USQ APA 6 Referencing Guide

University of Southern Queensland

Disclaimer

This USQ APA 6 referencing guide is based on the following manual:

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

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Contents

About this Guide

Welcome to the USQ APA 6 Referencing Guide.

This guide is the official USQ APA 6 Referencing Guide and is based on the following manual:

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

The aim of this guide is to provide basic referencing information only. Refer to the *[Publication Manual of the American Psychological Association](6th ed.).* for more comprehensive information and consult your course materials and your course examiner to confirm any specific referencing requirements for your course.

If you are printing or downloading the guide, check the USQ referencing website regularly to ensure you are using the latest version.

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I

APA 6 Referencing Style Essentials

1. Fundamental Principles

APA Referencing Style

Academic conventions and copyright law require that you acknowledge when you use the ideas of others. In most cases, this means stating where (i.e. which book, journal article, website, etc.) you sourced the idea or quotation.

As a university student, you are expected to read within your subject area/s, and to refer to such writings within your assessment tasks. Referring to the writings of researchers in your subject area shows your course examiner that:

- You have studied the topic
- You are aware of current knowledge within the topic, and
- You can use the ideas of others to develop and support an argument or point of view.

It also allows your reader to locate the source should they wish to access it themselves.

To clearly differentiate your own thoughts from those of the experts whose work you are referring to, you need to provide a reference when you refer to the ideas or work of others. The reference, or citation, must follow the conventions of the referencing style stipulated by your course examiner.

Most USQ courses require you to use APA, Harvard AGPS, or AGLC. Your course materials should direct you to which one you need to use. If not, check with your course examiner.

This **APA 6** guide draws from:

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- APA Style homepage (https://apastyle.apa.org/6th-edition-resources).
- APA Style blog (https://blog.apastyle.org/apastyle/apa-style-blog-6th-edition-archive.html).

The aim of this guide is to provide basic referencing information. For more detailed information about how to write, structure and publish to APA standards, refer to the Publication Manual and/or the APA Style blog.

This guide varies from the Publication manual in the treatment of online course readings.

University policy mandates the use of the APA 6 Style defined by this referencing guide.

Key terms

- **Bibliography**

A bibliography is similar to a reference list, however, it can include resources used during research that are not cited in the assignment. APA Style does not use a bibliography. Use a reference list.

- **Creative Commons (CC)**

Creative Commons (CC) is an organisation that provides alternatives to standard copyright licenses. A CC license allows creative work to be shared within specified parameters. Always check what the specific CC license allows.

- **DOI**

A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to a resource's location on the Internet. When a DOI is available, no further retrieval information is needed to locate the content.

- **et al.**

An abbreviation for 'et alii' which means *and others*.

- **Hanging indent**

APA requires the Reference list to be formatted with a hanging indent. This means that the first line of each item in the list will be set to the left margin and subsequent lines will be indented (half an inch, or five to seven spaces).

- **In-text**

Brief information about the source of your ideas. The in-text citation is provided where you used the idea, usually in the same sentence. APA Style in-text citations include the author and date of publication. Sometimes called 'citation' or 'in-text reference.'

- **Paraphrasing**

Paraphrasing is the expression of ideas and information in your own words. It involves completely altering the sentence or paragraph structure. You must acknowledge the source/s when you paraphrase.

- **Periodical**

A publication that is published at regular intervals, such as a journal, magazine, or newspaper.

- **Reference list**

The reference list is where you provide the information necessary for your reader to identify and retrieve the sources you used for your assignment. To format your reference list, follow the guidelines under the heading 'Formatting the reference list' in this guide.

- **Secondary citation**

A secondary citation is used when you cite a work that you found cited in another source, AND you cannot

locate the original work. For guidelines on how to create a secondary citation see 'Authors citing other authors' under the heading 'Variations in authors/creators' in this guide.

- **URL**

A Uniform Resource Locator (URL) is a website address.

When to cite

You need to include a citation every time you:

- Quote directly from someone else's work
- Paraphrase someone else's ideas
- Quote directly or paraphrase from your own previous work, including an assignment
- Use an image
- Use numerical data or datasets

Citing your sources not only demonstrates that you are using the ideas from others in your field of study – and hence reading in that area – but also allows the reader to identify and locate that source for themselves.

Reference components

APA citations include four components: who, when, what, and where. These components enable the reader to locate the source.
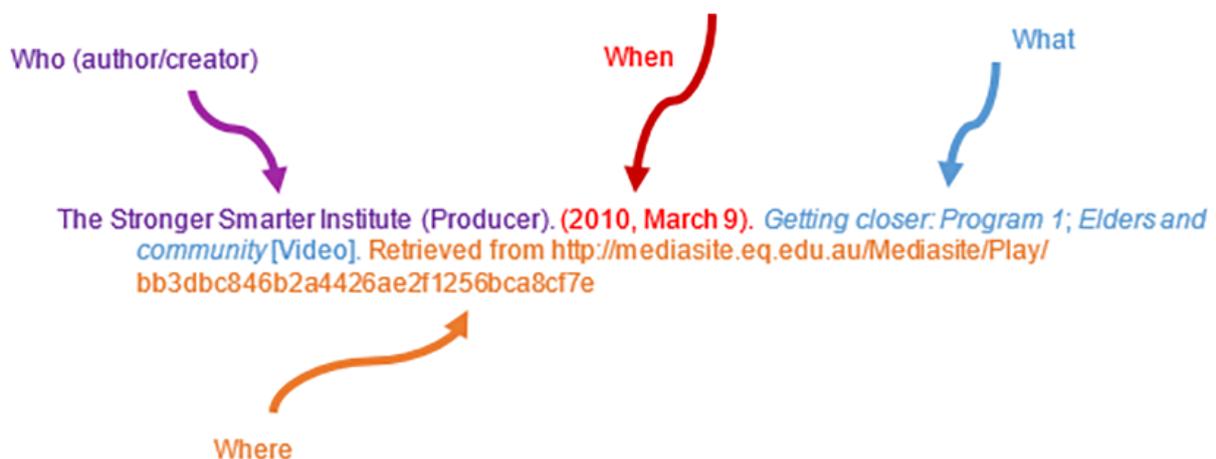
Abbreviations

The following abbreviations may be used when referencing in APA (American Psychological Association, 2010, p. 180).

Abbreviation	Book or publication part
ed.	edition

Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (e.g. Vol. 4)
Vols.	Volumes (e.g. Vols. 1-4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement
ca.	Circa
Sr., Jr.	Senior, Junior (include only in reference list, not in-text)
…	ellipses: use in place of omitted words
para.	paragraph

Paraphrasing

Paraphrasing is when you summarise the ideas, concepts or words from the work of someone else, or from your own previous work. Changing only a few words from someone else's work does not constitute paraphrasing. Paraphrasing involves completely altering the sentence structure and rewriting the information in your own words. Refer to the resource Developing Academic Skills: Paraphrasing and Synthesis for more information.

When to include page numbers

According to the *Publication Manual of the American Psychological Association* (6th ed.), when paraphrasing or referring to an idea in another work, you are encouraged to provide a page number when a work is particularly long and it might be useful for the reader. If your course examiner requires page numbers in-text, the page numbers should appear after the year of publication, as shown in the following examples:

- Soil layers below the well tip contribute relatively little water (Kozeny, 1988, pp. 223-224).
- Kozeny (1988) found soil layers below the well tip contributed little (pp. 223-224).

Direct quotes

Quotations or quotes are when you use the **exact words** of someone else, or from your own published or unpublished work. Quotations **must** be referenced with page numbers. For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies, 1999, para. 5).

- Quotations of less than 40 words (approximately) should form part of the text and be designated with double quotation marks.

◦ e.g. Students receiving "additional information literacy training achieved higher grades than students who did not attend any skills' sessions" (Capel, 2002, p. 323).

- With quotations of 40 or more words, DO NOT use quotation marks; set the quotation in an indented (about a half inch) free standing block of text. Use double-line-spacing to separate the quote from the text of your work.

Block quotation example:

A number of studies have explored the relationship between personality and culture.

> Doi (1973) has postulated *amae* as a core concept of the Japanese personality. The root of this word means "sweet," and loosely translated, *amae* refers to the passive, childlike dependence of one person on another. It is said to be rooted in mother-child relationships. (Matsumoto & Juang, 2008, p. 278)

- Quotes should be written exactly as they appear in the source (including spelling, punctuation etc).
- Do not omit or alter citations embedded within the quote.
- A citation within the direct quote is not included in your Reference list unless cited elsewhere in your work. In the example above, the 2008 publication (the source of the quote) is included in the list of references but the 1973 work mentioned within the quote is not, unless it is used as a source elsewhere in the work.

Formatting your APA paper

In general, USQ APA formatting requires work to be double-spaced including the headings, quotations, references and figure captions. Triple- or quadruple-spacing may be applied in special circumstances such as before and after displayed items. Single or one-and-a-half line spacing is never used except inside tables or figures, or as directed.

A serif typeface should be used for text in APA 6 Style papers – **12-point Times New Roman** is the preferred font. A sans serif font should be used for text in figures (e.g. Arial, Futura or Helvetica with a font size between 8-14 points). Refer to your course outline for further advice.

In-text citation

For works with more than one author, list the author names in the order they appear in the source.

For separate works from different authors, list them alphabetically, with each separated by a semicolon. E.g. (Haddon, 1969; Larsen, 1971).

Use the author-date style method of citation for quotations (exact words of another author/creator) and paraphrasing (summarising the words and ideas of someone else).

Note: Page numbers have not been included in in-text citations for paraphrased material in this APA referencing guide. Please consult your course examiner and/or your course outline to determine whether you are required to include (or omit) page numbers for paraphrased material.

Formatting the reference list

- The reference list should include only the sources you cite in your submission.

- APA Style requires reference lists, not bibliographies.

- The reference list begins on a new page with the centred heading – References.

- **Double-space** all reference entries (Note: To reduce printing costs, reference examples shown in this guide are single spaced. The only exception to this is the [Sample Reference list](#) which is double spaced and formatted with hanging indents, as per APA requirements).

