

# Referencing Guide

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# Introduction

This referencing guide has been developed as a resource for undergraduate students and is based on the *Publication manual of the American Psychological Association* (5th ed., 2001) referred to in this publication as the APA Publication Manual. Several copies of the APA Publication Manual are available in the Library both on closed reserve and for loan to students. The APA Publication Manual can also be purchased from the Bookshop.

This referencing guide covers the most common referencing questions asked by students. For other information not included in this reference guide, students are expected to consult the full APA Publication Manual.

Higher degrees students are recommended to use bibliographic software such as EndNote to organise their referencing. EndNote is available to download from the Library web page:

<http://www.ecu.edu.au/library/endnote/>

This Referencing Guide is available online at:

<http://www.ecu.edu.au/LDS/pdf/refguide.pdf>



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# University Referencing Policy

The University requires that all assignments, theses and other publications use a standard referencing format.

Postgraduate students have the option of using the APA referencing format or a different referencing format suitable to their specific subject discipline.

The alternate referencing format selected by postgraduate students must be a standard referencing format for the subject discipline and students must receive permission to use the selected format from the principal supervisor and faculty.

Undergraduate students must use the APA referencing format for all assignments, theses and other publications as described in the following points:

- Assignments and theses must be double-spaced by leaving one full-size line blank between each line of type on the page, except for long indented quotes and reference lists which should be in single spacing.
- Students must use the *italics* format as shown in published journal articles.
- Quotations are not counted in the word count.
- Long quotations are indented 5-7 spaces on both the right and left hand side, they do not have opening and closing quotation marks and are single spaced, set out from the main document by a double space before and after quotations.
- Reference lists are in single spacing, hanging indent and the italics method. For example:

Lock, G., & Jongeling, S. (1994). Maximising return rates in school based research. *Issues in Education Research*, 4(2), 109-115.

- Reference to legal cases, acts of parliament, regulations and laws are based on the format required by the *Style manual for authors, editors and printers* (6th ed., 2002) published by the Australian Government Printing Service.

## Shared Values: Academic Misconduct (including Plagiarism)

The university endorses the proposition that the nature of university study and research requires a thorough understanding by staff and students of the concepts of academic misconduct.

- Honesty and integrity in university study and research is a highly venerated tradition with academics, hence academic misconduct is to be treated very seriously.
- Academic misconduct of any form is unacceptable.
- Intellectual integrity requires that the work of others be duly attributed where it is quoted or used as a source of ideas or paraphrasing.
- The passing off of the work of others as one's own is fraudulent and plagiarism.

Students must exercise considerable care in their writing to ensure that they do not use another person's ideas or words in a way that would suggest that they are their own. Whether unintentional or deliberate, plagiarism is unacceptable and can lead to the rejection of an assignment and exclusion from the course.

Students should consult standard references on writing academic papers and discuss with their lecturer appropriate methods of note taking to avoid this danger.

For instance, Lester (1987, p. 78) provides the following rules of conduct when using the material of others:

- Acknowledge borrowed material within the text by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
- Enclose all quoted material within quotation marks.
- Make sure that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns is unacceptable. Do not alter the essential idea of the source.
- Provide specific in-text documentation for each borrowed item.
- Provide bibliographic entry for every source cited in the paper.

## Referencing Conventions

When you write an assignment, you are expected to acknowledge the source of all material which you take from other people's work so that your own work may be fairly assessed. There are various formats in use for this purpose, but the University has resolved that the reference system used by staff and students should be based on the APA system. This decision applies to all assignments and to University publications and documents.

The decision to use the APA system is substantiated by the following quotation:

The ... [APA system] ... well established in the natural sciences and increasingly adopted in social science writing by way initially of anthropology, sociology and psychology, has certain advantages. By using an abbreviated form of citation in the text it obviates most of the labour and unsightliness of giving complete citations in individual footnotes. As it does not require citations to be numbered it enables references to be added or removed in the course of drafting with the minimum of inconvenience. It automatically provides every article or chapter or book with a formal list of sources referred to in the text.  
(Parker, 1978, p. 9)

The system is consistent in that it arranges the entry of a work in the reference list (although more detailed) in precisely the same way as it appears in the in-text citation. For example, the entry in the end-reference list for the above citation would appear as:

Parker, R.S. (1978). *Style notes for typescripts in the social sciences*.  
Unpublished manuscript, Australian National University at  
Canberra.

Notice how the lengthy quotation is set out, and particularly the layout and punctuation of both the in-text reference and the end-reference. Variations on these to indicate specific kinds of reference will be explained in detail.

## Formal Layout

In setting out formal work a distinction should be observed between the Essay style and the formal Report style.

### Essay Style

This is characterised by continuous prose, marked only by the divisions into the paragraphs and chapters characteristic of literary writing.

### Report Style

This is characterised by the use of headings and by the use of Arabic or Roman numerals or letters of the alphabet to indicate the levels of importance on the text.

### Levels of Headings

The APA Publication Manual (2001, p. 113) recommends up to five levels of headings; however, the five levels are used only in reports which contain a great amount of content and detail. The five levels of headings recommended by the American Psychological Association are:

CENTRED UPPERCASE HEADING	Level 5
Centred Uppercase and Lowercase Heading	Level 1
<i>Centred. Italicised. Uppercase and Lowercase Heading</i>	Level 2
<i>Flush Left. Italicised. Uppercase and Lowercase Side Heading</i>	Level 3
<i>Indented, Italicised, lowercase paragraph heading ending with a period.</i>	Level 4

For example (5 levels)

PILOT STUDY
Standardisation of Attitude towards Mathematics Scale
<i>Method</i>
<i>Primary School Subjects</i>
<i>Year 4 students.</i>

A small article may only need one level of heading - use Level 1.

Attitude towards Mathematics	Level 1
------------------------------	---------

A slightly longer article may require two levels of headings - use Level 1 and Level 3, for example,

Attitude towards Mathematics	Level 1
<i>Primary School Subjects</i>	Level 3

Other articles may need three levels of headings - use Level 1, Level 3 and Level 4, for example,

Attitude towards Mathematics	Level 1
	Level 3
<i>Primary School Subjects</i>	
<i>Year 4 students.</i>	Level 4

Other articles may require four headings - use Level 1, Level 2, Level 3 and Level 4, for example,

Standardisation of Attitude towards Mathematics Scale	Level 1
	Level 2
Method	
<i>Primary School Subjects</i>	Level 3
<i>Year 4 students.</i>	Level 4

## Tables

The recommended format for tables is:

Table 9

*Mean Number of Correct Responses by Children With and Without Pretraining*

Group	n <sup>a</sup>	Grade level	
		3	6
Girls			
With	20(18)	280	319
Without	20(19)	240	263
Boys			
With	20(19)	281	317
Without	20(20)	232	262

*Note.* maximum score = 320

<sup>a</sup> Numbers in parenthesis indicate the number of children who completed all tests.  
(American Psychological Association, 2001, p. 150)

**Note.** Table number in Arabic numerals, flush left, not italicised.

Table title under the table number and above the table, flush left, italicised, upper and lower case.

