

## APA 6th Citing & Referencing style

### American Psychological Association (APA) style examples

APA style is an author-date citation style. It was developed mainly for use in psychology but has also been adopted by other disciplines.

There are two major components to the APA author-date style:

- In-text author-date citation at the appropriate place within the text of the document, e.g. (Smith, 2010),
- Detailed reference list at the end of the document

All in-text citations must have a corresponding reference list entry, and the converse applies for reference list entries.

This guide is based on more detailed information in:

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: Author.
- American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: Author.
- American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.). Washington DC: Author.

#### In-text citing: General notes

- Insert an in-text citation:
  - when your work has been influenced by someone else's work, for example:
    - when you **directly quote** someone else's work
    - when you **paraphrase** someone else's work
  - The in-text citation consists of:
    - **author surname(s)\*** (in the order that they appear on the actual publication), followed by the year of publication of the source that you are citing. (\*Surname = Family name)
    - include **page or paragraph numbers for direct quotes** eg. (Weston, 1988, p. 45). Page numbers are not normally included when paraphrasing but may be included if desired.
  - The in-text citation is **placed immediately after the information being cited**.
  - If quoting or citing a source which has been cited within another document, mention the original source together with the secondary reference details, for example: (Smith, 2008, as cited in Jones, 2010). Only the secondary reference (i.e. Jones, 2010) should be included in the reference list.
  - In-text citations are **usually included in the word count** of your document.
  - If your citation is at the end of a sentence, ensure **the full stop is placed after the reference**.
  - For citations in brackets with two authors the '&' symbol can be used. If the author citation forms part of your sentence the word '**and**' must be used, e.g. (Brown & Black, 2010) OR "Brown and Black (2010) indicate that..."
- Placement of citations can be important depending on the emphasis you wish to apply.
- If you wish to quote or paraphrase an author and want to **emphasise the author**, then your citation becomes '**author prominent**'. The citation will look something like this:
  - Jones (2012) has concluded that...

If you wish to **emphasise the information** you have paraphrased or quoted from an author, then your citation becomes '**information prominent**'. The citation will look something like this:

  - ... as evidenced from a recent Australian study (Jones, 2012).

### Examples of in-text citations

Type	Rule	Citation Examples
<b>One author</b>	Surname of author, no initials or suffixes such as Jr. The year of publication is also included	This was seen in an Australian study (Conger, 1979). <b>OR</b> Conger (1979) has argued that... <b>OR</b> It is claimed that... in a study conducted by Conger (1979). <b>OR</b> In 1979, Conger conducted a study which showed that...
<b>Two authors</b>	Cite both surnames every time the reference occurs in the text	... (Davidson & Harrington, 2002) <b>OR</b> Davidson and Harrington (2002) ...
<b>Three to five authors</b>	Cite all surnames and publication year the first time, thereafter only the first surname followed by et al.	<b>The first time cited:</b> ... (Brown, Soo, & Jones, 1990). <b>OR</b> Brown, Soo, and Jones (1990) ...  <b>Thereafter:</b> ... (Brown et al., 1990). <b>OR</b> Brown et al. (1990) ...
<b>Six or more authors</b>	Cite only the surname of the first author followed by et al. and the year from the first citation. Include all authors, up to seven, in the reference list. Please see instruction for eight or more authors on the introductory page of this guide.	.... (Girad-Perregaux et al., 2003). <b>OR</b> Girad-Perregaux et al. (2003) ...
<b>Different authors: same surname</b>	Add the initials of the author's first or given name/s to their surname to distinguish them.	P. R. Smith (1923) <b>to distinguish from</b> S. Smith (1945) ...  (S. A. Brown & Jones, 1961) <b>to distinguish from</b> (W. O. Brown & Smith, 1985).
<b>Multiple authors: ambiguous citations</b>	If a multiple (3+) author citation abbreviated with et al. looks the same as another in text citation similarly shortened, add enough surnames to make a distinction, followed by a comma and et al.	... (Brown, Shimamura, et al., 1998) <b>to distinguish from</b> (Brown, Taylor, et al., 1998).