- The first line of every reference list entry should be flush left, and the second and subsequent lines should be indented half an inch (five to seven spaces).

- The APA Publication Manual (6th ed.) does not provide advice on whether hyperlinks should be live within a paper. The APA Style blog recommends that the audience of a paper and the method of distribution (i.e. print or online) be considered when deciding whether to include live hyperlinks. Check with your course examiner if you are unsure whether to include live hyperlinks. **Note**: Hyperlinks are not live in the referencing examples shown in the web version of this guide. Hyperlinks are live in the referencing examples in the digital PDF version of this guide.

- Arrange entries in **alphabetical order** by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).

- For works with more than one author, list the author names in the order they appear in the source.

- If more than one work by an author is cited, list these by earliest publication date first.

- If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a, 1983b).

- If there is **no author**, the title moves to the author position (filed under the first significant word of the title). If the title in this instance begins with numerals, spell them out.

- For U.S. states, use the official two-letter postal service abbreviation (e.g. New York, NY: McGraw-Hill). For locations outside the U.S., use the city and country names in full (e.g. Brisbane, Australia; London, England).

- If the publisher is a university where the name includes the state, don't repeat the state in the location section (e.g. Ann Arbor: University of Michigan).

- When you are unsure of the publisher's location, cite only the place/city listed first, or use the location of the main editorial offices.

Where do I find the information?

If you choose to download a citation for the source you are using (e.g. from databases or software such as Endnote) be careful to check the accuracy of the citation before including it in your assignment because errors in downloaded citations are common.

Books

- The title page of a book should provide:
    - The title
    - Subtitle
    - Name of the author/s (or creator, editor, etc.)
    - Publisher's imprint (publisher's name and location).
- The reverse of the title page (also known as verso-title, imprint or reverse-title page) provides a lot more

information, including:

- ◦ Publisher's name and address

- ◦ Name of the editor, designer, photographer, etc., as appropriate

- ◦ Copyright notice (including the year of copyright)

- ◦ A list of editions and reprints

- ◦ Details of other volumes in a multi-volume work.

Journals

- The front page of a journal article should provide the information required for your citation but you may also need to look in the database entry or journal table of contents. Look for:

  - ◦ Title of the article

  - ◦ Title of the journal

  - ◦ Author/s

  - ◦ When the article was published, including the year, volume and issue numbers

  - ◦ A DOI (most recently published online articles will have a doi)

- Make a note of the URL if the article does not have a DOI.

- You also need the page range: the first and last page numbers.

Internet sources

- The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.

  - ◦ You are looking for the 'who' (author), 'when' (date) and 'what' (title) elements. There is no standard place on a website to locate this information.

  - ◦ For the 'where' element, direct readers as closely as possible to the information; whenever possible, use the URL for the exact page.

  - ◦ When referring to an item located within a subscription site, use the home page URL.

  - ◦ A retrieval statement followed by the URL (i.e. retrieved from URL) replaces the location and name of the publisher typically provided for physical sources. This is particularly important for websites where information may be updated regularly.

  - ◦ If the source undergoes regular revision, the date for the most recent update should be used.

  - ◦ It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number). This may include the format of the source.

  - ◦ For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies, 1999, para. 5).

- To provide specific information from a website or web document within the text of an assignment, you must provide both an in-text citation and an entry in the reference list. Use the exact URL for the web page that has the information you are citing.

- The only time you provide the URL of the entire website is:

  - ◦ When you mention it in passing (e.g. Comprehensive information about the University can be found at https://www.usq.edu.au/). In this instance, you include an in-text citation only.

  - ◦ When the specific information you are citing is on the home page. In this instance, follow the guidelines for how to cite and reference a web page or web document.

- When citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

What if I can't find an example of the source type I want to reference?

This referencing guide includes examples for a wide range of source types. However it does not provide an example for every different source type that you may need to reference. If you are unable to find an example for the source type, you need to:

- Think about your source type. Are there a few different types it might possibly be but you're not sure which of those it actually is? If so, have a look at the guidelines for each of the different types it *might* be. The guidelines for creating the citation might be the same.
  - ◦ E.g. The guidelines for how to reference a web page and how to reference a web document are the same.
- Consider combining different elements from more than one example within the guide.
  - ◦ E.g. To cite a newspaper article where you do not know who the author is, you will have to follow guidelines for both of the following:
    - ▪ No author, in the Author Variations section
    - ▪ Newspaper article.

Additional help

Contact the Library or consult the following:

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

  Call number 808.06615 PUB

- APA Style homepage: (https://apastyle.apa.org/6th-edition-resources)
- APA Style blog (https://blog.apastyle.org/apastyle/apa-style-blog-6th-edition-archive.html).

While the Library is not responsible for checking lists of references we can refer you to our referencing guides and the published manuals listed to help you ensure the accuracy of your referencing.

II

Reference and in-text citation examples

2. Variations in authors/creators

This chapter includes guidelines for how to complete the author-date part of both the in-text and reference list citation for a variety of different author types and combinations. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide, depending on the source type of the material.

1. SINGLE AUTHOR

- Include the author surname and the year of publication in every in-text citation.

In-text

(Author Surname, Year)

Examples:

The environmental aspects of… (Calder, 2009).

Calder (2009) states that …

Reference

Author Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

Example:

Calder, A. (2009). *Compliance for green IT: A pocket guide*. Ely, England: IT Governance.

2. TWO AUTHORS

- Include both author surnames and the year of publication in every in-text citation.
- Cite the authors in the order they appear in the source.
- Use '&' when in brackets and in the Reference list. Use 'and' in running text.

In-text

(Author A Surname & Author B Surname, Year)

Examples:

The research challenges… (Bernstein & Tiegerman, 1989).

Bernstein and Tiegerman (1989) have illustrated…

Reference

Author A Surname, Initial., & Author B Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation*.

Example:

Bernstein, D. K., & Tiegerman, E. (1989). *Language and communication disorders in children* (2nd ed.). Columbus, OH: Merrill.

3. THREE TO FIVE AUTHORS

- In-text, cite all author surnames the first time the reference occurs. In subsequent citations, provide only the first author surname followed by et al. and year of publication.
- Cite the authors in the order they appear in the source.

In-text

(Author A Surname, Author B Surname, Author C Surname, Author D Surname, & Author E Surname, Year) (**first citation**)

(Author A Surname et al., Year) (**subsequent citations**)

Examples:

(Curwen, Palmer, & Ruddell, 2000) (**first citation**)

(Curwen et al., 2000) (**subsequent citations**)

Reference

Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., & Author E Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation*.

Example:

Curwen, B., Palmer, S., & Ruddell, P. (2000). *Brief cognitive behaviour therapy*. London, England: Sage.

4. SIX OR MORE AUTHORS

- Provide the first author surname only, followed by "et al." and year of publication for every in-text citation.
- **Reference list**:

a) **up to and including seven authors** – list all author names

b) **for more than seven authors –** give the first six author names, followed by an ellipses (…) and then the last author.

- Cite the authors in the order they appear in the source.

In-text

(First Author Surname et al., Year)

Examples:

Vaillancourt et al. (2010) discussed Aboriginal identity as …

Strategies aimed at the prevention of bullying in schools … (Vaillancourt et al., 2010).

Reference

a) Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., Author E Surname, Initial., Author F Surname, Initial., & Author (Last) Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation*.

b) Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., Author E Surname, Initial., Author F Surname, Initial., … Author (Last) Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation*.

Examples:

a) Dyer, B., Pizzorno, C. C., Qu, K., Valach, L., Marshall, S. K., & Young, R. A. (2010). Unconscious processes in a career counselling case: An action-theoretical perspective. *British Journal of Guidance & Counselling*, *38*, 343-362. doi:10.1080/15388220.2010.483182

b) Vaillancourt, T., Trinh, V., McDougall, P., Duku, E., Cunningham, L., Cunningham, C., … Short, K. (2010). Optimizing population screening of bullying in school-aged children. *Journal of School Violence*, *9*, 233-250. doi:10.1080/03069885.1010.482395

5. UNKNOWN AUTHOR

a) **Anonymous**

- If the work is signed 'Anonymous', treat it as if 'Anonymous' is the author's true name. This is the only time Anonymous should be used.

b) **No author/editor**

- Move the title to the author position. In text, use the first few words of the title, or the whole title if short.
- Use double quotation marks for article title, chapter title, or web page. Use italics for book title, journal title, brochure, or report.
- Double quotation marks are not used in the Reference list entry.

In-text

a) (Anonymous, Year)

b) (*Title (shortened)*, Year)

("Title (shortened)," Year)

Examples:

a) … as was argued (Anonymous, 1996).

b) These effects can be seen in … (*Psychological effects*, 1999).

Psychological effects (1999) illustrated that …

The case aligns with … ("Psychotherapy," 2019).

Reference

a) Anonymous. (Year). *See guidelines for appropriate source type to complete citation*.

b) *Title*/Title. (Year). *See guidelines for appropriate source type to complete citation*.

Examples:

a) Anonymous. (1996). *Primary colors: A novel of politics*. New York, NY: Random House.

b) *Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called "designer drugs"*. (1999). Philadelphia, PA: Chelsea House.

Psychotherapy. (2019). In *Wikipedia*. Retrieved June 12, 2019, from https://en.wikipedia.org/wiki/Psychotherapy

6. CORPORATE (GROUP) AUTHOR

- Corporate (Group) author names are usually spelt out in-text. However, they can be abbreviated if the name is long and the abbreviation can be easily understood.
- Full official names of group authors such as associations or government agencies should be used. Parent bodies precede subdivisions. File by the first significant word.

In-text

(Organisation, Year)

Examples:

a) Church laws would show … (Church of England, 1877).

b) Nicotine has been shown … (United States, Public Health Service, 1988).

c) Australian Bureau of Statistics (ABS, 2006) data … (**first citation**)

ABS (2006) findings show … (**second and subsequent citations**)

Reference

Organisation. Subdivision Name. (Year). *See guidelines for appropriate source type to complete citation*.