Heading of columns have capital for first letter of first word only.

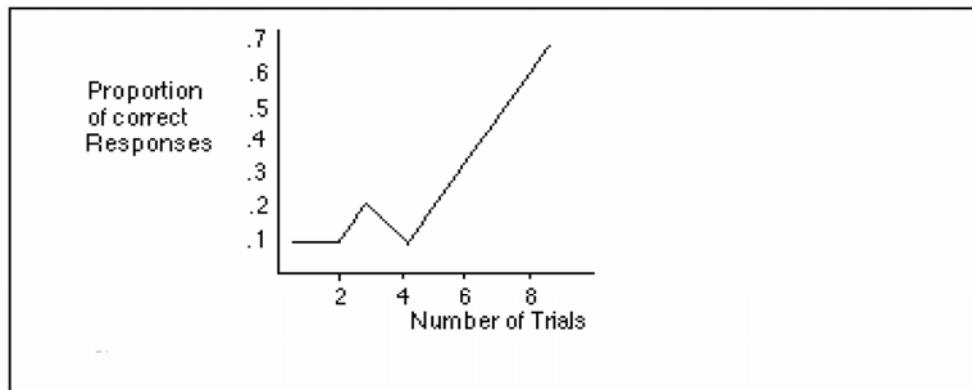
Use horizontal rule lines only. Do not use vertical lines.

General notes to a table are indicated under the table as *Note*.

Specific notes are indicated by superscript lowercase letters.

## Figures, Graphs and Illustrations

The recommended format is:



*Figure 1.* Proportion of correct responses in eight trials.

**Note.** Figure number in Arabic numerals, flush left, italicised, below the figure. Figure title in sentence format follows the figure number on the same line. Vertical axis label should be as shown.

Horizontal axis label use capitalisation of important words.

See APA Publication Manual (2001, pp. 176-201) for further examples, including method used to acknowledge the sources.

## Conventions

### **Scientific names**

Note that in quoting scientific names, the Genus takes a capital letter and the species a small letter. Such names are also italicised.

Genus                      species

*Eucalyptus*              *griffithsii*

*Monistria vinosa*

The generic name may be abbreviated to the initial capital after the first use of the name.

*E. griffithsii*              *E. populnea*

### **Foreign words and phrases**

Foreign words and phrases should NOT be italicised.

ad hoc, fait accompli, coup d'etat

apartheid, prima facie, naive, espresso, chiaroscuro

Specific words, parts of words or single letters which need special emphasis or could be misread are indicated by italicising.

e.g., The use of *a* or *the* in this case is obligatory.

### ***Statistical symbols or algebraic variables***

The examples below are based on the information provided in the APA Publication Manual (2001), pages 138-141.

Italics:

$F(1,53) = 10.03$

$a/b = c/d$

$t$  test

$SD$

trial  $n$

### **Preparing References**

When you are researching a topic in preparation for writing an assignment, make notes, including the reference details. It is frustrating to discover that you cannot remember where you found a particular idea or quotation. Identify as you go. If it is a quotation, copy accurately with the reference details and number it; when you write your first draft and you decide to use that quotation just insert the number. It will save time and you will be less likely to copy it incorrectly in haste. (The numbers have no value except for you to identify your quotes).

Moreover, where a prescribed number of words is required it is easier to check how near you are to your limits. Quotations are not normally included in word-counts. Over use of quotations will be penalised: it is preferable not to quote at length but to give the gist in paraphrase. Long quotations, if required, may be given as an Appendix. Transcripts are also given as an Appendix.

When you rewrite the draft, check for sense and clarity. When you edit for accuracy of spelling, sentence construction and punctuation, do not waste time on writing out your quotations: you write them in carefully only when you produce the final copy to hand in. At this point, of course, you add the references.

You may also find it helpful to make a list of the books you use in developing your argument, making sure you have all the reference details. If you decide not to quote from a book, it is easy to leave it out of the final list when you have finished. Some people find it advantageous to make a card for each book, with its reference details. It is then quite easy to arrange them in order before you copy the detail.

## Reference Formats

### In-text References

All references, whether you quote directly, just paraphrase an idea (indirect quotation) or acknowledge information obtained from another writer or source, are to be documented within the text by citing author, date of publication and, where appropriate, page reference immediately after the quotation or acknowledgement, enclosing the reference in parentheses.

#### Direct quotation, in-text reference

"Both Miles Franklin and Joseph Furphy rejected indignantly the orthodox Victorian romance" (Moore, 1971, p. 176).

#### **Note. Use of page numbers when referencing**

- (a) The use of page numbers applies equally to direct and indirect quotations.
- (b) The page number/s from which the quotation is/are taken is referred to *only* in the *in-text* citation, not in the reference section at the end of the text.
- (c) In the case of *Journal* entries, the page numbers used in the reference section at the end of the text are those which indicate the inclusive page numbers of the article from which the quotation is taken and *not* to the particular page from which the quotation comes.
- (d) If the work as a whole is being cited, omit the page numbers, e.g., (Bateson, 1982).

Quotations can be useful:

- to express a thought or concept succinctly
- to convey the flavour of a work
- to analyse the quotation in depth.

### Direct Quotations: Short and Long Quotes

There are different conventions for presenting a quotation depending on whether the quotation is short or long.

#### **Short quotations**

Where the material used takes up less than three lines or fewer than 40 words, the quotation forms part of the main text of your writing, but is enclosed by quotation marks.

For example:

According to Gibbs (1981, p. 42) "a large part of examination performance is nothing to do with what students understand about subject matter." This being the case, it is important that education administrators re-assess the role of examinations in the education system.

OR

It seems evident that "a large part of examination performance is nothing to do with what students understand about subject matter" (Gibbs, 1981, p. 42). This being the case ...