<b>Multiple works: by same author</b>	When cited together give the author's surname once followed by the years of each publication, which are separated by a comma.	... (Stairs, 1992, 1993). <b>OR</b> Stairs (1992, 1993) ...
<b>Multiple works: by same author AND same year</b>	If there is more than one reference by an author in the same year, suffixes (a, b, c, etc.) are added to the year. Allocation of the suffixes is determined by the order of the references in the reference list. Suffixes are also included in the reference list, and these references are listed alphabetically by title. If cited together, list by suffix as shown below.	Stairs (1992b) ... later in the text ... (Stairs, 1992a). <b>OR</b> ... (Stairs, 1992a, 1992b).
<b>If author use 'anonymous'</b>	Use Anonymous in place of the author's surname.	... (Anonymous, 1997)
<b>Unknown author</b>	Give the first few words of the title. If the title is from an article or a chapter use double quotation marks. If the title is from a periodical, book brochure or report then use italics.	... the worst election loss in the party's history ("This is the end," 1968).
<b>Corporate or group of authors</b>	If organization is recognized by abbreviation, cite the first time as follows:	<b>Cited for the first time:</b> ... (Australian Institute of Health and Welfare [AIHW], 2005) <b>Thereafter:</b> ... (AIHW, 2005). <b>If abbreviation not widely known, give the name in full every time:</b> ... (Australian Research Council, 1996)
<b>Multiple references</b>	List the citations in alphabetical order and separate with semicolons	... (Burst, 1995; Nguyen, 1976; Turner & Hooch, 1982).
<b>Citing specific parts of a source</b>	For a direct quote the page number(s) must be given. Indicate page, chapter, figure, table, etc. as specifically as possible. Use accepted abbreviations, i.e. p. for page, para. for paragraph.	As one writer put it "the darkest days were still ahead" (Weston, 1988, p. 45). <b>OR</b> Weston (1988) argued that "the darkest days were still ahead" (p. 45). <b>OR</b> This theory was put forward by Smith (2005, chap.7)

<b>Quote from an electronic source</b>	Where page numbers are not provided use paragraph numbers.	... (Chang, 2001, para. 2).
<b>Personal communications</b>	These include private letters, e-mail, and conversations. As personal communications are not accessible to others, they are not included in the reference list. However, an in-text citation is required.	... (R. Smith, personal communication, January 28, 2002). <b>OR</b> R. Smith (personal communication, January 28, 2002) ...
<b>Citation of a secondary source: (i.e a source referred to in another publication)</b>	In the reference list you <b>ONLY</b> include the details of the source you actually read - not the original source. In the example below, the original source would be Farrow (1968), which you saw cited in a paper by Ward and Decan (1988).	... (Farrow, 1968, as cited in Ward & Decan, 1988). <b>OR</b> Farrow (1968, as cited in Ward & Decan, 1988) ... <b>OR</b> Ward and Decan (1988) cited Farrow (1968) as finding...
<b>Citing legislation or legal cases</b> <b>Rule – Legislation</b>	The title of the legislation and the year (jurisdiction). Note: include the jurisdiction the first time the act is cited. The jurisdiction can be dropped with subsequent citations  The way you cite legislation or legal cases depends on whether you read the actual legislation or read about it in another source. If it is the latter, the legislation/case should be treated as a secondary source.	The <i>Medical Treatment Act 1988</i> (Vic) states...by virtue of s. 25.1 of the <i>Aged Care Act 1997</i> (Cth)...  ..."A restrictive intervention may only be used on a person..." ( <i>Mental Health Act 2014</i> (Vic), s. 105)  as a <b>secondary source</b> .... <i>Occupational Health and Safety Act 2004</i> (Vic) (as cited in Creighton & Rozen, 2007)
<b>Citing legislation or legal cases</b> <b>Rule - Cases</b>	The <i>title of the case</i> (year). Note: Include the year with the first citation. The year can be dropped in subsequent citations.	According to the case of <i>Rogers v Whitaker</i> (1992) ...  as a <b>secondary source</b> ..... <i>Chappel v Hart</i> (1988) (as cited in Forrester & Griffiths, 2010)

## Abbreviations

Standard abbreviations can be used in your citations

Some of the more commonly used examples of abbreviations are listed below.

