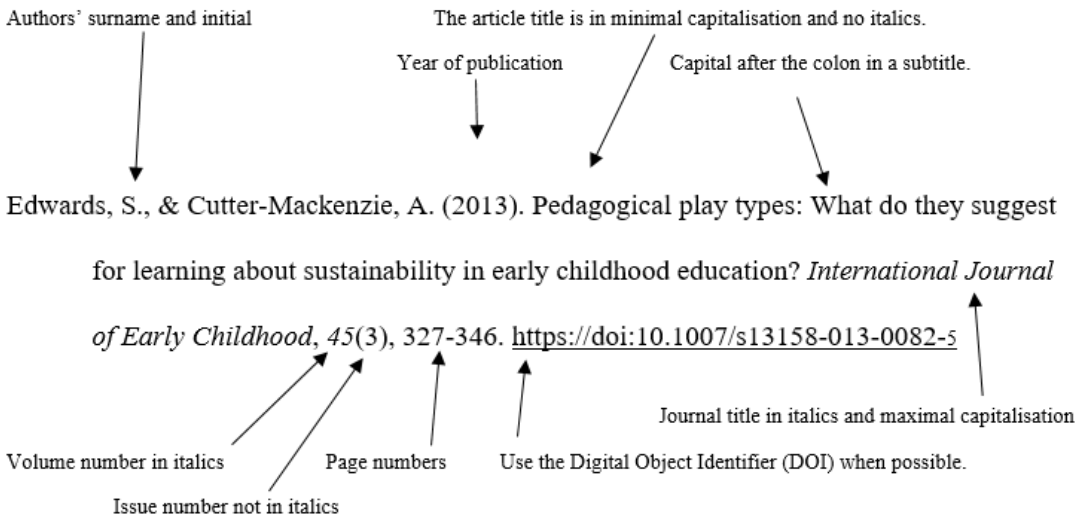
Steps for adding publication details to the reference list

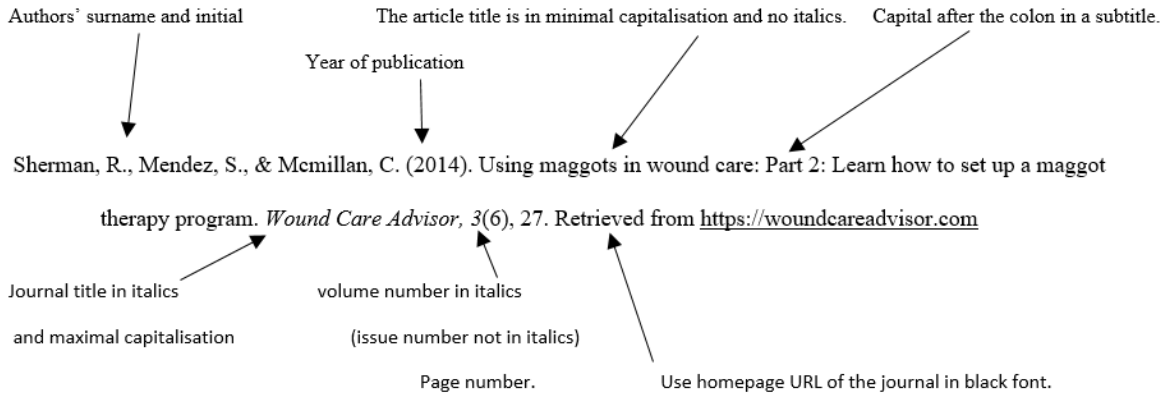
Referencing books	**Example**
For a book, the following elements should be presented in this order: 1. *Author's surname (family name) and initials. Even if the source gives the author's names in full, use only initials for their given names. When an author has two or more initials, the second initial stands for the middle name. In Western culture, given names are usually placed in front of the family name. If the family name has been placed first this will be indicated by a comma directly after it.* 2. *Year of publication.* 3. *Title of book in italics and minimal capitalisation.* 4. *The edition number, if not the original publication; for example, 4th ed. Placed in brackets after the title.* 5. *Place of publication: town and state.* 6. *Publisher.*	 *Figure 4.* Referencing a book with four authors. Adapted from "Referencing: APA Referencing R:APA," by Academic Learning Centre, 2017 (https://www.cqu.edu.au/alc).

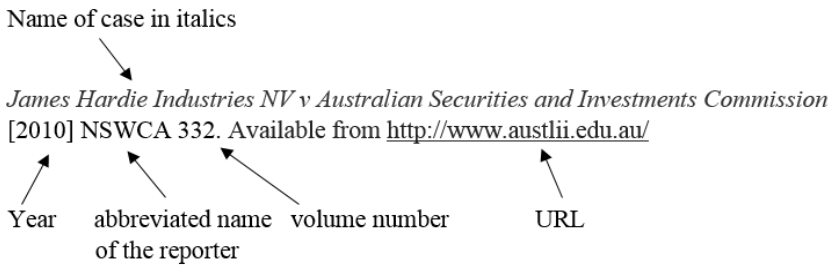
Note. The ordinal number is **not** in superscript, e.g. **not** 4th but 4th.

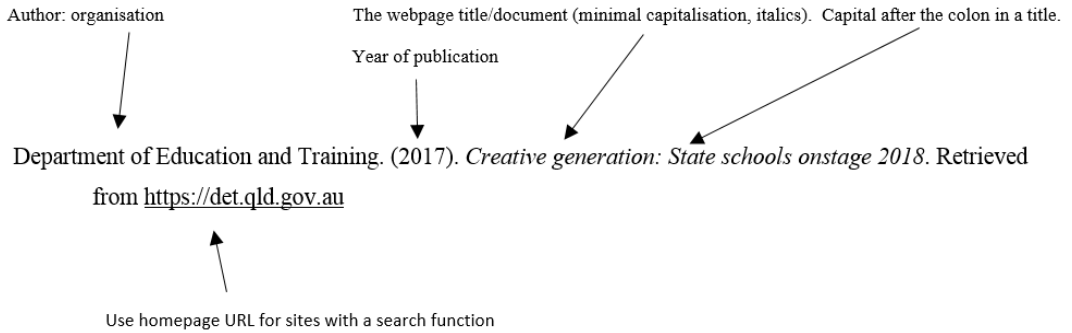
Note. Place of publication refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed location. If the place of publication is little-known or could be confused with another place of the same name, provide the state as well.

More detail about use of abbreviations, acronyms and the technical terms used in referencing can be found in Appendices A, B, C, D, E and F.

Referencing journal articles with a DOI	Example
When including a journal article in the reference list, the following elements should be presented in this order: 1. *Author's surname (family name), initials and year of publication.* 2. *Title of article in minimal capitalisation.* 3. *Title of journal in italics and maximal capitalisation.* 4. *Volume number in italics.* 5. *Issue number in parentheses.* 6. *Page numbers on which the article begins and ends. The use of pp. is not required.* 7. *DOI (Digital Object Identifier) number.* *When available, use the https DOI format below,* ***without*** *the words "retrieved from". It enables the reader to locate the article easily; however, both forms of DOIs are acceptable.* *Note. Only https DOIs are black, active and underlined.* *https://doi.org/10.xxxx/xxxxx* *The abbreviated form is not live or underlined. doi:10.XX.XXXX*	 *Figure 5*. Referencing a journal with a DOI. Adapted from "Referencing: APA Referencing R:APA," by Academic Learning Centre, 2017 (https://www.cqu.edu.au/alc).

Journal article from the web	Example
Note 1**. If a journal article does not have a DOI number, provide the home page URL of the journal. You may have to search for this.* ***Note 2**. Database URLs should not be used as the data may change over time. However, sometimes the journal home page is on a publisher's web site because the journal does not have its own web site. In this case, use the online publishing URL. Ulrichsweb database has web site details for most journals.* ***Note 3. Most journal articles do not require a retrieval date**; however, on rare occasions, articles may need a retrieval date if they are retrieved from databases where articles are periodically updated. These articles/ journal often have editors.* *See the flow chart in Appendix G to help you select the correct information when referencing your journal article.* ***Note 4. URLs are active, black font and underlined.	 *Figure 6.* Referencing a journal with a URL. Adapted from "Referencing: APA Referencing R:APA," by Academic Learning Centre, 2017 (https://www.cqu.edu.au/alc).

Referencing law cases	Example
For a case of law the following elements should be presented in the following order: 1. *The case name.* 2. *The year of case.* 3. *The volume number.* 4. *The law report series.* 5. *The starting page of the source.*	 *Figure 7.* Referencing a law case

Referencing a web page or a standalone document on the web	Example
For a web site, the following elements should be presented in the following order: 1. *Name of the author/sponsor/owner of the site/ organisation/department followed by a full stop.* 2. *Year of publication on the web in parentheses followed by a full stop—use* ***n.d****. if no date is provided.* 3. *Title of page/site in italics and minimal capitalisation.* 4. *URLs are active, black font and underlined.*	 *Figure 8*. Referencing a web page. Adapted from "Referencing: APA Referencing R:APA," by Academic Learning Centre, 2017 (https://www.cqu.edu.au/alc).

Referencing a web page or a standalone document on the web	Example
Using URL references *URLs are active, black font and underlined.* **Long URLs** *To avoid very long URLs, it is acceptable to give the home page for a web site rather than the exact URL, just as long as the web site has a search facility.*	Australian Bureau of Statistics. (2013). *Australian social trends: Pregnancy and work transitions,* 2013 (cat. no. 4102.0). Retrieved from http://www.abs.gov.au/

Rules for adding publication details to the reference list	Examples
• *Font style and size is same as for the rest of the assignment: usually Times New Roman 12.* • *Line spacing in the reference list is double, which is the same for the whole document.* • *The title References is centre aligned, and has the same font style and size as the document. It is not bold.*	References Cottrell, S. (2013). *The study skills handbook* (4th ed.). Basingstoke, UK: Palgrave, Macmillan. Gibson, H. (2002). Busy travellers: Leisure-travel patterns and meanings in later life. *World Leisure Journal*, *44*(2), 11–20. doi:10.1080/04419057.2002.9674266 Greek PM calls risky election. (2014, December 10). *The Australian*, Retrieved from http://www.theaustralian.com.au Oumlil, A. B., & Williams, A. J. (2011). Financial services and the elderly poor: Development and implementation of sustainable intervention strategies. *Journal of Financial Services Marketing*, *15*(4), 274–286. doi:10.1057/fsm.2010.23

Rules about authors' names	Examples
• *In Western culture, given names are usually placed in front of the family name followed by a comma.* • *Even if the source gives the authors' names in full, APA style does not include this. Use only the first letter or initials of given names of authors.* • *When an author has two or more initials, the second initial represents the middle name.* • *Titles such as Doctor or Professor are not included.*	Stella Cottrell becomes Cottrell, S. Dana Lynn Driscoll becomes Driscoll, D. L.

Rules for using capitalisation in a reference list
Minimal capitalisation (Sentence case) • *For minimal capitalisation, capitalise the first letter in the first word; all other words are in lower case. The exceptions are names or proper nouns (e.g. Australia).* • *Within a reference list, the title of a book, journal article, web page or standalone document is in minimal capitalisation regardless of how the titles is capitalised in the original. See example below.* • *If the title contains a colon, the first letter after the colon is capitalised.*

Rules for using capitalisation in a reference list
Maximal capitalisation (Title case) • *For maximal capitalisation, capitalise the first letter of each word. Do not capitalise articles (i.e. 'the', 'a', 'an') prepositions (e.g. 'for', 'on', 'under', 'about') or a conjunction (e.g. 'and', 'but', 'or').* • *Journal names, businesses and organisations require maximal capitalisations.*

Rules and examples for capitalising titles in text and in a reference list	**Examples**
Standalone document *A standalone document is a book, e-book, report, dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album and unpublished manuscript.* ***In-text:*** *Italic and maximal capitalisation (Title case)* ***Reference list:*** *Italic and minimal capitalisation (Sentence case)*	**In-text:** The statistics from *The National Report of Schooling in Australia 2016* indicate that… **Reference list example: Report** Australian Curriculum, Assessment and Reporting Authority. (2012). *The national report of schooling in Australia 2016.* Retrieved from http://www.acara.edu.au ***Note.*** See Section 5 for guidance on how to reference a book, e-book, podcast, YouTube etc.

Rules and examples for capitalising titles in text and in a reference list	**Examples**
Part of a greater whole *An item in a greater whole is a journal article, book chapter, e-book chapter, newspaper article, magazine article, blog post, television episode, webisode, webpage, tweet, Facebook update, encyclopaedia entry, Wikipedia entry, dictionary entry and song.* ***In-text:*** *Inside double quotation marks, maximal capitalisation (Title case)* ***Reference list:*** *No quotation marks, minimal capitalisation (Sentence case)*	**In-text:** The "Longitudinal Impact of Parental and Adolescent Personality on Parenting" was a key document to show… **Reference list Example: Journal with a DOI** de Haan, A. D., Deković, M., & Prinzie, P. (2012). Longitudinal impact of parental and adolescent personality on parenting. *Journal of Personality and Social Psychology, 102*(1), 189-199. http://dx.doi.org/10.1037/a0025254 ***Note.*** See Section 5 for guidance on how to reference a book chapter, e-book chapter, newspaper article, tweet etc.