### **Long quotations**

If the quotation is direct but more than three lines or more than 40 words, it should be set apart from the main body of your writing so that it is easily identified. You can do this by introducing the quotation with a colon and indenting the quotation from the left and right margin, without quotation marks, and with single spacing, e.g.,

In discussing different approaches used by students in their learning Matthias (1978) points out that there can be no simple explanation for the differences found:

These behaviours did not represent static mental characteristics of students fixed in time, but rather could vary over time as the student moved through his degree course. It seemed more likely that a combination of factors were at work whose interaction and behavioural product was mediated through some process of interpretation on the part of the student. (p. 148)

For example, some students in Matthias' study started off with poor skills in ...

Note the placement of the period in the block quotation. Compare this with the placement of the period for end of sentence quotations above.

### **Author referred to by another Author**

If you are quoting another author referred to by the author you are reading, you may refer to this person as follows:

Beaty (cited in Gibbs, 1981, p. 73) asserts:

OR

In discussing the different approaches students take toward their university study, Beaty (1978) is quoted by Gibbs (1981, p. 73) as claiming that:

Students come to University with ideas of what it will be like and with aims of various stages of development. Through interaction with others and experience of the University and course they develop a study strategy, tentative at first, which is consistent with their aims and self-identity.

**Note.** Where you have quoted another author referred to by the author whose work you actually read - the reference list will show only the name and title of the work actually read, viz.

Gibbs, G. (1981). *Teaching students to learn*. Milton Keynes: Open University Press.

Beaty does not get a mention.

### **Inserting material into quotations**

Use square brackets to show material inserted into a quotation by some person other than the original author.

In discussing the advantages of cooperative small group learning, Jongeling (1988, p. 76) stated that "one would expect children to modify their attitudes [toward other ethnic groups] through participating in cooperative small group learning".

### **Omitting Material from a Quotation**

**Within a sentence** an omission is indicated by three periods (ellipsis) separated from each other and from the preceding and following text by spaces.

**Between two** sentences an omission is indicated by four periods ....

Do not use periods (ellipsis) at the beginning or end of a quotation.

Further examples of direct quotations involving several referencing conventions.

**Example 1.** When the original material includes phrases in double quotation marks, you may indicate this within your quote by using single quotation marks. Note also that Ouellete makes reference to Maddi (1990), you must include this in the quote but Maddi (1990) does not appear in the reference list, unless you referred to Maddi (1990) in an earlier or later part of your work.

Ouellete (1993) stated that "the newer scale written about encouragingly by Maddi (1990) and others as the 'Personal Views Survey' or 'third generation hardiness measure' has not as yet had much exposure" (p. 86).

**Example 2.** This example uses three ellipses to indicate that material has been omitted from the quotation. Note also that in this case Maddi (1990) does not get a mention.

She stated that "the newer scale ... the 'Personal Views Survey' or 'third generation hardiness measure' has not as yet had much exposure" (Ouellete, 1993, p. 86).

**Example 3.** You may place emphasis on certain words within a direct quotation.

For manuscripts prepared for publication (APA style) you must italicise the words to be emphasised (since all italicised words and phrases will be printed in italics by the printer) and add [italics added].

Any words you emphasised in a direct quotation must be in italics and at the end of the quote you add [italics added].

Jongeling (1990, p. 4) indicated that "although the GHQ [General Health Questionnaire] was designed primarily as a measure of *minor psychiatric disturbance* [italics added], the instrument has been used in several studies to measure psychological stress."

**Example 4.** Sometimes you may quote a passage which contains a typing or grammatical error. Do not correct the error, copy it as in the original words and add the word [sic] in square brackets to indicate the error.

It was emphasised that "a reel [sic] distinction must be made between *goal structures* and *reward structures* [emphasis added]" (Jones, 1993, p. 6).

## Indirect Quotation

### **Paraphrasing and the acknowledgement of ideas**

When you paraphrase, you re-express another person's thoughts in your own words. Acknowledge the source of the material you have used in an indirect quotation in which the original wording has been altered. This can be referred to as follows:

Partlett (1976, p. 13) describes students as "definers" of their own study tasks.

If the work as a whole is being cited omit the page numbers.

There are a number of studies (Becker, 1968; Snyder, 1971) that demonstrate that students have definite reasons for choosing the particular way they study.

You will notice that in the case of paraphrasing *no* quotation marks are used.

## End-text References

All condensed in-text references are to be recorded in full detail at the end of the text. This list is usually given alphabetically by author's surname. If more than one item by the same author is referred to, they are listed chronologically. If more than one of them has the same date then lower case letters of the alphabet - a, b, etc., are used to distinguish them both in the in-text reference and in the end-text list.

The standard format for full end-text referencing is:

Moore, T.I. (1971). *Social pattern in Australian literature*. Sydney: Angus & Robertson.

Note carefully the layout, order of data, spacing, punctuation and italicising. Example showing several works by the same author:

Jones, T.T. (1971). *Social patterns*. Sydney: Angus & Robertson.  
Jones, T.T. (1975a). *The Australian novel*. Sydney: Angus & Robertson.  
Jones, T.T. (1975b). *Australian poetry*. Sydney: Angus & Robertson.

## Varieties of Referencing

Since there is a wide variety of sources which we may wish to quote or acknowledge, we need to vary the standard form in order to provide for such differences. Here are several examples of possible forms of acknowledgement.

**Note.** If your particular source is not represented, please consult the APA Publication Manual (2001, pp. 215-281) for many examples.

### Books

#### **One author**

Moore, T.I. (1971). *Social pattern in Australian literature*. Sydney: Angus & Robertson.

#### **Two or more authors**

Lincoln, Y.S., & Guba, E.G. (1985). *Naturalistic inquiry*. Newbury Park, California: Sage.

If a work has two authors, always include both names in the reference. For in-text reference and end-reference use an ampersand '&'. If you use the names of the authors as part of your argument use the word 'and'.

"In regard to studies which have achieved return rates in excess of seventy percent, four characteristics of the data collection procedures emerge" (Lock & Jongeling, 1994, p. 113).

In discussing survey return rates Lock and Jongeling (1994, p. 113) found that ...

If a work has more than two authors but less than six authors, the first time the in-text reference is used in a paragraph you must list the surname of all authors. The second time the reference is cited in the same paragraph, list only the surname of the first author followed by 'et al.' and the date. (Notice there is only a period after "al" not after "et"). In subsequent citation within the same paragraph only the first author is listed followed by et al. and no date.

Williams, Jones, Smith, Bradner and Torrington (1963) found that ... (first citation)

Williams, et al. (1963) found that ... (second citation in the same paragraph)

Williams, et al. found that ... (subsequent citation in the same paragraph)

If a book has six or more authors, cite only the first author followed by "et al." in the first and subsequent citations. All authors must appear in the end-text reference.