Examples:

a) Church of England. (1877). *The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877; With notes* (Talbot Collection of British Pamphlets). Retrieved from https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11

b) United States. Public Health Service. Office of the Surgeon General. (1988). *The health consequence of smoking: Nicotine addiction; A report of the Surgeon General* (DHHS Publication No. (CDC) 88-8406). Rockville, MD: Office of Smoking and Health.

c) Australian Bureau of Statistics. (2006). *Measures of Australia's progress* (Catalogue No. 1370.0). Canberra, Australia: Author.

7. MULTIPLE WORKS BY SAME AUTHOR

- Arrange dates in order (oldest to newest) in the Reference list.
- Use suffixes after the year when there are multiple publications from the same year. The suffixes are assigned in the reference list where these kinds of references are listed in alphabetical order by title (article, chapter or complete work).

In-text

Example:

Studies suggest … (Clark, 2006a, 2006b, 2008).

Reference

Example:

Clark, A. (2006a, Autumn). Flying the flag for mainstream Australia. *Griffith Review*, (11), 53-59.

Clark, A. (2006b). *Teaching the nation: Politics and pedagogy in Australian history*. Carlton, Vic: Melbourne University Press.

Clark, A. (2008). *History's children: History wars in the classroom*. Sydney: University of New South Wales Press.

8. DIFFERENT AUTHORS WITH SAME SURNAME

a) **Co-authors**

b) **Separate works –** if you need to distinguish between authors, use the authors' initials in-text.

In-text

a) A study found that … (Goldenberg & Goldenberg, 2013).

Goldenberg and Goldenberg (2013) found …

b) M. Reynolds (2012) states … but others disagree (H. Reynolds, 1987).

Reference
a) Goldenberg, H., & Goldenberg, I. (2013). *Family therapy: An overview* (8th ed.). Belmont, CA: BrooksCole, Cengage Learning. b) Reynolds, H. (1987). *Frontier*. Sydney, Australia: Allen & Unwin. Reynolds, M. (2012). *Hemingway: The 1930s through the final years*. New York, NY: W. W. Norton & Co.

9. AUTHOR AS PUBLISHER

In-text
(Author Surname/Organisation, Year) **Example**: … (American Psychiatric Association, 2001).

Reference
Author Surname/Organisation, Initial. (Year). *See guidelines for appropriate source type to complete citation*. **Example**: American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Washington, DC: Author.

10. ACKNOWLEDGING TRANSLATORS, COMPILERS, EDITORS, REVISERS, OR ILLUSTRATORS

- If the author's role remains of primary importance, editors, compilers, revisers, translators, or illustrators can also be acknowledged. Use abbreviations such as Ed., Comp., Rev., Trans., Illus.

In-text
(Author Surname, Year) **Example**: Research in the field of environmental psychology… (Levy-Leboyer, 1979/1982).

Reference
Author Surname, Initial. (Year). *Title*. (Editor Initial. Surname, Role). *See guidelines for appropriate source type to complete citation*. **Example**: Levy-Leboyer, C. (1982). *Psychology and environment* (D. Cantor & I. Griffiths, Trans.). Beverley Hills, CA: Sage. (Original work published 1979).

11. EDITED BOOK/COLLECTION

In-text

(Editor Surname, Year)

Example:

Roy (2006) states that …

Reference

Editor Surname, Initial. (Ed.). (Year). *See guidelines for appropriate source type to complete citation*.

Example:

Roy, M. J. (Ed.). (2006). *Novel approaches to the diagnosis and treatment of posttraumatic stress disorder* (NATO Security Through Science Series). Amsterdam, The Netherlands: IOS.

12. AUTHORS CITING OTHER AUTHORS (SECONDARY CITATIONS)

- You must acknowledge both the primary and secondary source of information in-text. To do this, include the primary source first and then insert the words 'as cited in' before the secondary source (the secondary source is the one you are reading).
- In the Reference list, cite the secondary source only.

In-text

Example:

Kelley (1978) stated … (as cited in Cauvin, 2018).

Public history refers to … (Kelley, 1978, as cited in Cauvin, 2018).

Reference

Author Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation*.

Example:

Cauvin, T. (2018). The rise of public history: An international perspective. *Historia Critica, 68,* 3-26. doi:10.7440/histcrit68.2018.01

13. TITLES SUCH AS JUNIOR, SENIOR, FOURTH

- The title is not included in-text. Include the title in the reference list.
- Use the following abbreviations:
  - Sr for Senior
  - Jr for Junior
  - II for Second
  - III for Third, and so on.

In-text

Example:

Selling properties … (Grau, 2016).

Reference

Example:

Grau, D., Sr. (2016). *Buying, selling, and valuing financial practices: the FP transitions M&A guide.* Hoboken, New Jersey: Wiley.

3. Variations in dates, editions, titles, DOIs and web addresses/URLs

This chapter includes guidelines for how to complete the part of the citation relating to dates, editions, titles, DOIs and web addresses. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide.

In this chapter:

1. SPECIFIC DATES
a) **Year –** use only the year for books, journals and audiovisual material.   b) **Including the month or season –** if a magazine or newsletter does not use volume numbers, include the month or season   c) **Including the day –** for dailies and weeklies, include the day
In-text
(Author Surname, Year)   **Examples**:   a) The environmental aspects of … (Calder, 2009).   b) Increased government support … (Clark, 2006).   c) Strategies to assist … (Murray, 2001).
Reference
a) Author Surname, Initial. (Year). *Title*. Place of Publication: Publisher.   b) Author Surname, Initial. (Year, Month/Season). *Title*. Place of Publication: Publisher.   c) Author Surname, Initial. (Year, Month Day). *Title*. Place of Publication: Publisher.   **Examples:**   a) Calder, A. (2009). *Compliance for a green IT: A pocket guide*. Ely, England: IT Governance.   b) Clark, A. (2006, Autumn). Flying the flag for mainstream Australia. *Griffith Review*, (11), 53-59.   c) Murray, E. (2001, May 9). Refugee crisis! [Letter to the editor]. *Weekend Australian*, p. A13.
2. NO PUBLICATION DATE

a) If the source does not include a date of publication, use n.d. in place of the year, which means 'no date'.

b) When the year is not known but can be reliably estimated, use 'ca.' (the abbreviation for circa) before the date and use square brackets in the Reference list.

In-text

a) (Author, n.d.)

b) (Author, Estimated Year)

Example:

a) Free copyright licenses … (Creative Commons, n.d.).

b) Lloyd Webber's (ca. 1970) musical …

Reference

a) Author Surname, Initial. (n.d.). *See guidelines for appropriate source type to complete citation*.

b) Author Surname, Initial. [ca. Estimated Year]. *See guidelines for appropriate source type to complete citation*.

Example:

a) Creative Commons. (n.d.). *Share your work*. Retrieved from https://creativecommons.org/share-your-work/

b) Lloyd Webber, A. [ca. 1970]. *Jesus Christ superstar*. London: Leeds Music.

3. EDITIONS

- For 2nd or later editions, include the edition number after the title, in brackets.

In-text

(Author Surname, Year)

Example:

The American Psychiatric Association (2001) states …

Reference

Author Surname/Organisation, Initial. (Year). *Title* (Edition). Place of Publication: Publisher.

Example:

American Psychiatric Association. (2001). *Diagnostic and statistical manual of mental disorders* (5th ed.). Washington, DC: Author.

4. TITLES

- If a title has two subtitles, use a colon between the title and subtitle, and a semi-colon between the subtitle and the second subtitle.

- In the reference list, italicise the title of works that stand alone (e.g. books, e-books, reports, films, videos, TV shows). Do not italicise the title of works that are part of a greater whole (e.g. journal articles, book chapters, newspaper articles, webpages).

In-text

(Author Surname, Year)

Example:

Church laws would show … (Church of England, 1877).

Reference

Author Surname/Organisation, Initial. (Year). Title: Subtitle; Second subtitle. *See guidelines for appropriate source type to complete citation*.

Example:

Church of England. Archdeaconry of Maidstone. (1877). *The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877; With notes* (Talbot Collection of British Pamphlets). Retrieved from https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11

5. DOIs and URLs

a) **DOI** – when a DOI is available, no further retrieval information is required. The letters doi are lower case followed immediately by a colon.

b) **No DOI –** if no DOI is assigned to books, journal articles or reports, give the URL of the publication's home page, even if you used a database to locate the work.

In-text

(Author Surname, Year)

Examples:

a) A study states that … (Radford, 2001).

b) MacLean (2014) states that …

Reference

a) Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range. doi:DOI Number

b) Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range. Retrieved from URL

Examples:

a) Radford, M. (2001). Aesthetic and religious awareness among pupils: Similarities and differences. *British Journal of Music Education*, *18*, 151-159. doi:10.1017/S0265051701000249

b) MacLean, M. (2014). Truth and reality in screening sports' pasts: Sports films, public history and truthfulness. *Journal of Sport History*, *41*(1), 47-54. Retrieved from http://www.journalofsporthistory.org/

4. Books, journal articles, newspaper articles

1. BOOKS
a) **Print**
b) **Online (DOI) –** if a DOI is available, always use the DOI.
c) **Online (URL) –** When a DOI is not available, use the URL of the book publisher.
d) **E-book on an eReader** i.e. Kindle, Nook, Sony Reader. In the reference list, include the type of e-book version you read. In place of publisher information, use either the DOI (preference) or URL.
e) **Musical score**

In-text
(Author Surname, Year)
Examples:
a) Abbott (2008) states …
b) A multidisciplinary approach … (Radanovic & Mansur, 2011).
c) Standard models in ecomonics … (Baddeley, 2012).
d) Durant and Durant (2012) discuss …
e) In Lloyd Webber's (ca. 1970) musical …

Reference
a) Author Surname, Initial. (Year). *Title* (Edition). Place of Publication: Publisher.
b) Author Surname, Initial. (Year). *Title*. doi:DOI Number
c) Author Surname, Initial. (Year). *Title*. Retrieved from URL
d) Author Surname, Initial. (Year). *Title* [Version]. doi:DOI Number / Retrieved from URL
e) Composer Surname, Initial. (Year). *Title*. Place of Publication: Publisher.
Examples:
a) Abbott, H. P. (2008). *The Cambridge introduction to narrative* (2nd ed.). Cambridge, England: Cambridge University Press.

b) Radanovic, M., & Mansur, L. L. (2011). *Language disturbances in adulthood: New advances from the neurolinguistics perspective*. doi:10.2174/97816080510831110101

c) Baddeley, M. (2012). *Behavioural economics and finance*. Retrieved from https://www.routledge.com

d) Durant, W., & Durant, A. (2012). *The lessons of history* [Kindle version]. Retrieved from https://www.amazon.com/

e) Lloyd Webber, A. [ca. 1970]. *Jesus Christ superstar*. London: Leeds Music.

