

**Note:** this page is only an introduction to the APA (American Psychological Association) referencing system. For a comprehensive guide please refer to:

**American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington DC: APA.**

***It is very important that you check the assignment guide for your Department or School as some details, e.g. punctuation, may vary from the guidelines on this page. You may be penalised for not conforming to your school's requirements.***

## What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

There are many acceptable forms of referencing. This information sheet provides a brief guide to the APA referencing style for in-text citations and for creating the Reference List (examples are below). Within the text of the assignment the author's name is given first, followed by the publication date. Include page numbers for direct quotations and also where it is useful to provide a page number. A reference list at the end of the assignment contains the full details of all the in-text citations.

## Why Reference?

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

## Steps Involved in Referencing

1. Note down the full bibliographic details of the source from which the information is taken. Include the relevant page number(s).

In the case of a **book**, 'bibliographical details' refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).

In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all **electronic information**, in addition to the above you should note the date that you accessed the information, and the database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).
3. Provide a reference list at the end of the document (see examples below).

## In-Text Citations

Use the name of the author, followed by the year of publication when citing references within the text of an assignment. Where authors of different references have the same family name, include the author's



initials in the in-text citation i.e. (Hamilton, C. L., 1994) or C. L. Hamilton (1994). If two or more authors are cited at the same point in the text then they are included in the same in-text citation, separated by a semicolon, e.g. (Brown, 1991; Smith, 2003). They are presented alphabetically by author. When directly quoting from another source, the relevant page number must be given and double quotation marks placed around the quote.

When paraphrasing or referring to an idea from another source which is a book or lengthy text, include the relevant page number, as it is useful to provide a page number for the reader.

## How to Create a Reference List

A reference list only includes books, articles etc that are cited in the text. In contrast, a bibliography is a list of relevant sources for background or for further reading.

The reference list is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.

The APA style requires the second and subsequent lines of the reference to be indented, as shown in the examples below, to highlight the alphabetical order.

**Page numbers should only be included in in-text citations when directly quoting from another source.**

## What is a Reference/Citation?

A reference or citation consists of the elements that allow the reader to trace the original book or article you have read or cited from. When citing a book you need the following elements, in this order:

Author (year of publication): *Book title*. City of publication: Name of the publisher.

For example, if you looked at a **book** with these elements:

Author: Mack, Charles  
Year of publication: 2005  
Title: *Looking at the Renaissance: essays toward a conceptual appreciation*  
Publisher: Taylor & Francis  
Place of Publication: London

Your citation would look like this:

Mack, C. (2005). *Looking at the Renaissance: Essays toward a conceptual appreciation*. London: Taylor & Francis.

For a **journal article**, you need the following elements:

Author(s) (year of publication): Title of article. Title of journal volume number (issue number): Page numbers.

Authors of article: Labonte, R. Schrecker, T.  
Year of publication: 2007  
Title of article: Globalisation and social determinants of health  
Title of Journal: *Globalisation and Health*  
Volume: 3  
Issue: 7  
Pages: 190-200

Your citation would look like this:

Labonte, R., & Schrecker, T. (2007). Globalisation and social determinants of health. *Globalisation and Health* 3(7), 190-220.

For information on citing electronic journals, see the examples in the list below.

## Examples of Referencing:

Books	In-Text Example	Reference List Example	EndNote X1 (which reference type?)
Single author	The theory was first propounded in 1993 (Comfort, 1997, p. 58) <b>OR</b> Comfort (1997, p. 58) claimed that...	Comfort, A. (1997). <i>A good age</i> . London: Mitchell Beazley.	Book
2 authors	Madden and Hogan (1997, p.17).... <b>OR</b> “... to achieve consistency” (Madden & Hogan, 1997, p. 45).	Madden, R., & Hogan, T. (1997). <i>The definition of disability in Australia: Moving towards national consistency</i> . Canberra: Australian Institute of Health and Welfare.	Book
3, 4 or 5 authors	Guerin, Labor, Morgan, Reesman, and Willingham (2005, p. 6) found ... <b>Cite all authors the first time the reference occurs.</b>  Guerin et al. (2005, p. 6) found ... <b>In subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a fullstop after “al”) and the year.</b>	Guerin, W. L., Labor, E., Morgan, L., Reesman, J. C., & Willingham, J. R. (2005). <i>A handbook of critical approaches to literature</i> . New York: Oxford University Press.	Book
6 or more authors	(Rodgers et al., 1996, p. 35)	Rodgers, P., Smith, K., Williams, D., Conway, L., Robinson, W., Franks, F., et al. (2002). <i>The way forward for Australian libraries</i> . Perth: Wombat Press.	Book
No author	( <i>Employment the Professional Way</i> , 2000) <b>OR</b> the book <i>Employment the Professional Way</i> (2000)	<i>Employment the professional way: A guide to understanding the Australian job search process for professionally qualified migrants</i> . (2000). Carlton, Victoria: Australian Multicultural Foundation.	Book

