An Abridged Guide to the APA Referencing Style

6th edition

An Author-Date System

based on

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Disclaimer

This guide has been produced in good faith and is based on the style as recommended in the *Publication Manual of the American Psychological Association* (the APA manual), 6th edition, published in 2010.

Information about APA style is available at http://www.apastyle.org/learn/index.aspx

While it will serve as a guide, and the principles of APA referencing style have been applied to some examples that traditionally do not appear in the hard copy APA manual, students with queries should consult the APA manual 6th edition or their lecturers for clarification.

Note: Remember you will find it helpful to check the Index when looking for a specific item.

Why reference/cite?

References **must** be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, DVDs, the World Wide Web, other print or electronic sources and personal communications. A reference is required if you:

- quote (use someone else's exact words)
- copy (use figures, tables or structure)
- paraphrase (convert someone else's ideas into your own words)
- summarise (give a brief account of someone else's ideas).

How to reference/cite

When referencing a paraphrase within the text, the surname of the author, followed by a comma and the year of publication, are given wholly or partly in round brackets. If referencing a direct quote, add a comma and page number after the year.

If the author's name is in the text then you only need (year) or (year, p.) if a direct quote.

At the end of the task provide a reference list with all the items referred to/cited in the text. Put this in full detail in alphabetical order. See page 58 for an example of a reference list.

In-text references

There are two ways of referencing (citing): author prominent and information prominent.

Author prominent

This is when you give prominence to the author by using the author's surname (family name) as part of your sentence with the date and the page number in parentheses (round brackets).

Direct quote example:
Unterhalter (2007, p. 5) argues that "gender equality in schooling is an aspiration of global social justice."

Paraphrase example:
Unterhalter (2007, p. 5) suggests that equal treatment of the genders in education should be an issue of justice for every society.

Note: Include the page number when **quoting** the author's exact words as well as when paraphrasing information from a **specific sentence, paragraph, chapter, table or chart.**

Information prominent

The other way of referencing (citing) gives prominence to the information, with all the required referencing details in parentheses at the end of the citation.

Direct quote example:
It has been argued that "gender equality in schooling is an aspiration of global social justice" (Unterhalter, 2007, p. 5).

Paraphrase example:
Equal treatment of gender in education should be an aim of every society (Unterhalter, 2007, p. 5).

Note: Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information from a **specific sentence, paragraph, chapter, table or chart.**

What is plagiarism?

Plagiarism is the presentation of work, ideas or data of others without appropriate acknowledgement (CQUniversity Academic Board, 2009, p. 1).

CQUniversity's Plagiarism Procedures can be found at:

http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1244

CQUniversity's Student Misconduct and Plagiarism policy can be found at:

http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1245

Note: If you want to use material from one of your previous assessment tasks in a current assessment task, you must ask permission from your current lecturer.

Paraphrasing or referring to an idea contained in another work

Paraphrasing is when you write published materials in your own words without changing the original meaning. The manual states, "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, Section 6.04).

Use of italics

Italics are used for the name of a journal, newspaper, magazine, book, film, website, etc. The exception is informally published materials. In blog posts, YouTube videos, message board posts, etc. do not use italics.

(APA, 2010, pp. 104–106, Section 4.21)

Use of quotation marks

Double quotation marks are used around direct quotes of fewer than 40 words.

(APA, 2010, p. 170, Section 6.03)

Quote within a quote

When a quote appears within a quote use single quote marks. For example:

"The first words of Melville's *Moby Dick* are 'Call me Ishmael' and these words are full of significance" was the first statement in Smith's memorable speech (Johns, 1995, p. 43).

Minimal capitalisation

Capitalise only the first word of titles of books and articles, and any proper nouns (e.g., names of people, places or organisations). This is minimal capitalisation. If there is a subtitle, capitalise the first word after the colon. For example, *The hero within: Six archetypes we live by*.

Capitalise the first word and all important words in the names of journals, newspapers and magazines. For example:

Peterson, J., & Schmidt, A. (1999). Widening the horizons for secondary schools. *Journal of Secondary Education, 3*(8), 89–106.

Quoting incorrect spelling, punctuation or grammar from an original source

The manual states, "Direct quotations must be accurate … . If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicised and bracketed, immediately after the error in the quotation." For example, " … italicized [sic] and bracketed" (APA, 2010, p. 172, Section 6.06).

Quotations of 40 or more words

These should be formatted as a freestanding block of text as follows:

- omit quotation marks
- indent the block 1.25 cm from the left margin (the same indent used for a new paragraph)
- use double line spacing
- use the same font and size as the text
- give the source and page number in brackets after the final full-stop.

(APA, 2010, p. 171, Section 6.03)

For example:

Scholarly work is required to meet certain standards in order to be published:

> Academic material of standing is *peer reviewed*—that is, prior to publication the article or book written by an author (or authors) is sent out to other academics in the same

> field to be reviewed and the authors then revise their material based on the recommendations of the reviewers. (Taines, 2008, p. 29)

Page numbers

Always give the page number for quotations or to indicate information from a **specific sentence, paragraph, chapter, table or chart**. The word "page" is abbreviated but not chapter. For example:

The painting was assumed to be by Matisse (Powell, 1989, Chapter 6, p. 7), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).

Quoting online material that has no page numbers

Normally, direct quotations of online material are cited with author, year and page number in brackets but many electronic sources do not provide page numbers. In this case, if there are paragraph numbers, use the paragraph number in place of the page number, with the abbreviation para. for a direct quote. For example:

A BP spokesman 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).

If there are no paragraph numbers but there are headings, cite the first three or four words of the heading and the number of the paragraph following it. You will need to count the paragraphs yourself. For example: (Education for Change, 2009, "Our growth plan", para. 2).

(APA, 2010, pp. 171–172, Section 6.05)

Use of city, state, country location information

Provide city and state for US and Australian publications, e.g., Princeton, NJ; Rockhampton, Qld. Provide city, state and country for all other publications.

(APA, 2010, p. 186, Section 6.30)

Difference between a reference list and a bibliography

A reference list includes all the sources of information that have been cited (referenced) in-text in a piece of work and is located at the end of the piece of work and arranged in alphabetical order.

A bibliography lists all works consulted when preparing a piece of work **whether or not** the work has been cited in the document. This means that all the works referred to within the document as well as all works consulted but not referred to would appear in the bibliography in alphabetical order. Unless your assignment instructions specifically request a bibliography, a reference list is generally all that is required.

If your assignment task specifies there is no need for in-text referencing but asks for a bibliography, the bibliography will list in alphabetical order all the resources you consulted for the task. The bolded heading of Bibliography would be used.

Formatting your reference list

When formatting your reference list, use the following guidelines:

- begin your reference list on a new page
- use the heading **References** centred
- use a hanging indent throughout, i.e., the first line of each reference should be flush against the left margin, while the second and any subsequent lines should be indented
- do not leave a blank line after each reference
- use double-line spacing throughout
- put your list in alphabetical order by author's surname/family name.

See the reference list at the end of this document for an example.

Referencing a source not covered by the APA manual

This will happen rarely, but should it happen to you, this is what the manual has to say:

> Because one purpose of listing references is to enable readers to retrieve and use the sources, each entry usually contains the following elements: author, year of publication, title, and publishing or retrieval data—all information necessary for unique identification and library search. (APA, 2010, p. 193, Section 7)

You can also find additional examples on the APA website: http://www.apastyle.org

See especially the tutorial on The Basics of APA Style.

Journal articles and periodicals

A journal article with a DOI

Many journal articles and other online documents are assigned a Digital Object Identifier, or DOI. A DOI is a unique string of letters and numbers that identifies a document. All DOIs begin with the number 10. They can often be found on the first page of a journal article, or in the database citation information.

A DOI can be used in two ways to find an online version of a document.

First, it can be entered at the CrossRef website: http://www.crossref.org

Second, it can be appended to the following Web address: http://dx.doi.org/

Note: If you are searching for an article with a DOI, it is usually better to search for the journal by title in the CQUni Library catalogue rather than use the DOI as described above. If the journal is available through the Library, you will be able to access the article free of charge, while a DOI search is likely to take you to a commercial website.