2. CHAPTER IN EDITED BOOKS, INCLUDING DICTIONARIES AND ENCYCLOPEDIAS

• Use a DOI (where available).

• When a DOI is not available, use the URL of the book publisher.

   a) **Print**

   b) **Online** – individual chapters may have their own DOI.

   c) **Article from encyclopedia**

In-text

(Chapter Author Surname, Year)

Examples:

a) Morgan (1999) describes …

b) Jacobs and Hall (2002) consider the task …

c) The field of adult education … (Rubenson, 2010).

Reference

Chapter Author Surname, Initial. (Year). Title of chapter or entry. In Author/Editor Initial. Surname (Role abbrev.), *Title of book* (pp. Page Range of Chapter). Place of Publication: Publisher.

OR

Subject / Term. (Year). *Source Title*. Retrieved from URL

Examples:

a) Morgan, H. (1999). Nine years war. In W. J. McCormack (Ed.), *The Blackwell companion to modern Irish culture* (pp. 428-430). Oxford, United Kingdom: Blackwell Publishers.

b) Jacobs, G. M., & Hall, S. (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). doi:10.1017/CBO9780511667190.009

c) Rubenson, K. (2010). Adult education overview. In P. Peterson, E. Baker, & B. McGaw (Eds.), *International Encyclopedia of Education* (3rd ed., Vol. 1, pp. 1-11). Retrieved from https://www.elsevier.com/en-au

3. JOURNAL ARTICLES, NEWSPAPER ARTICLES, MAGAZINE ARTICLES

- The issue number is included if the publication is paginated by issue rather than if there is continuous pagination throughout the entire volume.

- If the publication does not use volume numbers, include the month with the year in the reference list. If the publication uses a season, include the season with the year in the reference list (e.g. 2018, Spring).

- For daily or weekly publications, include the day in the reference.

  a) **Print journal**

  b) **Online journal –** if no DOI is assigned, give the URL of the journal home page.

  c) **Print newspaper** – precede the page numbers with p. or pp.

  d) **Online newspaper**

  e) **Magazine**

  f) **Reviews and peer commentary –** identify the type of medium being reviewed in square brackets. If the details of the item being reviewed are clear from the title of the review, no additional explanatory information is needed. If the review is untitled, use the bracketed information as the title.

  g) **Abstract**

In-text

(Author Surname, Year).

Examples:

a) Coltheart and Prior (2006) discussed …

b) MacLean (2014) states that …

c) Murray (2001) stated …

d) … was recently discovered … (Conor, 2018).

e) The frogs are … (Beemster, 2008).

f) Boyd (2010) reviewed Carey's …

g) Pedder and Opfer (2010) state that …

Reference

Author Surname, Initial. (Year). Article title. *Journal Title, Volume Number*(Issue Number), Page Range.

Examples:

a) Coltheart, M., & Prior, M. (2006). Learning to read in Australia. *Australian Journal of Learning Disabilities, 11,* 157-164.

b) MacLean, M. (2014). Truth and reality in screening sports' pasts: Sports films, public history and truthfulness. *Journal of Sport History, 41*(1), 47-54. Retrieved from http://www.journalofsporthistory.org/

c) Murray, E. (2001, May 9). Refugee crisis! [Letter to the editor]. *Weekend Australian,* p. A13.

d) Conor, L. (2018, November 6). Found: the earliest European image of Aboriginal Australians. *The Conversation*. Retrieved from https://theconversation.com/found-the-earliest-european-image-of-aboriginal-australians-106176

e) Beemster, M. (2008, December). Saving the Southern Bell Frog. *Australian Landcare,* 27-29.

f) Boyd, W. (2010, July 18). Man as an island [Review of the book *William Golding*, by J. Carey]. Retrieved from http://www.nytimes.com/

g) Pedder, D., & Opfer, V. D. (2010). Planning and organization of teachers' continuous professional development in schools in England [Abstract]. *Curriculum Journal, 21,* 433-452. doi:10.1080/09585176.2010.529652

5. Web documents, websites and other electronic media

The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.

When citing Internet sources, observe the following guidelines:

- Follow previous sections for format of who (author), when (date) and what (title) elements.

- For the 'where' element, direct readers as closely as possible to the information; whenever possible, reference specific documents rather than the home or menu pages.

- The author of a website is usually the person or organisation responsible for the site.

- When referring to an item located within a subscription site, use the home page URL.

- A retrieval or availability statement (e.g. retrieved from …) replaces the location and name of the publisher typically provided for physical sources.

- Use 'available from' when the URL leads to information on how to obtain the cited material, rather than to the material itself.

- Include retrieval dates where the source material is likely to change over time.

- If the source undergoes regular revision, the date for the most recent update should be used.

- It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number).

- The medium or format can be entered after the title (before the full stop) in square brackets.

- When using direct quotes for sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies, 1999, para. 5).

When you are referring to specific information from a web page or web document within the text of an assignment, you must provide an author-date citation.

- If you are mentioning the website in passing, (e.g. Comprehensive information about the University of Southern Queensland can be found at www.usq.edu.au), you do not need to include an entry in the reference list. Include the URL of the home page of the website in-text, rather than the usual author-date component.

- If you are citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

- If you cite information from more than one page within the same website, you will need to create a separate item in your reference list for each.

1. WEBSITE HOME PAGE

a) Mentioning website in passing

b) Mentioning specific information available on the home page.

In-text

Examples:

a) Comprehensive information about the University of Southern Queensland can be found at https://www.usq.edu.au.

b) USQ offers flexible study options (USQ, 2019).

Reference

Author Surname/Organisation, Initial. (Year). *Title of website*. Retrieved Month Day, Year, from URL

Examples:

a) No entry in the reference list

b) University of Southern Queensland. (2019). Retrieved September 9, 2019, from https://www.usq.edu.au

2. WEB PAGE

- Use this example for pages within a website.
- Include a retrieval date if the information is likely to change over time.
- A format type can be included in square brackets after the title, if it is important to help identify the source.

In-text

(Author Surname, Year)

Example:

Project management theory … (University of Southern Queensland, 2020).

Reference

Author Surname, Initial. (Year). Title [Format]. Retrieved Month Day, Year, from URL

Example:

Sinnamon, M. (2019, May 30). More historical Toowoomba newspapers now available via Trove [Blog post]. Retrieved from http://blogs.slq.qld.gov.au/jol/2019/05/30/more-historical-toowoomba-newspapers-now-available-via-trove/

3. WEB DOCUMENT

- If there is a document number (i.e. for a report), and it is not formally a part of the title, it can be included after the title, within parentheses. Do not use italics for a document number.
- Italicise the document title when it is a stand-alone document (e.g. book or report).

In-text

(Author Surname, Year)

Example:

Many students … (Hillman, 2005).

Teacher registration … (Queensland College of Teachers, 2017).

Reference

Author Surname, Initial. (Year). *Title* (Report Number). Retrieved Month Day, Year, from URL

Examples:

Hillman, K. (2005). *The first year experience: The transition from secondary school to university and TAFE in Australia* (Research Report 40). Retrieved from https://research.acer.edu.au/cgi/viewcontent.cgi?article=1043&context=lsay_research

Queensland College of Teachers. (2017). *Professional boundaries: A guideline for Queensland teachers*. Retrieved from https://www.qct.edu.au/pdf/Professional%20Boundaries%20-%20A%20Guideline%20for%20Queensland%20Teachers.pdf

4. WIKI

- Long topic titles can be shortened in the in-text citation.
- In-text, use double quotation marks around the Title of Wiki Topic.

In-text

("Title of Wiki Topic," Year)

Example:

The Pemberton arrived … ("Irish Famine Orphan Immigration," 2014).

Reference

Title of Wiki Topic. (Year). In *Title of Wiki*. Retrieved Month Day, Year, from URL

Example:

Irish Famine Orphan Immigration. (2014). In *PROV Wiki*. Retrieved June 17, 2019, from http://wiki.prov.vic.gov.au/index.php/Irish_Famine_Orphan_Immigration

6. Government publications

1. REPORTS
• Follow guidelines for Corporate (Group) Author and for Books, with the inclusion of a Report or Reference Number if available. • For reports prepared for the government department, include individual author names **only when** they are included on the cover or title page. In this instance, include them as authors and the government department as the publisher (unless stated otherwise). • If the report is retrieved online, provide the publisher name in the retrieval statement, unless the publisher is also the author.
In-text
(Government Department Name, Year) **Examples**: Higher education has … (Commonwealth Department of Education, Science and Training, 2002). Recreational hunting… (RM Consulting Group, 2019).
Reference
Government Department Name. (Year). *Title of report* (Reference Number). Place of Publication: Author. Government Department Name. (Year). *Title of report* (Report No.). DOI / Retrieved from Publisher Name: URL **Examples**: Commonwealth Department of Education, Science and Training. (2002). *Striving for quality: Learning, teaching and scholarship* (DEST no. 6891.HERC02A). Canberra, Australia: Author. RM Consulting Group (2019). *Economic and social impacts of recreational hunting and shooting: Final report*. Retrieved from Australian Government Department of Health website: https://www1.health.gov.au/internet/main/publishing.nsf/Content/economic-and-social-impacts-of-recreational-hunting-and-shooting
2. AUSTRALIAN BUREAU OF STATISTICS
• Follow guidelines for Corporate (Group) Author
In-text

(Australian Bureau of Statistics, Year).