<b>ed.</b>	Edition – for the edition of a book For example, <i>Drugs and life</i> (4th ed.).
<b>Ed. or Eds.</b>	Editor(s) – When a book includes editors rather than authors For example, Robinson, D. N. (Ed.). (1992).
<b>et al.</b>	This means 'and others'. This is used in intext citations when there are 3 or more authors. NOTE: stop only after 'al.', not after 'et'.  <i>3 to 5 authors:</i> (Alberto, Jacobi, & Keating, 1993) - Use 'Alberto et al.' in subsequent citations. <i>6 or more authors:</i> (Szerman et al., 2005)
<b>n.d.</b>	No date – for sources that do not have a date of publication, substitute 'n.d.' (no date) after the name of the author.  For example: <i>In-text citation</i> – (Southey, n.d.) <i>End-text reference</i> – Southey, R. (n.d.). The life of Nelson. London, England: Blackie.
<b>n.p.</b>	No page numbers For example: Mathews' use of...(2010, n. p.).  <b>NOTE:</b> Instructions for electronic sources without page numbers If page numbers are not given use approximate page number (p. 3 of 9); or paragraph number for short text (para. 2); or the heading given in the source for the particular section. For example:  The ABS (2004, p. 1 of 4) defines residents as 'economic entities (persons, organisations or enterprises) which have a closer association with the territory of Australia than with any other territory'. <b>OR</b> Flitton (2012, para. 1) reports 'Australia is about to confront the biting reality of US military decline'.
<b>No.</b>	Number – Use in your end text referencing when the resource incorporates a number that represents the accession, order, catalogue, etc number  For example: Australian national accounts: National income, expenditure and product (Cat. No. 5206.0). Dissertation Abstracts International. (University Microfilms No. 82-06, 181).
<b>p. or pp.</b>	Page(s) – These are included in the in-text citation. If one page number is being referred to, use the abbreviation p. for page. If there are multiple pages use pp. to represent pages.  For example: According to Gibbs (2009, pp. 34-35) <b>OR</b> (Ezzy, 2002, p. 30)
<b>para.</b>	Paragraph – for electronic sources that do not provide page numbers, use the paragraph number and, if available, preceded by the abbreviation 'para.' For example: (Clarkson, 2001, para. 2)

<b>Rev. ed.</b>	<p>Revised edition – Used in end-text referencing when item is identified as being a revised edition For example: Referencing guide (14th Rev. ed.).</p>
<b>Trans.</b>	<p>Translator(s) Name the translator or editor only in the end-text reference, immediately following the title. In the case of translated works, cite the title in its translated form, not in its original form.</p> <p>For example <i>In-text citation</i> (Genet, 1966, p. 61)</p> <p><i>End-text reference</i> Genet, J. (1966). The balcony (2nd ed.). (B. Frechtman, Trans.). London, England: Faber.</p>
<b>Vol. or Vols.</b>	<p>Volume(s) Include in end text referencing if books include volume information</p> <p>For example Robinson, A. (1994). The principals of genetics and heredity. In The new encyclopedia Britannica (Vol. 19, pp. 699-740). Chicago, IL: Encyclopedia Britannica.</p>

## Reference list: General notes

- **Important:** Please carefully check your assignment instructions, or with your lecturer, any specific referencing requirements.
- Begin your reference list on a **new page** and title it - **References**, then **centre** the title on the page.
- **Double-space** your reference list and have a **hanging indent**
  - Left align the first line of each reference with subsequent lines indented to the right to a width by 5 -7 spaces or 1.25 cm.
- All of the references in the reference list must also be cited in the text.
- All references cited in text must also be included in the reference list (unpublished items, such as personal correspondence, are an exception).
- List the references in **alphabetical order** by author surname/family name according to the first listed author. (Note: the order of the authors on a document is important do not rearrange them)
- Where there are two articles with the same authors and date, order the references alphabetically by article title and add a letter suffix to the year of publication (e.g. 2003a, 2003b...).
- **Provide organisation names in full**, unless they are obviously recognisable as abbreviations (e.g. APA for American Psychological Association).
- **Do not add full stops to URLs** (e.g. <http://www.lib.monash.edu.au/>)
- In an article, chapter or book title **capitalize only the first word of the title and of the subtitle**, if any, and **any proper nouns**. (Note: book titles should be italicised)
- In a periodical, journal, or serial title, **give the title in full, in upper and lower case letters**. The title should be italicised (e.g. *Harvard Business Review*)
- APA requires use of an **en dash** between pagination numbers. An **en dash** is longer and thinner than a hyphen. Type in an **en dash**, or if an **en dash** is unavailable on the keyboard, use a single hyphen. In either case there is no space before or after. We recommend consulting your faculty staff to determine their requirements.
- Check the reference details against the actual source - you are indicating that you have read that source when you cite it.
- Be consistent with your referencing style across the document.