Note. Rules for capitalising titles in-text and in a reference list. Adapted from "How to Capitalize and Format Reference Titles in APA Style," by American Psychological Association, 2012 (http://blog.apastyle.org/apastyle/tables-and-figures/).

Section 4: What is Academic Integrity*?*

Incorrect referencing techniques (even if they are innocent mistakes) can lead to problems with "plagiarism". The word "plagiarism" comes from the Latin word "plagiarius"—meaning "kidnapper". According to the *Oxford Student's Dictionary* plagiarism is "the act of copying another person's ideas, words or work and pretending they are your own" (2007, p. 529). In other words, you would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them in your paragraphs, even if you have paraphrased. This includes using another student's work or your own previously submitted work, without acknowledging or citing it. Always act with integrity, and use correct referencing techniques to make sure you do not accidentally plagiarise someone else's work. Plagiarism is considered serious misconduct and must be avoided at all times. You should avoid plagiarism and report it because:

- Plagiarism is unethical.
- Plagiarism does not allow you to develop as an academic writer.
- Plagiarism attracts severe penalties.

How will they know I have plagiarised?

While enrolled at CQUni, each time you upload an assignment it is processed through the *Turnitin* program. This is a program that checks for similarity between your work and others; therefore, identifying possible plagiarism in your assignment. You can learn to use *Turnitin* to check your assignment for accidental plagiarism before you submit your final copy to your lecturer. Watch the video**:**
https://www.youtube.com/watch?v=44n03oRjwCg&feature=youtu.be

If it seems you have plagiarised, you will be sent an email to advise you that plagiarism has been detected in your assignment. You will need to answer the email and explain what happened. You may also be required to attend some academic integrity training. You may face severe academic penalties, including possibly failing and being withdrawn from the course.

Steps for avoiding plagiarism	
Record the sources you use.	Before beginning to take notes from any source, record all the bibliographic information.
Take careful notes.	Take carefully written notes. Develop a system to distinguish between what you have copied directly from the source, (directly quoted) what you have put into your own words (paraphrased or summarised) and your comments about the information in that source.
Paraphrase appropriately.	Change words and structure of the original work keeping only technical words the same.
Use in-text citations in every written draft.	Get into the habit of including citations in-text (author, date) as you write each draft of your assignment.
Keep your work secure.	Avoid sharing paper or electronic drafts of your work with other students.
Use Turnitin to check for text matching on assignment drafts.	You can use the *Turnitin* software to check your draft assignment for evidence of matching text before submission.

Section 5: How to create in-text citations and reference list items

This Abridged Guide to the APA Referencing Style provides a number of examples showing how to reference specific sources in the text of your assignment (in-text) and in the reference list. However, this guide does not contain an exhaustive list of examples so it may be necessary to examine more than one example, or a combination of examples, to identify the best way to reference a specific item. Sometimes you need to problem solve to decide how to reference the item you have used.

When adding a reference to the reference list, you must provide the reader with enough information to enable them to locate the source. The following specific examples of referencing, and the examples provided in Section 3, will help you to work out what kind of information you need to collect about your source. Find one of the examples in this guide similar to your source and gather similar information for your citation. Then if you are still unsure, you can ask the Academic Learning Centre (ALC) to assist you. Look out for ALC advertised workshops: https://www.cqu.edu.au/student-life/services-and-facilities/academic-learning-centre

Books (Hard copy)

	In-text citation examples	Model to follow in the reference list
One author *Include the author's family name and the year of publication.*	Rogers (2015) outlines three. . .(p. 10). Rogers (2015) claims ". . ." (p. 10).	Rogers, B. (2015). *Classroom behaviour: A practical guide to effective teaching, behaviour management and colleague support*. London, UK: Sage Publications Ltd.
Two authors *For citations, only use an ampersand (&) when the authors' names are given within parentheses in-text. Use 'and' when the authors' names are incorporated in the text. For the reference list, use & between the last two authors' names.*	White and Wyn (2013) outline. . .(p. 3). Gender equality and indigenous youth are two points of discussion covered in detail (White & Wyn, 2013, p. 3).	White, R., & Wyn, J. (2013). *Youth and society.* South Melbourne, Vic.: Oxford University Press.
Three to five authors ***In text citations*** *The first citation uses all the authors' surnames. For all subsequent citations of the same resource, only use the first author's surname followed by "et al." (meaning "and others") and the year.* ***Reference list*** *Include the family names and initials of ALL the authors. Separate the authors with commas and use an ampersand (&) before the last author.*	**First citation** Following the process will ensure that you have a hygienic work station (Palladino, Green, & Roemuss, 2016, p. 34). **Subsequent citations** . . .(Palladino et al., 2016, p. 34).	Palladino, L., Green, M., & Roemuss, K. (2016). *Professional hairdressing.* South Melbourne, Vic.: Cengage Learning Australia.

Six to seven authors **In text citation** *For six or more authors, give only the first author's surname as listed on the source, followed by "et al." (meaning "and others") and the year.* **Reference list** *Include the family names and initials of ALL the authors. Separate the authors with commas and use an ampersand (&) before the last author.*	Sriraman et al. (2014) . . . . . . (Sriraman et al., 2014, p. 25).	Sriraman, B., Cai, J., Lee, K., Lianghuo, F., Shimuzu, Y., & Sam, L. (2014). *Abstracts of the first sourcebook on Asian research in mathematics education: China, Korea, Singapore, Japan, Malaysia and India*. Charlotte: Information Age Publishing.
Eight or more authors/editors **In text citation** *For six or more authors, give only the first author's surname as listed on the source, followed by "et al." (meaning "and others") and the year.* **Reference list** *If there are eight or more authors, give the names of the first six followed by an ellipsis (three full stops) and the name of the last author/editor, without the use of an ampersand.* *See Appendix J for guidance on how to reference multiple authors in a reference list.*	Berman et al. (2018) explain the history and purpose of women's roles in nursing, and how… . . . (Berman et al., 2018). ***Note.*** When referring to a single chapter in the Berman et al. book, use the chapter author for the in-text citation.	Berman, A., Snyder, S., Levett-Jones, T., Dwyer, T., Hales, M., Harvey, N., … Stanley, D. (Eds.). (2018). *Kozier and Erb's fundamentals of nursing: Concepts, process and practice* (4th Australian ed., Vol. 1). Melbourne, Vic.: Pearson Australia. ***Note.*** A single chapter in the Berman et al. book is referenced as a chapter in an edited work. See "chapter in an edited work".

Multiple works—same author, published in different years **In-text citation** *When including two works by the same author in the same parentheses, place them in chronological order according to the date of publication (i.e. oldest to newest).*	Recent research has indicated that. . . (Brown, 2014, 2015).	Brown, M. (2014). *Wipeout water world: An accounting practice set using MYOB AccountRight version 19*. Frenchs Forest, NSW: Pearson Education. Brown, M. (2015). *Pedro's Pizzas: An accounting practice set using MYOB AccountRight version 19*. Frenchs Forest, NSW: Pearson Education.
Multiple works—same author/s, same year **In-text citation** *When including multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) next to the year. The letters relate to the alphabetical order of the titles.* **Reference list** *Letters should also be included next to the year.*	According to Ahmed (2013a), the Pakistan army were called to restore order in the Punjab province (p. 6). Ahmed (2013b) recounts the chronological events of the Punjab Province of British India (p. 5).	Ahmed, I. (2013a). *The Pakistan Garrison State: Origins, evolutions, consequences (1947–2011)* (1st ed.). Oxford, UK: Oxford University Press. Ahmed, I. (2013b). *The Punjab partitioned and cleansed*. New Delhi, India: Rupa Publications India.

Works by different authors with the same family name, same year **In-text citation** *If there are two or more authors with the same surname, include the first author's initials in all in text citations, even if the year of publication differs.* **Reference list** *Be sure to place these sources in alphabetical order according to their surname and then according to their first initial and finally the date.*	The role that humankind plays in shaping. . . (A. Jones, 2012, p. 170). G. Jones (2012) pointed out the importance of sustainability in the management of certain environments (p. 220).	Jones, A. (2012). *Human geography: The basics*. New York, NY: Routledge. Jones, G. (2012). C*urrent research in sustainability*. Prahran, Vic.: Tilde Publishing.
No author but an authoring *body (institution, corporation or other organisation)*	It has been suggested that ". . . " (Organization for Economic Cooperation & Development [OECD], 2014, p. 23).	Organization for Economic Cooperation and Development. (2014). *Leadership for 21st century learning.* Washington, WA: Brookings Institution Press.

Source within a source: *Secondary resource* *When referring to an author (primary source) read in another publication (secondary source).* ***Note.*** *Use secondary sources sparingly. Only use when the original work is not in print, unavailable, or not available in English.* ***Try to find and use the primary source if possible****.* **In text citation** *First, cite the original source of the idea (primary reference) and follow this with the source in which you found it (secondary source).* **Reference list** *Include only the author/s of the secondary source (i.e. the source you actually read).*	Research suggests that many patients make sense of illness through their spirituality (Crawford et al., 1998, as cited in Evans, Nizette, & O'Brien, 2016). Crawford et al. (1998, as cited in Evans, Nizette, & O'Brien, 2016) suggest that "spirituality underpins the meaning that people make of illness" (p. 6). Crawford et al. (1998, as cited in Evans, Nizette, & O'Brien, 2016) suggest that many patients make sense of illness through their spirituality.	Evans, K., Nizette, D., & O'Brien, A. (2016). *Psychiatric and mental health nursing* (4th ed.). Chatswood, NSW: Elsevier.
Referring to two primary sources within the one secondary source	Thoughtful listening enhances a patient's sense of humility (Gunasekara et al., 2014; Shattell et	Evans, K., Nizette, D., & O'Brien, A. (2016). *Psychiatric and mental health nursing* (4th ed.). Chatswood, NSW: Elsevier.

	al., 2006, as cited in Evans, Nizette, & O'Brien, 2016).	
No date can be established *Use this infrequently.*	Lansdown (n.d.) found ". . ." (p. 13).	Lansdown, M. (n.d.). *Bridging courses*. Rockhampton, Qld: CQUniversity.
Approximate date only can be established *See also Appendix E: Abbreviations and their uses.*	Information security is deemed critical and Mjølsnes (ca. 2012) suggests. . .	Mjølsnes, S. F. (Ed.). [ca. 2012]. *A multidisciplinary introduction to information security.* Boca Raton, FL: CRC Press.
Several sources are cited at once *Do not overdo this!* *Alphabetise according to the name of the first author in each source. Use semicolons to separate sources. List each author as a separate entry in the reference list. Paraphrasing is essential in order to cite the essence of what the authors all agree upon.*	Research suggests. . .(Jones, Rogers, & Fitzpatrick, 2017; McCrae & Nolan, 2016). Recent studies (Jones et al., 2017; McCrae & Nolan, 2016) agree that. . . Jones et al. (2017) and McCrae and Nolan (2016) agree that. . .	Jones, J. S., Rogers, V. L., & Fitzpatrick, J. J. (2017). *Psychiatric mental health nursing: An interpersonal approach* (2nd ed.). New York, NY: Springer Publishing Company. McCrae, N., & Nolan, P. (2016). *The story of nursing in British mental hospitals: Echoes from the corridors*. London, England: Routledge.
Second or later edition **Reference list** *If it is not the original work or first edition, include the number and the abbreviation 'ed.' after the title in parentheses.*	"Mentors have many roles, but the core of mentoring is partnership" (Evans, Nizette, & O'Brien, 2016, p. 43).	Evans, K., Nizette, D., & O'Brien, A. (2016). *Psychiatric and mental health nursing* (4th ed.). Chatswood, NSW: Elsevier.