Example:

Of the total … (ABS, 2016).

Reference

Australian Bureau of Statistics. (Year). *Title* (Catalogue Number). Canberra, Australia: Author.

Example:

Australian Bureau of Statistics. (2016). *Research and experimental development, higher education organisations, Australia* (Catalogue No. 8111.0). Canberra, Australia: Author.

7. Social media and blogs

1. BLOG POST
• If you are unable to locate the author's name, use their handle/account name.
In-text
(Author Surname/Alias, Year) **Example**: Sinnamon (2019) states that …
Reference
Author Surname/Alias, Initial. (Year, Month Day). Title [Format]. Retrieved from URL **Example**: Sinnamon, M. (2019, May 30). More historical Toowoomba newspapers now available via Trove [Blog post]. Retrieved from http://blogs.slq.qld.gov.au/jol/2019/05/30/more-historical-toowoomba-newspapers-now-available-via-trove/
2. BLOG POST COMMENT
• If you are unable to locate the author's name, use their handle/account name. • Where possible, provide the URL that will lead the reader directly to the blog post comment. To obtain the URL for the blog comment, click the corresponding timestamp (where provided).
In-text
(Author Surname/Alias, Year) **Example**: Others agree … (Marin, 2019).
Reference

33

Author Surname/Alias, Initial. (Year, Month Day). Re: Blog post title [Format]. Retrieved from URL

Example:

Marin. (2019, May 6). Re: Feel a neck lump? See your doctor [Blog comment]. Retrieved from https://mdbcancerjourney.com/2019/05/06/feel-a-neck-lump-see-your-doctor/#comment-2063

3. FACEBOOK

- If you are unable to locate the author's name, use their handle/account name.

In-text

(Author Surname, Year)

Example:

In a recent announcement … (Gillard, 2011).

Reference

Author Surname, Initial. [Account Name/Handle]. (Year, Month Day). Content or caption of the post (up to 40 words) [Format]. Retrieved from URL

Example:

Gillard, J. [Julia Gillard]. (2011, November 10). The PM has announced the Labor Government is prepared to provide over $2 billion to deliver an historic pay rise to 150,000 of Australia's lowest paid workers in the social and community services sector [Facebook status update]. Retrieved from https://www.facebook.com/juliagillard/posts/263639040354656

1. INSTAGRAM

- If you are unable to locate the author's name, use their handle/account name.

In-text

(Author Surname, Year)

Example:

In the 60s … (USQ, 2017).

Reference

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). Content or caption of the post (up to 40 words) [Format]. Retrieved from URL

Example:

USQ [@usqedu]. (2017, August 17). #throwbackthursday to study in the 60's and life before the internet. Just imagine trying to reference your assignment without online journals… [Instagram photo]. Retrieved from https://www.instagram.com/p/BX4V9BIDKqu/

5. TWITTER
• If you are unable to locate the author's name, use their handle/account name.
In-text
(Author Surname, Year) **Example**: According to Pietsch (2018) …
Reference
Author Surname, Initial [Account Name/Handle]. (Year, Month Day). Content or caption of the post (up to 40 words) [Format]. Retrieved from URL **Example**: Pietsch, T. [@cap_and_gown]. (2018, May 24). Why podcasting matters to historians – why I think the launch of the new @historylabpod is important (spoiler: doing the work of thinking and making meaning together is central to the good society) [Tweet]. Retrieved from https://twitter.com/cap_and_gown/status/ 999876227207839744

8. Legislation and legal authorities

In this chapter:

- For more comprehensive information and other jurisdictions, see the *Bluebook:*

  The bluebook: A uniform system of citation (19th ed.). (2010). Cambridge, MA: Harvard Law Review Association.

- The following examples are for the Australian jurisdiction only.
- Use the following Australian jurisdiction abbreviations:

Jurisdiction	Abbreviation
Commonwealth	Cth
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

1. LEGISLATION: INCLUDES ACTS AND BILLS
a) **Acts –** italicise the title of the Act.   b) **Bills –** do not italicise the title.
In-text
a) *Title of the Act Year* (Jurisdiction Abbreviation)   b) Title of Bill Year (Jurisdiction Abbreviation)   **Examples**:   a) … according to s. 15 of the *Anti-Discrimination Act 1991* (Qld).   b) The Interactive Gambling Bill 2001 (Cth) …

Reference
a) *Title of the Act Year* (Jurisdiction Abbreviation) Subdivision (if relevant) (Country Abbreviation).   b) Title of the Bill Year (Jurisdiction Abbreviation) (Country Abbreviation).   **Examples**:   a) *Anti-Discrimination Act 1991* (Qld) s. 15 (Austl.).   b) Interactive Gambling Bill 2001 (Cth) (Austl.).

2. LEGAL AUTHORITIES (CASES)

In-text
(*Case Party v Case Party* Year)   *Case Party v Case Party* (Year)   **Example**:   In *Mabo v Queensland* (1988), it was argued that …

Reference
Case Party v Case Party (Year). Volume Number Reporter Abbreviation First Page (Country Abbreviation).   **Example**:   *Mabo v Queensland* (1988) 166 CLR 186 (Austl.).

9. Non-government reports

Treat reports as books or web documents, and include a report number where available.

1. NON-GOVERNMENT REPORTS
• Follow guidelines for Corporate (Group) Author, and for Books, with the inclusion of a Report or Reference Number if available.   • For online reports, identify the publisher in the retrieval statement unless the publisher is also identified as the author.   a) **Business**   b) **Society, group or committee**   c) **Technical or research report**
In-text
(Author Surname/Organisation, Year)   **Examples**:   a) Revenue was … (BHP Billiton, 2018).   b) Emergency services … (Beyond Blue Ltd., 2018).   c) Aslin and Russell (2008) state that …
Reference
Author Surname/Organisation, Initial. (Year). *Title* (Report no.). DOI/Retrieved from URL   Or   Author Surname/Organisation, Initial. (Year). *Title* (Report no.). Place of Publication: Publisher   **Examples**:   a) BHP Billiton. (2018). *BHP annual report 2018*. Retrieved from https://www.bhp.com/-/media/documents/investors/annual-reports/2018/bhpannualreport2018.pdf   b) Beyond Blue Ltd. (2018). *Answering the call national survey: Beyond Blue's national mental health and wellbeing study of police and emergency services; Final report*. Retrieved from http://resources.beyondblue.org.au/prism/file?token=BL/1898   c) Aslin, H., & Russell, J. (2008). *Social impacts of drought: Review of literature*. Retrieved from Australian

Bureau of Agriculture and Resource Economics and Sciences website: https://www.agriculture.gov.au/sites/default/files/abares/documents/socimpctdroughtlitrev2008-1.0.0.pdf

10. Standards and patents

1. STANDARDS
In-text
(Name of Standards Organisation, Year) **Example**: Dimensional requirements … (Standards Australia & Standards New Zealand, 2018).
Reference
Name of Standards Organisation. (Year). *Title of standard* (Standard number). Retrieved from URL / Database Name. **Example**: Standards Australia & Standards New Zealand. (2018). *Office desks, office workstations and tables intended to be used as office desks: Mechanical, dimensional and general requirements and test methods* (AS/NZS 4442:2018). Retrieved from Standards Online Premium database.
2. PATENTS
In-text
(Patent Identifier Number, Year of Issue) **Example**: The invention … (Australian Patent no. 81947/75, 1977).
Reference
Inventor Surname, Inventor Initial. (Year of Issue). *Patent Identifier Number*. Location: Source Name. **Example**: Vandenbossche, B. E. (1977). *Australian Patent No. 81947/75*. Canberra: IP Australia.

11. Conference papers and proceedings

- When citing from a one-off proceeding, use the same format as for a book or book chapter.
- For regularly published proceedings use the same format as journal articles.

1. PUBLISHED PAPERS
Capitalise the names of symposia, conferences, and meetings.   a) **One-off** b) **Regularly published**
In-text
(Author Surname, Year) **Examples**: a) Information literacy can be … (Hughes, 2002). b) Connectivity exists for … (Kozkovski & Van Strien, 2009).
Reference
a) Author Surname, Initial. (Year). Article title. In Editor Initial. Surname (Role abbrev.), *Conference Proceedings Title* (pp. Page Range). Place of Publication: Publisher. b) Author Surname, Initial. (Year). Article title. *Conference Proceedings Title, Volume Number*(Issue Number), Page Range. DOI/Retrieved from URL **Examples**: a) Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. Macpherson, & D. Orr (Eds.), *International Lifelong Learning Conference: Refereed papers from the 2nd International Lifelong Learning Conference* (pp. 208-213). Rockhampton, Australia: Central Queensland University Press. b) Kozkovski, O., & Van Strien, S. (2009). Local connectivity and quasi-conformal rigidity of non-renormalizable polynomials. *Proceedings of the London Mathematical Society*, *99*, 275-296. doi: 10.1112/plms/pdn055
2. UNPUBLISHED PAPERS
In the reference list entry, give the year with the month.

In-text
(Author Surname, Year, Month)   **Example**:   … job strains were … (Liu et al., 2008).
Reference
Author Surname, Initial. (Year, Month). *Paper title*. Format of item presented/conducted at the Conference/ Symposium Title, Conference/Symposium Location. DOI/Retrieved from URL   **Example**:   Liu, C., Wu, D., Fan, J., & Nauta, M. M. (2008, November). *Does job complexity predict job strains?* Paper presented at the 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.