**Please note:** the sample reference list in the next page is only in single line spacing to conserve room on this page for display

## Author layout guidance

Where a publication has:	List authors in the reference list as:
One author	Author, A. A.
Two authors	Author, A. A., & Author B. B.
Three to seven authors	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G.
Eight or more authors - list first six authors, add a three dot ellipse, then the last author	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ...Author, Z. Z.
No author	Transfer the title to the author space
Two or more works by same author	Use author's name for all entries and list entries by year - earliest year comes first. If they are the published in the same year, list alphabetically by title, assigning a suffix of a, b, c, d etc after the year (e.g. 2011a, 2011b)
a group or corporate author	Spell the name out

## Sample reference list

### References

- Australian Bureau of Statistics. (2008). *Childhood education and care (No. 4402.0)*. Retrieved from <http://www.abs.gov.au>
- Beckett, S. T. (2008). *The science of chocolate* (2nd ed.). Cambridge, United Kingdom: Royal Society of Chemistry.
- Branch, S., Ramsay, S., & Barker, M. (2008). The bullied boss: A conceptual exploration of upwards bullying. In A. Glendon, B. M. Thompson & B. Myers (Eds.), *Advances in organisational psychology* (pp. 93-112). Retrieved from <http://www.informit.com.au/humanities.html>
- Cioe, J. (2012). *The normal distribution* [Lecture notes]. Retrieved from <http://moodle.vle.monash.edu.au>
- Corporations Act 2001 (Cth). Available from <http://www.austlii.edu.au>
- Department of Health and Ageing. (2012). *Aboriginal and Torres Strait Islander health performance framework 2012 report*. Retrieved from <http://www.health.gov.au/internet/publications/publishing.nsf/Content/oatsih-hpf-2012-toc>
- MacIntyre, S. (2008, August). *Participation in the classroom, productivity in the workforce: Unfulfilled expectations*. Paper presented at the 13th Australian Council for Educational Research Conference, Brisbane Qld. Retrieved from [research.acer.edu.au/research\\_conference\\_2008/8](http://research.acer.edu.au/research_conference_2008/8)
- Preston, R. (2010). Observations in acute care: Evidence based approach to patient safety. *British Journal of Nursing* 19, 442-447. Retrieved from <http://www.britishjournalofnursing.com>
- Ramsey, J. K., & McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Pellegrini & P. K. Smith (Eds.), *The nature of play: Great apes and humans* (pp. 89-112). New York, NY: Guilford Press.
- Sievers, W. (1966). *Monash University* [Photograph]. Retrieved from <http://trove.nla.gov.au/work/15565401?q=monash&c=picture&versionId=18284000>
- Tranquilli, A. L., Lorenzi, S., Buscicchio, G., Di Tommaso, M., Mazzanti, L. & Emanuelli, M. (2014). Female fetuses are more reactive when mother eats chocolate. *The Journal of Maternal-Fetal & Neonatal Medicine*, 27(1), 72-74. doi:10.3109/14767058.2013.804053
- Winter, J., Hunter, S., Sim, J., & Crome, P. (2011). Hands-on therapy interventions for upper limb motor dysfunction following stroke. *Cochrane Database of Systematic Reviews*, 2011(6). doi:10.1002/14651858.CD006609.pub.2
- Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68(5), 843-856. doi:10.1037//0022-006X.68.5.843