If citations of two references in the same year shorten to the same form where the group of authors differ but have a common or similar first author, it becomes necessary to cite the first author and as many of the subsequent authors as necessary to make a distinction between the two references.

**Note.** For all multiple-author citations in running text connect the last named author by 'and', however in parenthetical and tabular material and end-text reference list use the ampersand.

... as shown by Jones and Smith (1963).

OR

... as has been shown (Jones & Smith, 1963).

### **No date, classical works or date uncertain**

Publications which do not have a date of publication, substitute n.d. (no date) after the name of the author.

*In text citation*  
(Southey, n.d.)

*End reference*  
Southey, R. (n.d.). *The life of Nelson*. London: Blackie.

If the publication is a classical work, cite the year of the translation you used or the year of the *version* you used.

*In-text citation*  
(Plato, trans. 1947)  
(Bunyan, version 1969)

If the original date of the publication is known add this before the translation you used.

*In-text citation*  
(Bunyan, 1684/1969)

If the date of a publication is not known and can be reasonably estimated, add c. (circa) before the date.

*In-text citation*  
(Jones, c. 1930, p. 74)

### **No author**

Where a work has no author, the title, or an abbreviated form of the title, is used in the same way as the author's name. In the end reference the work is listed alphabetically by the first word of the title, or abbreviated title. The same form must be preserved in both the in-text and end reference.

*In-text citation*  
... (The school in society, 1968, p. 3)

*End reference*  
*The school in society*. (1968). Hobart, Tasmania: Education Department.

### **Books whose titles include the title of another work**

Distinguish the included title by double quotation marks.

*In-text citation*  
(Whitley, 1970)

*End reference*  
Whitley, J.S. (1970). *Golding: Lord of the flies*. London: Edward Arnold.

## **Works in languages other than English**

If available, give the English translation in square brackets after the original title.

*In-text citation*  
(Traversa, 1981)

*End reference*  
Traversa, V.P. (1981). *Parola e pensiero: Introduzione alla lingua Italiana moderna* [Word and thought: An introduction to modern Italian language] (3rd ed.). New York: Harper & Row.

**Note.** Only italicise the original title. Do not italicise the translated title.

### **Editor or translator etc, named in addition to author**

Name the editor only in the end reference immediately following the title. In the case of translated works cite the title in *its translated form*, not in its original form.

*In-text citation*  
(Genet, 1966, p. 61)

*End reference*  
Genet, J. (1966). *The balcony* (2nd rev. ed.). (B. Frechtman, Trans.). London: Faber.

## **Plays and Poems**

### **Plays**

Treat plays as Books.

*In-text citation*  
(Davis, 1982)

*End reference*  
Davis, J. (1982). *Kullark (Home). The Dreamers*. Sydney: Currency Press.

### **Poems**

Place title of poem in double quotation marks.

*In-text citation*  
"Macavity" (Eliot, 1939)

"He always has an alibi, and one or two to spare." ("Macavity", Eliot, 1939).

*End reference*  
Eliot, T.S. (1939). Macavity. In T.S. Eliot, *Old Possum's book of practical cats* (paperback edition, reprinted 1962, pp. 41-42). London: Faber.

**Note.** For a more accurate reference to plays and poetry the following forms are allowed:

"The Lady of Shallot", verse 3, lines 1-3.

"Julius Caesar", act 2, scene 1, line 21.

## Reviews

Reviews of books, films, etc. are identified by writing [Review of the book (or film, or ... )] in square brackets after the title of the review article.

### *In-text citation*

Carmody (1982) implies that ...

### *End reference*

Carmody, T.P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary Psychology*, 27, 208-209.

## Brochures, Leaflets and Handouts

### **Brochure**

Treat brochures as books. Indicate type of publication in square brackets after the title. When the publisher is the same as the author, write *Author* as the name of the publisher.

### *In-text citation*

(Edith Cowan University, n.d.)

### *End reference*

Edith Cowan University. (n.d.). *The joint achievement project*. [Brochure]. Perth, Western Australia: Author.

### **Leaflet**

Leaflets have only a limited circulation, therefore indicate the source of the publication immediately after the title.

### *In-text citation*

(Churchlands College Health Service, n.d.)

### *End reference*

*Churchlands College Health Service*. (n.d.). [Leaflet]. (Available from Edith Cowan University, Pearson Street, Doubleview, 6018, Western Australia).

### **Handout**

These have a very limited circulation. Again indicate the name and address of the source immediately after the title.

### *In-text citation*

(Discourse analysis, n.d., p. 5)

### *End reference*

*Discourse analysis*. (n.d.). [Handout]. (Available from Edith Cowan University, Pearson Street, Doubleview, 6018, Western Australia).

## Articles

Titles of books, journals or newspapers are italicised. The title of the published article is not italicised. For further information and examples see APA Publication Manual (2001) pages 225-247.

### **Journal article with one to five authors**

*In-text citation*

(Lock & Jongeling, 1994, p. 111)

*End reference*

Lock, G., & Jongeling, S. (1994). Maximising return rates in school based research. *Issues in Educational Research*, 4(2), 109-115.

### **Journal article with six or more authors**

As for books with six or more authors only cite the first author followed by et al. in the first and subsequent in-text references.

*In-text citation*

(Al-Awadi et al., 1986)

*End reference*

Al-Awadi, S.A., Naguib, K.K., Moussa, M.A., Farage, T.I., Teebi, A.S., & El-Khalifa, M.Y. (1986). The effect of consanguineous marriages on reproductive wastage. *Clinical Genetics*, 29, 384-388.

### **Magazine article**

Give date of publication in addition to volume number (if available).

*In-text citation*

(Jennings, 1995, p. 9)

*End reference*

Jennings, P. (1995, January 14). The national front. *The West Magazine*, 8-12.

### **Newspaper article**

If article has no author, alphabetise the article by the first significant word (omit A, The, An) in the title and use a short title for in-text citation. Use p. or pp. only when reference is made to newspaper articles - do not use p. or pp. in reference to journal articles.

*In-text citation*

("R-movies", 1995)

*End reference*

R-movies rated as abuse. (1995, January 7). *The West Australian*, p. 5.

*In-text citation*

(Aisbett, 1995).

*End reference*

Aisbett, N. (1995, January 7). Secret war still baffles veteran. *The West Australian*, pp. 14-15.

### **Articles whose titles include the title of another work**

*In-text citation*

(Brick, 1959)

*End reference*

Brick, A.R. (1959). Wuthering Heights: Narrators, audience and message. *College English*, 21, 80-86.