12. Theses and dissertations

1. THESES AND DISSERTATIONS
a) **Unpublished**   b) **Retrieved from a database**   c) **Retrieved from the web**   • Use 'available from' when the URL leads to information on how to obtain the cited material, rather than to the material itself.
In-text
(Author Surname, Year)   **Example**:   a) In his data structures thesis … (Swinton, 1984).   b) In a recent study … (Murray, 2008).   c) Recent studies (McDonald, 2007) suggest …
Reference
a) Author Surname, Initial. (Year). *Title of thesis* (Type of Thesis). Name of Institution issuing degree, Location.   b) Author Surname, Initial. (Year). *Title of thesis* (Type of Thesis). Retrieved from Name of database. (Accession number if available)   c) Author Surname, Initial. (Year). *Title of thesis* (Type of Thesis, Institution issuing degree). Retrieved from URL   **Example**:   a) Swinton, M. A. (1984). *Family stress in phenylketonuria* (Unpublished master's thesis). University of Auckland, New Zealand.   b) Murray, B. P. (2008). *Prior knowledge, two teaching approaches for metacognition: Main idea and summarization strategies in reading* (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses. (AAT 3302116)   c) McDonald, J. (2007). *The role of online discussion forums in supporting learning in higher education* (Doctoral dissertation, University of Southern Queensland). Retrieved from https://eprints.usq.edu.au/ 3588/2/McDonald_2007_whole.pdf

13. Audiovisual material

1. FILM

a) **Motion picture –** indicate the format in square brackets (e.g. [Motion picture], [DVD]).

b) **Streaming video –** if no producer name is available, use the Account name. Use an exact date when available.

c) **YouTube –** if no producer name is available, use the Account name. Use an exact date when available.

For a) and b), if no producer name is available, use the director, or writer (priority in that order). If none of these names are available, treat as 'no author'.

In-text

(Producer Surname, Year)

Examples:

a) The film's central thesis … (Grazer & Howard, 2001).

b) The documentary profiles … (Paor & Thompson, 2018).

c) Long-term memory is … (PsychExamReview, 2017).

Reference

a) Producer Surname, Initial (Role). (Year). *Title* [Format]. Country of Origin: Studio.

b) Producer Surname, Initial (Role) / [Account name]. (Year, Month Day). *Title* [Format]. Retrieved from URL

c) Producer Surname, Initial (Role) / [Account name]. (Year, Month Day). *Title* [Format]. Retrieved from URL

Examples:

a) Grazer, B. (Producer), & Howard, R. (Director). (2011). *A beautiful mind* [Motion picture]. USA: Universal Studios.

b) Paor, B., & Thompson, J. (Directors). (2018). *Robert Scheer: Above the fold; A profile of a legendary journalist* [Video]. Available from https://www.kanopy.com

c) PsychExamReview. (2017, March 5). *Long-term memory (Intro Psych tutorial #73)* [Video file]. Retrieved from https://www.youtube.com/watch?v=WK4TeETxwdM

2. TV OR RADIO

a) **Program**

b) **Series**

c) **Single episode in series**

- Each separate episode of a TV or Radio series will have its own title (similar to each chapter in an edited book). If each episode does not have its own title, follow guidelines for citing a TV or Radio program.

- If no producer name is available, use the director, or writer (priority in that order). If none of these names are available, treat as 'no author'.

In-text

(Author Surname, Year)

Examples:

a) Campbell's program covered issues… (Four Corners, 2004).

b) The behaviour of living things … (Gunton, 2009).

c) The Chinese Communist Party … (Robinson, 2019).

Reference

a) Author Surname, Initial. (Role). (Date Aired Year, Month Day). *Title* [Format]. Broadcast Location: TV Network.

b) Author Surname, Initial. (Role). (Year). *Title of series* [Television series]. Program Location: TV Network.

c) Episode Writer's Surname, Initial. (Role), & Director Surname, Initial. (Role). (Year). Title of episode [Television series episode]. In Executive Producer Initial. Surname (Role), *Title of series*. Program Location: TV Network.

Examples:

a) Campbell, C. (Executive producer). (2011, February 9). *The 7pm project* [Television program]. Melbourne, Australia: Network TEN.

b) Gunton, M. (Executive producer). (2009). *Life* [Television series]. United Kingdom: BBC Natural History Unit.

c) Robinson, L. (Producer). (2019, June 3). Tremble and obey [Television series episode]. In S. Neighbour (Executive producer), *Four corners*. Retrieved from www.abc.net.au/4corners/

3. AUDIO

a) **Podcast –** For video podcast use [Video podcast]. Provide the URL for the podcast homepage, rather than the direct URL.

b) **Recording from an album** (i.e. music). Format types include [CD], [MP3], [Record]. In-text, include the side, band, or track number. If copyright and recording dates are different, include both in-text.

In-text

a) (Author Surname, Year)

b) (Author Surname, Copyright Year/Recording Year, side/band/track no.)

Examples:

a) The main factors … (Seega & Swan, 2008).

b) "Bird on the wire" … (Cohen, 1968/2005, track 16).

Reference

a) Author Surname, Initial. (Role). (Year, Month Day). *Podcast Title: Subtitle* [Format]. Retrieved from URL

b) Songwriter/Composer Surname, Initial. (Copyright year). Title of recording [Recorded by Artist Initial. Surname (if different from Songwriter)]. On *Title of Album* [Format]. Place of Recording: Music Label. (Year of Recording if different to copyright year)

Examples:

a) Seega, B. (Producer), & Swan, N. (Presenter). (2008, September 15). *Closing the gap in a generation* [Audio podcast]. Retrieved from http://www.abc.net.au/rn/healthreport/

b) Cohen, L. (1968). Bird on the wire [Recorded by J. Barnes & T. Cassar-Daley]. On *Double Happiness* [CD]. Albert Park, Victoria, Australia: Liberation Music. (2005)

14. Images including tables, figures, graphs, maps, charts and datasets

- When referencing an image, treat it as you would a direct quote and include the page number/s. If you are mentioning an image but not reproducing or adapting it in your paper, follow the referencing guidelines for the type of source the image is displayed in.

- If you are reproducing or adapting an image, you have the right to use copyrighted material in assignments, theses and other coursework, under the Fair Dealing provision of the Copyright Act. Fair Dealing allows you to copy 'reasonable portions' of material for research, study, criticism or review.

- If you wish to use more than a reasonable portion of a copyrighted work, you must obtain written permission from the copyright owner.

- The in-text citation for reproduced or adapted images is in the form of a copyright statement. The statement will vary slightly dependent on the type of source, but in general, the information should appear in the following order

  ◦ Title, author, year of publication, source, year or copyright, name of copyright holder (permission statement if necessary).

- If you are unable to determine whether an image is copyrighted, assume that it is.

- Images should be numbered in the order in which they are first mentioned in text. The title follows the number (e.g. Table 7. Confidence Intervals With Upper and Lower Limits). In the text of your assignment, refer to tables and figures by their number (e.g. As shown in Table 7, the confidence limits…).

- For Researchers who have questions about reproducing or adapting images or tables for inclusion in publications, please contact your Research Librarian at ResearchSupportTeam@usq.edu.au

1. FAIR DEALING (COPYRIGHTED)

      a) **Book**

      b) **Journal article**

      c) **Website**

- The medium or format can be entered after the title (before the full stop) in square brackets (for an example, see 'Presentation Slides' below).
- Place the copyright statement:
  ◦ at the end of the table note if the image is a table
  ◦ at the end of the figure caption if the image is a figure
  ◦ at the bottom of a slide in a PowerPoint presentation

In-text

a) From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Place of Publication: Publisher. Copyright Year by Copyright Holder First Name Surname.

b) From [or Adapted from/Data in column 1 are from] "Title of Article," by Author Initial. Surname, Year, *Title of Journal, Volume*, p. Page Number. Copyright Year by Copyright Holder First Name Surname.

c) From [or Adapted from/Data in column 1 are from] "Title of Web Page," by Author Initial. Surname, Year (URL). Copyright Year by Copyright Holder First Name Surname.

Examples:

a) From *Research Basics: Design to Data Analysis in 6 Steps* (p. 69), by J. V. Spickard, 2017, Thousand Oaks, CA: SAGE. Copyright 2017 by SAGE Publications.

b) From "Beyond the ANZAC spirit: Commemorating civilian experience of war," by A. Atkinson-Phillips, 2018, *Studies in Western Australian History, 32*, p. 142. Copyright 2018 by Alison Atkinson-Phillips.

c) From "50 Meticulous Style Guides Every Startup Should See Before Launching," by M. Stribley, n.d. (https://www.canva.com/learn/50-meticulous-style-guides-every-startup-see-launching/). Copyright 2015 by Amanda Michiru.

Reference

Reference as usual for the source type where the image was taken.

Examples:

a) Spickard, J. V. (2017). *Research basics: Design to data analysis in 6 steps.* Thousand Oaks, CA: SAGE.

b) Atkinson-Phillips, A. (2018). Beyond the ANZAC spirit: Commemorating civilian experience of war. *Studies in Western Australian History, 32*, 135-147. Retrieved from https://www.cwah.uwa.edu.au/publications/journal

c) Stribley, M. (n.d.). 50 meticulous style guides every startup should see before launching. Retrieved from https://www.canva.com/learn/50-meticulous-style-guides-every-startup-see-launching/

2. REPRODUCING WITH PERMISSION

- Follow guidelines as above, but include a permission statement, and comply with any attribution request from the copyright holder.
- Only include a permissions statement if permission was sought and granted.

In-text

From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Place of Publication: Publisher. Copyright Year by Copyright Holder First Name Surname. Reprinted with permission.

Example:

From *Research Basics: Design to Data Analysis in 6 Steps* (p. 69), by J. V. Spickard, 2017, Thousand Oaks, CA: SAGE. Copyright 2017 by SAGE Publications. Reprinted with permission.

Reference

Reference as usual for the source type where the image was taken.

Example:

Spickard, J. V. (2017). *Research basics: Design to data analysis in 6 steps*. Thousand Oaks, CA: SAGE.