### Audio and visual media

Films and Video-recordings of films	Format	Producer, A. A. (Role in the production) & Writer, B. B. (Role in the production). (year of release). <i>Title of film</i> [Format]. Place of Publication: Publisher.
	Example	Scorsese, M. (Producer) & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. Hollywood, CA: Paramount Pictures.
DVDs and Video-recordings	Format	Producer, A. A. (Role in the production). (year of release). <i>Title of film</i> [Format]. Place of Publication: Publisher.
	Example	American Psychological Association. (Producer). (2000). <i>Responding therapeutically to patient expressions of sexual attraction</i> [DVD]. Washington, DC: Author.  Note: The word 'Author' is used as the publisher when the author and publisher are the same.
Video file (e.g. YouTube video)	Format	Author, A. A. (year, date of posting). <i>Title of video</i> [Format]. Retrieved from 'website address'
	Example	markapsolon. (2011, September 9). <i>Real ghost girl caught on Video Tape 14</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=6nyGCbxD848">http://www.youtube.com/watch?v=6nyGCbxD848</a>  Note: Use the screen name markapsolon as it appears online. If the user's real name is available list it first, followed by the screen name in brackets. For example, Smith, J. [markapsolon].
Web streaming Video	Format	Author, A. A. (role in production). (year of release). Title of episode [Format]. In A. Author (role in production), <i>Title of series</i> . Place of publication: Publisher.
	Example	Thomason, M., Rudd, P., & Fineri, W. (Writers/Directors). (2007). North West Passage [Television series episode]. In T. Wright (Supervising Producer), <i>Captain Cook: Obsession and discovery</i> . Melbourne, Vic: Film Australia.
Television and radio programmes - single episode in a series	Format	Author, A. A. (role in production). (year of release). <i>Title of program</i> [Format]. Place of publication: Publisher.
	Example	Leonard, D. (Producer), & de Pieri, S. (Presenter). (2009). <i>A gondola on the Murray</i> [Television series]. Melbourne, Vic: ABC Television.  Note: A single programme is called a Television broadcast. Specify the broadcast date for a single programme.

Images from the web	Format	Artist, A. (year). <i>Title of photograph</i> [format]. Retrieved from URL
	Example	Monash University. (2011). <i>CORE body comp</i> [photograph]. Retrieved from <a href="https://imagelibrary.monash.edu">https://imagelibrary.monash.edu</a>
Musical Score – a single score	Format	Author, A. A. (year of release). <i>Title of score</i> [Format]. Place of publication: Publisher.
	Example	Stravinsky, I. (1975). <i>Rite of spring</i> [Score]. London, England: Hansen House.
Musical Score - part of a collection or anthology	Format	Author, A. A. (year of release). Title of score [Format]. In <i>Title of collection</i> (pages of score in collection). Place of publication: Publisher.
	Example	Whitfield, N., & Strong, B. (1966). I heard it through the grapevine [Score]. In <i>Motown anthology</i> (pp. 98-104). Milwaukee, WI: Hal Leonard.
Musical Score - with an editor	Format	Author, A. A. (year of release). Title of score [Format]. In A. A. Editor (Ed.), <i>Title of collection</i> (pages of score in collection). Place of publication: Publisher.
	Example	Porter, C. (1953). It's all right with me [Score]. In W. L. Simon (Ed.), <i>Treasury of great show tunes</i> (pp. 104-110). Pleasantville, NY: Reader's Digest.
Music Recordings	Format	Author, A. A. (year song was written). Song title [Recorded by if Artist is different from the writer]. On <i>Title of CD</i> [Format]. Place of publication: Publisher. (date of recording)
	Example	<p><i>Intext citation</i></p> <p>"The Last of th`e Pioneers" (Williamson, 2003, track 5)</p> <p>Note: Include the side, band or track number in intext citation</p> <p><i>End text reference</i></p> <p>Badnews, U. R. (1927). We only live twice [Recorded by P. Murray]. On <i>Resurrection</i> [CD]. Sandgate, Qld: Ibis Records. (1999)</p> <p>Note: Include Artist in [ ] after song title if Artist is different from the Writer of the song</p>
Map or Chart - electronic	Format	Author, A. A. (year of publication). Title of the map or chart [Format]. Retrieved from 'web address'
	Example	Idaho Department of Commerce. (2010). Idaho Rivers [Map], Retrieved from <a href="http://www.visitidaho.org/mapsimages/maps.aspx">http://www.visitidaho.org/mapsimages/maps.aspx</a>