Edited work *Some books have separate authors for each chapter. When referring to only one authored chapter, see below for guidance.*	Daly, Speedy, and Jackson (2014) explore now the context of nursing has changed over . . .	Daly, J., Speedy, S., & Jackson, D. (Eds.). (2014). *Contexts of nursing*. Sydney, NSW: Elsevier, Churchill Livingstone.
Chapter in an edited work **In-text citation** *The author of the chapter is used for citations.* **Reference list** *Use the author of the book chapter.*	Grehan (2014) argues that. . .(p. 39). . . .(Grehan, 2014, p. 39).	Grehan, M. (2014). Visioning the future by knowing the past. In J. Daly, S. Speedy, & D. Jackson (Eds.), *Contexts of nursing* (3rd ed., pp. 38–50). Sydney, NSW: Elsevier, Churchill Livingstone.
One volume of multi-volume work	World Health Organization (2013) outlines that . . . … (World Health Organization [WHO], 2013).	World Health Organization. (2013). *Manual of diagnostic ultrasound* (2nd ed., Vol. 2). *Retrieved from* https://apps.who.int/iris/bitstream/handle/10665/43881/9789241547451_eng.pdf?sequence=1
One issue or volume in an edited series	Body image is influenced by complex factors (Healey, 2014, p. 35).	Healey, J. (Ed.). (2014). *Issues in society*: *Positive body image* (Vol. 372). Thirroul, NSW: Spinney Press.
Book chapter available in CQUniversity Course Resources Online (CRO) *Reference a book chapter in CRO as whole book. However, a chapter in an edited book is referenced as a "chapter in an edited work".*	The law for nurses. . .(Staunton & Chiarella, 2017).	Staunton, P. J., & Chiarella, M. (2017). *Law for nurses and midwives* (8th ed.). Chatswood, NSW: Elsevier.

E-books

	In-text citation examples	Model to follow in the reference list
E-book available on the web ***Note 1****. If there is no publisher information, include the book's DOI at the end of the reference, without the words "retrieved from". If there is no DOI, include the publisher URL.* ***Note 2****. Include the type of electronic edition (if available) in square brackets after the title.* ***Note 3****. Use chapter heading when page numbers are not available: (Chapter 8, para. 14). If there are no chapters, include the nearest heading followed by the number of paragraph after it: (Growth plan, para. 2.).*	. . .(Štumpf, 2017, p. 5). Štumpf (2017) defines. . .(p. 5). Koutoukidis, Stainton, and Hughson (2016) propose that. . .(p. 53).	Štumpf , M. (2017). *Electromagnetic reciprocity in antenna theory*. https://doi:10.1002/9781119466420 Koutoukidis, G., Stainton, K., & Hughson, J. (2016). *Tabbner's nursing care: Theory and practice* (7th ed.). [Kindle Edition]. Retrieved from https://www.elsevier.com
E-book chapter available on the web *When the author of an individual chapter in an edited work is provided, reference the chapter as a "chapter in an edited work". However, include the type of electronic edition (if available) in square brackets after the book title.*	Piirto (2016) argues that. . .(p. 134).	Piirto, J. (2016). The five core attitudes and seven I's of the creative process. In R. A., Beghetto & J. C., Kaufman (Eds.), *Nurturing creativity in the classroom* (2nd ed., pp. 131–161). https://doi.org/10.1017/9781316212899.011 Lovett, R. (2014). A history of health services for Aboriginal and Torres Strait Islander people. In O. Best, & B. Fredericks (Eds.),

	In-text citation examples	Model to follow in the reference list
		Yatdjuligin: Aboriginal and Torres Strait Islander nursing & midwifery care (pp. 31–48). Retrieved from http://www.cambridge.org
E-book available via ACQUIRE **Reference list** *If the e-book is only found in ACQUIRE, the database URL may be used. Generally, database URLs are not used as they may change over time.*	According to Guo (2016) the main categories of differential equations. . . (p. 10).	Guo, W. (2016). *Advanced mathematics for engineering and applied sciences.* Retrieved from http://hdl.cqu.edu.au/10018/1042146

Journals and magazines

Each reference includes the following details in this order: author's surname, author's initial(s), year of publication, article title (in minimal capitalisation), name of journal (in italics and maximal capitalisation), volume number (in italics), issue number (in parentheses), page range and a DOI or URL. The volume number, issue number and page range are usually printed at the top of the article above the abstract. This information can also be found in the footers of the pages.

Use the DOI or URL flow chart to help select the correct information to form a complete reference for your selected journal article: See Appendix G.

	In-text citation examples	**Model to follow in the reference list**
Journal article with a DOI *This includes journals found in the following databases: CQUniversity's Library Search, CQUniversity's Course Resources Online (CRO), Online databases (e.g. EBSCO, OVID, or ProQuest, UpToDate* , Google Scholar etc.) *When available, use the https DOI format below,* ***without*** *the words "retrieved from". It enables the reader to locate the article easily; however, both forms of DOIs are acceptable. Note. Only https DOIs are black, active and underlined.* *https://doi.org/10.xxxx/xxxxx* *doi:10.XX.XXXX* *See Appendix I for citing multiple authors.* *See Appendix J for referencing multiple authors.*	Hamacher et al. (2016) claim. . .(p. 172). . . .(Hamacher et al., 2016, p. 172). Chapman, Smith, and Martin (2014) recommend that ". . ." (p. 6). The barriers include ". . ." (Chapman, Smith, & Martin, 2014, p. 6).	Hamacher, A., Kim, S. J., Cho, S. T., Pardeshi, S., Lee, S. H., Eun, S. J., & Whangbo, T. K. (2016). Application of virtual, augmented, and mixed reality to urology. *International Neurourology Journal*, *20*(3), 172–181. https://doi.org/10.5213/inj.1632714.357 Chapman, R., Smith, T., & Martin, C. (2014). Qualitative exploration of the perceived barriers and enablers to Aboriginal and Torres Strait Islander people accessing healthcare through one Victorian Emergency Department. *Contemporary Nurse*, *48*(1), 48–58. doi:10.5172/conu.2014.48.1.48

	In-text citation examples	Model to follow in the reference list
Journal article without a DOI This includes journals found in the following databases: *CQUniversity's Library Search, CQUniversity's Course, Resources Online (CRO), Online databases (e.g. EBSCO, OVID, or ProQuest, UpToDate, Google Scholar etc.)* ***Example 1:*** *If a journal article does not have a DOI number, give the home page URL of the journal. You may have to search for this.*	***Example 1*** Klaus and Steinwedel (2015). . .(p. 409). . . .(Klaus & Steinwdel, 2015, p. 409).	***Example 1*** Klaus, K., & Steinwedel, C. (2015). Maggot debridement therapy: Advancing to the past in wound care. *MedSurg Nursing, 24*(6), 407-411. Retrieved from https://www.medsurgnursing.net
Example 2*: Database URLs should not be used as the data may change over time. However, sometimes the journal home page is on a publisher's web site because the journal does not have its own web site. In this case, use the online publishing URL. Ulrichsweb database has web site details for most journals. See second example: Wiley.* ***Note.*** *URLs are active, black font and underlined.* *See Appendix I for citing multiple authors.* *See Appendix J for referencing multiple authors.* ***Journal article without a DOI (continued)***	***Example 2*** Conlon and Bush (2015) argue that mental health and. . .(p. 339). . . .(Conlon & Bush, 2015, p. 339).	***Example 2*** Conlon, M. M. M., Bush, C. J., Ariyaratnam, M. I., Brennan, G. K., & Owtram, R. (2015). Exploring the compatibility of mental health nursing, recovery-focused practice and the welfare state. *Journal of Psychiatric and Mental Health Nursing, 22*(5), 337–343. Retrieved from https://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291365-2850

	In-text citation examples	Model to follow in the reference list
***Example 3**: Most journal articles do not require a retrieval date; however, on rare occasions, an article may need a retrieval date if it is retrieved from a database where the article is periodically updated. These articles/journals often have editors. See Example 3 in the right-hand column: UpToDate.*	***Example 3*** Williams and Nieuwsma (2016) claim that. . . . . .(Williams & Nieuwsma, 2016).	***Example 3*** Williams, J., & Nieuwsma, J. (2016). Screening for depression in adults. In J. A. Melin (Ed.), *UpToDate*. Retrieved February 1, 2017, from https://www.uptodate.com/contents/screening-for-depression-in-adults
Journal article available through CQUniversity's Course Resources Online (CRO) *Cite and reference as original source. See Journal with a DOI or Journal without a DOI.*		
Hard copy journal without a DOI *Most journal articles are now accessed online. Include relevant URL if accessing information online.*	Darvin and Norton (2015) propose. . . (p. 42). Research suggests that identity is. . . (Darvin & Norton, 2015, p. 42).	Darvin, R., & Norton, B. (2015). Identity and a model of investment in applied linguistics. *Annual Review of Applied Linguistics, 35*, 36–56.
No volume or issue number *If both the volume and issue number are not provided, include the month or the season (e.g. 2008, Spring).*	Class conscious reveals. . . (Kauffmann, 1993, p. 30).	Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, 30. Retrieved from https://newrepublic.com

	In-text citation examples	Model to follow in the reference list
Online magazine article *Always evaluate information found in magazines for "scholarliness"—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly sources for research.*	. . .(Waldegrave, 2017, p. 99).	Waldegrave, N. (2017, May). Express yourself!. *Business Review Australia*, 90–103. Retrieved from https://issuu.com/businessreviewaustralia/docs/braus_may2017

Hard copy newspaper articles

	In-text citation examples	Model to follow in the reference list
Newspaper article with an author *In the reference list, do not omit the word "The" from any newspaper's name.*	Higgins (2014) suggests that "Australian diplomats played a key role" (p. 3).	Higgins, E. (2014, December 10). Consul key in China ice escape. *The Australian*, p. 3.
Newspaper article without an author **In-text citation** *Short titles are included with date in the place of the author:* . . . (Emission Goal, 2018). *Long titles are shorted and places in double quotation marks in the place of the author:* . . . ("Greek PM Calls," 2014). **Reference list** *If there is no author, move the whole title to the author position.*	According to *The Australian*, the political situation in Greece is contentious, with parties vying for power in a turbulent situation ("Greek PM Calls," 2014).	Greek PM calls risky presidential election after bailout extension. (2014, December 10). *The Australian*, p. 9.

Online newspaper articles

	In-text citation examples	Model to follow in the reference list
Newspaper article with an author available via the web *URLs should be black, active and underlined.* *In the reference list do not omit the word "The" from any newspaper's name.*	Towell (2014) reported that "15,000 public servants. . .will launch a campaign of 'civil disobedience'. . .over pay and conditions disputes" (p. 1).	Towell, N. (2014, December 11). Human services public servants begin industrial campaign over pay offer. *The Canberra Times.* Retrieved from http://www.canberratimes.com.au/national/public-service
Newspaper article with no author available *Note. Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.* **In-text citation** *Short titles are included with date in the place of the author:* *. . . (Emission Goal, 2018).* *Long titles are shortened and placed in double quotation marks in the place of the author:* *. . . ("Greek PM Calls," 2014).* **Reference list** *If there is no author, move the whole title to the author position.*	The *Investor's Business Daily* ("Lifelong Learning," 2018) discusses expanding skill sets as the best way to approach career change.	Lifelong learning is the key to career shifts. (2018, January 3). *Investor's Business Daily.* Retrieved from https://www.investors.com/news/management/
Online book review—newspaper	Reynolds (2017) suggests that. . .(para. 1).	Reynolds, B. (2017, February 3) Last words [Review of book *Last words*, by B.

	In-text citation examples	Model to follow in the reference list
		Dickins]. *Herald Sun.* Retrieved from http://www.heraldsun.com.au

Reports

Use minimal capitalisation for the title of a report, but always capitalise proper nouns.

	In-text citation examples	Model to follow in the reference list
Report *(hard copy – individual author)* **In-text citation** *When there are three to five authors of one resource, list them all in the first in-text citation. After that, only include the first author followed by et al. to indicate the other authors.* *For resources with six or more authors, only use the first author's name followed by et al. for each in-text citation.*	***First citation*** According to Fredericks, Longbottom, McPhail-Bell, and Worner (2016). . . (p. 4). ***Subsequent citations*** Fredericks et al. (2016) argue. . .(p. 7). . . .(Fredericks et al., 2016, p. 7).	Fredericks, B. L., Longbottom, M., McPhail-Bell, K., & Worner, F. (2016). *Dead or deadly report: Waminda Aboriginal women's health service.* Rockhampton, Qld: CQUniversity.
Report (online—individual author/s) ***Reference list*** *If the author or corporate author of the report is not the publisher, identify the publisher as part of the retrieval statement: Retrieved from Agency Name web site: http://www.xxxx*	Through investigating the literacy experiences of children in early childhood, the researchers came to the conclusion that. . .(Scholfield, Bradbeer, Lyons, Johnson, & Williams, 2014, p. 2).	Scholfield, K., Bradbeer, S., Lyons, M., Johnson, K., & Williams. J. (2014). *Literacy project report 2014.* Retrieved from Southern Grampians Local Action Group: http://gsgllen.org.au/wp-content/uploads

	In-text citation examples	Model to follow in the reference list
		/Literacy-Project-Report-2014-FINAL-1.pdf
Report (online—corporate author)	Recent data shows that socio-economic gaps exist between disadvantaged and non-disadvantaged students in Chile (UNESCO, 2017, p. 206).	United National Educational, Scientific and Cultural Organisation. (2017). *The global education monitoring report 2017/8.* Retrieved from https://www.en. unesco. org/gem-report.
Government report (online—corporate author)	When authorising mental health examinations. . .(Queensland Health, 2016, p. 3).	Queensland Health. (2016). *Annual report 2015-2016.* Retrieved from http://www. parliament.qld.gov.au
Government report (hard copy—individual author/s)	An adaptive management cycle contains many elements which involve a number of processes (Brawata, Stevenson, & Seddon, 2017, p. 7).	Brawata, R., Stevenson, B., & Seddon, J. (2017). *Conservation effectiveness monitoring program: An overview* [Technical Report]. Canberra, Australia: Environment, Planning and Sustainable Development Directorate.