<i>Multiple works by same author</i>	University research (Brown, 1982, 1988) has indicated that...	<p>Brown, P. (1982). <i>Corals in the Capricorn group</i>. Rockhampton: Central Queensland University.</p> <p>Brown, P. (1988). <i>The effects of anchor on corals</i>. Rockhampton: Central Queensland University.</p> <p><b>Order chronologically in the reference list.</b></p>	Book
<i>Multiple works published in the same year by the same author</i>	<p>In recent reports (Napier, 1993a, 1993b) ...</p> <p><b>Use a/b etc. to differentiate between works in same year.</b></p>	<p>Napier, A. (1993a). <i>Fatal storm</i>. Sydney: Allen &amp; Unwin.</p> <p>Napier, A. (1993b). <i>Survival at sea</i>. Sydney: Allen &amp; Unwin.</p> <p><b>Order alphabetically by title in the reference list.</b></p>	Book
<i>Editor</i>	(Kastenbaum, 1993, p. 51)	Kastenbaum, R. (Ed.). (1993). <i>Encyclopedia of adult development</i> . Phoenix: Oryx Press.	Edited Book
<i>Different Editions</i>	(Renton, 2004, p. 51)	<p>Renton, N. (2004). <i>Compendium of good writing</i> (3rd ed.). Milton: John Wiley &amp; Sons.</p> <p><b>An edition number is placed after the title of the work - this is not necessary for a first edition.</b></p>	Book
<i>Encyclopedia or Dictionary</i>	<i>The new Grove dictionary of music and musicians</i> (1980, p.85) defined it as...	Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6 <sup>th</sup> ed., Vols. 1-20). London: Macmillan.	Edited Book
<i>Article or chapter in a book</i>	As discussed by Blaxter (1976)...	Blaxter, M. (1976). Social class and health inequalities. In C. Carter & J. Peel (Eds.), <i>Equalities and inequalities in health</i> (pp. 120-135). London: Academic Press.	Book Section
<i>Article or chapter in a book – no author</i>	("Solving the Y2K Problem," 1997)	Solving the Y2K problem. (1997). In D. Bowd (Ed.), <i>Technology today and tomorrow</i> (p. 27). New York: Van Nostrand Reinhold.	Book Section
<i>Brochure</i>	(Research and Training Centre, 1993, p. 2)	<p>Research and Training Centre on Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (4<sup>th</sup> ed.) [Brochure]. Melbourne: Author.</p> <p><b>The word 'Author' is used as the publisher when the author and publisher are the same.</b></p>	<p>Book</p> <p>(put Author in <i>Publisher</i>)</p> <p>You will need to manually type [Brochure] after the title.</p>

<i>E-book</i>	(Pettinger, 2002, p. 45)	Pettinger, R. (2002). <i>Global organizations</i> . Oxford: Capstone Publishing. Retrieved September 28, 2004, from NetLibrary database.	Electronic Book  (put September 28, 2004 in the <i>Date Accessed</i> field, NetLibrary in <i>Name of Database</i> .)
<i>Thesis</i>	(Jones, 1998, p. 89)	Jones, F. (1998). <i>The mechanism of Bayer residue flocculation</i> . PhD Thesis. Curtin University of Technology. Retrieved December 21, 2005, from Curtin University of Technology Digital Theses.	Thesis  (put PhD Thesis in <i>Thesis Type</i> , December 21, 2005 in <i>Access Date</i> , Curtin University of Technology Digital Theses in <i>URL</i> .)
<i>Conference Proceeding</i>	(Cutler, Frolich, & Hanrahan, 1997) <b>OR</b> As discussed by Cutler, Frolich and Hanrahan (1997)	Cutler, L. D., Frolich, B., & Hanrahan, P. (1997, January 16). <i>Two-handed direct manipulation on the responsive workbench</i> . Paper presented at the 1997 Symposium on Interactive 3D Graphics, Stanford, CA. Retrieved June 12, 2000, from ProQuest 5000 database.	Conference Proceeding  (put 1997, January 16 in <i>Year of Conference</i> , Two-handed direct manipulation on the responsive workbench in <i>Title</i> , 1997 Symposium on Interactive 3D Graphics in <i>Conference Name</i> , Stanford, CA in <i>Conference Location</i> , June 12, 2000 in <i>Access Date</i> , ProQuest 5000 in <i>Name of Database</i> .)
<i>Image in a book</i>	The poster "The 3 dark years" (Sexton, 2005, p. 184)	Sexton, M. (2005). <i>The great crash: The short life and sudden death of the Whitlam government</i> . Melbourne: Scribe Publications.	Book
<b>Print Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote X1 (which reference type?)</b>
<i>Article</i>	As mentioned by Wharton (1996)... <b>OR</b> "... when abseiling" (Wharton, 1996, p. 8).	Wharton, N. (1996). Health and safety in outdoor activity centres. <i>Journal of Adventure Education and Outdoor Leadership</i> , 12(4), 8-9.	Journal Article
<i>Article – no author</i>	It's a growing problem in the U.K. ("Anorexia Nervosa," 1969)...	Anorexia nervosa. (1969). <i>British Medical Journal</i> , 1, 529-530.	Journal Article