Map or Chart - singular sheets	Format	Author, A. A. (year of publication). <i>Title of map or chart</i> [Format]. (scale) Place of publication: Publisher.
	Example	Metsker Maps. (1979). <i>Metsker's map of Island county, Washington</i> [Map]. (ca. 1:70,000.) Tacoma, WA: Metsker Maps.
Map or Chart - book	Format	Author, A. A. (year of publication). Title of map or chart [Format]. scale. In B. B. Author, <i>Title of Publication</i> . Place of publication: Publisher.
	Example	Magocsi, P. R. (2003). Population movements, 1944-1948 [Map]. 1:8 890 000. In P. R. Magocsi, <i>Historical atlas of central Europe</i> . (Rev. & ex. ed.) Seattle: University of Washington Press.
Works of Art (paintings, sculptures etc). In physical form or on the Internet.	Format	Artist, A. A. (date of creation). <i>Title of art</i> [Format]. Place of publication: Publisher.
	Example	Rodin, A. (1902). <i>The thinker</i> [Bronze and marble sculpture]. Paris, France: Musée Rodin.  Wyeth, A. (1948). <i>Christina's world</i> [Painting]. Retrieved from <a href="http://www.moma.org/explore/collection/index">http://www.moma.org/explore/collection/index</a>
Podcasts	Format	Author, A. A. (role in production). (year, date of posting). <i>Title of podcast</i> [Format]. Retrieved from 'website address'
	Example	Seega, B. (Producer), & Swan, N. (Presenter). (2005, November 28). <i>Adult ADHD</i> [Audio podcast]. Retrieved from <a href="http://www.abc.net.au/rn/talks/8.30/helthrp">http://www.abc.net.au/rn/talks/8.30/helthrp</a>  Holland, A. (Producer), & Harris, H. (Director). (2008, June 12). Bog man [Video podcast]. Retrieved from ABC: <a href="http://www.abc.net.au/catalyst/stories/2272392.htm">http://www.abc.net.au/catalyst/stories/2272392.htm</a>