If the article or other document you are citing has a DOI, this should be included at the end of the reference. No other retrieval information is then necessary. Wherever possible, copy and paste the DOI to ensure accuracy.

When adding the DOI use the following format: doi:10xxxx/xxxxxxxxxx

Shariff, J. F. (2011). Navigating assisted death and end-of-life care. *CMAJ*, *183*(6), 643–644. doi:10.1503/cmaj.091845

Journal and periodical articles in print

The *volume number* of a work will follow the title as *an italicised number:*

Author, A. A. (year). Article title. *Name of Journal, 7,* 23–45.

Issue numbers will follow the volume number in round brackets:

Author, A. A. (year). Article title. *Name of Journal, 7*(2), 223–245.

Peterson, J., & Schmidt, A. (1999). Widening the horizons for secondary schools. *Journal of Secondary Education, 3*(8), 89–106.

(APA, 2010, Section 7.01, pp. 198–202)

Online journal article from a database with no DOI

If you find the journal article **online through CQUni Library Discover It! or through an online database** then you give the Web address (URL) of the **home page** of the journal, magazine or newsletter. You may have to do a Web search to find this.

Andrew, M., & Romova, Z. (2012). Genre, discourse and imagined communities: The learning gains of academic writing learners. *Journal of Academic Language and Learning, 6*(1). Retrieved from http://journal.aall.org.au/

Note: Open the URL and see that it is the **home page** of the Journal. The Journal will have a search function.

Journal article from CQUniversity Course Resources Online

Treat a journal article from Course Resources Online as a print version.

Panksepp, J., Herman, B. H., Vilberg, T., Bishop, P., & DeEskinazi, F. G. (1980). Endogenous opioids and social behavior. *Neuroscience & Biobehavioral Reviews, 4*, 473–487.

Issue numbers

Note: Issue numbers are only needed if the journal is paginated separately by issue (i.e., if each issue begins at page 1).

If a journal, magazine or newsletter does not use volume numbers but gives the season or the month, include the season or month after the year**.** For example:

Beemster, M. (2008, Spring). Saving the Southern Bell Frog. *Australian Landcare*, 27–29.

Chandler-Crisp, S. (1988, May). "Aerobic" writing: A writing practice model. *Writing Lab Newsletter*, pp. 9–11.

If a periodical does not have a volume number but is published frequently, give the month and day of publication after the year. For example:

Author, A. A. (year, month day). Article title. *Name of Journal*, 23–45.

(APA, 2010, p. 200, Section 4.11)

For example:

Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, 30.

Using URL references

Be aware that most word processing packages will automatically underline the Internet address—**the examples in the APA manual are not underlined** (do not have a hyperlink) so you will need to remove the underline. Highlight the URL, click off the underline icon, and change the font colour to black.

Unpublished sources

Always try to use **published** materials for your paper. Unpublished materials usually comprise theses or papers/abstracts presented at a conference. Be wary of using them. If in doubt, consult your lecturer to see if the resource can be used.

If you want to use material from one of your previous assessment tasks, you must ask the lecturer for permission to do so.

Appendices

An appendix comprises supplementary material that is collected and appended at the back of a book or report—supporting evidence for your assignment. The word Appendices is the plural form.

Appendices go after the reference list. Each appendix is a separate item and goes on a separate page. They are usually lettered, not numbered—Appendix A, Appendix B and so on.

Any tables or figures in an appendix take their caption from that appendix, e.g., in Appendix A, the table would be Table A1; likewise for a figure, Figure A1 and so on.

When to use numbers expressed in words

In a text where numbers are not a significant focus, use words for numbers up to one hundred.

In addition, use words for common fractions, e.g., "one-fifth of the class."

Use numerals for numbers over nine in documents where numbers occur frequently.

A number, however, is always expressed in words at the beginning of a sentence, e.g., "Forty-eight per cent of the sample … ."

Check out the number examples on this site: http://www.apastyle.org/learn/faqs/numbers-as-words.aspx

When to use numbers expressed as numerals

Use figures for numbers:

- preceding measurement, e.g., 3 cm
- grouped in figures, e.g., 3 of 21
- used as statistics, e.g., 4% of the population
- used in times, dates, ages, money.

Adding headers to the title page and abstract

For advice on formatting your document in APA style using Word, see the following websites:

- Owl at Purdue: examples of headers on the title page and the abstract

  http://owl.english.purdue.edu/owl/resource/560/01/
- A screencast presentation posted by David Peak to guide you through the formatting of headers http://www.youtube.com/watch?v=9pbUoNa5tyY&annotation_id=annotation_384875&feature=iv

Handy Hints

Go to http://www.cqu.edu.au/about-us/service-and-facilities/communications-learning-centre/referencing to access Referencing on the Communication Learning Site.

Look for the sentence **Check out some frequently asked questions about** and click on APA Website FAQs.

What follows is a set of guidelines on which you may model future referencing. You may find that the examples given do not always reflect exactly the details for a resource which you wish to reference. In this case, include the details you consider would be needed to locate that resource**. If you are concerned, check with your lecturer. Remember:** Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information from a **specific sentence, paragraph, chapter, table or chart**.

Books

Please note: Use of double quotation marks is essential around words that are directly quoted from a resource.

Books	**In-text referencing**	**Model to follow in a reference list**
One author Give a page number if a direct quote or if specific information is given when paraphrasing, e.g., specific sentence, paragraph, chapter, table, chart or graph.	Russell-Bowie (2005, p. 14) found that " … ." OR … as suggested in the literature (Russell-Bowie, 2005). **Note:** If the quote marks come at the end of the sentence, place the full stop inside the final quotation marks; otherwise the full stop goes after the in-text reference/citation.	Russell-Bowie, D. (2005). *MMADD about the arts! An introduction to primary arts education*. South Melbourne, Vic: Pearson Education Australia.

Books	**In-text referencing**	**Model to follow in a reference list**
Two authors	A recent study (Wyn & White, 2008) predicted that … OR Wyn and White (2008, p. 17) pointed out that "… ." **Note:** Use an ampersand (&) within the parentheses, but use the word "and" in your sentence.	Wyn, J., & White, R. (2008). *Youth and society* (2nd ed.). Sydney, NSW: Oxford University Press.
Three to five authors Note: First reference uses all the authors' surnames and then only the first author's surname followed by et al. is used for subsequent references.	A recent study (Carmona, Heath, Oc, & Tiesdell, 2003) highlighted that … OR Carmona, Heath, Oc, and Tiesdell (2003, p. 28) stated that "… ." Subsequent entries: (Carmona et al., 2003, p. 33) or Carmona et al. (2003)	Carmona, M., Heath, T., Oc, T., & Tiesdell, S. (2003). *Public spaces—urban spaces: The dimensions of urban design*. Oxford, UK: Architectural Press.

Books	**In-text referencing**	**Model to follow in a reference list**
Six /seven authors	The comprehensive study (Arnold et al., 2005, p. 50) highlighted that "… ." OR Arnold et al. (2005) supported the theory … Note: If there are six or more authors/editors, use et al. from the very first reference in text.	Arnold, J., Silvester, J., Patterson, F., Robertson, I., Cooper C. L., & Burnes, B. (2005). *Work psychology: Understanding human behavior in the workplace* (4th ed.). Harlow, London, UK: Pearson Education Ltd. **Note 1:** When a reference has six/seven authors (or editors), all the names are given in the reference list.
More than seven authors		**Note 2:** If there are more than seven authors (or editors), give the names of the first six authors followed by an ellipsis (three dots) and the name of the last author/editor. Lawall, S., Mack, M., Clinton, J.W., Danly, R.L., Douglas, K., Hugo, H.E., Irele, F.A., ... Wellek, R. (Eds.). (2003). *The Norton anthology of world literature* (2nd ed.). New York, NY: W.W. Norton & Company.