Newspaper article	(Towers, 2000)	Towers, K. (2000, January 18). Doctor not at fault: Coroner. <i>The Australian</i> , p. 3.	Newspaper Article
Newspaper article – no author	("Rate Rise," 2005)	Rate rise scares new home buyers away. (2005, April 29). <i>Sydney Morning Herald</i> , p. 35.	Newspaper Article
Press release	(Watersmith, 2000)	Watersmith, C. (2000, March 1). <i>BHP enters new era</i> , [Press release]. Melbourne: BHP Limited.	Report  (put 2000, March 1 in the <i>Year</i> field, Press release in <i>Report Number</i> , BHP Limited in <i>Institution</i> .)
<b>Electronic Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote X1 (which reference type?)</b>
Full text from an electronic database	(Madden, 2002) <b>OR</b> As Madden (2002) states...	Madden, G. (2002). Internet economics and policy: an Australian perspective. <i>Economic Record</i> , 78, 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.	Journal Article
Full text from an electronic database – no author	The Internet has had a huge impact on the Australian economy ("Internet Economics", 2002)...	Internet economics and policy: an Australian perspective. (2002). <i>Economic Record</i> , 78, 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.	Journal Article
Full text newspaper, newswire or magazine from an electronic database – no author	("WA Packed," 2004)	WA packed with overseas appeal. (2004, November 12). <i>The West Australian</i> , p. 47. Retrieved November 13, 2004, from Factiva database.	Newspaper Article (put November 13, 2004 in the <i>Access Date</i> field, Factiva in <i>Name of Database</i> .)
Full text from Internet	(Sopensky, 2002)	Sopensky, E. (2002). Ice rink becomes hot business. <i>Austin Business Journal</i> . Retrieved October 16, 2002, from <a href="http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html">http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html</a>	Electronic Article  (put October 16, 2002 in the <i>Date Accessed</i> field, <a href="http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html">http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html</a> in <i>Database</i> .)

Article from Curtin E-Reserve	(Davidhizar & Dowd, 1997)	Davidhizar, R., & Dowd, S. B. (1997). The art of giving an effective presentation. <i>Health Care Supervisor</i> , 15(3), 25-31. Retrieved October 16, 2002, from Curtin University of Technology Library E-Reserve.	Journal Article  (put October 16, 2002 in the <i>Access Date</i> field, Curtin University of Technology Library E-Reserve in <i>Type of Article</i> .)
Cochrane Review	(Bunn, Byrne & Kendall, 2004)	Bunn, F., Byrne, G., & Kendall, S. (2004, July 19). Telephone consultation and triage: Effects on health care use and patient satisfaction. <i>Cochrane Database of Systematic Reviews</i> , 2004(3), Article CD004180. Retrieved February 11, 2005, from The Cochrane Library Database.  * This example was provided by APA Journals in September 2006.	Journal Article  (put 2004, July 19 in the <i>Year</i> field, Cochrane Database of Systematic Reviews in <i>Journal</i> , Article CD004180 in <i>Pages</i> .)
<b>World Wide Web</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote X1 (which reference type?)</b>
Document on WWW	"It's essential you learn how to reference" (Dawson, Smith, Deubert & Grey-Smith, 2002).	Dawson, J., Smith, L., Deubert, K., & Grey-Smith, S. (2002). 'S' Trek 6: Referencing, not plagiarism. Retrieved October 31, 2002, from <a href="http://studytrekk.lis.curtin.edu.au/">http://studytrekk.lis.curtin.edu.au/</a>	Web Page  (use <i>Access Date</i> & <i>URL</i> fields for retrieved statement)
Document on WWW – No author	(Leafy Seadragons, 2001)	Leafy seadragons and weedy seadragons. (2001). Retrieved November 13, 2002, from <a href="http://www.windspeed.net.au/~jenny/seadragons/">http://www.windspeed.net.au/~jenny/seadragons/</a>	Web Page  (use <i>Access Date</i> & <i>URL</i> fields for retrieved statement)
Document on WWW – No date	(Royal Institute of British Architects, n.d.)	Royal Institute of British Architects (n.d.). <i>Shaping the future: Careers in architecture</i> . Retrieved May 31, 2005, from <a href="http://www.careersinarchitecture.net/">http://www.careersinarchitecture.net/</a>	Web Page  (put Royal Institute of British Architects in the <i>Author</i> field, n.d. in <i>Year</i> , use <i>Access Date</i> & <i>URL</i> fields for retrieved statement)
Image on the web	The image of the wasp ( <i>Wasps, hornets and yellowjackets</i> , n.d.)	<i>Wasps, hornets and yellowjackets</i> [Image] (n.d.). Retrieved November 28, 2005, from <a href="http://www.laters.com/insects/hornets.htm">http://www.laters.com/insects/hornets.htm</a>	Web Page  <b>Type [Image] manually after the title.</b>