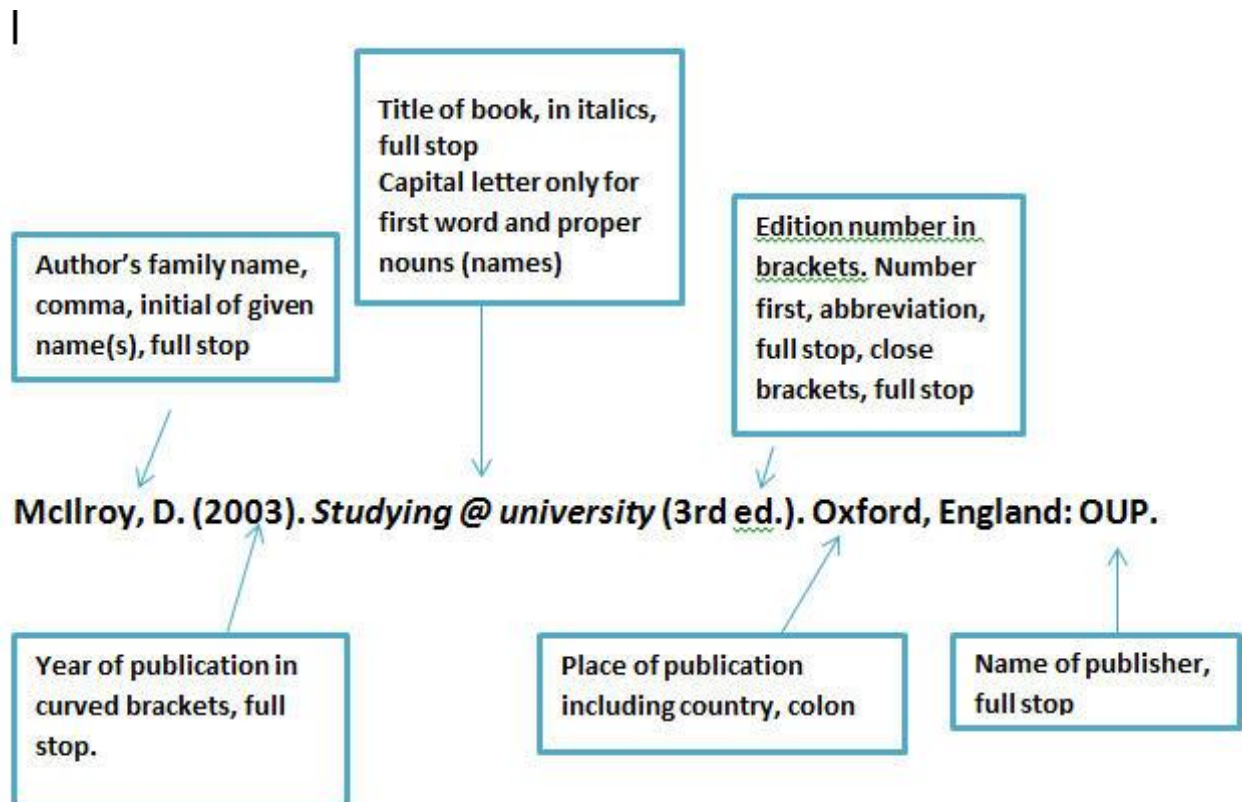
### Author metrics

<b>Format</b>	Database or organization name. (Publication year). Page title. Retrieved Month, Day, Year, from URL
<b>Example</b>	Scopus. (2015). Jones, Mary. Retrieved April 24, 2015, from <a href="http://www.scopus.com/">http://www.scopus.com/</a>  Note: if you have included multiple authors from the same source then differentiate the references by adding a letter after the year of publication. The letter is applied according to the order that the author has been cited in your document. For example: ResearchGate. (2015a). John Smith. Retrieved April 24, 2015, from URL ResearchGate. (2015b). Jack Brown. Retrieved April 24, 2015, from URL ResearchGate. (2015c). Mary Jones. Retrieved April 24, 2015, from URL

### Journal citation data

<b>Format</b>	Database publisher name. (Publication year). <i>Database name</i> [Database]. Retrieved from URL
<b>Example</b>	Thomson Reuters. (2015). <i>Incites: Journal Citation Reports</i> [Database]. Retrieved from <a href="https://jcr.incites.tomsonreuters.com/">https://jcr.incites.tomsonreuters.com/</a>  Elsevier. (2015). <i>Scopus</i> [Database]. Retrieved from <a href="http://www.scopus.com">http://www.scopus.com</a>

### Elements of a book reference



## Books

**Editions:** No edition information is required for first editions.

**Publication location:** Publisher locations in the U.S.A. should include the city and the abbreviated version of the state (e.g. NY for New York); elsewhere in the world, include the city and country. Where more than one location is provided, use the first location listed.

Print book	Format	Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> . Location of publication: Publisher.  Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> (edition). Location of publication: Publisher.
	Example	Ibn Abdulaziz, T. (2004). <i>Classic experiments in psychology</i> . Westport, CT: Greenwood.
Edited book	Format	Editor, A. A., & Editor, B. B. (Eds.). (year of publication). <i>Title of book</i> (edition). Location of publication: Publisher.
	Example	Williams, J. M. (Ed.). (2006). <i>Applied sport psychology: Personal growth to peak performance</i> (5th ed.). Boston, MA: McGraw-Hill.  Lee-Chai, A. Y., & Bargh, J. A. (Eds.). (2001). <i>The use and abuse of power: Multiple perspectives on the causes of corruption</i> . New York, NY: Psychology Press.

Use the author rules as listed above. Where there is an editor instead of an author, follow the author rules, but also include the abbreviation 'Ed.' or 'Eds.' in parentheses following the editor names: e.g. Editor, A.A., & Editor, B. B.(Eds.).

Compiled or custom textbook, course pack or classroom compendium	Format	Author, A. A. (year of publication). Title of material. In A. Compiler (Comp.), Title of publication (pp. xxx-xxx). Location of publisher: Publisher.
	Example	Jones, T. S. (2012). Over the rainbow. In B. Smith (Comp.), <i>Readings for ABC1001</i> (pp 10-20). Yarratown, JB: John Brown University.

Compiled or custom textbooks are usually created to support specific course units. They have been compiled by lecturers and may contain copies of articles or book chapters that have previously been published elsewhere. They are not considered to be edited books. Follow the guidelines below as they apply to the material you wish to reference.

**Previously published articles or chapters:** Cite the article or chapter **as if you have found it in the original source**. These details should be provided within the compiled textbook as part of a correct copyright or permissions statement.

**Original or unattributed material in a compiled textbook or course pack:** As the only source for this material is the textbook or pack itself, it should be treated as an anthology created by the lecturer and published by the university or the publisher as indicated. In this instance there is a compiler instead of an author or editor, follow the author rules, but also include the abbreviation 'Comp.' in parentheses following the compiler name/s.