Books	**In-text referencing**	**Model to follow in a reference list**
Additional authors listed after the word *with* on the title page. Usually the importance of these other authors is denoted by their names being on the book cover.	Marzano and Pickering (1997) point out …. Dimensions of Learning is defined as …… (Marzano & Pickering, 1997). **Note:** Authors' names listed after the word *with* are not used in the in-text reference.	Marzano, R. J., & Pickering, D. J. (with Arrendondo, D. E., Paynter, D. E., Blackburn, G. J., Brandt, R. S., Moffet, C. A., Pollock, J. E., & Whistler, J. S.). (1997). *Dimensions of learning teacher's manual* (2nd ed.). Alexandra, VA: ASCD.
Multiple works by the same author	University research (Brown, 1982, 1988) has indicated that … Note: Place chronologically— oldest reference first.	Brown, P. (1982). *Corals in the Capricorn group.* Rockhampton, Qld: Central Queensland University, School of Biomedical and Environmental Sciences. Brown, P. (1988). *The effects of anchors on corals.* Rockhampton, Qld: Central Queensland University, School of Biomedical and Environmental Sciences.

Books	**In-text referencing**	**Model to follow in a reference list**
Multiple works published in the same year by the same author	Marzano and Pickering (2006a) set out methods of teaching students how to build up their academic vocabulary. According to Marzano and Pickering (2006b), there should be emphasis placed on identifying declarative and procedural knowledge in the planning process of a unit. Note: Add a, b, c, and so on to differentiate between works in the same year—which should be listed alphabetically in the reference list by title of article, chapter or complete work.	Marzano, R.J., & Pickering, D.J. (2006a). *Building academic vocabulary: Teacher's manual.* Heatherton, Vic: Hawker Brownlow Education. Marzano, R.J., & Pickering, D.J. (2006b). *Dimensions of learning: Teacher's manual* (2nd ed.). Heatherton, Vic: Hawker Brownlow Education. **Note: In the reference list, the works are listed in alphabetical order of the titles.**
Works by different authors with the same surname	A report (J. Smith, 1998) showed that … R. Smith (1999, pp. 47–50) found that "… ."	Smith, J. (1998). *The world's polluted oceans*. Sydney, NSW: Pacific. Smith, R. (1999). *Evolution and religion.* Adelaide, SA: Firth.

Books	**In-text referencing**	**Model to follow in a reference list**
Works by different authors with the same surname, in the same year	A. Carter (1999) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (T. Carter, 1999).	Carter, A. (1999). *Issues in Australian education.* Brisbane, Qld: Cherokee. Carter, T. (1999). *Creativity in the classroom.* Darwin, NT: Watkins & O'Hara.
Primary source	Nightingale (1858) analysed the household environment and physical conditions as part of her sustainable design theory.	Nightingale, F. (1858). *Notes on nursing: What it is, and what it is not.* London, UK: Harrison and Sons.
Handbook, e.g., MIMS drug handbook (hard copy)	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (MIMS Australian, 2003).	MIMS Australia. (2003). *MIMS annual Australian edition.* Crows Nest, NSW: IMS Publishing.
Second or later edition	Kassin (2004, p. 5) stated that "… ." OR The latest theory (Kassin, 2004) on group dynamics …	Kassin, S. (2004). *Psychology* (4th ed.). Upper Saddle River, NJ: Pearson Education.

Books	**In-text referencing**	**Model to follow in a reference list**
Several sources are cited at the same time Note: Do not overdo this – cite only the most relevant sources.	Potter and Perry (2005) and Pairman, Pincombe, Thorogood, and Tracey (2006) all agree …	Pairman, S., Pincombe, J., Thorogood, C., & Tracey, S. (2006). *Midwifery, preparation for practice.* Sydney, NSW: Churchill Livingstone, Elsevier.
	Recent studies (Pairman, Pincombe, Thorogood, & Tracey, 2006; Potter & Perry, 2005) agree … **Note:** Multiple references in the brackets are given in the same alphabetical order as they would appear in the reference list.	Potter, P., & Perry, A.G. (2005). *Fundamentals of nursing.* Sydney, NSW: Mosby, Elsevier.
No author's name appears but there is a sponsoring body	A study (Queensland Ambulance Service, 2007) has suggested … OR The Queensland Ambulance Service (2007) has found that … **Note:** Cite the sponsoring organisation in place of the author.	Queensland Ambulance Service. (2007). *In-service education*. Retrieved from https://desportal.emergency.qld.gov.au

Books	**In-text referencing**	**Model to follow in a reference list**
No author's name and no sponsoring body	A study (*Family Policies,* 1996) showed that … **Note:** Use the title of the work in place of the author's name, both in text and in the reference list. If the title is very long, use only the first few words in your in-text reference. Be wary of these resources.	*Family policies*. (1996). Canberra, ACT: Australian Government Publishing Service.
No author's name and 2nd or later edition	A study (*Practical Design,* 1992) showed that …	*Practical design* (2nd ed.). (1992). Adelaide, SA: South Australian Design Press.
Edited work in which the role of the editor is more significant than that of individual authors (e.g., a collection of essays compiled by the editor)	Danaher (1998, p. 87) indicated that "… ." OR Related essays edited by Danaher (1998) suggested … OR Related essays (Danaher, 1998) suggested …	Danaher, P. (Ed.). (1998). *Beyond the Ferris wheel.* Rockhampton, Qld: CQU Press.
Chapter in edited work	According to Nasser (2000, p. 130), "… ."	Nasser, J. (2000). The evaluative image of place. In W. Walsh, K. Craik, & R. Price (Eds.), *Person-environment psychology: New directions and perspectives* (2nd ed., pp. 117–68). Mahwah, NJ: Lawrence Erlbaum Associates.

Books	**In-text referencing**	**Model to follow in a reference list**
Compiled package—unpublished	The Gladstone Hospital's learning package compiled by Dawson (2009) outlines the rules for epidural injections.	Dawson, A. (Comp.). (2009). Gladstone health service epidural learning package: Epidural self directed learning package. Gladstone, Qld: Gladstone Hospital.
Compiled textbook or learning package using various sources—published	It is important to use sources effectively (CQUniversity, 2010).	CQUniversity. (Comp.). (2010). *ESSC11004 Study and research skills for health science.* Sydney, NSW: McGraw Hill Australia. **Note:** If you are using a chapter from a compiled book use the same format as Chapter in an edited book using (Comp.) for compiler instead of (Ed.) for editor.
One volume of multivolume work	Dawson and Browning (1986) highlighted a case where …	Dawson, P., & Browning, M. C. (Eds.). (1986). *The world at war: Vol. 3, The Asian conflict.* Hammondsport, NY: Penguin.
One issue in a series that does not have regular publication dates	The study concluded "…" (Healey, 1999, p. 4).	Healey, K. (Ed.). (1999). *Issues in society: Recycling. 114*. Wentworth Falls, NSW: Spinney Press.

Books	**In-text referencing**	**Model to follow in a reference list**
No date can be established	Lansdowne (n.d.) found that … OR It was found (Lansdowne, n.d.) that …	Lansdowne, M. (n.d.). *Bridging courses*. Rockhampton, Qld: Central Queensland University.
The date can be established but only approximately	In a draft policy release, the Queensland Education Department (c. 1995) suggested that …	Queensland Education Department. (c. 1995). *Draft policy on school discipline.* Gladstone, Qld: Author.
A translation of a foreign language book	"I spent a few months in that city where the spirit of freedom and tolerance agreed with me" (Poulin, 2009, p. 18).	Poulin, J. (2009). *Translation is a love affair.* (S. Fischman, Trans.). Brooklyn, NY: Archipelago Books. (Original work published in 2006)
Book review	Kellman (2009) gives short shrift to Poulin's idea that ...	Kellman, S. G. (2009). Translation's trail [Review of the book *Translation is a love affair*, by J. Poulin]. *American Book Review*. Retrieved from http://americanbookreview.org/sampleReview.asp?Issue=13&id=28

Books	**In-text referencing**	**Model to follow in a reference list**
Referring to an author (**primary reference**) read about in another publication (**secondary reference**) Note: Try to locate and use the primary source if possible.	Simpson (1975, as cited in Cole, 1992, p. 71) stated that "… ." OR Simpson's observations in 1975 (as cited in Cole, 1992) led to … OR Learning is a process of association and development (Simpson, 1975, as cited in Cole, 1992, p. 71) whereby students progress by incremental steps … OR Cole (1992, p. 71), in reporting Simpson's study, stated "… ."	Cole, P. (1992). *Teaching and learning.* Yeppoon, Qld: Capricorn Press. **Note:** Include only the author of the secondary source (i.e., where you read about the primary source) in the reference list. You do not need to include the primary source in your reference list.
Referring to two primary references within one secondary reference	Heath and Johnson (as cited in Morris, 1998, p. 25) stated that "… ." **Note**: Morris is the author of the secondary source so his name will appear in the reference list.	Morris, M. (1998). *Critical reflection on distance education.* Brisbane, Qld: Goprint.