*In-text citation*

(Loomis, 1960)

*End reference*

Loomis, C.C. (1960). Structure and sympathy in Joyce's, *The Dead*. *PMLA*, 75, 149-151.

### **Article/Chapter in a book (one editor)**

Use the word *In* before the name of the editors, use editor(s) initials before name and indicate pages by p. or pp.

*In-text citation*

(Kiernan, 1976, p. 462)

*End reference*

Kiernan, B. (1976). The novels of Patrick White. In G. Dutton (Ed.), *The literature of Australia* (Rev. ed., pp. 461-484). Ringwood: Penguin.

### **Article/Chapter in a book (two or more editors)**

Use ampersand to connect the name of the last editor.

*In-text citation*

(Mandler, 1993, p. 41)

*End reference*

Mandler, G. (1993). Thought, memory, and learning: Effects of emotional stress. In L. Goldberger & S. Bregnitz (Eds.), *Handbook of stress: Theoretical and clinical aspects* (2nd ed., pp. 40-55). New York: The Free Press.

### **Article or lectures published independently**

*In-text citation*

(Barnes, 1986)

*End reference*

Barnes, A.B. (1986). *Education: The way ahead*. Smith Lecture 1985. (Available from name and address).

## Reports

### Government report

*In-text citation*  
(Dawkins, 1991)

*End reference*  
Dawkins, J. (1991). *Australia's language: The Australian Language and Literacy policy*. Canberra: AGPS.

*In-text citation*  
(Commonwealth Schools Commission, 1987)

*End reference*  
Commonwealth Schools Commission. (1987). *National policy for the education of girls in Australian schools*. Canberra: AGPS.

### University report

*In-text citation*  
(Froyland & Skeffington, 1993)

*End reference*  
Froyland, I.B., & Skeffington, M. (1993). *Aboriginal and Torres Strait Islander employment strategy: A five year plan for the Police Force of Western Australia*. Perth, Western Australia: Edith Cowan University, Centre for Police Research.

**Note.** In Australia we often refer to Commonwealth reports by the name of the chairperson of the committee which published the report. The APA Publication Manual (2001) does not refer to this situation.

The following is often used in referencing Government reports. Note the two separate entries in the end reference list.

*In-text citation*  
(Henderson Report, 1975)

*End reference*  
Henderson Report. See Commission of Inquiry into Poverty 1975.

Commission of Inquiry into Poverty. (1975). *Poverty in Australia*. (First Main Report, Prof. R.F. Henderson, Chairperson). Canberra: AGPS.

**Note.** The APA Publication Manual (2001) suggests that the in-text reference to this report should read (Commission of Inquiry into Poverty, 1975).

## Theses, Dissertations and Abstracts

### Abstract

*In-text citation*

(Pendar, 1982, p. 12) states ...

*End reference*

Pendar, J.E. (1982). Undergraduate psychology: Factors influencing decisions about college, curriculum and career. *Dissertation Abstracts International*, 42, 4370 A-4371 A. (University Microfilms No. 82-06, 181).

### Unpublished thesis

*In-text citation*

(Lock, 1993, p. 138)

*End reference*

Lock, G. (1993). *The prevalence and sources of perceived occupational stress among teachers in Western Australian Government metropolitan primary schools*. Unpublished doctoral dissertation, Edith Cowan University, Perth, Western Australia.

### Unpublished paper/manuscript

*In-text citation*

(Parker, 1978)

*End reference*

Parker, R.S. (1978). *Style notes for typescripts in the social sciences*. Unpublished manuscript, Australian National University, Canberra.

## Conference Presentations/Proceedings

### Published in conference proceedings

*In-text citation*

(Jones, Oran & Sichel, 1992)

*End reference*

Jones, D.A., Oran, E.S., & Sichel, M. (1992). Numerical simulation of the reignition of detonation by reflected shocks. *Proceedings of the fifth Australian Supercomputing Conference* (pp. 15-24). Melbourne: RMIT.

### Unpublished presentation

*In-text citation*

(Jongeling, 1988)

*End reference*

Jongeling, S.B. (1988, September). *Student teachers' preference for cooperative small group teaching*. Paper presented at the 3rd Annual Research Forum of the Western Australian Institute for Educational Research, Murdoch University, Perth, WA.

## **Poster session**

### *In-text citation*

(Jones, 1993)

### *End reference*

Jones, P. (1993, September). *Backyard bird watching*. Poster session presented at the annual meeting of the Naturalist Club, Perth, Western Australia.

## **Encyclopedia Articles**

### *In-text citation*

(Robinson, 1994)

### *End reference*

Robinson, A. (1994). The principals of genetics and heredity. In *The new encyclopedia Britannica* (Vol. 19, pp. 699-740). Chicago: Encyclopedia Britannica.

## **Audio-Visual/Electronic Material**

Commonly these items have no named author; in such cases an abbreviated form of the title should be used in both in-text and end-text references. The end-text reference should be completed with a description of the medium.

### **Video recording**

#### *In-text citation*

("Decisions, decisions", 1976)

#### *End reference*

*Decisions, decisions: How to reach them, how to make them happen* [Video]. (1976). London: Video Arts.

### **Film**

#### *In-text citation*

("Early mathematical experiences", 1976)

#### *End reference*

*Early mathematical experiences* [Film]. (1976). State of play series, 7. London: BBC.

### **Computer software**

#### *In-text citation*

("Computer literacy for nurses", 1985)

#### *End reference*

*Computer literacy for nurses* [Computer software]. (1985). Edwardsville, Kansas: Medi-sim.

## Electronic information

Increased availability of reference documents on the World Wide Web have led to requests for additional examples of referencing formats.

Students must be aware, however, that although there is an increase of information on the WWW, much information has not been peer reviewed. Publication on the internet is easy, therefore, be cautious in selecting information from the WWW to back up an argument. It is preferable to use reference sources which have been subjected to review – many of these are now also available on the WWW.

The APA Publication Manual (2001) proposes two guidelines for referencing sources obtained from the Internet (Morris, 2002). These are:

1. Direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or page menus.
2. Provide addresses [URLs] that work (p. 269).

Furthermore, the APA Publication Manual (2001) identifies three types of documents or texts that are often used on the Internet.

Articles from periodicals	Stand alone texts	Web-based format texts
Newspaper	Research paper	Web page
Newsletter	Government report	Newsgroup
Journal	Online book	
	Online brochure	

When including a reference, you need to provide your reader with the details that will enable them to locate the identical information that you have used. Texts on the Internet provide a challenge to this expectation because of the way in which some texts can be accessed by many people and can be easily changed, often without knowledge of whom the author(s) is/are. Thus, it is crucial that you include all the necessary details.