Conference papers

If the year the paper was presented differs from the year it was published, give the year of publication.

	In-text citation examples	Model to follow in the reference list
Conference paper in published proceedings (hard copy) *If published proceedings are individual, cite and reference them as books. If the proceedings are published regularly, cite and reference them as journals.* **Reference list** *If the year in which the paper was presented differs from the year it was published, give the year of publication.*	To consider the appropriateness of interpreter qualifications, it is important to. . .(Gamal, 2014, p. 97).	Gamal, M. Y. (2014). The world of police interpreting. In. A. Arnall, & A. Gentile, (Eds.), AUSIT 2012. *Proceedings of the "JubilaTIon 25" Biennial Conference of the Australian Institute of Interpreters and Translators* (pp. 93–102). Newcastle upon Tyne, UK: Cambridge Scholars Publishing.
Conference paper in published proceedings (online)	When thinking about the inclusion of visual arts as part of a teaching program. . .(Baker & Astell, 2015, p. 10).	Baker, W., & Astell, S. (2015). Visual arts education, teacher choice, accountability and curricula in Tasmanian K-6 primary schools. *Proceedings of the Australian Association for Research in Education: Refereed papers from the 15th Annual Conference*, 1–12. Retrieved from https://aare.edu.au/data/2015_Conference/Full_papers/42_William_Baker.pdf

	In-text citation examples	Model to follow in the reference list
Conference paper online	Wilson (2017) presents her research from the perspective of. . .(p. 5).	Wilson, V. (2017). *Fukushima and beyond: Teaching trauma survivors.* Paper presented at the JALT Annual Conference. Retrieved from http://jalt-publications.org/node/4/articles%20/6039-fukushima-and-beyond-teaching-trauma-survivors
Unpublished manuscript—thesis	In her thesis, Olaithe (2014) examines the relationship between…	Olaithe, M. (2014). *Neurocognitive disturbance in obstructive sleep apnoea: Mechanisms of harm.* (Unpublished doctoral dissertation). School of Psychology, University of Western Australia, Perth, Australia.

Web page or standalone document

Include the following details in this order: author's surname, author's initial(s), year, title of document or web page and finally the web address. Remember, for online sources, the author is not always a person. Instead, it could be an organisation, a company, a government department, etc. URLs should be black, active and underlined.

For in-text citations, write the organisation's name in full followed by the acronym in brackets for the first in-text citation. Subsequent in-text citations only use the acronym. See examples below. In addition, see Appendices C to E for more detail about abbreviations and acronyms.

	In-text citation examples	Model to follow in the reference list
Standalone document on the web **In-text** *The title of a standalone document such as a report, dissertation, thesis etc. is in maximal capitalisation and in italics.* **Reference list** *The title of a downloaded document is in minimal capitalisation; however, the first letter of any proper noun (Australia) is capitalised.* ***Note**. URLs are active, black font and underlined.*	***First citation*** The *Creative Generation: State Schools Onstage 2017* document illustrates the importance of creativity (Department of Education and Training [DET], 2017, p. 2). ***Subsequent citations*** . . .(DET, 2017, p. 2). ***First citation*** *The ICN Code of Ethics for Nurses* outlines that nurses have four core responsibilities (International Council of Nurses [ICN], 2012, p. 1). ***Subsequent citations*** . . .(ICN, 2012, p. 1).	Department of Education and Training. (2017). *Creative generation: State schools onstage 2017*. Retrieved from https://det.qld.gov.au International Council of Nurses. (2012). *The ICN code of ethics for nurses*. Retrieved from http://www.icn.ch/

	In-text citation examples	Model to follow in the reference list
Information on a web page ***Note 1****. If the web page provides information via both the PDF and HTML, it is easier to cite the page number on a PDF document. Downloaded HTML information may not have a page number.* ***Note 2****. When quoting online information, use the page numbers if visible. If page numbers are not provided, use paragraph numbers. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. See notes on paragraph numbers in Appendix E and the JBI example.*	CareSearch (2017) suggests the. . .(para. 1). . . .(CareSearch, 2017, para. 1). ". . ." (The Joanna Briggs Institute [JBI], 2016, p. 3). The recommended practice for hand ". . ." (The Joanna Briggs Institute [JBI], 2016, Recommended practice, para. 1).	CareSearch. (2017). *Preferred place of death*. Retrieved from https://www.caresearch.com.au The Joanna Briggs Institute. (2016). *Basic hand hygiene*. Retrieved from http://connect.jbiconnectplus.org MIMS Australia. (2018). *Pramin*. Retrieved from https://www-mimsonline-com-au
Primary historical source on the web *When the page number or paragraph number is not provided, use the nearest title in quotation marks and the number of paragraphs following it.* *For very old works, when the date is inapplicable, cite the translation date after trans. For major classical works, e.g. ancient Greek, Roman or religious works, a reference list entry is not required because these sources are widely available.*	***Diary*** Nightingale's diary (1896 as cited in British Library, 2018, "A diary of a Nightingale nurse," para. 1) highlighted the importance of. . . ***Letter*** Florence Nightingale's letter to Sir Benjamin William Farr highlights their collaboration on sanitary reform (Nightingale to B. W. Farr, ca. 1958). ***Classical work***	British Library. (2018, January 17). *A diary of a Nightingale nurse*. Retrieved from http://www.bl.uk/learning/timeline/item106505.html Nightingale, F. [ca. 1858]. [Letter to Benjamin M. Farr]. Retrieved from http://blog.wellcomelibrary.org

	In-text citation examples	Model to follow in the reference list
	The *Republic* outlines. . .(Plato, trans. 1980).	
Information on the web with no date *The copyright date often found at the bottom of the web page is not necessarily the date of publication. Proceed with caution when a resource does not provide a publication date. Use infrequently.*	Locsin (n.d.) outlines that the 2,724,570 nurses in Australia form the largest cohort of medical health practitioners (Employers, para. 1).	Locsin, A. (n.d.). *Wages & benefits for a registered nurse*. Retrieved from http://work.chron.com
Radio transcript from a web site *If it is not evident from the title of the transcript, use brackets to include a description of form [Podcast transcript], [Speech transcript], [Interview transcript].*	Psychiatrist, Dr Iain McGilchrist suggests that only 2% of neurons in each hemisphere of the brain cross (ABC Radio National, 2017).	ABC Radio National (Producer). (2017, November 26). *All in the Mind: The divided brain.* [Podcast transcript]. Retrieved from http://www.abc.net.au
Television transcript	The Australian Story *Without Rhyme or Reason* confirmed that the *Ruszczyk* family. . .(ABC Television, 2017).	ABC Television (Producer). (2017, November 20). *Australian story: Without rhyme or reason* [Program transcript]. Retrieved from http://www.abc.net.au/austory/without-rhyme-or-reason/9172024

Government documents

Give the organisation's name in full the first time you refer to it, followed by the abbreviation in parentheses. Use only the abbreviation in subsequent citations. If the site has a search facility, include only the main page URL address. See also section titled Reports.

	In-text citation examples	Model to follow in the reference list
Standalone document from a government web site **In-text citation** *For in-text citations, the title of a standalone document such as a report (technical, government etc.) is in maximal capitalisation and in italics within the body of the text.* **Reference list** *Use the government department or agency as author.* *The title of a downloaded document within a reference list is in minimal capitalisation; however, the first letter of any proper noun (Australia) is capitalised.*	Department of Education and Training (DET, 2017) indicates. . .(p. 1). The *National Strategic Framework for Rural and Remote Health* is a tool for governance and. . .(Department of Health, 2017, p. 5). Queensland Curriculum and Assessment Authority (QCAA, 2010) provides. . . (p. 10). Violence prevention is. . .(Queensland Health, 2016, p. 5).	Department of Education and Training. (2017). *Preparing students for success in senior secondary*. Retrieved from https://det.qld.gov.au Department of Health. (2013). *National strategic framework for rural and remote health*. Retrieved from http://www.health.gov.au Queensland Curriculum and Assessment Authority. (2010). *Aboriginal and Torres Strait Islander languages: P-10 Queensland syllabus.* Retrieved from http://www/ qcaa.qld.edu.au

	In-text citation examples	Model to follow in the reference list
		Queensland Health. (2016). *Occupational violence prevention in Queensland Health's hospital and health services: Taskforce report.* Retrieved from https://www.health.qld.gov.au
Australian Bureau of Statistics online *Note. When quoting online information, use the page numbers if visible. If page numbers are not provided, use paragraph numbers. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. See JBI example. See Appendix E: Section on paragraphs for advice about using headings.*	The Australian Bureau of Statistics (ABS, 2016) indicates that the population of New South Wales. . . (The population of Australia is 24.4 million, para. 4).	Australian Bureau of Statistics. (2016). *Census of population and housing: Australia revealed, 2016* (cat. no. 2024.0). Retrieved from http://www.abs.gov.au
Government media releases	According to Commonwealth Scientific and Industrial Research Organisation (CSIRO, 2014) "insects originated at the same time as the earliest land-based plants" (p. 1).	Commonwealth Scientific and Industrial Research Organisation. (2014, November 6). *Scientists reveal secrets of insect evolution* [Media release]. Retrieved from https://www.csiro.au/en/News/News-releases/2014/Scientists-reveal-secrets-of-insect-evolution

	In-text citation examples	Model to follow in the reference list
Fact sheet	Advice provided by the Department of Health (2015) lists ways in which tick bites can be prevented (p. 3).	Department of Health. (2015). *Tick bite prevention* [Fact sheet]. Retrieved from http://www.health.gov.au
Web sites from the same author, same year *Order in accordance with web page title (alphabetically).* **Reference list** *Proper nouns in the web page title are capitalised: names of places, people etc.*	According to Queensland Health (2017a), the clinical services provided. . .(p. 2). New design features include. . .(Queensland Health, 2017b, p. 2). According to Queensland Health (2017c), Sunshine Coast University Hospital will develop. . .(p. 4).	Queensland Health. (2017a). *Clinical services* [Fact sheet]. Retrieved from http://www.health.qld.gov.au Queensland Health. (2017b). *Ecologically sustainable design* [Fact sheet]. Retrieved from http://www.health.qld.gov.au Queensland Health. (2017c). *Sunshine Coast University Hospital overview* [Fact sheet]. Retrieved from http://www.health.qld.gov.au
Patents **In-text citation** *Provide the patent number and the issue date.* **Reference list** *Provide the inventor's name.*	The Australian Provisional Patent 2017904561 (2017) formalised and protected the solar pool heater. . . . . .(Australian Provisional Patent 2017904561, 2017).	Carroll, P. (2017). *Australian Provisional Patent 2017904561*. Woden, ACT: IP Australia. Carroll, P. (2017). *Australian Provisional Patent 2017904561*. Retrieved from http://pericles.ipaustralia.gov.au

Legal documents

For detailed guidelines, the APA style guide refers readers to *The Bluebook: A uniform system of citation (2010);* however, this does not cover Australian law and cases. Therefore, the *Australian Guide to Legal Citation* should be consulted when referencing international legal documents.

	In-text citation examples	**Model to follow in the reference list**
Legislation *In references to legislation, the year is in italics as it is considered to be part of the title of the Act.*	*The Medical Treatment Act 1989* (Qld) states. . . ... by virtue of s 25.2 of the *Aged Care Act 1997* (Cth). . . "A restrictive intervention may only be used on a person. . ." (*Mental Health Act 2013* (NT) sch 1 cl 2). (Corporations Amendment Bill 2006 (Cth)) (Transport Accident Further Amendment Bill 2013 (NSW) sch 1 item 9)	*Aged Care Act 1997* (Cth). Retrieved from http://www.austlii.edu.au/au/legis/cth/consol_act/aca199757/ Environmental Legislation Amendment Bill 2013 (Cth). Retrieved from http://www.aph.gov.au ***Note***. The URL for this Act is not considered too long, so is included in this entry.