Government Publications	In-Text Example	Reference List Example	EndNote X1 (which reference type?)
<i>Acts of Parliament (including bills)</i>	The Commonwealth's <i>Copyright Act 1974</i> ..... (In future references, omit date)	<b>Legislation is included in a list of references only if it is important to an understanding of the work. Set the list apart from the main body of the reference under the sub-heading 'Legislation'.</b> <b>Essential elements:</b> <i>Short Title of Act Year</i> (Jurisdiction) eg: <i>Copyright Act 1968</i> (Cwlth). If have used a section can do a pinpoint reference eg: <i>Criminal Code (WA)</i> , s. 348 <b>If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.</b>	Enter in-text citation manually
Case	( <i>The State of New South Wales v. The Commonwealth</i> , 1915)	<i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 5.  <b>If case is obtained from an electronic database, add a retrieved statement as for electronic journal articles.</b>	Case  (put 20 CLR 5 in the <i>Abbreviated Case Name</i> field) You will need to edit the in-text citation for it to appear correctly
<i>Australian Bureau of Statistics Bulletin</i>	(Australian Bureau of Statistics, 1999)	Australian Bureau of Statistics. (1999). <i>Disability, ageing and carers: Summary of findings</i> (No. 4430.0). Canberra, Australian Capital Territory: Author.  <b>The word 'Author' is used as the publisher when the author and publisher are the same.</b>	Report  (put No. 4430.0 in the <i>Accession Number</i> field, Author in <i>Institution</i> .)
<i>Australian Bureau of Statistics from AusStats</i>	(Australian Bureau of Statistics, 1999)	Australian Bureau of Statistics. (1999). <i>Disability, ageing and carers: Summary of findings</i> (No.4430.0). Canberra, Australian Capital Territory: Author. Retrieved October 14, 2002, from AusStats database.	Report  (put No. 4430.0 in the <i>Accession Number</i> field, October 14, 2002 in <i>Access Date</i> , AusStats in <i>Name of Database</i> )
<i>Census Information</i>	(Australian Bureau of Statistics, 2001)	Australian Bureau of Statistics. (2001). <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i> . Retrieved November 20, 2002, from AusStats database.	Report  (use <i>Access Date</i> & <i>Name of Database</i> fields for retrieved statement)