3. CREATIVE COMMONS (CC) LICENCE

In-text

- Follow guidelines as above for the appropriate source type, up to (not including) the Copyright statement. Instead of the Copyright statement, provide the Creative Commons license abbreviation.

    Example:

    From "National Drug Strategy 2017-2026," by Commonwealth Department of Health, 2017 (https://beta.health.gov.au/resources/publications/national-drug-strategy-2017-2026). CC BY-4.0.

Reference

   Example:

   Commonwealth Department of Health. (2017). *National drug strategy 2017-2026*. Retrieved from https://beta.health.gov.au/resources/publications/national-drug-strategy-2017-2026

4. PRESENTATION SLIDES

In-text

   (Author Surname/Organisation, Year)

   Example:

   Correct usage … (OWL at Purdue University, n.d.).

Reference

   Author Surname/Organisation, Author Initial. (Year). *Title* [Slide format]. Retrieved from URL

   Example:

   OWL at Purdue University. (n.d.). *Conquering the comma* [PowerPoint slides]. Retrieved from https://owl.purdue.edu/owl/general_writing/punctuation/conquering_the_comma_presentation.html

5. IMAGE (FIGURE/TABLE) YOU CREATED YOURSELF

In-text

- Your in-text citation consists of providing an accurate and detailed description of the image, usually in the form of a title.

    Example:

    Table 1: Differences between Investor and Grower Perspectives

Reference

- You do not need an entry in the reference list, but you must include detailed information with the image in-text.

6. PERSONAL PHOTOGRAPH

In-text

(Photographer Initial. Surname, personal photograph, Month Day, Year)

Example:

… (M. A. Toby, personal photograph, May 2, 1987).

Reference

- A personal photograph is a form of Personal Communication and does not require an entry in the Reference List.

7. PHOTOGRAPHS HELD IN AN ARCHIVE, REPOSITORY OR PERSONAL COLLECTION

In-text

- Follow guidelines above if reproducing image.
- Otherwise:

(Photographer Surname, Year)

Example:

The photograph depicts … (Schmidt, 1947).

Reference

Photographer Surname, Initial. (Year, Month Day). *Title* [Photograph]. Name of Collection Photograph Held In (Catalogue Number if available). Location Information.

Example:

Schmidt, K. (1947). *Waterford Ferry after the 1947 floods* [Photograph]. Images from the Logan City Council Libraries (File 000/000271). Logan City Council Library, Queensland, Australia.

15. Computer software and apps

1. COMPUTER PROGRAMS OR SOFTWARE
- Reference list entries are not required for **standard** software and programming languages. Provide entries for **specialised** software or subscription programs. Do not italicise the name of computer software/languages/programs.   - If no version number is available, include retrieval date.   - If an individual has proprietary rights to the software, name them as author. Otherwise, treat as unauthored.   - If the program can be downloaded, use URL in publisher position.
In-text
(Author Surname/Organisation, Year) **Example**: ClinTools statistical software … (Devilly, 2005).
Reference
Author Surname/Organisation, Initial. (Year). Title (Version) [Computer Software/Language/Program]. Location: Name of Producer. OR Author Surname/Organisation, Initial. (Year). Title (Version) [Computer Software/Language/Program]. Retrieved from URL **Example**: Devilly, G. J. (2005). ClinTools Software for Windows (Version 4) [Computer program]. Retrieved from www.clintools.com
2. APPS
- For apps where the information you are using is built in to the app, use the example here.   - For apps that merely provide access to external information (e.g. Spotify), follow guidelines for the type of source being accessed (e.g. audio).
In-text
(Author Surname, Year) **Example**:

3D Engineering Animations + can be used … (Kokare, 2019).

Reference

Author Surname/Organisation, Initial. (Year). Title (Version) [Mobile application software]. Retrieved from URL

Example:

Kokare, V. (2019). 3D Engineering Animations + (Version 4.4) [Mobile application software]. Retrieved from https://play.google.com/

16. Personal communications

- Personal communications may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, posts or updates from social media accounts that are not publicly accessible, or photographs, images, tables or data that you created yourself.

- Personal communications are usually non-recoverable from the reader's perspective and are not to be included in the Reference List, but should be cited in-text as they are referred to.

- Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

- Lecture notes are treated as personal communication if they are unpublished (i.e. not copied and distributed in print or on the Internet with the instructor's permission).

1. PERSONAL COMMUNICATIONS
a) **General**   b) **Photograph**
In-text

(Correspondent Initial. Surname, personal communication, Month Day, Year)
 	
     Examples:
 	
     a) O. Sorenson (personal communication, May 29, 2018)
 	
     b) (M. A. Toby, personal photograph, May 2, 1987)

Reference
No entry.

17. Pamphlet/brochure/fact sheet

1. PAMPHLET/BROCHURE/FACT SHEET
a) **Pamphlet or brochure** b) **Fact sheet**
In-text
(Author Surname/Organisation, Year) **Example**: a) The program is available … (USQ, 2019). b) The Anti-Discrimination Board of NSW (2017) outline …
Reference
Author Surname/Organisation, Initial. (Year). *Title* [Format]. Retrieved from URL **Example**: a) University of Southern Queensland. (2019). *Accelerated entry pathways program (AEPP) – AEPP* [Brochure]. Retrieved from https://www.usq.edu.au/handbook/2019/pdfs/AEPP.pdf b) Anti-Discrimination Board of NSW. (2017). *Unfair treatment: Your rights* [Fact sheet]. Retrieved from https://www.antidiscrimination.justice.nsw.gov.au/Documents/unfair_treatment_Oct2017.pdf

18. Indigenous materials

Consultation with University stakeholders is currently underway to discuss the inclusion of Indigenous works in our USQ referencing guides. The purpose of this consultation will be to show respect to Aboriginal and Torres Strait Islander cultural beliefs and practices and to develop referencing examples that give proper credit and acknowledgment to Indigenous people for their role in the development of Indigenous cultural material. If you need assistance to reference Indigenous works prior to the inclusion of examples in the USQ referencing guides, please contact the Library.

19. USQ teaching materials

1. LECTURE NOTES AND HANDOUTS
• These are treated like books if they are published, but like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or online with the instructor's permission. • If author's name is unknown, move the title to the author position and use double quotation marks around the title in-text.
In-text
(Faculty/Author Surname, Year) ("Document Title," Year) **Examples**: The financial focus of … (Lewis, 2011). … ("EDC1300 Course Notes," 2011).
Reference
Faculty/Author Surname, Initial. (Year). *COURSE CODE Document title*. University Location: University Name. **Examples**: Lewis, M. (2011). *EDC1300 Perspectives in education: Course notes*. Toowoomba, Australia: University of Southern Queensland. *EDC1300 Perspectives in education: Course notes*. (2011). Toowoomba, Australia: University of Southern Queensland.
2. CUSTOMISED PUBLICATIONS
• Use the date for the customised publication. • When citing page numbers, use the page numbers of the book of readings, not the page numbers from the original source.
In-text
(Author Surname/Organisation, Year)

Example:

The staff resource … (Mishkin & Eakins, 2012).

Reference

Author Surname/Organisation, Initial. (Year). Reading Title. In Editor Initial. Editor Surname (Role), *Course publication title* (Edition, pp. Page range). Place of Publication: Publisher. (Reprinted from *Source title*, Edition, pp. Page Range, Source Publication Location: Source Publisher).

Example:

Mishkin, F. S., & Eakins, S. G. (2012). Overview of the financial system. In D. Pensiero & G. Adkins (Comps.), *FIN8201 Finance for executives* (pp. 55-75). Sydney, Australia: Pearson Australia. (Reprinted from *Financial markets and institutions*, 7th ed., pp. 55-75, Harlow, Essex: Pearson Education).

3. RECORDED LECTURE

- Direct readers as closely as possible to the information being cited.
- Only include retrieval date if content is likely to change over time.
- Whenever possible, reference specific documents rather than home or menu pages.
- If the item has no obvious author, start with the title.

In-text

Follow guidelines for citing a podcast.

(Author Surname, Year)

Example:

Reading strategies…. (Petersen, 2011).

Reference

Author Surname, Initial. (Year, Month Day). *Lecture Title: Subtitle* [Format]. Retrieved from URL

Example:

Petersen, S. (2011). *Classroom reading pedagogy: Reading strategies* [Video podcast]. Retrieved from http://usqstudydesk.usq.edu.au/files.php/21642/Lecture_Reading_Strategies/index.htm

4. OTHER ONLINE COURSE MATERIAL

- Identify the source type and follow guidelines for that type.

5. ONLINE COURSE READING

- For readings redirected to websites, books, book chapters or journals, follow the guidelines for that source.
- Otherwise, follow the style for scanned or copied works that have "usqdirect.usq.edu.au" or "usqstudydesk.usq.edu.au" in the URL.
- If a DOI is evident, use that in place of the retrieval statement.

In-text

(Author Surname, Year)

Examples:

… displayed by many children (Arnold, 2001).

Tuczay (2005) states that…

Dafni's research demonstrated (2007) …

Reference

Author Surname, Author Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range. Retrieved from USQ URL

Chapter Author Surname, Author Initial. (Year). Chapter title. In Author/Editor Initial. Author/Editor Surname, (Role abbrev.), *Title* (Edition) (pp. Page Range of Chapter). Retrieved from USQ URL

Examples:

Journal articles:

Arnold, T. (2001). Achieving playtime positives. *Journal of Early Childhood*, *5*(4), 117- 121. Retrieved from https://usqdirect.usq.edu.au/usq/items/d6s66b-678m-bg7fe098-0as8807g32a8/1/arnold_2001_117.pdf

Book chapters:

Tuczay, C. (2005). Trance, prophets and diviners in the Middle Ages. In E. Pocs (Ed.), *Communicating with the spirits: Christian demonology and popular mythology* (pp. 215-233). Retrieved from https://usqdirect.usq.edu.au/usq/items/d6s66b511m-bg7f-e098-0as5507g32a3/1/Tuczay_2005_215.pdf

Online course reading with DOI:

Dafni, A. (2007). The supernatural characters and powers of sacred trees in the Holy Land. *Journal of Ethnobiology & Ethnomedicine*, *3*, pp. 10-16. doi:10.1186/1746- 4269-3-10

6. ONLINE FORUM OR DISCUSSION GROUP

- If a full name is not available, use the account name.