	In-text citation examples	Model to follow in the reference list
Legislation and regulation abbreviations *Many abbreviations are used when citing legal documents. These abbreviations are explained in Appendix E of this document.*	When citing government legal or standards documents, use the abbreviation s. or ss. for pinpoint references. Examples of the abbreviations that may be required include a section or sections ('s.' and 'ss.' respectively). For example: The ss. 4–7 of the Copyright Act of 1968 outlines. . . The Copyright Act (1968), ss. 4–7 clearly indicates. . . In s. 4 of the Casino Control Ordinance, a number of. . . When citing regulation/s, use the abbreviations r. and rr. For example: The Copyright Regulations, rr. 18–19 underpins. . . 1. The Commonwealth's Copyright Regulations, r. 18 provides. . .	
Law cases *Round brackets are used when the report series is organised by volume numbers, square brackets are used when the reports are organised by year.* *Brackets in citations should match the brackets in sources.*	According to the case of *Rogers v Whitaker* (1992). . . (*Hot Holdings Pty Ltd v Chappel v Hart* [1998] HCA55)	

	In-text citation examples	Model to follow in the reference list
Standards *Standards are documents with specifications, procedures and guidelines that aim to ensure products, services and systems are safe, consistent and reliable. They are based on industrial, scientific and consumer experience.* ***In-text citation**: Please note that an acronym should be written in full the first time you use it.* ***Reference list**: For hard copy versions, replace the URL with the publisher location and then the publisher, as seen in book example.* *Note. When citing multiple standards, create separate reference list entries for each one, and differentiate them in text by using lowercase letters after the year (e.g. 2019a, 2019b).*	AS 4685.0:2017 provides guidance on the development, installation, inspection, maintenance and operation of playgrounds (Standards Australia, 2017). The NSQHS Standard 1.9 places an importance on reporting to governing bodies in a timely manner (ACSQHC, 2017). The APST Standard 1.2 highlights the importance of knowing how students learn (AITSL, 2011).	Standards Australia. (2017). *Playground equipment and surfacing – Part 0: Development, installation, inspection, maintenance and operation* (AS 4685.0:2017). Retrieved from https://www.saiglobal.com/ Australian Commission on Safety and Quality in Health Care. (2017). *National safety and quality health service standards* (2nd ed., Standard No. 1.9). Retrieved from https://www.safetyandquality.gov.au Australian Institute for Teaching and School Learning. (2011). *Australian professional standards for teachers* (Standard No. 1.2). Retrieved from https://www.aitsl.edu.au

	In-text citation examples	Model to follow in the reference list
Government debates recorded in Hansard	Hon. Peter Wellington (Commonwealth, *Parliamentary Debates*, March 20 2017) moved that ". . ." (p. 2266).	Commonwealth, *Parliamentary Debates*, House of Representatives, 20 March 2017, 2266. Retrieved from http://www.aph.gov.au/Parliamentary_Business/Hansard Queensland Parliament, *Record of Proceedings*, 26 October 2017, 3331. Retrieved from https://www.parliament.qld.gov.au/work-of-assembly/hansard
Coroner's report	The inquest findings from the State Coroner, Mr Michael Barnes highlights that. . .(Office of the State Coroner, 2011, p. 21). The inquest findings highlight. . . (Office of the State Coroner, 2011, p. 21).	Office of the State Coroner. (2011). *Inquest into the death of Ryan Charles Saunders* (COR 4449/07(0). Retrieved from http://www.courts.qld.gov

University-provided study materials

Texts reproduced in a university unit should be cited and referenced as an original resource; see section related to books, book chapters, journals, e-books. University provided study materials such as Study Guides may be referenced. However, try to source published or reputable resource material where possible. The sources below should not be used too frequently. Other sources that you have located while researching are more suitable.

	In-text citation examples	**Model to follow in the reference list**
Lecture notes *(unpublished)* *"When lecture notes are available only from the teacher, via course management software (such as Blackboard), or from someone who took notes during a lecture, cite this as a personal communication" (APA, 2012, p. 31).*	According to G. Busch (personal communication, November 23, 2017) the issue. . . G. Busch (personal communication, November 23, 2017) suggests that. . . . . .(G. Busch, personal communication, November 23, 2017).	n/a
Lecture material—not hard copy *(e.g. whiteboard notes)* *This should not be included in the reference list. Treat it the same as personal communication, and indicate the author and date in your assignment.*	According to G. Busch (personal communication, November 23, 2017) the issue. . . G. Busch (personal communication, November 23, 2017) suggests that. . . . . .(G. Busch, personal communication, November 23, 2017).	n/a

University-provided electronic and multimedia study materials

Texts reproduced in a university unit should be cited and referenced as an original resource; see section related to books, book chapters, journals, e-books etc.). University provided study materials such as Study Guides may be referenced. However, try to source published or reputable resource material where possible. The sources below should not be used too frequently. Other sources that you have located while researching are more suitable.

	In-text citation examples	**Model to follow in the reference list**
Unit notes available on CQUniversity e-Units (Moodle) *"When lecture notes are available only from the teacher, via course management software (such as Blackboard), or from someone who took notes during a lecture, cite this as a personal communication" (APA, 2012, p. 31).*	According to G. Busch (personal communication, November 23, 2017) the issue. . . G. Busch (personal communication, November 23, 2017) suggests that. . . . . .(G. Busch, personal communication, November 23, 2017).	n/a
PowerPoint presentation on Moodle *PowerPoints in Moodle (closed learning platform) are not included in the reference list; cite as personal communication.* *When referencing a PowerPoint widely available on the web, see specialised sources section.*	According to G. Busch (personal communication, November 23, 2017) the issue. . . G. Busch (personal communication, November 23, 2017) suggests that. . . . . .(G. Busch, personal communication, November 23, 2017).	n/a

	In-text citation examples	Model to follow in the reference list
Discussion board message posted to Moodle *Moodle forum posts cannot be retrieved by other researchers; therefore, Moodle posts are cited as personal communication: See specialised sources for referencing open source forums.*	According to T. Brown (personal communication, December 6, 2017). . .	n/a
Echo360 presentation *Cite as personal communication*	. . . (T. Brown, personal communication, November 23, 2017).	n/a
Video on a Moodle site *Cite as personal communication for lecture videos.* *Cite as video podcast for information widely available on the web.*	According to Professor B. Knight (personal communication, December 12, 2017). . .	n/a
Personal communication *Conversations, lectures, lecture notes, placements, practical study, live interviews, letters, forum post on Moodle and personal email messages are cited in-text, but not included in the reference list.*	According to Associate Professor A. Ambrosetti (personal communication, December 5, 2017). . .	n/a

	In-text citation examples	Model to follow in the reference list
Source referred to in a study guide: Secondary resource *Warning: Only use this type of referencing if the original cannot be found. Try to locate and use the primary source if possible. Use secondary sources sparingly.* **In-text citation** *First cite the original source of the idea (primary source) and follow this with the source from which you read it (secondary source).* **Reference list** *In the reference list, only include the author/s of the secondary source (i.e. the source you actually read).*	Brown, Kim, Stichler, and Fields (2010, as cited in Heidke, 2017) warn. . .	Heidke, P. (2017). *NURS11158 Evidence informed nursing practice: Study guide Term 1 2017*. Retrieved https://moodle.cqu.edu.au

Multimedia on the web

Always evaluate information found in these sources for 'scholarliness'—including bias, validity, trustworthiness of the authors etc.

	In-text citation examples	Model to follow in the reference list
Audio or video podcast ***Note 1**. A podcast is a digital source in the form of an audio or video file which can be download from the web.* ***Note 2**. Provide the name of the program (italics). Identify the type of podcast or file (e.g. audio or video etc.) in square brackets after the program title.* ***Note 3**. As podcasts are able to be searched, provide the home page URL rather than the full URL.*	Mitochondria are a fuel source. . .(Kruszelnicki, 2017). National Aeronautics and Space Administration (2017). . . There is a need to explore our moral and social interactions with nature (Safina, 2015).	Kruszelnicki, K. (2017, November 21). *Mitochondria: Fiery powerhouses* [Audio podcast]. Retrieved from http://www.abc.net.au National Aeronautics and Space Administration. (2017, October 20). *Action cam footage from October 2017 spacewalk* [Video podcast]. Retrieved from https://nasa.gov Safina, C. (2015, October). *Carl Safina: What are animals thinking and feeling?* [Video file]. Retrieved from https://www.ted.com/
iTunes or other eStore downloads *If the date of digitalisation was different from the recording date, give the date of the original recording in round brackets after the publication information.*	Starting a budget can seem overwhelming; however, the right tips can provide significant savings (Pape, 2017).	Pape, S. (2017). *The barefoot investor: The only money guide you'll ever need* [Audiobook]. Retrieved from http://www.apple.com/ au/itunes

Specialised sources

	In-text citation examples	Model to follow in the reference list
Brochure or Pamphlet **Reference list** *Place type of source in square brackets after the title.*	The risk factors of falling include age, medical history, coordinate and mental state (The Joanna Briggs Institute, n.d.).	The Joanna Briggs Institute. (n.d.). *Falls in care settings* [Brochure]. Retrieved from http://connect.jbiconnectplus.org/ViewPdf. aspx?0=140&1=9
DVD **Reference list** *Place type of source in square brackets after the title.*	*Jersey Boys* tells the story of four young men who get into trouble together before forming a band (Eastwood, 2014).	Eastwood, C. (Producer). (2014). *Jersey boys* [DVD]. New York, NY: Warner Bros. Pictures. Eastwood, C. (Producer). (2014). *Jersey boys* [DVD]. Retrieved from https://www.amazon.com
Film/Movie	In the film *Jersey Boys,* Eastwood (2014) allows his characters to break the fourth wall to engage with the audience.	Eastwood, C. (Producer & Director). (2014). *Jersey boys* [Motion picture]. New York, NY: Warner Bros. Pictures.

	In-text citation examples	Model to follow in the reference list
One episode of a television series **In-text citation** *Tip: Place the name of the episode in double quotation marks but the TV series name in italics.* **Reference list** *If a broadcast transcript is available, reference sources as a television transcript. Transcripts from programs such as Australian Story are available online. See "television transcript" for referencing guidance.*	The main *Romper Stomper* character, Gabrielle warns that ". . ." (Reid & Robertson, 2018).	Reid, D. (Writer), & Robertson, J. N. (Director). (2018). Chaos [Television series episode]. In J. Edwards (Producer), *Romper Stomper*. Sydney, NSW: Stan.
Webisode *An episode of a television series downloaded from the web.*	The main *Romper Stomper* character, Gabrielle warns that ". . ." (Reid & Robertson, 2018).	Reid, D. (Writer), & Robertson, J. N. (Director). (2018). Chaos [Television series episode]. In J. Edwards (Producer), *Romper Stomper*. Retrieved from https://www.stan.com.au
Television advertisement ***Note**. Write company name as it appears. See example following for referencing multiple corporate authors.*	. . .(Them Advertising, 2015).	Them Advertising. (2015, November 30). *Pope products: The better way to water* [Video file]. Retrieved from https://www.youtube. com/ watch?v=dvlV8x05EZ4

	In-text citation examples	Model to follow in the reference list
	The 2017 *Stop Smoking before It Starts* campaign highlights . . . (ZAC Creative, AT Creative, & RT Films, 2017).	ZAC Creative., AT Creative., & RT Films. (2017, November 19). *Stop smoking before it starts* [Video file]. Retrieved from https://www. stopsmoking beforeitstarts.org.au
Creative work in multimedia format *(e.g. multiple types on the one CD or program)*	Like a version captures the flavour of contemporary. . . (Triple J, 2017).	Triple J. (Ed.). (2017). *Like a version* (Vol. 13). Retrieved from https://shop.abc.net.au/ triple-j-like-a-version-13-2cd
An artistic work *(e.g. a painting, photographs, images.* *Note 1. Where artist details are provided, cite and reference accordingly.* *Note 2. Where no author details have been provided, place the title of the work in the author/artist position.* *Note 3. Insert square brackets after the title to list the type of medium e.g. photograph, online image, sculpture, painting etc.* *Note 4. When including the image in text or in an appendix, see section on tables and figures about how to cite: Appendix K.*	Neuwirth (2017) captures the. . . *The Falling Man* (2006) illustrates and captures motion. Barak (ca. 1880) depicts the ceremony through hi vivid use of. . .	Drew, R. (2017). *Lucky strike* [Photograph]. Retrieved from https://www.nationalgeographic .com *The falling man* [online image]. (2006). Retrieved December 7, 2017 from http://ananyah.com /blog/2006/03/16/the-falling-man. Barak, W. [ca. 1880]. *Ceremony with rainbow serpent* [painting]. Melbourne, Vic.: National Gallery of Victoria

