USQ APA 6 Referencing Guide

University of Southern Queensland
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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:


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.

Last updated June 2020
APA 6 Referencing Style Essentials
1. Fundamental Principles

In this chapter:

- APA Referencing Style
- Key terms
- When to cite
- Reference components
- Abbreviations
- Paraphrasing
- Formatting your APA Paper
- In-text citation
- Formatting the reference list
- Where do I find the information?
- Additional help

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:

- APA Style homepage (https://apastyle.apa.org/).

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).

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
</tbody>
</table>
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:

  
  Call number 808.06615 PUB

• APA Style homepage: (https://apastyle.apa.org/)


**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.

In this chapter:

- Single author
- Different authors with same surname
- Two authors
- Author as publisher
- Three to five authors
- Acknowledging translators, compilers, editors, revisers, or illustrators
- Six or more authors
- Edited book/collection
- Unknown author
- Authors citing other authors (secondary citations)
- Corporate (Group) author
- Titles such as Junior, Senior, Fourth
- Multiple works by same author

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:


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:**


### 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:**


### 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:**


**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)
a) … as was argued (Anonymous, 1996).

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

Psychological effects (1999) illustrated that …


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:


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
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


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:**


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 …

### Reference


### 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:**


### 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:**


### 11. EDITED BOOK/COLLECTION

**In-text**

(Author Surname, Year)

**Example:**

... (Eds., 1987).

**Reference**

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

**Example:**

(Editor Surname, Year)

**Example:**

Roy (2006) states that …

**Reference**

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

**Example:**


### 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:**


### 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:

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:

<table>
<thead>
<tr>
<th>Specific dates</th>
<th>Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>No publication date</td>
<td>DOIs and URLs</td>
</tr>
<tr>
<td>Editions</td>
<td></td>
</tr>
</tbody>
</table>

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:


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/

### 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:**


### 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**
Examples:


4. Books, journal articles, newspaper articles

In this chapter:

Books

Chapter in edited books including dictionaries and encyclopedias

Journal articles, newspaper articles, magazine 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 econonics … (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
   e) Composer Surname, Initial. (Year). Title. Place of Publication: Publisher.

Examples:


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:


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
Examples:


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.
a) Mentioning website in passing
b) Mentioning specific information available on the home page.

### Reference

**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).

### 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:**


### 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:**


### 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:**


### Reference

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

**Example:**

6. Government publications

In this chapter:

- Reports
- Australian Bureau of Statistics

## 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:**


## 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**


**Example:**

7. Social media and blogs

| In this chapter: |
|------------------|------------------|
| Blog post        | Instagram        |
| Blog post comment| Twitter          |
| Facebook         |                  |

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:


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

**Example:**


### 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:

Legislation (includes Acts and Bills)
Legal authorities (Cases)

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


- The following examples are for the Australian jurisdiction only.

- Use the following Australian jurisdiction abbreviations:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth</td>
<td>Cth</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>ACT</td>
</tr>
<tr>
<td>New South Wales</td>
<td>NSW</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>NT</td>
</tr>
<tr>
<td>Queensland</td>
<td>Qld</td>
</tr>
<tr>
<td>South Australia</td>
<td>SA</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Tas</td>
</tr>
<tr>
<td>Victoria</td>
<td>Vic</td>
</tr>
<tr>
<td>Western Australia</td>
<td>WA</td>
</tr>
</tbody>
</table>

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


**Example:**

9. Non-government reports

In this chapter:

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:
Bureau of Agriculture and Resource Economics and Sciences website:
10. Standards and patents

In this chapter:

- Standards
- Patents

1. STANDARDS

In-text

(Names 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:


2. PATENTS

In-text

(Patent Identifier Number, Year of Issue)

Example:

The invention … (Australian Patent no. 81947/75, 1977).