In-text

(Author Surname, Year)

Example:

Smith (2018) suggests …

Reference

Author Surname, Initial. (Year, Month Day). Re: Title of post [Online forum comment]. Retrieved from URL

Example:

Smith, J. (2018, April 1). Re: Module 2 discussion [Online forum comment]. Retrieved from
    https://usqstudydesk.usq.edu.au/m2/course/search.php?search=cms1000

20. Other

1. INTERVIEW

Identify the type of source and follow guidelines for citing that type (e.g. if the interview was recorded and saved as a podcast, cite it as you would a podcast).

a) **Transcript of recorded interview (recording not accessible) –** use date transcript created.

b) **Recorded and available in Archive**

c) **Personal –** if non-recoverable for the reader, treat as a personal communication.

Add description such as 'Interview by Interviewer Initial. Surname' if information not included elsewhere.

In-text

(Interviewee Surname, Year)

Examples:

a) Schooling in the 30s … (Gammage, 1983).

b) Nicholas-Borg (1991) states …

c) O. Sorenson (personal communication, May 29, 2018) …

Reference

Interviewee Surname, Initial. (Year, Month Day). *Title* [Format]. Name of Collection/Series (Reference number). Name of Repository: Location.

Examples:

a) Gammage, H. (1983, July 27). *Helen Gammage interviewed by Bill Gammage for the Australia 1938 oral history project* [Interview transcript]. Australia 1938 Oral History Project (ORAL TRC 2404 Int. no. 1150). National Library of Australia: Canberra, Australia.

b) Nicholas-Borg, M. (1991, December 22). *Manwel Nicholas-Borg interviewed by Barry York for the Maltese Australian folklife and social history project* [Sound recording]. Maltese Australian Folklife and Social History Project (nla.obj-221370148). National Library of Australia, Canberra, Australia.

c) No entry

2. PRESS RELEASE

In-text

(Surname, Year)

Example:

The plan provides … (Morrison & Hunt, 2019).

Reference

Author Surname, Initial. (Year, Month Day). *Title* [Press release]. Retrieved from URL.

Example:

Morrison, S., & Hunt, G. (2019, April 10). *Boosting health services in Tasmania* [Press Release]. Retrieved from https://www.pm.gov.au/media/boosting-health-services-tasmania

3. SPEECH

- For a speech you attended, with no available recording/transcript, reference as a personal communication. Otherwise, determine the source type you are referring to and follow guidelines for referencing the source.

In-text

(Author Surname, Year)

Example:

The Prime Minister stated … (Morrison, 2019).

Reference

Author Surname, Initial. (Year). *Title of work where speech is from*. Place of publication: Publisher.

Example:

Morrison, S. (2019, February 14). *Statement to the House of Representatives: Closing the gap 2019*. Retrieved from https://www.pm.gov.au/media/statement-house-representatives-closing-gap-2019

4. MANUSCRIPTS

a) **Unpublished manuscript**

b) **Manuscript in an archive/repository**

c) **Advance Online Publication –** provide the DOI or the URL of the journal homepage.

Follow up on these if practical to ensure you are referring to the most current version, possibly the final publication.

In-text

(Author Surname, Year)

Example:

a) Sports equipment was found … (Geisel, n.d.).

b) As discussed in Nicholas-Borg (1969) …

c) Studies show … (Diecklemann, Buchel, Born, & Rasch, 2011).

Reference

Author Surname, Initial. (Year). *Title*. Unpublished manuscript / Manuscript submitted for publication / Manuscript in preparation / Advance online publication. Location information.

Example:

a) Geisel, T. S. (n.d.). *All sorts of sports*. Unpublished manuscript.

b) Nicholas-Borg, M. (1969). *Papers of Manwel Nicholas-Borg, 1969-1991* (MS 8348) [Manuscript]. National Library of Australia, Canberra, Australia.

c) Diecklemann, S., Buchel, C., Born, J., & Rasch, B. (2011). Labile or stable: Opposing consequences for memory when reactivated during waking and sleep. *Nature Neuroscience*. Advance online publication. doi: 10.1038/nn.2744

5. YOUR OWN PREVIOUS ASSIGNMENT

In-text

(Your Surname, Year)

Example:

Smith (2018) states that …

Reference

Your Surname, Initial. (Year). *Title of assignment*. Unpublished manuscript, COURSE CODE: Name of Course, Name of University, Location.

Example:

Smith, J. (2018). *Assignment 1*. Unpublished manuscript, MGT1000: Organisational behaviour and management, University of Southern Queensland, Toowoomba, Australia.

6. REALIA

- Follow guidelines for books, but use appropriate format in square brackets.
- For unknown author, a shortened title can be used in-text.

    a) **Game**

    b) **Flashcard**

    c) **Realia**

In-text
(Author Surname, Year) OR ("Title," Year) **Examples**: a) Activities such as … ("Fractions are as easy," 1985). b) … ("Zupelz – orange," n.d.). c) Hands-on activities … ("Measuring cylinders," n.d.).

Reference
Author Surname/Organisation, Initial. (Year). *Title* [Format]. Production Location: Producer. OR *Title* [Format]. (Year). Production Location: Producer. **Examples**: a) *Fractions are as easy as pie: A game of common fractions* [Game]. (1985). Baltimore, MD: Media materials. b) *Zupelz – orange: Stimulating logical thinking; One puzzle at a time* [Flashcard]. (n.d.). Narangba, Australia: Origo Education. c) *Measuring cylinders* [Realia]. (n.d.). England: Gradplex.

7. BIRTH, DEATH AND MARRIAGE CERTIFICATES

a) **Obtained from the holding Repository directly**

b) **Obtained from a subscription database**

- Description of source should be as accurate as possible so that the reader may locate the same copy you are citing.
- Common examples for 'description of source' include:
  - certified copy
  - digital download
  - digitised copy
  - index
  - user-generated tree
  - database entry

In-text
Example: a) James was born in Mulgrave ("James Allister," 1866). b) They married in 1877 … ("Owen Johnson and Elizabeth Raymen," 1877).

Reference

"Person's Full Name". (Year of event). *Birth/Death/Marriage certificate of person's Full Name/s, Month Day Year of event* (Reference number, Location of Register if different from Location of your source) [Description of source]. Location Information of source.

Examples:

a) "James Allister". (1866). *Birth certificate of James Allister, January 27 1866* (Registration no. 16901/1866) [Digital download]. Available from https://my.rio.bdm.vic.gov.au/efamily-history/ 5e12f7e75dd90523336dac5f/results?q=efamily

b) "Owen Johnson and Elizabeth Raymen". (1877). *Marriage certificate of Owen Johnson and Elizabeth Raymen, February 11 1877* (p78/jn1/085, London Metropolitan Archives) [Index]. Available from https://www.ancestry.com/

8. ARTWORK

a) **In gallery**

b) **In exhibition**

- Descriptive information such as the dimensions or composition of an artwork are not required in the reference list entry. Similarly, exhibition details (e.g. name, date and location) are not required in the reference list entry.

In-text

(Artist Surname, Year)

Example:

a) *In The Cypriot* (Dobel, 1940) …

b) *Time* (Andrew, 2012) is an example …

Reference

a) Artist Surname, Initial. (Year). *Title of artwork* [Description]. Location: Name of Gallery.

b) Artist Surname, Initial. (Year). *Title of artwork* [Description]. Location: Name of Gallery.

Example:

a) Dobel, W. (1940). *The Cypriot* [oil on canvas]. Brisbane: Queensland Art Gallery.

b) Andrew, B. (2012). *Time* [Mixed media print]. South Brisbane: Queensland Art Gallery and Gallery of Modern Art.

21. Sample reference list

A sample reference list is presented below to demonstrate the format of a reference list in APA 6 style. For specific guidelines on preparing a reference list, refer to the section 'Formatting the reference list' in Chapter 1 of this guide.

References

Australian Bureau of Statistics. (2016). *Research and experimental development, higher education and education organisations, Australia* (Catalogue No. 8111.0). Canberra, Australia: Author.

Bernstein, D. K., & Tiegerman, E. (1989). *Language and communication disorders in children* (2nd ed.). Columbus, OH: Merrill.

Commonwealth Department of Education, Science and Training. (2002). *Striving for quality: Learning, teaching and scholarship* (DEST no. 6891.HERC02A). Canberra, Australia: Author.

Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. Macpherson, & D. Orr (Eds.), *International Lifelong Learning Conference: Refereed papers from the 2nd International Lifelong Learning Conference* (pp. 208-213). Rockhampton, Australia: Central Queensland University Press.

Jacobs, G. M., & Hall, S. (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). doi:10.1017/ CBO9780511667190.009

Lewis, M. (2011). *EDC1300 Perspectives in education: Course notes.* Toowoomba, Australia: University of Southern Queensland.

"Owen Johnson and Elizabeth Raymen". (1877). *Marriage certificate of Owen Johnson and Elizabeth Raymen, February 11, 1877* (p78/jn1/085, London Metropolitan Archives) [Index]. Available from https://www.ancestry.com/

Petersen, S. (2011). *Classroom reading pedagogy: Reading strategies* [Video podcast]. Retrieved from http://usqstudydesk.usq.edu.au/files.php/21642/Lecture_Reading_Strategies/ind ex.htm

PsychExamReview. (2017, March 5). *Long-term memory (Intro Psych tutorial #73)* [Video]. Retrieved from

https://www.youtube.com/watch?v=WK4TeETxwdM

Vaillancourt, T., Trinh, V., McDougall, P., Duku, E., Cunningham, L., Cunningham, C., … Short, K. (2010).

Optimizing population screening of bullying in school-aged children. *Journal of School Violence, 9,*

233-250. doi:10.1080/03069885.1010.482395