**To include a reference in your reference list for an Internet text, you need to provide:**

- A title or description of the text
- A date: publication date, update date or date accessed
- An address: URL (Uniform Resource Locator), and where possible
- An author (American Psychological Association, 2001, p. 269).

Since there is a tendency to update information on the WWW at regular intervals, the access date will give the reader the actual date on which the document was read. Later versions of the document (if still available) may not be the same.

***The basic format for end-reference of electronic information is:***

Author 1. I., & Author 2. I. (date). *Title of work*. Retrieved date, from URL

Author 1. I., & Author 2. I. (date). Title of chapter. In *Source of information*. Retrieved date, from URL

**Note.** There is no period at the end of the URL.

## Web site

### *In-text citation*

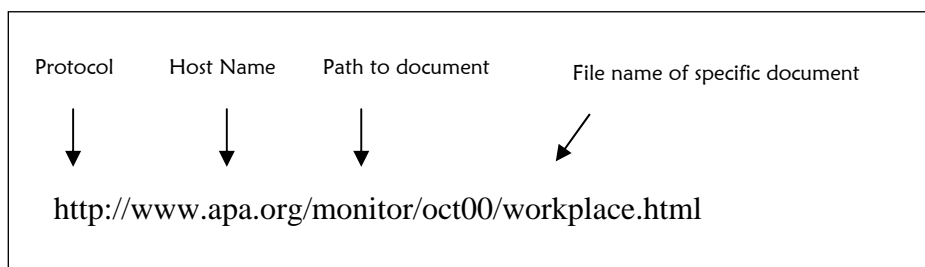
(Harris, 1997)

### *End reference*

Harris, R. (1997). *Encouraging students to use technology*. Vanguard University of Southern California. Retrieved July 24, 2000, from <http://www.vanguard.edu/rharris/techuse.htm>

As well as the protocol or transmission format (http, ftp), Internet addresses record the specific location and name of particular texts or documents. It's similar to saying that this document belongs to this particular person or group, in this particular country and can be found in this particular building, in this particular room, in this particular filing cabinet, in this particular draw, in this particular file. Given the precise and specific nature of this process, it is no surprise then that the location addresses given must be accurate.

The APA Publication Manual (2001, p. 270) provides the following analysis of a URL:



### **Also provided are two tips about giving electronic references:**

1. Cut and paste URLs from the address window in your browser into your assignment texts.
2. Test the URL regularly, prior to handing in your assignment.

The following are examples of how to provide end-text references (reference list entries) for some of the different documents or texts that appear on the Internet. The first part of the reference provides author details and publication dates and these are what you would provide in your in-text entries. For a no author example refer to the APA Publication Manual (2001, p. 274).

Notice that the URLs included in the end-text references are not underlined; that is, they are not live hypertext links. Most assignments are handed in as hard copies and therefore there is no need for live links. However, your word processor may automatically underline URLs so you need to turn off this function.

For Microsoft Word users, you can remove the link and thus remove the underlining (specific to your document) as follows: hold the cursor over the URL – right click with your mouse – left click hyperlink – left click edit link – left click remove link. You can also turn off this function permanently as follows: left click Tools – left click AutoCorrect – left click AutoFormat as you type tab – left click to uncheck Internet and network paths with hyperlinks box.

## Periodicals

### **Internet article based on a print source (American Psychological Association, 2001, p. 271):**

If you have only used an electronic format of this text, then use the following format:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

### **Article in an Internet journal only (American Psychological Association, 2001, p. 272):**

Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

## Non-periodicals

### **Multipage document created by private organisation, no date (American Psychological Association, 2001, p. 273):**

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealtime.org>

### **Chapter or section in an Internet document (American Psychological Association, 2001, p. 273):**

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (Ch. 2). Retrieved August 18, 2001, from <http://www.benton.org/Library/Low-Income/two.html>

### **Lecture notes available online (Note. Not an APA recommendation but follow the example given in the APA Publication Manual, 2001, p. 274).**

Some lecturers may require you to reference lecture material that they have compiled for your use and made available online. If this is so, then you can follow the format below.

Smith, J. (2002). *PFF 1198 Lecture Notes*. Retrieved March 14, 2002, from Edith Cowan University, School of Nursing and Public Health web site: <http://www.ecu.edu.au/fchs/sonph/units/pff1198.html>

## Technical and research reports

### **Report from a university, available on a private organisation web site (American Psychological Association, 2001, p. 274):**

University of California, San Francisco, Institute for Health and Ageing. (1996, November). *Chronic care in America: A 21<sup>st</sup> century challenge*. Retrieved September 9, 2000, from the Robert Wood Johnson Foundation web site: <http://www.rwjf.org/library/chrcare/>

**Government report available on government agency web site, no publication date (American Psychological Association, 2001, p. 275):**

United States Sentencing Commission. (n.d). *1997 Sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

**Aggregated databases (e.g., ProQuest)**

**Electronic copy of a journal, three to five authors, retrieved from database (American Psychological Association, 2001, p. 279):**

Borman, W.C., Hanson, M.A., Oppler, S.H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

**Daily newspaper article, electronic version available by search (American Psychological Association, 2001, p. 279):**

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

**In-text entries**

Regarding your in-text entries for electronic sources, you follow the same format for printed matter. That is, the in-text reference must include the author's details, year of publication and where appropriate page numbers.

In-text entry – Integral	In-text entry – Non-integral
The Benton Foundation (1998) recommends that ...	... such examples (The Benton Foundation, 1998).

Be careful when providing page numbers for texts from the Internet. Some electronic texts do have page numbers; some don't. Some texts have paragraph numbers and some have line numbers. What you should avoid doing is allocating page numbers on the basis of how many pages your printer prints out as this will differ from user to user and if someone tried to follow your source, they might face difficulty in specifically locating the information.

If the text you are quoting from has paragraph numbers, then use the ¶ symbol/character or the abbreviation para. to signal the text location of your quote: (The Benton Foundation, 1998, ¶ 5).

For Microsoft Word users, you can insert the ¶ symbol as follows: left click Insert – left click Symbol – left click Special Characters Tab – left click the ¶ character – left click Insert – left click Close. If you need to refer to line numbers, then use the word line: (The Benton Foundation, 1998, lines 88-98).

The APA Publication Manual provides more details regarding the above examples and more examples of how to reference electronic media on pages 268-281 of the fifth edition of the publication manual.

Other information may be obtained from the following sources.