Books	**In-text referencing**	**Model to follow in a reference list**
Book available as a CQUniversity Course Resource Online (CRO)	Huffman, Vernoy, and Vernoy (2000). …	Huffman, K., Vernoy, M., & Vernoy, J. (2000). *Psychology in action* (5th ed.). New York, NY: J. Wiley & Sons. **Note:** Treat the resource as a print one.
Electronic version of a print book (e.g., Kindle or Google books)	Gesser (2001) points out … Judaism, Christianity and Islam share many … (Peters, 2003). According to Ochs (2004, p. 55) …	Gesser, H. D. (2001). *Applied chemistry: A textbook for engineers and technologists* [Kindle Edition]. Retrieved from http://www.amazon.com Peters, F.E. (2003). *The monotheists: The words and will of God* (Vol. 2). Retrieved from http://books.google.com/books Ochs, S. (2004). *A history of nerve functions: From animal spirits to molecular mechanisms* [ebrary Reader version]. Retrieved from http://www.ebrary.com/corp/ **Note**: For the electronic version of a print book, include information on the electronic edition (if available) in square brackets after the title. There is no need to include the publisher or place of publication. If there is a DOI, include it at the end. No further retrieval information is then needed. If there is no DOI, give either the full URL (Web site address) or the URL of the home page from which the book is accessible.

Books	**In-text referencing**	**Model to follow in a reference list**
Electronic-only book	A number of examples are provided in *Picture poetry for very busy teachers* (n.d.).	*Picture poetry for very busy teachers*. (n.d.). Retrieved from http://www.heatherenepress.com.au **Note**: This example has no author and no date. For e-books with an author and a date, these would go before the title, as for any other reference.
Electronic version of a republished book	The seminal work of Rorschach (1921/2007) on psychodiagnostics is … **Note:** Give both the date the work was originally published and the date of the version you are using, with the original publication date first.	Rorschach, H. (2007). Psychodiagnostics. In P. Lemkau & B. Kronenberg (Eds. & Trans.), *Psychodiagnostics: A diagnostic test based on perception* (5th ed.). Retrieved from http://books.google.com/books (Original work published 1921)
Chapter in an edited e-book	Bartelds, Heidi, McFeat, and Boller (2004) describe the basic principles of …	Bartelds, G., Heidi, J.H., McFeat, J., & Boller, C. (2004). Introduction. In W.J. Staszewski, C. Boller, & G.R. Tomlinson (Eds.), *Health monitoring of aerospace structures* (pp. 1–28) [PDF for Digital Edition]. Retrieved from http://www.ebooks.com/ebooks/book_display.asp?IID=175048

Books	**In-text referencing**	**Model to follow in a reference list**
Electronic book chapter with DOI	According to Baranski (2011), …	Baranski, J. V. (2011). Sleep loss and the ability to self-monitor cognitive performance. In P. L. Ackerman (Ed.), *Cognitive fatigue: Multidisciplinary perspectives on current research and future applications* (pp. 67–82). Washington, DC, USA: American Psychological Association. doi:10.1037/12343-003
e-Book available via ACQUIRE	"It is vital if quality and technology are … outcomes at individual and institutional levels" (McConachie, Singh, Danaher, Nouwens, & Danaher, 2008, p. 2). In subsequent entries use McConachie et al.	McConachie, J., Singh, M., Danaher, P., Nouwens, F., & Danaher, G. (Eds.). (2008). *Changing university learning and teaching: Engaging and mobilising leadership, quality and technology.* Teneriffe, Qld: Post Pressed. Retrieved from http://hdl.cqu.edu.au/10018/27433

Books	**In-text referencing**	**Model to follow in a reference list**
e-Book chapter available via ACQUIRE	According to O'Neill, Knight, and Walker-Gibbs (2005), the role …	O'Neill, P., Knight, B. A., & Walker-Gibbs, B. (2005). Issues for teacher education in an information age: The role of collegial learning. In B. A. Knight, B. Walker-Gibbs & A. G. Harrison (Eds.), *Researching educational capital in a technological age* (pp. 203–218). Teneriffe, Qld: Post Pressed. Retrieved from http://hdl.cqu.edu.au/10018/18930

Journals		
Journal articles	**In-text referencing**	**Model to follow in a reference list**
Journal article with a DOI available via Discover it!	According to Shariff (2011), …	Shariff, J. F. (2011). Navigating assisted death and end-of-life care. *CMAJ*, *183*(6), 643–644. doi:10.1503/cmaj.091845 **Note**: The DOI number is all that is needed as a location point.
Journal article with no DOI available via Discover It!	The importance of adequate chemical protective clothing … (Gavenith, den Hartof, & Martini, 2001).	Gavenith, G., den Hartog, E., & Martini, S. (2011). Heat stress in chemical protective clothing. *Ergonomics*, *54*(5), 497–507. Retrieved from http://www.tandf.co.uk/journals/terg **Note**: If a journal article does not have a DOI number, give the home page URL of the journal itself – do not include Discover it!

Journal articles	**In-text referencing**	**Model to follow in a reference list**
Electronic Journal article without a DOI	According to Andrew and Romova (2012), …	Andrew, M., & Romova, Z. (2012). Genre, discourse and imagined communities: The learning gains of academic writing learners. *Journal of Academic Language and Learning, 6*(1). Retrieved from http://journal.aall.org.au/ **Note**: If a journal article does not have a DOI number, use the home page URL of the journal itself.
A stand alone document that is not part of a journal or book but found within the following Library databases: JBI COnNECT+, MIMS Online, and ERIC.	One strategy to treat a pressure ulcer is … (Griggs, 2008).	Griggs, K. (2008). *Evidence summary: Chronic wound management.* Retrieved from http://connect.jbiconnectplus.org/default.aspx
	Anamorph is a form of morphine, a narcotic used for pain relief (MIMS Australia, 2003).	MIMS Australia. (2003). *Anamorph.* Retrieved from https://www.mimsonline.com.au/Search/Search.aspx

Journal articles	**In-text referencing**	**Model to follow in a reference list**
	Vanlint and Nugent (2006) go on to say …	Vanlint, S., & Nugent, M. (2006). *Vitamin D and fractures in people with intellectual disability.* Retrieved from http://www.eric.ed.gov/ **Note:** Use the home page URL of the publisher website.
Journal article, one or two authors (print)	Peterson and Schmidt (1999) maintain that …	Peterson, J., & Schmidt, A. (1999). Widening the horizons for secondary schools. *Journal of Secondary Education*, *3*(8), 89–106. **Note:** *3* refers to the volume and (8) to the number or issue. The final numbers (89–106) are the page numbers on which the article begins and ends.