	In-text citation examples	Model to follow in the reference list
Song lyric *Writer of song in author's position.*	The words to *Beautiful* (Mauboy, Hinshaw, Mishan, & Delazyn, 2013, track 1) fit the up-tempo track. . .	Mauboy, J., Hinshaw, C., Mishan, C., & Delazyn, D. (2013). Beautiful [Recorded by Jessica Mauboy] On *Beautiful*. [CD] Brooklyn, NY: Genius Media Group.
Musical score ***Reference list:*** *For additional detail, use square brackets to indicate the type of score (e.g. vocal or orchestral score). Example: Fiddler of the Roof [Orchestral score].*	The score by Bock (1964). . .	Bock, J. (1964). *Fiddler on the roof* [Vocal score]. New York, NY: Warner Chappell.
Software packages	. . .(Clarivate Analytics, 2016).	Clarivate Analytics. (2016). EndNote (X8) [Software update]. Retrieved from http://endnote.com
YouTube *Warning: Where possible, try to locate the video file from a reputable host site. See video podcast example.* ***Note.*** *Credit the poster as the author. Provide the real name in the following format: Author, A. A., followed by the user name inside brackets (if available). Only include the user name, without brackets, If the person's real name is unavailable.*	Carl Safina highlights the need for humans to explore their moral and social relationship to nature (TED, 2015).	TED. (2015, December 15). *What are animals thinking and feeling?: Carl Safina* [Video file]. Retrieved from https://www.youtube .com/watch ?v=-wkdH_wluhw

	In-text citation examples	Model to follow in the reference list
Facebook *To reference a **Facebook update,** write Facebook update in square brackets after the update title.* *To reference a **Facebook page,** write Facebook page in square brackets after the word timeline.* *Provide the URL "permalink" for archived posts (available by clicking on the time/date stamp at the top of the post). When the archived URL is used, no retrieval date is necessary.*	Plans to automate essay scoring have not been implemented (ABC News, 2018). Gates (n.d.) explores issues of public health and. . .	ABC News. (2018, January 29). Robot marking of NAPLAN tests scrapped. [Facebook update]. Retrieved from https://www. facebook.com/ abcnews.au/posts/ 10158046171864988 Gates, B. [Bill]. (n.d.). Timeline [Facebook page]. Retrieved January 15, 2018, from https://www.facebook.Com/ BillGates/
Twitter *Give the Tweeter's name, if known, followed by their screen name in square brackets.* *If the Tweeter's name is not known, use their screen name instead. In this case, it should not go in square brackets.* *Provide the URL "permalink" for archived messages (available by clicking on the time/date stamp at the top of the message). When the archived URL is used, no retrieval date is necessary.*	Gillard (2017) celebrates. . .	Gillard, J. [JuliaGillard]. (2017, October 19). Congrats to Jacinda Ardern and the NZ Labour team. After many nail-biting days, a great result! JG [Tweet]. Retrieved from https://twitter.com/JuliaGillard/ status /920899268327518208

	In-text citation examples	Model to follow in the reference list
Blog *Indicate the type text using square brackets after the title. Use "Blog post" for original post but "Blog comment" for a comment on an original post. Use "Re:" at the start of the blog comment.*	Myers (2108) suggests. . . . . .(Myers, 2017). . . .(Greenwood, 2018). Greenwood (2018). . .	Myers, P. Z. (2018, January 15). Erasing women from media [Blog post]. Retrieved from https://freethoughtblogs.com/pharyngula/ Greenwood, G. (2018, January 15). Re: Erasing women from media [Blog comment]. Retrieved from https://freethoughtblogs.com/pharyngula/2018/01/15/erasing-women-from-media/#comments
Message posted to a newsgroup, forum post, or discussion group ***Note.*** *As unit forums on Moodle are not available to everyone, content should be cited as personal communication; see section on personal communication below.*	Ho's (2009) response to the report was vehement.	Ho, C. (2009, November 25). Re: The UN report on conditions for Indigenous Australians [Discussion group message]. Retrieved from http://www.indigenoushealth.com.au/discussion /message/65

	In-text citation examples	Model to follow in the reference list
Wiki	Needs assessment can be defined as. . .(“Needs Assessment,” n.d).	Needs assessment. (n.d). In *Wikia.* Retrieved December 8, 2017, from http://psychology .wikia.com/wiki/ Needs assessment
Interview on radio *See audio podcast or radio transcript.*		
Personal communication *Conversations, letters and personal email messages are not included in a reference list.*	M. Wren (personal communication, January 10, 2017) indicated that. . . Evidence given. . .(H. Petty, personal communication, July 17, 2017).	n/a
Atlas (with an editor) ***Note****. When including the image in text or in an appendix, see section on tables and figures about how to cite: See Appendix K.*	The position of the new city is to be in south-east Queensland (Eales, 2003, Map 34).	Eales, S. (Ed.). (2003). *The Jacaranda atlas* (3rd ed.). Brisbane, Qld: John Wiley & Sons.
Atlas (without an editor) *As there is no editor, the title of the atlas takes that place, and it is written with a capital.*	The monsoon trough moves south over the landmass of north Western Australia (Jacaranda atlas, 2010, p. 40).	Jacaranda atlas (7th ed.). (2010). Brisbane, QLD: John Wiley & Sons.

	In-text citation examples	Model to follow in the reference list
Map ***Note.*** *When including the image in text or in an appendix, see section on tables and figures about how to cite: Also see Appendix K.*	. . .reading from this map (Queensland Government Department of Natural Resources and Mines, 2015).	Queensland Government Department of Natural Resources and Mines (Cartographer). (2015). Queensland geological compilation plots [Hard copy geological maps]. Retrieved from https://www.dnrm.qld.gov.au
Encyclopaedia (with author/editor)	Stage actors require a broad range of skills to use in theatre (Williams, 2015).	Williams, S. (2015). *The Cambridge encyclopaedia of stage actors and acting.* Cambridge, UK: Cambridge University Press.
Encyclopaedia article available on the web or via a database	The renowned rebellion occurred at the Eureka goldfield (“Australia,” 2014).	Australia. (2014). In *Encyclopaedia Britannica*. Retrieved from http://www.britannica.com/
Dictionary (online definition)	The definition of magnetism. . .(“Magnetism,” 2014).	Magnetism. (2014). In *Oxford dictionaries.* Retrieved from http://www.oxforddictionaries.com

	In-text citation examples	Model to follow in the reference list
Dictionary (hard copy)	The Gibson walking splint. . .(Harris, Nagy, & Vardaxis, 2014).	Harris, P., Nagy, S., & Vardaxis, N. (Eds.). (2014). *Mosby's dictionary of medicine, nursing & health professions* (3rd ANZ ed.). Sydney, NSW: Elsevier.
Tables and figures **In-text citation** *Indicate that the source has been adapted from, or is from, another resource in the caption below: See Appendix K for specific templates, caption examples and reference list examples.* **Reference list** *Full source details should be shown in the reference list.*	**Information below figure** *Figure 1*. Net overseas migration in Australia 1976 to 2016. Adapted from "2071.0 Cultural Diversity in Australia, 2016," by Australian Bureau of Statistics, 2017 (http://www.abs.gov. au). **Note below table** *Note.* Adapted from "3412.0 Migration, Australia, 2015–2016," by Australian Bureau of Statistics, 2017 (http://www. abs.gov.au).	Australian Bureau of Statistics. (2017). *Cultural diversity in Australia, 2016* (cat. no. 2071.0). Retrieved from http://www.abs.gov .au Australian Bureau of Statistics. (2017). *Migration, Australia, 2015–2016* (cat. no. 3412.0). Retrieved from http://www.abs.gov .au
How to reference an App *Sometimes there will be no author. In this case, you can use the title.*	. . .(Skyscape, 2013).	Skyscape. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Retrieved from http://itunes.apple .com

	In-text citation examples	Model to follow in the reference list
PowerPoint (not in Moodle) *PowerPoint widely available (e.g. online but not in Moodle, are cited in text and included in the reference list.) However, PowerPoints in Moodle are not included in the reference list; cite as personal communication.* ***Note**. If date of publication is not present on the slides, click the file tab to locate the date.*	. . .(Department of Education, 2018).	Department of Education. (2018). *Infection Control* [PowerPoint slides]. Retrieved from http://education.qld.gov.au/health/safety/hazards/infection.html

Appendices

Appendix A: What do the terms and abbreviations used in this guide mean?

Key terms	Explanation
Appendix	An appendix (single) or appendices (multiple) is placed after the reference list. Each appendix is on a new page. The word *Appendix* is in the centre with an identifying capital letter (e.g. Appendix A). Each appendix is placed in order that they appear in the text. When referring to information contained in an Appendix, write a sentence clearly stating where that information can be found. Example: The survey used can be found in Appendix A. You can also use referencing brackets to direct the reader to the information (see Appendix A). For guidance on how to refer to a table placed in an appendices, see Section 2: How to use tables and figures.
Author	The person, group or organisation that created the source. There may be single or multiple authors; or single or multiple editors; or organisations may be credited as authors rather than specific individuals. If the source has no designated author, you may use the title in place of the author.
Bibliography	A complete list of all sources consulted when preparing a piece of work, whether cited in-text or not. It records the full publication details of each source in the same way as for a reference list. Use a bibliography only if specifically requested to do so.
Copy or reproduce	Inserting an image, figure or table from a source into your own work without modifying it in any way. If you reproduce a table or figure within your work, you should label appropriately. See section on tables and figures and Appendix K.
E-book (e-book)	An e-book is an electronic version of a hard copy book that can be downloaded. However, printed copies may not exist, and the e-book may be the only version of the text. You may find a complete book or chapters of the e-book. Some of these are free, but others must be bought from publishers or suppliers.
In-text citation or in-text referencing	This is an acknowledgement of any paraphrased or quoted information used within an assignment. It is a record of the author, date of publication and sometimes page number of any sources used. Use surnames for in-text citations (no initials). The position of the in-text citation varies depending on whether you use author prominent or information prominent citations. An essay with few or no citations will be a cause of concern, and it may indicate plagiarism or limited research. See Section 2.

Key terms	Explanation
Journal article	Journals are collections of articles that are published on a regular basis to report current research within a discipline. Journals are sometimes referred to as magazines, periodicals or serials.
Paraphrase	Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text citation to show that the material comes from another source. With regard to page numbers, "when paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page. . . number, especially when it would help an interested reader locate the relevant passage in a long or complex text" (APA, 2010, p. 171). Check with your lecturer for their preference around the inclusion of page numbers when paraphrasing and summarising.
Quotation	A direct quotation is the exact reproduction of someone's words. A quote is marked with double quotation marks or other special formatting. It requires a citation. See Section 2: How to use direct quotes.
Reference list	The complete list of all sources paraphrased or quoted used in your work. The reference list appears at the end of your work. It records the full publication details of each source, and it is arranged in alphabetical order. Every in-text citation should appear in the reference list, and every item in the reference list should be mentioned at least once in the assignment. Additionally, the citations that appear in the text must have the same spellings and dates as the ones in the reference list. See Appendix H for a checklist.
Source	The place where the information was found. Source type refers to whether the source is a book, article, web site etc. and whether it is a hard copy or electronic. Referencing rules differ for each source type.
Summary	A brief account of another person's ideas or research in your own words. A summary of a work or section of a work, or a general reference to someone's work or ideas, requires a citation.
URL	This is the abbreviation for Uniform Resource Locator. It also known as the web address. When including a URL for a source found on the web, it is not necessary to include a long URL if the web site has a search engine. Leave the URL to break or fit the line in its own way; do not use enter or a space to push the URL to a new line. If it is pushed onto a new line, the extra enter will make it impossible for the automatic alphabetiser. Look at the ALC Computing Moodle site to find out how to use **Sort** to alphabetise for your reference list.

Appendix B: Symbols and their use

Symbol	Use in citations and references
& Ampersand *The ampersand symbol represents the word "and".* ***Note.*** *See Appendix I for citing multiple authors and Appendix J for referencing multiple authors.*	The ampersand is used to abbreviate "and" and is used between authors' names in information prominent citations in text (in the parentheses) and in the reference list. However, use the word *"and"* when providing an author prominent in-text citation with two or more authors (i.e. as part of the sentence) ***Citation*** Eighty per cent of students prefer feedback (Smith & Jones, 2018, p. 5). Smith and Jones (2018). . .(p. 5). ***Reference list*** Smith, N. & Jones, B. (2018). *Title: Subtitle.* Location of publisher: Publisher.
( ) Round brackets (parentheses) *Round brackets, or parentheses, come in pairs and contain material that help clarify a point, but often indicate the information within is less important than surrounding information.*	Parentheses are used to enclose a citation within the text of an essay. The use of parentheses (a word or phrase inserted) for other purposes should be avoided in academic writing. Use wording to show the value of a piece of text rather than using parentheses. If something is not important enough to include in the main text, consider leaving it out completely.
[ ] Square brackets in Citation ***Example 1*** *For information prominent citations, use square brackets within parentheses when adding an acronym or initialisms to your writing for the first time.* ***Example 2*** *Use square brackets when adding extra words to quotations that help the reader to understand the meaning. This is useful when you need to fit a quotation into your own sentence correctly. When editing quotations, avoid changing the quotation's meaning.*	***Example 1*** The impact of this program has been dramatic (World Health Organization, [WHO] 2011). ***Example 2*** In fact, Rumelhart (1981) asserts that schemata "are the fundamental elements upon which all information processing depends. . .[and play a large role] in guiding the flow of processing in the system" (pp. 33–34).