American Psychological Association. (2003). *Reference examples for electronic source materials*. Retrieved January 13, 2003, from <http://www.apastyle.org/electsource.html>

Dewey, R. (2000, September 5). *APA publication manual crib sheet*. Retrieved January 13, 2003, from <http://www.wooster.edu/psychology/apa-crib.html>

*Publication manual of the American Psychological Association*. (2001). (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.

### **Email**

A.B. Smith (personal communication, December 29, 2002)

(M.T. Browne, personal communication, November 15, 2001)

Office of Research and Development. (1995). *ARC large grant guidelines*. Email December 2, 1995, from [T.lampard@cowan.edu.au](mailto:T.lampard@cowan.edu.au)/Get ARCLG95

### **Message posted to an electronic mailing list**

Hammond, T. (2000, November 20). YAHC: Handle Parameters, DOI Games, etc. Message posted to Ref Links electronic mailing list, archived at <http://www.doi.org/mailarchive/reflink/msg0008.html>

### **CD**

Shocked M. (1992). *Over the waterfall*. On *Arkansas traveler* [CD]. New York: PolyGram Music.

*The Australian Business Index* [CD]. (1993). Nedlands, Western Australia: CD-Rom Publishing.

### **Interviews/Personal Communication**

A remark quoted from a conversation, whether in a formal interview situation or not, is acknowledged by an explanatory note following the quotation:

The greywacke beds are up to 15cm thick and are crudely graded from medium-grained at the base to fine-grained at the top; they probably represent distal turbidities (K.A.W. Crook, personal communication, April 18, 1971).

The same would apply if the acknowledgement were of a tape, a personal letter or a transcript of a speech or dialogue. These references are *not* included in the reference list.

**Note.** In transcribing conversation or dialogue it is customary to mark the beginning of each speaker's contribution by starting it on a new line. Most publishers set conversation in single quotation marks, indented. Playscripts, however, do not use quotation marks for speech.

When a speech is quoted which extends over more than one paragraph, the quotation marks are repeated at the beginning of each paragraph, but the final quotation marks appear only at the end of the whole quotation – each individual paragraph is left open to indicate the continuity of the quotation.

Where one speaker quotes another, then the double and single quotation marks are alternated:

"What did Sue tell John?"  
"She said, 'I'm going tomorrow'."

**Note.** If any part contains matter not quoted, the final period comes outside the quotation marks:

He replied, "She said, 'I'm going tomorrow'".

In general, periods are not duplicated, except where they are differently distinguished.

Did he hear the Speaker call, "Order!"?  
He said, "Do you think I am mad?".

**Note.** Brown's letter breaks off at this sentence: 'I told the class: "The first words of Melville's *Moby Dick* are 'Call me Ishmael' and these words are full of significance"'. (American Psychological Association, 1986, p. 48).

All quotations must be quoted exactly as found. Should a palpable error be noted, it is proper to insert [sic] after the error to indicate that you have recognised it as an error. If a reference is obscure for instance, a reference to a place-name without identifying the precise location then use square brackets to clarify the matter.

"I went to Melburn [sic] at once," he wrote.

They stayed in Wellington [New Zealand] that summer.

They spent that winter in Perth [Scotland].

## Legal Materials

### Guidelines

Most legal periodicals and texts use the footnote system which is markedly different from the APA format adopted by the University. Because of the complexity of legal documents, court decisions, legislative materials, etc. the APA Publication Manual (2001) suggests that information on preparing legal citation should be obtained from *The Bluebook: A uniform system of citation* (17<sup>th</sup> ed., 2000). This reference covers legislative material relevant to the USA scene, and is not appropriate for Australian legal material.

Students studying for a Bachelor of Laws at ECU will be directed by their lecturers to adopt the footnote system as set out in the *Australian guide to legal citation*. Further detail for those students will be provided in their unit outline.

For specific references to Australian legal materials, students should consult the *Style manual for authors, editors and printers* (6<sup>th</sup> ed., 2002). The examples below are based on the information provided in the *Style manual*, particularly pages 224-228.

The *Style manual* suggests that legal authorities (cases) and legislation generally are not listed in the end references. Therefore, the in-text citation should contain all necessary

information to identify the document. If there is a need to provide a full reference list at the end of the document, the *Style manual* (2002) advises that court decisions should be listed separately under the subheading 'Legal authorities' and legislative references should be listed separately under a subheading 'Legislation'.

### Legal Authorities (Cases)

The following components separated by a space *not* a comma are required for citing case law in University assignments and theses:

<i>name v. name</i>	(year)	volume number	abbreviated name of report series	beginning page of reference
<i>Northern Sandblasting Pty Ltd v. Harris</i>	(1997)	188	CLR	313.

- If you are referring to a particular page of the judgment, include a 'pinpoint reference' to the actual page.
- If you haven't mentioned the case name in the sentence, include that in your in-text reference.
- If you refer to a particular judge or judges, use J for a single judge, JJ for more than one, and CJ for Chief Justice.

For example:

In <i>Northern Sandblasting Pty Ltd v. Harris</i> (1997) 188 CLR 313 at 334 the High Court held that the landlord was in breach of a contractual duty of care owed to the tenants and to their family.
Gummow and Kirby JJ noted that medical advances have made it easier to distinguish the genuine from the spurious ( <i>Annetts v. Australian Stations Pty Ltd</i> (2002) 211 CLR 317 at 378).

Once you have referred to a case in your assignment, subsequent references to it can be shortened to the party names only.

When the Crown is one of the parties (for example in criminal cases), the abbreviation R (for Rex or Regina), or The Queen is used. In Western Australia, criminal cases commenced after 1 January 2004 will use "The State of Western Australia" as the party name, rather than "The Queen" or "R".

### Legislation

Legislation includes Acts, Bills, Regulations, Rules and other forms of legislation. Acts are the most commonly cited form of legislation.

The following components separated by a space *not* a comma are required for citing legislation in University assignments and theses:

<i>Act name</i>	<i>Year</i>	(Abbreviation for the jurisdiction)	s. section number
<i>Native Title Act</i>	1993	(Cth)	s. 223

- Note that both the Act title and year are italicized.
- The section number is optional. If you are referring to the Act as a whole, omit the section number. If you are referring to particular sections, include the section number/s.
- If you have already cited an Act, the next time you refer to that Act you can omit the year and jurisdiction.

For example:

... by virtue of s. 10(2) of the <i>Legal Profession Practice Act 1958 (Vic)</i> .
The <i>Legal Profession Practice Act</i> also sets out ....

For more information refer to the *Style manual* (2002) pages 224-226.