<i>Government Report</i>	(Resource Assessment Commission, 1991)	Resource Assessment Commission. (1991). <i>Forest and timber enquiry: Draft report</i> (No. 1). Canberra: Australian Government Publishing Service.	Report  (put No. 1 in the <i>Accession Number</i> field, Australian Government Publishing Service in <i>Institution</i> )
<i>Patent</i>	U.S. Patent No. 4554399 (1985)	Cookson, A. H. (1985). <i>Particle trap for compressed gas insulated transmission system</i> . U.S. Patent 4554399.	Patent  (put Cookson, A. H. in <i>Inventor</i> , U.S. Patent 4554399 in <i>Patent Number</i> )
<i>Standard</i>	(Standards Australia, 1997)	Standards Australia. (1997). <i>Size coding scheme for infants' and children's clothing - Underwear and outerwear</i> (AS 1182-1997). Retrieved January 10, 2006, from Standards Australia Online database.	Report  (put AS 1182-1997 in the <i>Accession Number</i> field, January 10, 2006 in <i>Access Date</i> , Standards Australia Online in <i>Name of Database</i> .)
<b>Secondary Sources</b>	<b>In-Text Examples</b>	<b>Reference List Examples</b>	<b>EndNote X1 (which reference type?)</b>
<i>Book</i>	... including neuralgia (Carini and Hogan, as cited in Thibodeau & Patton, 2002, p. 45) <b>OR</b> Carini and Hogan's study (as cited in Thibodeau & Patton, 2002, p. 45)	Thibodeau, G. A. & Patton, K. T. (Eds.). (2002). <i>The human body in health and disease</i> . St. Louis, Mo.: Mosby.  <b>Record the book that you actually used.</b>	Book  (Carini and Hogan as cited in...) will need to be added manually in the in-text citation.
<i>Journal article</i>	Carini and Hogan's study (as cited in Patton, 2002) <b>OR</b> "... origins of neuralgia" (Carini and Hogan, as cited in Patton, 2002, p. 2154)	Patton, K. T. (2002). Neuralgia and headaches. <i>Science</i> , 400, 2153-55.  <b>Record the journal that you actually used.</b>	Journal Article  (Carini and Hogan as cited in...) will need to be added manually in the in-text citation.
<b>Other Sources</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote X1 (which reference type?)</b>
<i>Personal communication, e-mail and discussion lists with no web archive</i>	It was confirmed that an outbreak occurred in London (S. Savieri, personal communication, April 24, 1999).	Not included in reference list as they cannot be traced by the reader.	Enter in-text citation manually.

<i>Films and videorecordings</i>	(Scorsese & Lonergan, 2000)	Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.	Film or Broadcast  (put Scorsese, M and Lonergan, K in the <i>Director</i> field, Writer/Director in <i>Alternate Title</i> , Motion picture in <i>Medium</i> , United States in <i>Country</i> , Paramount Pictures in <i>Distributor</i> ) <b>You will need to edit the citation in your Word document to add (Producer)</b>
<i>Television and radio programmes</i>	(Crystal, 1993)	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.	Film or Broadcast  (put Crystal, L. in the <i>Director</i> field, Executive Producer in <i>Alternate Title</i> , October 11 in <i>Date Released</i> , Television broadcast in <i>Medium</i> , New York and Washington DC in <i>Country</i> , Public Broadcasting Service in <i>Distributor</i> )
<i>Podcast</i>	(Seega & Swan, 2005)	Seega, B. (Producer) & Swan, N. (Presenter). (2005, November 28). <i>Adult ADHD</i> [Podcast radio programme]. Sydney: ABC Radio National. Retrieved November 29, 2005, from <a href="http://www.abc.net.au/rn/talks/8.30/helthrpt/">http://www.abc.net.au/rn/talks/8.30/helthrpt/</a>	Film or Broadcast  (put the producer and presenters' names in <i>Director</i> , 2005, November 28 in <i>Year</i> , Sydney in <i>Country</i> , ABC Radio National in <i>Distributor</i> , Podcast radio programme in <i>Medium</i> , Presenter in <i>Alternative Title</i> , November 29, 2005 in <i>Access Date</i> , <a href="http://www.abc.net.au/rn/talks/8.30/helthrpt/">http://www.abc.net.au/rn/talks/8.30/helthrpt/</a> in <i>URL</i> .  <b>You will need to edit the citation in your Word document to add (Producer)</b>

Computer Software	(Miller, 1993)	Miller, M. E. (1993). The interactive tester (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.	Computer Program  (put Miller, M. E. in <i>Programmer</i> , 4.0 in <i>Version</i> , Computer software in <i>Type</i> )
ERIC document (microfiche)	Davis and Lombardi (1996) put forward the proposal that...	Davis, R. K., & Lombardi, T. P. (1996). The quality of life of rural high school special education graduates. In <i>Rural goals 2000: Building programs that work</i> [Microfiche]. (ERIC Document No. ED394765).	Generic  (put Rural goals 2000: Building programs that work in <i>Secondary Title</i> , Microfiche in the <i>Type of Work</i> field, ERIC Document No. ED394765 in <i>Publisher</i> )
E-mail discussion list – web archive	(Little, 2002)	Little, L. (2002, April 16). Two new policy briefs. Message posted to ECPOLICY electronic mailing list, archived at <a href="http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg000003.html">http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg000003.html</a>	Web Page  (put 2002, April 16 in the Year field, Message posted to ECPOLICY electronic mailing list, archived at <a href="http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg000003.html">http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg000003.html</a> in Access Year.)

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