Symbol	Use in citations and references
Example 3 *Square brackets are also used with sic to indicate that a spelling error was present in the original text.* **[ ] Square brackets in reference list** *Square brackets are sometimes placed after a title to indicate the type of resource (e.g. video or audio podcast, photograph etc.) See Section 5 for individual resources.*	***Example 3*** In his report, "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2013, p. 32). ***Reference list*** Kruszelnicki, K. (2017, November 21). *Mitochondria: Fiery powerhouses* [Audio podcast]. Retrieved from http://www.abc.net.au

Appendix C: Acronyms formed from the initial letters of words, and their use

Acronyms	Examples
Acronyms are words formed from the first letter of each word in a long name. These can then be said as a word. You must not create an acronym of your own. Use the existing ones that are recognised, for example, Technical and Further Education (TAFE) or Queensland and Northern Territory Aerial Services Ltd (QANTAS). *The first time an acronym is used, you must write the full name first followed by the acronym in parentheses. After that, the acronym may replace the full name or phrase. Always use the full name or phrase in the abstract section of your document.*	***An author prominent in-text citation*** The first time you use a name that you want to shorten to an acronym or initialism, type the name in full and then type the acronym or initialism in parentheses after it: According to the World Health Organization (WHO, 2011), this program has had a dramatic impact. This is demonstrated by the data emerging from this study (WHO, 2011). ***An information prominent in-text citation*** The first time you use a name that you want to shorten to an acronym or initialism use the name in full and then type the acronym or initialism in square brackets after it. The impact of this program has been dramatic (World Health Organization, [WHO] 2011). This is demonstrated by the data emerging from this study (WHO, 2011). ***Reference list*** World Health Organization. (2011). *Health impact assessment: Glossary of terms used*. Retrieved from http://www.who.int/hia/about/glos/en/index1.html

Appendix D: Initialisms and their use

Initialisms	**Examples**
Initialisms are a series of capital letters made up of the initial letters of a series of words. Initialisms cannot be said as a word; for example: USA (initialism for United States of America) or NLA (initialism for National Library of Australia) *The first time an initialism is used, give the full name or phrase followed by the initialism in parentheses. After that, the initialism may be used in place of the full name or phrase. Always use the full name or phrase in the abstract in your assignment.*	In academic writing, initialisms are introduced in the same way as acronyms. ***An author prominent in-text citation*** A draft study of course choices by Department of Education, Employment and Workplace Relations (DEEWR, 2008) revealed that "there were no significant gender differences in the reasons respondents chose to study engineering" (p. 2). ***An information prominent in-text citation*** A recent government study reports that. . .(Australian Bureau of Statistics [ABS], 2013). ***Reference list*** Australian Bureau of Statistics. (2013). *Australian social trends: Pregnancy and work transitions*, 2013 (cat. no. 4102.0). Retrieved from http://www.abs.gov.au/
DOI Digital Object Identifier *Many journal articles and other online documents are assigned a DOI, which is a unique string of letters and numbers that identifies a document. All DOIs begin with the number 10 and can often be found on the first page of a journal article, or in the database citation information. If present the DOI should be included at the end of the reference. A DOI can also be given in the form of a web address. (Continued over)*	Shariff, J. F. (2011). Navigating assisted death and end-of-life care. *Canadian Medical Association Journal, 183*(6), 634–644. doi:10.1503/cmaj.091845

Initialisms	Examples
When available, use the https DOI format below, ***without*** *the words "retrieved from". It enables the reader to locate the article easily; however, both forms of DOIs are acceptable. Only https DOIs are black, active and underlined.* *https://doi.org/10.xxxx/xxxxx* *Abbreviated forms are not live doi:10.XX.XXXX*	
n.d. no date *Used when no publication year is found. Look carefully for publication dates as they can be hard to find on web sites. You may find the date by checking for a copyright link.*	***Citation*** Lansdown (n.d.) found that ". . ." (p. 13). ***Reference list*** Lansdown, M. (n.d.). *Bridging courses.* Rockhampton, Qld: CQUniversity.
p. single page ***Quotation****: Page numbers are required when directly quoting. If the page number is not available, use a paragraph number. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. For examples, see section below on the use of paragraph numbers.* ***Paraphrasing****: "When paraphrasing or referring to an idea contained in another work, 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" (APA, 2010, p. 171).* ***Check with your lecturer for their preference around the inclusion of page numbers when paraphrasing and summarising****.*	***Citation—Quotation*** Priest (2018) states that "20% of. . ." (p. 4). Research suggests that ". . ." (Priest, 2018, p. 4). ***Citation—Paraphrase*** Priest (2018) states that. . .(p. 4). . . .(Priest, 2018, p. 4).

Initialisms	Examples
pp. multiple pages **In-text citation** *Use pp. when referring to a quote or data from multiple pages. Use a comma between numbers for pages that are not in sequence.* **Reference list** *The use of p. and pp. is not required when referring to whole books, journal articles or web sites. However, pp. may be used when referring to a chapter in a book. See Chapter in an Edited Work.*	***Citation*** . . .(Llias, 2017, pp. 511–512). . . .(Owen, 2018, pp. 1, 4 & 6). ***Reference list*** ***Journal*** Llias, B. (2017) Interstate arbitration in international tax disputes. *Journal of International Dispute Settlement, 8*(3), 507–534. doi:10.1093/jnlids /idx003 ***Chapter in an edited work*** Grehan, M. (2014). Visioning the future by knowing the past. In J. Daly, S. Speedy, & D. Jackson (Eds.), *Contexts of nursing* (3rd ed., pp. 38–50). Sydney, NSW: Elsevier, Churchill Livingstone.
r. or **rr. regulation or regulations** *To aid your reader to locate the specific information that you cited, you should give the unit or division.*	In the text of your work, you should write: . . .the Copyright Regulations, rr. 18–19 If it is at the beginning of the sentence, you should write: Regulation 18 of the Copyright Regulations (Cwlth).
s. or **ss. sections in legal documents** *To help your reader locate the specific section or subsection that your information comes from, you should give a pinpoint reference to the relevant section or subsection.*	In the text of your work, you should write: Civil Proceedings Act 2011 (Qld) s. 7 Unless it is at the beginning of the sentence, for example: Section 4 of the Casino Control Ordinance 1988.

Appendix E: Abbreviations and their use

An abbreviation is a shortened form of a word. Words can be shortened in a number of ways, including omitting parts of the interior of the word, or cutting off the end of a word. If the end of the word is removed to create an abbreviation, then a full stop is added. If the interior of the word is removed, leaving the last letter; no full stop is needed. Here are examples.

Abbreviations and explanations of their use in references	**Examples**
cat. no. catalogue number *A catalogue number is used to identify an item in a record. It is used for tracking purposes.*	Australian Bureau of Statistics. (2013). *Australian social trends: Pregnancy and work transitions*, 2013 (cat. no. 4102.0). Retrieved from http://www.abs.gov.au/
ca. circa *From Latin meaning 'around' or 'about'. Used when we can only approximate the publishing date. Square brackets are placed around the approximate date instead of parentheses. This approximation may be made by looking at the latest entry in the reference list of the source.*	Queensland Education Department. [ca. 1995]. *Draft policy on school discipline*, Queensland Education Department. Gladstone, Qld: Author
Comp. Compiler *The person who assembles a training or educational package is called a compiler.*	Use the same format as for an edited book, but use (comp.) instead of (Ed.).
Ed. or Eds. editor or editors *An editor is a person, or a number of people, who assist an author to publish. They may select and prepare material, or organise and manage contributions to a multi-author book.* ***Note.** When the plural, editors, is abbreviated, the interior of the word is removed, leaving the last letter.* ***Note.** You do not use **Ed**. for in-text citations.*	***In-text citation*** Crisp and Taylor (2015) outline. . . ***Reference list*** Crisp, J., & Taylor, C. (Eds.). (2005). *Potter and Perry's fundamentals of nursing* (2nd ed.). Sydney, NSW: Mosby Elsevier.

Abbreviations and explanations of their use in references	Examples
ed. edition *When books are revised and issued a second or third time (or more), publishers show the difference between versions by indicating the edition. This is necessary as the editions differ from one another as each version has different information.*	Wilson, J. (2006). *Infection control in clinical practice* (3rd ed.). Edinburgh, New York: Bailliere Tindall.
Journal titles *These may be abbreviated in catalogues when they are very long and sometimes an initialism is used. It is recommended that you locate and use the full name of the journal in your reference list. See also information about initialisms above.*	BMJ or Br Med J The British Medical Journal
para. Paragraph number *If the page number is not available, use a paragraph number.* *When there is no paragraph number, provide the closest heading as well as the number of paragraphs following it.* ***Note.** Longer headings may be shortened and placed in quotation marks. See example provided.*	***In-text citation*** ***Paragraph number*** A BP spokesperson reported that "the new construction includes a containment cap with a built-in 'blow-out preventer', the device that failed to cut off the oil flow" (Mann, 2010, para. 4). ***Short heading + paragraph number*** The Australian Bureau of Statistics (ABS, 2016) indicates that "one in four people in Australia (26%) were born overseas" (The population of Australia is 24.4 million, para. 4).

Abbreviations and explanations of their use in references	Examples
	Long heading + paragraph number The ABS (2016) indicated that the 2016 census revealed that "but more than one in five Australians (21%) spoke a language besides English at home" ("More than one in five," para. 1). (**Original heading**: "More than one in five of us speak a language other than English at home")
Vol. or **Vols. volume or volumes** *Sometimes books are one part of a set or series. Each book in the set or series is labelled a volume.* *Journals publish a set number of volumes each year, so volume numbers are used to identify in which volume an article appears. However, do not include the words "Vol." or "Vols." when referencing journals. Place the journal volume number in italics after the journal title. If the journal does not use volume numbers but gives the season or the month, include the season or the month after the publication year.*	***Book*** Corsini, R. J., (Ed.). (1994). *Encyclopaedia of psychology* (Vol. 4). New York, NY: John Wiley & Sons. ***Journals*** Beemster, M. (2008, Spring). Saving the Southern Bell Frog. *Australian Landcare,* 27–29. Shariff, J. F. (2011). Navigating assisted death and end-of-life care. *Canadian Medical Association Journal, 183*(6), 634–644. doi:10.1503/cmaj.091845 Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, 30. Retrieved from https://newrepublic.com

Appendix F: Latin words and their use as abbreviations

Latin words and their abbreviations. Are used in academic writing at times but they should be kept to a minimum and used inside parentheses. Below are examples of Latin words (or their abbreviations), used inside parentheses when citing in text or in the reference list.

Latin words	Example in citation or reference list
et al. abbreviation for "et alia" meaning "and others" *When a work has three to five authors, include all authors for the first in-text citation, but in subsequent citations only use the surname of the first author, followed by et al.* *When a source has more than six authors, cite only the surname of the first author followed by et al. every time.* *There should always be a full stop after "al." as the end of the word has been removed to create an abbreviation.* ***Do not italicise* et al.**	***First in-text citation*** . . .(Robbins, Millett, Cacioppe, & Waters-Marsh, 2001). ***Subsequent citation*** . . .(Robbins et al., 2001). ***The reference list must show all the authors*** Robbins, S. P., Millett, B., Cacioppe, R., & Waters-Marsh, T. (2001). *Organisational behaviour* (3rd ed.). Frenchs Forest, NSW: Prentice Hall Australia.
Sic means 'thus' or 'so' *Used in a quotation, in italics and in square brackets. It indicates that the word directly before it is an error that appeared in the original text. This is to preserve the authenticity of the quotation. This error may be incorrect spelling, punctuation or grammar.* ***Note**. The square brackets are not italicised.*	In his report, "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2013, p. 32).
Circa means 'around' or 'about' It is abbreviated to ca. *Used when an approximate publishing dates is available. Place square brackets around the approximate date instead of parentheses. This approximation may be made by looking at the latest entry in the reference list of the source you are using.*	Queensland Education Department. [ca. 1995]. *Draft policy on school discipline.* Gladstone, Qld: Author.

Appendix G: Referencing a journal article with a DOI or URL

When referencing a journal article, it can be difficult to know what information to include to form a complete reference. Use the flow chart below to clarify whether to include a DOI, URL or less commonly database information at the end of the reference.