Reference


Example:

11. Conference papers and proceedings

In this chapter:

- Published papers
- Unpublished papers

• 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


Examples:


2. UNPUBLISHED PAPERS

• In the reference list entry, give the year with the month.
<table>
<thead>
<tr>
<th><strong>In-text</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author Surname, Year, Month)</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td>… job strains were … (Liu et al., 2008).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reference</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname, Initial. (Year, Month). <em>Paper title</em>. Format of item presented/conducted at the Conference/Symposium Title, Conference/Symposium Location. DOI/Retrieved from URL.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
</tbody>
</table>
## 12. Theses and dissertations

In this chapter:

- **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:**

13. Audiovisual material

In this chapter:

- **Film**
- **TV or radio**
- **Audio**

### 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:**

- b) The documentary profiles … (Paor & Thompson, 2018).
- c) Long-term memory is … (PsychExamReview, 2017).

**Reference**


- 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:**


### 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).


### 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.


### 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).


### Reference

<table>
<thead>
<tr>
<th>Format</th>
<th>Sample Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Podcast</strong></td>
<td>a) Author Surname, Initial. (Role). (Year, Month Day). Podcast Title: Subtitle [Format]. Retrieved from URL</td>
</tr>
<tr>
<td><strong>Song</strong></td>
<td>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)</td>
</tr>
</tbody>
</table>

### Examples:


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

In this chapter:

- Fair dealing (copyrighted)
- Image (figure/table) you created yourself
- Reproducing with permission
- Personal photograph
- Creative Commons (CC) licence
- Photographs held in an archive, repository or personal collection
- Presentation slides

- 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:


### Reference

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

### Examples:


### 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:


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

Example:

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:

Reference

Example:

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
### 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:**

# 15. Computer software and apps

## In this chapter:

- Computer programs or software
- 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:**


## 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).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname/Organisation, Initial. (Year). Title (Version) [Mobile application software]. Retrieved from URL</td>
</tr>
</tbody>
</table>

**Example:**

16. Personal communications

In this chapter:

**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

In this chapter:

| 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:**


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

In this chapter:

- Lecture notes and handouts
- Customised publications
- Recorded lecture
- Other online course material
- Online course reading
- Online forum or discussion group

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:


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


**Example:**


### 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:**


### 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:**


**Book chapters:**


**Online course reading with DOI:**


### 6. ONLINE FORUM OR DISCUSSION GROUP

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

(Author Surname, Year)

**Example:**

Smith (2018) suggests …
Author Surname, Initial. (Year, Month Day). Re: Title of post [Online forum comment]. Retrieved from URL

Example:

In this chapter:

<table>
<thead>
<tr>
<th>Interview</th>
<th>Your own previous assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press release</td>
<td>Realia</td>
</tr>
<tr>
<td>Speech</td>
<td>Birth, death and marriage certificates</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Artwork</td>
</tr>
</tbody>
</table>

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:**


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:**


### 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:**


### 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.
(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).

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname, Initial. (Year). <em>Title</em>. Unpublished manuscript / Manuscript submitted for publication / Manuscript in preparation / Advance online publication. Location information.</td>
</tr>
</tbody>
</table>

**Example:**


5. YOUR OWN PREVIOUS ASSIGNMENT

**In-text**

(Your Surname, Year)

**Example:**

Smith (2018) states that …

<table>
<thead>
<tr>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Surname, Initial. (Year). <em>Title of assignment</em>. Unpublished manuscript, COURSE CODE: Name of Course, Name of University, Location.</td>
</tr>
</tbody>
</table>

**Example:**


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.).

### Reference

Author Surname/Organisation, Initial. (Year). *Title* [Format]. Production Location: Producer.

OR

*Title* [Format]. (Year). Production Location: Producer.

**Examples:**

- b) *Zupelz – orange: Stimulating logical thinking; One puzzle at a time* [Flashcard]. (n.d.). Narangba, Australia: Origo Education.

### 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:**


---

### 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:**


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