Journal articles	**In-text referencing**	**Model to follow in a reference list**
Journal article, three to five authors (print) Note: The use of et al. shown here is the same for both print and electronic journal articles.	Vlaanderen, Vermeulen, Heederik, and Kromhout (2008) set out some guidelines … For Vlaanderen et al. (2008), the application of these guidelines is … **Note:** Give all authors' names the first time the resource is mentioned in text. For second and subsequent references, give only the first author's name, followed by et al.	Vlaanderen, J., Vermeulen, R., Heederik, D., & Kromhout, H. (2008). Guidelines to evaluate human observational studies for quantitative risk assessment. *Environmental Health Perspectives*, *116*(12), 1700–1705. **Note:** Give all authors' names in the reference list.
Journal article with six authors.	According to Dietz et al. (2007, p. 1517), …	Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C. (2007). Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry, 164*(10), 1515–1520. Retrieved from http://ajp.psychiatryonline.org/

Journal articles	**In-text referencing**	**Model to follow in a reference list**
Journal article, more than six/seven authors. **Note:** The use of et al. shown here is the same for both print and electronic journal articles.	In research by Iwakiri et al. (2009), it was found that … A quantitative methodology was used … (Iwakiri et al., 2009).	Iwakiri, A., Ganmyo, H., Yamamoto, S., Otao, K., Mikasa, M., Kizoe, S., … Oka, A. (2009). Quantitative analysis of fecal sapovirus shedding: Identification of nucleotide substitutions in the capsid protein during prolonged excretion. *Archives of Virology*, *154*(4), 689–693. **Note:** If there are six/ seven authors, all the names are given in the reference list. If there are eight or more authors, give the names of the first six authors followed by an ellipsis (three dots) and the name of the last author.
Article in a journal, no volume or issue number (print)	Growth at all costs is “no longer a viable option” (Sprague & Shameen, 1999, p. 50).	Sprague, J., & Shameen, A. (1999, July 31). Boosting growth, courting disasters? *Asiaweek*, 50–51. **Note:** If there are no volume or issue numbers, include the date of publication, month or season with the year.
Article in a journal published seasonally (print)	The Southern Bell Frog is fighting for survival as water dries up in the lower Murray-Darling Basin wetlands (Beemster, 2008).	Beemster, M. (2008, Spring). Saving the Southern Bell Frog. *Australian Landcare*, 27–29.

Journal articles	**In-text referencing**	**Model to follow in a reference list**
Magazine or newsletter article (no volume or issue number) (print)	"Aerobic" writing is a writing centre strategy designed to provide exercises for students to improve their writing (Chandler-Crisp, 1988).	Chandler-Crisp, S. (1988, May). "Aerobic" writing: A writing practice model. *Writing Lab Newsletter*, 9–11.
Journal article, no author (print)	Recent theories suggest solar power may be competitive ("Building theories on sand", 1999).	Building theories on sand. (1999). *Science*, *285*, 521. Note: If there is no author, use the title in place of the author. If the title is long, use only the first few words in your in-text reference.
Journal article with DOI number (online or print)	According to Stultz (2006, p. 482), " … . "	Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, *76*(4), 482–488. doi:10.1037/0002-9432.76.4.482
Electronic/Online journal from a library database with no DOI	Huang and Cho (2009, p. 383) state " …"	Huang, D., & Cho, J. (2009). Academic enrichment in high-functioning homework after-school programs. *Journal of Research in Childhood Education*, *23*, 382–393. Retrieved from http://www.acei.org/jrcehp.htm **Note**: If there is no doi, use the URL of the **Journal home page.** (You may have to search for this on Google.)

Journal articles	**In-text referencing**	**Model to follow in a reference list**
Article from a freely available online journal	McIntosh (2001) puts forward an argument that …	McIntosh, S. (2001). A critical writing pedagogy: Who benefits? *Queensland Journal of Educational Research, 17*(2), 152–153. Retrieved from http://www.iier.org.au/qjer/qjer.html **Note:** Use the Web address of the **home page** of the Journal.
Journal article not yet formally published but accepted for publication	Wall and Morgan (in press) argue that climate change associated with global warming represents a huge challenge to the next generation.	Wall, R., & Morgan, E. (in press). Veterinary parasitology and climate change. *Veterinary Parasitology*. **Note:** As the article has not yet been formally published, no date, volume, issue or page numbers can be provided.
Journal article from CQUniversity Course Resources Online (CRO)	Panksepp, Herman, Vilberg, Bishop, and DeEskinazi (1980) pointed out ….	Panksepp, J., Herman, B. H., Vilberg, T., Bishop, P., & DeEskinazi, F. G. (1980). Endogenous opioids and social behavior. *Neuroscience & Biobehavioral Reviews, 4*, 473–487. **Note:** This item is only available to CQUniversity staff and students so reference as a print article.

University materials

University materials	In-text referencing	Model to follow in a reference list
Study Guide (author known)	Similarly, Cleary (2009, p. 66) reported that "… ."	Cleary, S. (2009). *NURS12141—Nursing in a medical environment: Study guide.* Rockhampton, Qld: CQUniversity Australia.
Study Guide (author unknown)	A recent report (CQUniversity, 2009) has suggested that …	CQUniversity Australia. (2009). *EDCU11021—The arts: Study guide.* Rockhampton, Qld: Author. Note: If the author and the publisher are the same, use the word 'Author' where the publisher's name would go.
Text reprinted in a book of selected readings for distance education students (resource materials)	In a review of the situation, Mantik and Kang (2005, p. 249) suggested that "… ."	Mantik, S., & Kang, D. (2005). Genetics and altered responses. In D. Brown, H. Edwards, S. Mantik, M. M. Heitkemper, & D. D. Dirksen (Eds.), *The contemporary midwife* (pp. 237–474). Reprinted in CQUniversity Australia, 2009, *MDWF29001 The contemporary midwife: Resource materials* (Reading 3–1, pp. 1–39). Rockhampton, Qld: Author. **Note:** Give full details of the primary source and then make it clear that it has been reprinted for a student resource book.

University materials	**In-text referencing**	**Model to follow in a reference list**
Tutorial/Workshop Handout (unpublished)	The importance of aerobic exercise (The respiratory system, 2008) …	The respiratory system (2008, March 2). Tutorial handout distributed in the course HMSC11005—Human Anatomy, at CQUniversity Australia, Gladstone, Qld.
Lecture notes (unpublished)	It is expected that the first teaching day may result in mixed emotions (Thompson, 2008).	Thompson, R. (2008, April 2). The first day experience. Lecture notes distributed in the course EDFE11010—Professional Practice III, at CQUniversity Australia, Bundaberg, Qld.
Lecture material – non-print (e.g., whiteboard notes, OHT notes, lecturer's statements)	In a lecture (SCIE11007 Introductory Science) presented at Central Queensland University, Mackay, on April 17, 2001, Dr J. Watson suggested that …	This should not be included in the reference list.
Conference paper in published proceedings (print)	Kell (2006, p. 20) contends that "… ."	Kell, P. (2006). Equality of opportunity in new times: The politics of learning and the learner in the new world disorder. In *Proceedings of 4th International Lifelong Learning Conference: Partners, pathways, and pedagogies* (pp. 17–25). Yeppoon, Qld: CQUniversity Australia. **Note:** If the year the paper was presented differs from the year it was published, give the year of publication.

University materials	**In-text referencing**	**Model to follow in a reference list**
Document available on Moodle/e-courses	Smith (2005) demonstrates that …	Smith, G. (2005). Folk, festivals and the state. In *Singing Australian: A history of folk and country music* (Chap. 4). Melbourne, Vic: Pluto Press Australia. Retrieved from CQUniversity e-courses, CULT20024 Cultural Production of Popular Music, http://www.e-courses.cqu.edu.au
Lecture notes available on Moodle/e-courses	According to Smith (2008) …	Smith, J. (2008, January 18). *Three sociological theories*. Retrieved from CQUniversity e-courses, HIST1013 History of Ideas, http://www.e-courses.cqu.edu.au
Message posted to a Moodle discussion group	In a post to the course website, Brown (2009) pointed out that…	Brown, T. (2009, September 6). Re: Classroom management [Electronic discussion group message]. Retrieved from CQUniversity e-courses, EDED11449 Principles of University Learning, http://www.e-courses.cqu.edu.au

University materials	**In-text referencing**	**Model to follow in a reference list**
PowerPoint slides available on Moodle/e-courses	Dickinson (2008) sets out the elements of …	Dickinson, C. (2008). *Contemporary management theory* [PowerPoint slides]. Retrieved from CQUniversity e-courses, MGMT11011 Introduction to Management, http://e-courses.cqu.edu.au
Unpublished paper presented at a conference or meeting	The problems caused by salinity include … (Smith & Jones, 1999).	Smith, J., & Jones, P. (1999, February). *Salinity issues facing Australian farmers.* Paper presented at the Australian Farmers Federation Conference, Perth, WA. **Note:** Cite the year and month the paper was presented.
Conference paper published online	The interactive classroom is becoming the primary learning and teaching interface in primary schools all over Australia (Willis, 1996).	Willis, S. (1996). *Interface into interactivity: Technologies and techniques*. Paper presented at the Australian Computers in Education Conference. Retrieved from http://www.spirit.com.au/ACE96/papers/canberra.htm