### Reference lists for legal material

A **reference list** – is a list of references you have cited in the body of your assignment.

A **bibliography** – is a list of all the material you have read while researching your assignment, even if you haven't cited all of them in your assignment.

The APA style requires you to include a **reference list** in your work. This means that you must cite in your assignment every work that is included in your reference list.

Your reference list should be divided into the following sections –

1. Articles/Books/Reports
2. Case Law
3. Legislation
4. Other Sources

Within each list, arrange the sources alphabetically by author, by the first party to the case, or by the first word in the Act title.

### For more information or clarification

Consult the *Publication manual of the American Psychological Association* (5<sup>th</sup> ed., 2001) available in the Library at call number 808.06615 PUB.

For information on using footnotes (the *Australian guide to legal citation* style) for legal citations, consult the *Guide to legal referencing (AGLC)*, available on the Library Web site.

## Accounting Standards and Regulations

### Guidelines

- Use Australian Accounting Research Foundation (AARF) as the Author except for approved accounting standards.

AARF was established by the Australian Society of CPAs and the Institute of Chartered Accountants in Australia to produce standards: it is the actual author even where a particular item is published by one of the 'parent' bodies. It is *not necessary* to specify that AARF is publishing on behalf of one or both of them.

- Use the name of the relevant board of AARF, *following* the name of the Foundation, e.g., Australian Accounting Research Foundation, Accounting Standards Board.
- Use for year of publication, the most recent publication date given (original, amendment, revision and reissue dates may all be given on the item).  
AARF itself gives only the most recent date.
- For approved accounting standards use Accounting Standards Review Board or Australian Accounting Standards Board where appropriate as the author.
- Where two or more items are published in the same year, e.g., AAS 5 and AAS 6. Distinguish each item with a letter following the date. For example the first item would have 'a' after the date (1986a) and the next item 'b' after the date (1986b) and so on.
- For direct quotations or if referring to a particular paragraph in the item, use para. instead of page number in the in-text reference.
- Refer to the accounting standard etc. for the correct citation of its title.
- Examples may not reflect the most recent publications in Accounting Standards, and sources may have changed following the adoption of the International Financial Reporting Standards.

### **Accounting Standards and Regulations (AAS)**

#### **Example: AAS 28**

##### *End-text reference*

Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board (PSASB) & Australian Accounting Standards Board [AASB]. (1997). *Australian Accounting Standards AAS 28: Statement of cash flows*. Caulfield, Vic: Australian Accounting Research Foundation.

##### *Initial in-text reference*

(Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB] 1997, para. 31)

##### *Subsequent in-text references*

(AARF, PSASB & AASB, 1997, para. 31)

### **Example: AAS 18**

*End-text reference*

Australian Accounting Research Foundation [AARF], Accounting Standards Board [ASB]. (1996). *Australian Accounting Standards AAS 18: Accounting for goodwill*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text reference*

(Australian Accounting Research Foundation [AARF], Accounting Standards Board [ASB], 1996)

*Subsequent in-text references*

(AARF, ASB, 1996)

### **Exposure Drafts (ED)**

#### **Example: ED 51**

*End-text reference*

Australian Accounting Research Foundation [AARF], Auditing Standards Board [ASB]. (1993). *Exposure Draft ED 51: Reporting on comparatives*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text reference*

(Australian Accounting Research Foundation [AARF], Auditing Standards Board [ASB], 1993, para. 23)

*Subsequent in-text references*

(AARF, ASB, 1993, para. 34)

### **Statement of Auditing Practice (AUP)**

#### **Example: AUP 16**

*End-text reference*

Australian Accounting Research Foundation (AARF), Auditing Standards Board [ASB]. (1993). *Statement of Auditing Practice AUP 16: The auditor's responsibility for detecting and reporting irregularities including fraud, other illegal acts and error*. Caulfield, Vic: Australian Accounting Research Foundation.

*Initial in-text reference*

(Australian Accounting Research Foundation [AARF], Auditing Standards Board (ASB), 1993, para. 9)

*Subsequent in-text reference*

(AARF, ASB, 1993, para. 19)

## **Statement of Accounting Concepts (SAC)**

### **Example: SAC 4**

#### *End-text reference*

Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB]. (1995). *Statement of Accounting Concepts SAC 4: Definition and recognition of the elements of financial statements*. Caulfield, Vic: Australian Accounting Research Foundation.

#### *Initial in-text reference*

(Australian Accounting Research Foundation [AARF], Public Sector Accounting Standards Board [PSASB] & Australian Accounting Standards Board [AASB], 1995)

#### *Subsequent in-text references*

(AARF, PSASB & AASB, 1995)

## **Approved Accounting Standards (ASRB or AASB)**

### **Example: AASB 1027**

#### *End-text reference*

Australian Accounting Standards Board [AASB]. (2001). *Accounting Standard AASB 1027: Earnings per share*. Caulfield, Vic: Australian Accounting Standards Board.

#### *Initial in-text reference*

(Australian Accounting Standards Board [AASB], 2001, para. 12)

#### *Subsequent in-text references*

(AASB, 2001, para. 16)

## **Punctuation**

Remember that punctuation affects the meaning of what you write and reflects the intonation patterns which make spoken language clear. Punctuation needs great care.

For example, note the difference between the use of *two* commas (like a parenthesis) and *no* commas in the following sentences:

The students who worked hard did well.

Here 'who worked hard' *defines* which students did well.

The students, who worked hard, did well.

Here all the students did well.

The use of a pair of commas makes 'who worked hard' an *additional* comment, not a defining one. Note that in such a sentence a simple comma is unacceptable.

A *short* dash is used for hyphenation. A *medium* dash is used, for example, to indicate the length of a reference, either in the text or in the reference list. A *long* dash should be used only when indicating a sudden interruption in the continuity of a sentence. Overuse of a long dash may weaken the flow of material, and should therefore be avoided.

Example:

These authors pointed out that particular aspects of the problem-solving exercise — such as the strategy adopted and task perseverance — could be related to the student's understanding of the problem (see, for example, Ellis, 1994, pp. 7-10).

## Footnotes

### **Content**

Important supplementary or amplifying information should be included in the text, or as an appendix if major support material is required.

### **Copyright**

If you have specific permission to include copyright material it must be acknowledged, either in the reference list or, if necessary, in a footnote.

Number footnotes consecutively with superscript Arabic numerals and present on a separate page.

A second or subsequent reference to the same footnote is parenthesised (see footnote 2).

## Sample End Reference List

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### **Referencing internet sites**

The following internet site may provide additional information on referencing:  
<http://www.apastyle.org/>

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