Note 1. If a journal article does not have a DOI number, give the home page URL of the journal. You may have to search for this.

Note 2. Database URLs should not be used as the data may change over time. However, sometimes the journal home page is on a publisher's web site because the journal does not have its own web site. In this case, use the online publishing URL. **Ulrichsweb** database has web site details for most journals.

Note 3. Most journal articles do not require a retrieval date; however, on rare occasions, articles may need a retrieval date if they are retrieved from databases where articles are periodically updated. These articles/journals often have editors.

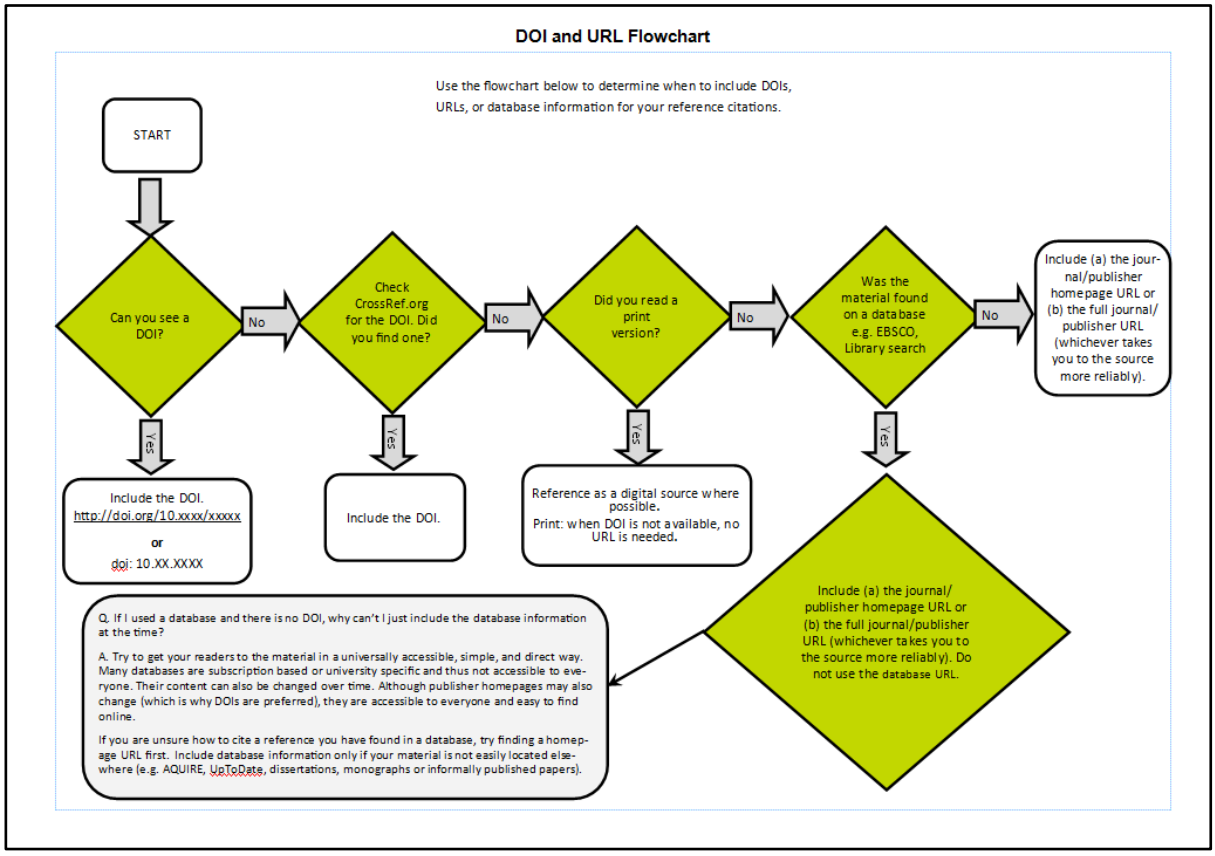


Figure 9. A flow chart to help students reference a journal article. Adapted from "A DOI or URL Flow Chart," by American Psychological Association, 2009 (http://blog.apastyle.org/files /doi-and-url-flowchart-8.pdf).

Appendix H: Check your reference list

Check	Key point
	The reference list begins on a new page. It should be the last page of your assignment; however, an appendices goes after the reference list.
	Margins are set at least 2.54 cm top and bottom and left and right.
	Font style and size is same as for the rest of the assignment: Times New Roman 12 pt.
	Line spacing in the reference list is double line.
	The title is **References** and it is not in bold, but it is centred, and has the same font style and size as the document.
	The reference list is aligned with the left margin.
	All lines after the first line of each entry should be indented half an inch (1.25cm) from the left margin. This is called a hanging indentation.
	A blank line space is **not** used after each reference.
	Numbers, letters and bullet points are not used to indicate new references.
	The reference list is arranged in alphabetical order according to the author's surname (family name). The surname must be written in full and initials used to represent given names.
	References by the same author in different years should be ordered by year. Place the oldest work first.
	References which have the same author and same year of publication are listed alphabetically according to the title of the book/article, and a lower-case letter is added to the date: Example - Education Queensland. (2007a). Education Queensland. (2007b). Add a letter to both the reference and the in-text citation.
	If there is no author or authoring body, the reference is listed alphabetically according to the title of the article. If a source is authored by an organisation rather than an individual, it is listed alphabetically according to the organisation's name. For example: Education Queensland.
	URLs are active, black font and underlined. Most word processing packages will automatically underline an Internet address, so simply change URLs to black font.
	Long URLs can be shortened to give the home page URL, but only if there is a search function available on the web site.
	Any reference that starts with a number precedes the alphabetical listing and is listed numerically; for example, 3D Networks. (2007). *Delivering on. . .* will appear before Anderson, J. (2013)…
	Every in-text citation appears in the reference list, and every item in the reference list is to be mentioned at least once in the assignment. Additionally, the citations that appear in the assignment itself must have the same spelling and dates as the ones in the reference list. **Exception**: Personal communication may be included in-text; however, it does not need to be included in the reference list.

Appendix I: Quick guide for citing multiple authors

Type of Citation	**First citation in text**	**Subsequent citations in text**	**Parenthetical format, first citation in text**	**Parenthetical format, subsequent citations in text**
One work by one author	Walker (2018). . .	Walker (2018). . .	(Walker, 2018)	(Walker, 2018)
One work by two authors	Walker and Allen (2014). . .	Walker and Allen (2014). . .	(Walker & Allen, 2014)	(Walker & Allen, 2014)
One work by three authors	Bradley, Smith, and Soo (2015). . .	Bradley et al. (2015). . .	(Bradley, Smith, & Soo, 2015)	(Bradley et al., 2015)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2016). . .	Bradley et al. (2016). . .	(Bradley, Ramirez, Soo, & Walsh, 2016)	(Bradley et al., 2016)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2017). . .	Walker et al. (2017). . .	(Walker, Allen, Bradley, Ramirez, & Soo, 2017)	(Walker et al., 2017)
One work by six or more authors	Wasserstein et al. (2016)	Wasserstein et al. (2016)	(Wasserstein et al., 2016)	(Wasserstein et al., 2016)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2017). . .	NIMH (2017). . .	(National Institute of Mental Health [NIMH], 2017)	(NIMH, 2017)
Groups (no abbreviation) as authors	University of Kent (2018). . .	University of Kent (2018). . .	(University of Kent, 2018)	(University of Kent, 2018)

Note. How to cite multiple authors within a text. Adapted from *Publication Manual of the American Psychological Association* (p. 177), by American Psychological Association, 2010, Washington, DC: Author.

Appendix J: Quick Guide for referencing multiple authors

Number of authors	**Reference**
One author	Walk, B. (2018).
Two authors	Walker, J. E., & Allen, S. (2014).
Three authors	Bradley, T., Smith, J., & Soo, D. (2015).
Four authors	Bradson, S., Ramirez, Z., Soo, D., & Walch, A. (2016).
Five authors	Walker, J. E., Allen, S., Bradley, T., Ramirez, Z., & Soo, D. (2017).
Six authors	Walker, J. E., Allen, S., Bradley, D., Ramirez, Z., Win, R., & Soo, D. (2017).
Seven authors	West, J., Allen, S., Ball, D., Rod, Z., Win, R., Soo, D., & Xi, D. (2017).
Eight or more authors *Provide the first six followed by ellipsis and the final author. No ampersand is required.*	West, J., Allen, S., Ball, D., Rod, Z., Win, R., Soo, D., . . .Fest, H. (2017).
Institution, corporate author (no acronym or initialisation is required for the reference list)	**Correct**: National Institute of Mental Health. (2017). **Incorrect**: National Institute of Mental Health (NIMH). (2017).

Note. Examples of how to reference multiple authors with a reference. Adapted from *Publication Manual of the American Psychological Association* (p. 193–215), by American Psychological Association, 2010, Washington, DC: Author.

Appendix K: Citing and referencing figures and tables

When including a figure (image or graph) or a table into an assignment, provide resource details below the figure or table. Use the templates below to assist you. The resource details should also be included in the reference list. For more details on how to label your tables and figures see Section 2: How to use tables, figures and images.

Caption templates and examples for tables and figures

- Identify which type of **resource** you took your figure or table from
- Choose the correct **template** (journal article, book, book chapter, web page). Note. If the table or figure has not been adapted, use the word *from*. If the table or figure has been adapted, use the phrase *adapted from*.
- The **examples** below simply demonstrate how to use the template.
- The **reference list example** indicates how to reference the figure or table in a reference list.

Resource type	**Templates and examples**
Journal article	
Template	From [or Adapted from/Data in column 1 are from] "Title of Article," by A. N. Author and C. O. Author, year, *Title of Journal, Volume,* p. xx.
Example	From "Social Media: A Contextual Framework to Guide Research and Practice," by L. A. McFarland and R. E. Ployhart, 2015, *Journal of Applied Psychology, 100,* p. 1656.
Reference list example	McFarland, L. A., & Ployhart, R. E. (2015). Social media: A contextual framework to guide research and practice. *Journal of Applied Psychology, 100,* 1653–1677. https://doi.org/10.1037/a0039244
Whole book	
Template	From [or Adapted from/Data in column 1 are from] *Title of Book* (any edition or volume information, p. xxx), by A. N. Author and C. O. Author, year, Place of Publication: Publisher.
Example	Adapted from *Managing Therapy-Interfering Behavior: Strategies From Dialectical Behavior Therapy* (p. 172), by A. L. Chapman and M. Z. Rosenthal, 2016, Washington, DC: American Psychological Association.
Reference list example	Chapman, A. L., & Rosenthal, M. Z. (2016). *Managing therapy-interfering behavior: Strategies from dialectical behavior therapy.* Washington, DC: American Psychological Association.
Edited book chapter	
Template	From [or Adapted from/Data in column 1 are from] "Title of Chapter," by A. N. Author and C. O. Author, in A. N. Editor (Ed.), *Title of Book* (any edition or volume information, p. xxx), year, Place of Publication: Publisher.

Resource type	Templates and examples
Example	From "The Cortex: Regulation of Sensory and Emotional Experience," by D. Christian, in N. Hass-Cohen and R. Carr (Eds.), *Art Therapy and Clinical Neuroscience* (p. 63), 2008, London, England: Jessica Kingsley.
Reference list example	Christian, D. (2008). The cortex: Regulation of sensory and emotional experience. In N. Hass-Cohen & R. Carr (Eds.), *Art therapy and clinical neuroscience* (pp. 62–75). London, England: Jessica Kingsley.
Webpage	
Template	From [or Adapted from/Data in column 1 are from] "Title of Web Document," by A. N. Author and C. O. Author, year (http://homepage URL).
Example	From "Nutrition, Physical Activity and Obesity: Data, Trends and Maps. Alabama Indicator Details Percent of Adults Aged 18 Years and Older Who Are Obese," by Centers for Disease Control and Prevention, 2015 (http://nccd.cdc.gov).
Reference list example	Centers for Disease Control and Prevention. (2015). *Nutrition, physical activity and obesity: Data, trends and maps.* Alabama indicator details percent of adults aged 18 years and older who are obese. Retrieved from http://nccd.cdc.gov

Note. Table with templates, copyright examples and reference entries for figures and tables reproduced from journal articles, books, book chapters and web sites. Adapted from "Navigating Copyright for Reproduced Images: Part 4. Writing the Copyright Statement," by American Psychological Association, 2016 (http://blog.apastyle.org/apastyle/tables-and-figures/).

Note to academics and RHD Students. Please be aware that an extended copyright caption for tables and figures may be required for academic publishing. See APA Style Blog: https://blog.apastyle.org/apastyle/tables-and-figures/

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