University materials	In-text referencing	Model to follow in a reference list
Screencast	To set up a document in APA style, a number of variations must be made to a standard Word file (Peakdavid, 2009).	Peakdavid. (2009). APA format citations—sixth (6th) edition [Screencast presentation]. Retrieved from http://www.youtube.com/watch?v=9pbUoNa5tyY&annotation_id=annotation_384875&feature=iv

Government & Legislation

Government & Legislation	In-text referencing	Model to follow in the reference list
Government publication	A recent government study (Australian Bureau of Statistics [ABS], 1999) reported that …	Australian Bureau of Statistics (ABS). (1999). *Regional statistics.* (Cat. No. 1313.8.). Canberra, ACT: Author.
Government report (print)	A government report (Royal Commission into Aboriginal Deaths in Custody [RCADC], 1990) found that … . It was further suggested at an investigation that … (RCADC, 1990). **Note:** Give the common title or acronym in brackets with the first reference. Subsequent references use only the common title/acronym.	Royal Commission into Aboriginal Deaths in Custody (RADC). (1990). *Report of the inquiry into the death of Ronald Mack*, by Commissioner D. J. O'Shea. Canberra, ACT: Australian Government Publishing Service.
Government report (online)	A draft study of course choices revealed that "There were no significant gender differences in the reasons respondents chose to study engineering" (Department of Education, Employment and Workplace Relations (DEEWR), 2008, para. 1).	Department of Education, Employment and Workplace Relations (DEEWR). (2008). *Views of engineering students— Report of final year university engineering students in Australia* [Draft report]. Retrieved from http://www.dest.gov.au/ **Note:** Instead of a lengthy URL address, if the site has a search function use the URL of the home page.

Government & Legislation	**In-text referencing**	**Model to follow in the reference list**
Websites from the same author, same year	According to Queensland Health (2000a), involuntary assessment …	Queensland Health. (2000a). *Involuntary assessment* [Fact sheet no. 2]. Retrieved from http://www.health.qld.gov.au/mha2000/documents/factsheet2.pdf
	According to Queensland Health (2000b), an involuntary treatment order …	Queensland Health. (2000b). *Involuntary treatment* [Fact sheet no. 3]. Retrieved from http://www.health.qld.gov.au/mha2000/documents/factsheet3.pdf

Government & Legislation	**In-text referencing**	**Model to follow in the reference list**
	According to Queensland Health (2000c), patients' rights are …	Queensland Health. 2000c, *Patients' rights* [Fact sheet no. 7]. Retrieved from http://www.health.qld.gov.au/mha2000/documents/factsheet7.pdf
Queensland Syllabus document (print)	Queensland Studies Authority (QSA, 2002) is the … According to the Queensland Studies Authority (QSA, 2002, p. 17), "… ."	Queensland Studies Authority (QSA). (2002). *The arts: Years 1 to 10 syllabus*. Brisbane, Qld: Author.
Queensland Syllabus document (online)	Queensland Studies Authority (QSA, 2002) was …	Queensland Studies Authority (QSA). (2002). *The arts: Years 1 to 10 syllabus*. Retrieved from http://www.qsa.gov.au/
Queensland Syllabus document on CD-ROM	Queensland Studies Authority (QSA, 2002) … According to the Queensland Studies Authority (QSA, 2002, p. 11), " … ."	Queensland Studies Authority (QSA). (2002). *The arts: Years 1 to 10 syllabus* [CD-ROM]. Brisbane, Qld: Author.

Government & Legislation	**In-text referencing**	**Model to follow in the reference list**
Education Queensland document with no date (print)	Education Queensland (n.d.) … Education Queensland (n.d., p. 11) asserts "… ."	Education Queensland. (n.d.). *The code of school behaviour: Better behaviour better learning.* Brisbane, Qld: Queensland Government.
Education Queensland document with no date (online)	Education Queensland (n.d.) has published a …	Education Queensland. (n.d.). *The code of school behaviour: Better behaviour better learning.* Retrieved from http://education.qld.gov.au/studentservices/behaviour/index.html
Standards Australia	This complies with AS4458-1997 (Standards Australia, 1997).	Standards Australia. (1997). *Australian standard: Pressure equipment—manufacture* (AS4458–1997). North Sydney, NSW: Standards Australia.
Legislation	It must be realised that intent must be established before a prosecution can proceed concerning underage drinking (*Queensland State Liquor Act 1962*, s.12(5)).	*Queensland State Liquor Act 1962* (Qld).

Electronic sources		
Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
Primary source on the Web	Florence Nightingale wrote to Sir Benjamin Brodie to ask him to advise Elizabeth Blackwell on her future career (Nightingale, 1859).	Nightingale, F. (1859/2011). *Letter to Sir Benjamin Brodie*, February 13. Retrieved from http://clendening.kumc.edu/dc/fn/brodie1.html **Note:** Show both the year it was first published/produced and the year it was published on the Web.
Websites from the same author, same year	The nurse is well informed of the decision making process as per Conduct Statements 7.1, 7.2 (Australian Nursing & Midwifery Council [ANMC], 2008b) and Value Statement 5.2 (ANMC, 2008a).	Australian Nursing & Midwifery Council (ANMC). (2008a). *Code of ethics for nurses in Australia.* Retrieved from http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx Australian Nursing & Midwifery Council (ANMC). (2008b). *Code of professional conduct for nurses in Australia.* Retrieved from http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx

Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
Australian Bureau of Statistics online **Note:** Use ABS in subsequent entries	Records show that 'Australia's total fertility rate declined from … to a historic low of 1.73 in 2001' (Australian Bureau of Statistics [ABS], 2007, p. 9). According to the ABS (2007), these statistics … *or* The Australian Bureau of Statistics (ABS, 2007) reported that the fertility rate …	Australian Bureau of Statistics (ABS). (2007). *Australian social trends, 2007* [Cat. No. 4102.0]. Retrieved from http://www.abs.gov.au/ **Note**: If the site has a search facility you only have to put the main page URL address—this avoids any deep linking.
Document on the World Wide Web (dated and author or sponsor given)	Lamp (2007) noted that … OR	Lamp, J. (2007). *Citation styles for electronic media*. Retrieved from http://lamp.infosys.deakin.edu.au/index.php?page=cite
	Research into socioeconomic status needs further attention (MacArthur & MacArthur, 2008). OR	MacArthur, J. D., & MacArthur, C. T. (2008). *Research network on socioeconomic status and health.* Retrieved from http://www.macses.ucsf.edu/News/NEWS.html

Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
	The community levy to fund the service is collected by electricity retailers and suppliers in Queensland (Queensland Ambulance Service [QAS], 2010).	Queensland Ambulance Service (QAS). (2010). *Community ambulance cover levy.* Retrieved from http://www.ambulancecover.qld.gov.au/
		Note 1: Web addresses are not underlined**.** **Note 2:** Retrieved dates are only needed if the content on the Web page is likely to change—for example, if it is updated or archived regularly.
Document on the World Wide Web (author or sponsor given but not dated)	United States Department of Agriculture (n.d.) recommends observing of the five food groups diet … OR Adherence to the five food groups… (United States Department of Agriculture, n.d.).	United States Department of Agriculture. (n.d.). *What's in this booklet for me?* Retrieved from http://www.pueblo.gsa.gov/cic_text/food/food-pyramid/main.htm

Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
Document on the World Wide Web (no author/sponsor)	As stated in "Citing or referencing electronic sources of information" (2010), … **Note:** Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.	*Citing or referencing electronic sources of information.* (2010). Retrieved from http://www.apastyle.org/learn/index.aspx
Audio or video podcast	Bell and Phillips (2008) explain the science behind… OR In a video podcast, Scott (2007) demonstrates …	Bell, T., & Phillips, T. (2008, May 6). A solar flare [Audio file]. *Science @ NASA*. Retrieved from http://science.nasa.gov/podcast.htm Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7] [Video file]. *Adventures in education*. Retrieved from http://www.adveeducation.com
Wiki	Payments are based on the ability of the worker to find employment in a partial capacity: a worker who has lost an arm can still find work as a proportion of a fully-able person (Kiff, 2009, p. 1).	Kiff, J. (2009). Workmen's compensation insurance. Retrieved January 28, 2007, from http://psychology.wikia.com/wiki/Psychometric_assessment **Note:** Use retrieval date as wiki entries can often change or disappear.

Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
YouTube	iMindmap (2007) sets out the basic principles of mind mapping…	iMindMap. (2007, Jan 8). Maximise the power of your brain: Tony Buzan mind mapping [Video file]. Retrieved from http://www.youtube.com/watch?v=MlabrWv25qQ **Note:** If there is no author/sponsor given, use the title of the video in place of the author. Do not use the name of the person who posted the video online as the author, unless they also produced the video.
Blog post	According to Moore (2009), ...	Moore, C. (2009, August 8). Why you want to focus on actions, not learning objectives [Web log post]. Retrieved March 5, 2011, from http://blog.cathy-moore.com/2009/08/why-you-want-to-focus-on-actions-not-learning-objectives/ **Note:** This may not be a permanent source so put in retrieval date.
Message posted to a newsgroup, online forum, or discussion group	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 **Note:** If the discussion group is on a Moodle course, give the course code and name and the URL of the e-courses web site.

Other electronic sources	**In-text referencing**	**Model to follow in a reference list**
Computer software	Miller (1993) designed a simulation …	Miller, M. E. (1993). The Interactive Tester (Version 4) [Computer software]. Westminister, CA: Psytrek Services.

Specialised sources

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Brochure where the author is also the publisher	WesternXposure (2010) promises tourists an exploration of the beautiful coral coast of Western Australia.	WesternXposure. (2010). *5 Day Exmouth to Perth Safari WX* [Brochure]. Perth, WA: Author.
Pamphlet	Centrelink (2009) suggested that …	Centrelink. (2009). *Online services: Your quick access to Centrelink* [Pamphlet]. Canberra, ACT: Australian Government.
Magazine	"Mobile phones were supposed to liberate us" (Legge, 2005, p. 28).	Legge, K. (2005, May 28–29). Upwardly mobile. *Weekend Australian Magazine*, p. 28.

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Newspaper article with an author	Barker (2009) reported that …	Barker, I. (2009, February 23). What does the student association do for you? *Pipeline*, p. 16.
Newspaper article available on the Web	Brody (2007) canvasses a number of options for …	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times.* Retrieved from http://www.nytimes.com **Note:** To avoid non-working URLs, provide the URL of the newspaper's homepage.
Newspaper article available via Library database, e.g., Factiva, Newspaper Source Plus	The Queensland Budget outlined … (Ironside, Wardill, & MacDonald, 2012, p. 7).	Ironside, R., Wardill, S., & MacDonald, A. (2012, May 25). Budget moves spread widely. *Courier Mail*, p. 7. **Note:** Reference as a print article.
Daily newspaper article with no author	Local doctors have alerted the public to a strain of flu which is causing misery … ("New flu strain", 2009).	New flu strain "resistant to medication". (2009, March 3). *The Morning Bulletin*, p. 15.
Online newspaper article with no author	A report in *The Australian* ("Babies born", 1996) revealed that the economic situation was responsible for the …	Babies born and not raised. (1996, September 1). *The Australian.* Retrieved from http://www.australian.aust.com/australian/cgi-bin/news

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
DVD and Video recordings	Similarly, in *An inconvenient truth* (Bender, David, & Guggenheim, 2006), …	Bender, L., & David, L. (Producers), & Guggenheim, D. (Director). (2006). *An inconvenient truth* [DVD recording]. Shailia Park, NSW: Paramount Home Entertainment. **Note:** Substitute [Video recording] when appropriate.
Television series	*The Good Wife* series is an American legal drama (King & King, 2009).	King, R., & King, M. (Producers). (2009). *The good wife* [Television series]. New York, NY: CBS Entertainment.
Television broadcast	U.S. mid-term elections were discussed in a special segment on *Fox News Sunday*, November 1 (Wallace, 2010).	Wallace, C. (Producer). (2010, November 1). U.S. mid-term elections. *Fox News Sunday* [Television broadcast]. New York, NY: Fox Entertainment Group.
Television advertisement	Cadbury (2010) has launched an advertisement for its new product *Bliss* as being one for the ladies.	Cadbury. (2010). *Cadbury Bliss* [Television advertisement]. London, UK: Fallon.

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Image from an Electronic source	The painting of *The equatorial jungle*, by Rousseau (1909) in the National Gallery of Art, Washington, DC is much admired.	Rousseau, H. (Artist). (1909). *The equatorial jungle* [Painting]. National Gallery of Art, Washington, DC. Retrieved from http://www.nga.gov/fcgi-bin/tinfo_f?object=46688
Image in a printed source	The magic of images in the work of Henri Rousseau are reproduced in this collection (Morris & Green, 2006).	Rousseau, H. (Artist). (2006). *The ship in the storm* [Painting]. Muséé de l'Orangerie, Paris. In F. Morris & C. Green (Eds.), *Henri Rousseau: Jungles in Paris*. New York, NY: Abrams. (Original work created 1896)
Photograph with author	Gilbert's photo (2010) pictures the new look that California is trying to pitch to young tourists.	Gilbert, A. (Photographer). (2010). *California's new tourism ad campaign* [Photograph]. Retrieved from http://article.wn.com/view/2010/10/08/Californias_new_tourism_ad_campaign_features_Kim_Kardashian_/
Photograph with no author	This photo captures all the mystery of an eastern woman (*Japanese Geisha*, 2006).	*Japanese Geisha* [Photograph]. (2006). Retrieved from http://www.bergoiata.org/fe/divers28/Japanese_Geisha.jpg

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Radio interview	Norris (1997) described the melting of the ice packs in the Antarctic …	Norris, D. (1997, January 6). *The greenhouse report* [Radio broadcast]. ABC Radio National. Note: You need to have the transcript if you wish to quote from this broadcast.
Radio transcript (online)	According to Smith (1998), the healing properties of lavender …	Smith, H. (1998). Medicine in Chaucer's time. *Ockham's razor.* ABC Radio National Transcripts. Retrieved from http://www.abc.net.au/rn/science/ockham/or110898.htm
Film/Movie	The realistic portrayal of relationships was challenged … (Wright, Fellner, Webster, & Bevan 2005).	Wright, J. (Director), & Fellner, E., Webster, P., & Bevan, T. (Producers). (2005). *Pride and prejudice* [Motion picture]. Universal City, CA: Focus Features.
Music recording – CD	The song *Someone saved my life tonight* (Taupin, 1975, track 9) was a hit for Elton John.	Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London. UK: Big Pig Music.

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Music recording – MP3	The song *Someone saved my life tonight* (Taupin, 1975/2009) was a hit for Elton John. **Note:** If the date of digitisation was different from the recording date, give both dates in the in-text reference.	Taupin, B. (2009). *Someone saved my life tonight* [Recorded by Elton John]. [MP3]. (1975). Retrieved from http://www.apple.com/itunes **Note:** If the date of digitisation was different from the recording date, give the date the song was originally recorded in round brackets after the publication information.
Facebook	August 24, 2007 represented the one year anniversary of Pluto's demotion (When I was your age … , 2009).	When I was your age, Pluto was a planet. (2009). In *Facebook* [Group page]. Retrieved from http://www.facebook.com/group.php?gid=2207893888
Twitter	President Obama announced the launch of the American Graduation Initiative (BarackObama, 2009a).	BarackObama. (2009, July 15). Launched American graduation initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366
Audio cassette	In *Plum Blossom* (1990), it is claimed that entertainers live a very complex life.	*Plum blossom*. (1990). [Cassette Recording No. WS8871]. Hakodate, Japan: White Swan Audio and Video Publishing House.

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Encyclopædia with editor (print)	One definition of jazz (Sadie, 1980) positions it as …	Sadie, S. (Ed.). (1980). *The new Grove encyclopædia of music and musicians* (6th ed., Vols. 1–20). London, UK: Macmillan.
Encyclopaedia entry with author (print)	According to Bergmann (1997), the newly categorised disorders include Attention Deficit Disorder.	Bergmann, I. (1997). Attention deficit disorder. In *The new Encyclopedia Britannica* (Vol. 26, pp. 501–508). Chicago, IL: Encyclopedia Britannica.
Encyclopaedia entry with author (online)	The art of advertising such a product is to impress consumers with … (Bailey & Lane, n.d.).	Bailey, R., & Lane, M. (n.d.). Campbell Soup Company. In *Encyclopedia of major marketing campaigns*. Retrieved from http://findgalegroup.com
Online encyclopaedia or dictionary article available via a Library database, e.g., Oxford Reference Online, Credo Reference	A pressure sore is “an ulcerated area of skin caused by continuous pressure on part of the body” (Pressure sore, 2010, para. 1).	Pressure sore. (2010). *Concise Medical Dictionary*. Note: Reference as a print article.
Encyclopaedia entry, no author (online)	The climate and topography are formidable obstacles to any invader (“Afghanistan”, 2007).	Afghanistan. (2007). In J. Maher (Ed.), *Europa world plus*. Retrieved from http://www.europaworld.com

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Encyclopædia entry on CD-ROM (with an author)	Harrison (1996) suggests that …	Harrison, A. (1996). Global warming. *Microsoft Encarta 96 encyclopædia* [CD-ROM]. **Note:** Treat sections within the CD-ROM like chapters in a book.
Encyclopædia entry on CD-ROM (no author)	As noted in "Acid Rain" (1996), …	Acid rain. (1996). *Microsoft Encarta 96 encyclopædia* [CD-ROM]. **Note:** Treat sections within the CD-ROM like chapters in an edited book.
Atlas (with an editor)	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.
Dictionary	*The Australian Concise Oxford Dictionary* (1999, p. 1425) defines a throw-away society as one which …	*The Australian concise Oxford dictionary* (3rd ed.). (1999). Melbourne, Vic: Melbourne University Press.
Dictionary (online)	The *Oxford Dictionaries* define inclusion as . . . ("Inclusion", 2012, p. 1).	Inclusion. (2012). In *Oxford dictionaries*. Retrieved from http://oxforddictionaries.com/definition/inclusion?q=inclusion
The Bible	These particular lines (Psalms 23: 6–8) refer the reader to …	Note: References to the Bible and other classical works are not usually included in a reference list because they can be readily sourced.

Specialised sources	**In-text referencing**	**Model to follow in a reference list**
Personal Communications	In a telephone conversation on 17 July, 1999, Petty … **OR** Evidence given (H. Petty, personal communication, July 17, 1999) … **OR** In an email communication on 10 June, 1995, Wren …	**Note:** Personal communications such as conversations, letters and personal email messages, are not usually included in a reference list because they are classed as unrecoverable data (unless specifically requested by your lecturer).
Radio news broadcast	The discovery was first announced on *4BU News* (February 14, 2000).	**Note:** News broadcasts are not usually included in a reference list.
Thesis (unpublished)	Herbert-Cheshire (1997) argues that …	Herbert-Cheshire, L. (1997). *Living by the sea* (Unpublished honours thesis). Central Queensland University, Rockhampton, Qld.

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Appendix A—Table format

Note: This format is for those using APA formatting style in addition to APA referencing. Usually, this applies only to students studying psychology. If in doubt, check with your lecturer.

Table A1

Student Evaluation of Course (SEC) Data – 2007–2010

	2007		**2008**		**2009**		**2010**	
Respondent rate	17% (23)	15% (37)	15% (24)	14% (24)	22% (29)	25% (47)	54% (46)	35% (58)
Student evaluations of course score	5.1 / 7	4.1 / 7	5.1 / 7	4.7 / 7	5.3 / 7	5.6 / 7	6 / 7 (High RIB ranking)	6 / 7 (High RIB ranking)
	Campus 1	Campus 2	Campus 1	Campus 2	Campus 1	Campus 2	Campus 1	Campus 2
	1 = Unacceptable through to 7 = Excellent.							

Note: Tables

1. A table formed from your own information will not need a source.
2. A table taken from the work of another author needs to be sourced.

The caption goes above the table—on the next line use italics for the title of the table—have a look.

If the table is in the text then it is Table 1. If it is in an appendix then it takes the appendix letter, Table A1.

The source is included as a note below the table.

Example: From a book—full details of the source go underneath the table using the following format.

Note: Title of Book (p. xx), by A. T. Author and T. P. Author, year, Place of Publication: Publisher.

Table 1

Examples of medical problems

And underneath the table:

Note: *Preterm birth: Causes, consequences and prevention* (p. 149), by R. E. Behrman and A. S. Butler (Eds.), 2007. Washington, DC: National Academies Press.

Example: From a journal article—full details of the source go underneath the table using the following format.

Table 2
Model of hope relationships

And underneath the table:

Note: Hope and social support as resilience factors against psychological distress of mothers who care for children with chronic physical conditions, by T. V. Horton and J. L. Wallander, 2001, *Rehabilitation Psychology*, *46*, p. 387.

Appendix B—Figure format

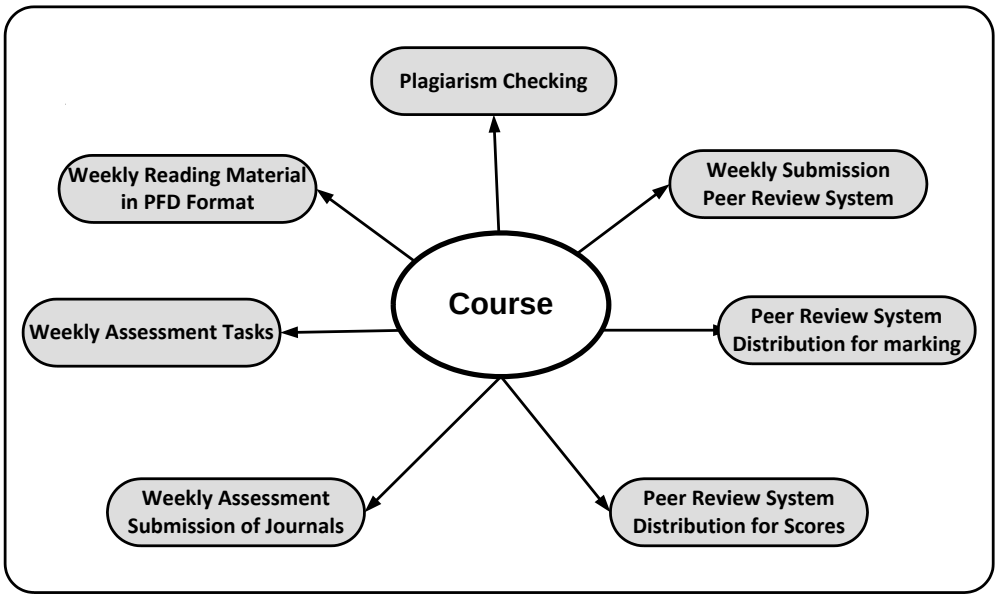

Figure B1. An overview of the elements of the course

Note: Figures

1. If the figure is done from your own information then no source is required.
2. If you get the information from another source then you must source the figure.

The caption goes beneath the image with the source credited at the end of the caption (Publication Manual, pp. 158–167).

Italicise the word Figure and the number: *Figure 1.* If the figure is in an appendix then it takes the appendix letter and the number: *Figure B1.*

Example from a journal article:

Figure 1. Name of the image. From Title of Article, by A. A. Author, year, *Title of Journal, volume,* p.

Figure 1. Model of hypothesized relationships. From Hope and social support as resilience factors against psychological distress of mothers who care for children with chronic physical conditions, by T. V. Horton and J. L. Wallander, 2001, *Rehabilitation Psychology, 46,* p. 386.

Example from a book:

Figure 2. Name of image. From *Title of Book* (p. xx), by A. Author, year, Place of Publication: Publisher.

Figure 2. Examples of maternal medical problems. Adapted from *Preterm birth: Causes, consequences, and prevention* (p. 149), by R. E. Behrman and A. S. Butler (Eds.), 2007, Washington, DC: National Academies Press.

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