Supplementary materials	Format	Title [supplemental material]. (year). In A. Author & B. Author, Title of book (edition). Location of Publisher: Publisher (or Retrieved from URL if required)
	Example	Strategy experience simulation [Supplemental material]. (2011). In G. Johnson, R Whittington, K Scholes, <i>Exploring strategy</i> (9th ed.). Retrieved from <a href="http://www.pearsoned.co.uk/mystrategylab">www.pearsoned.co.uk/mystrategylab</a>

Some custom textbooks come with extra materials such as CD's, DVD's or online material accessible only with the purchase of the text. As they are an extension to the text itself cite them as supplemental material.

Electronic book	Format	Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> (edition). Retrieved from URL <b>OR</b> Author, A. A., & Author, B. B. (year of publication). <i>Title of book</i> (edition). doi:xxxx  <b>OR</b> Editor, A. A., & Editor, B. B. (Eds.). (year of publication). <i>Title of book</i> (edition). Retrieved from URL <b>OR</b> Editor, A. A., & Editor, B. B. (Eds.). (year of publication). <i>Title of book</i> (edition). doi:xxxx
	Example	Bennett, P. (2006). <i>Abnormal and clinical psychology: An introductory textbook</i> (2nd ed.). Retrieved from <a href="http://www.ebib.com/">http://www.ebib.com/</a>  Marlatt, G. A., & Witkiewitz, K. (Eds.). (2009). <i>Addictive behaviors: New readings on etiology, prevention, and treatment</i> . Retrieved from <a href="http://www.apa.org/pubs/databases/psycbooks/index.aspx">http://www.apa.org/pubs/databases/psycbooks/index.aspx</a>

The URL provided should be the website of the main publisher or provider. If you accessed the e-book via the catalogue, check the catalogue record to find the publisher or provider (where the fulltext is available from).

Chapter in a print book	Format	Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location of publication: Publisher.
	Example	Ramsey, J. K., & McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Pellegrini & P. K. Smith (Eds.), <i>The nature of play: Great apes and humans</i> (pp. 89-112). New York, NY: Guilford Press.

Chapter in an electronic book	Format	Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Retrieved from URL  Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). doi:xxxx
	Example	Branch, S., Ramsay, S., & Barker, M. (2008). The bullied boss: A conceptual exploration of upwards bullying. In A. Glendon, B. M. Thompson, & B. Myers (Eds.), <i>Advances in organisational psychology</i> (pp. 93-112). Retrieved from <a href="http://www.informit.com.au/humanities.html">http://www.informit.com.au/humanities.html</a>

## Conferences

### Notes:

- For published conference proceedings: use book chapter format for one off publications. Cite regular publications as per scholarly journal articles.
- For papers retrieved online include the URL or DOI, if available

This example is for un-published proceedings

Paper presentation or poster session	Format	Presenter, A. A. (Year, Month). <i>Title of paper or poster</i> . Paper or poster session presented at the meeting of Organisation Name, Location.
	Example	Jodel, F., Russell, F, Tepper, K., Todd, P. & Zahora, T. (2009, September). <i>Joined at the hip: Partnerships between librarians and learning skills advisers</i> . Poster session presented at the International Congress of Medical Librarianship, Brisbane.
Paper from published conference proceedings available online	Format	Contributor, A. B. & Contributor, C. (Year, Month). <i>Title of paper</i> . Paper presented at title of conference, location of conference. doi or location URL
	Example	MacIntyre, S. (2008, August). <i>Participation in the classroom, productivity in the workforce: Unfulfilled expectations</i> . Paper presented at the 13th Australian Council for Educational Research Conference, Brisbane Qld. Retrieved from <a href="http://research.acer.edu.au/research_conference_2008/8/">research.acer.edu.au/research_conference_2008/8/</a>
Paper from published conference proceedings available in print	Format	Contributor, A. B. & Contributor, C. (Year). Title of paper. In Editor, D & Editor, E (Eds.), <i>Title of conference</i> (pages). Location: Publisher.
	Example	Arem, G. L. (2006). The effects of teaching and playing experience on ability to diagnose a motor skill. In P. Brewer & Firmin, M. (Eds.), <i>Ethnographic and qualitative research in education: Proceedings of the seventeenth annual conference</i> (pp.1-20). Newcastle, UK: Cambridge Scholars Press.

## Data files

- This material includes raw (published) data that is used for data analysis or measurement.
- The title of the data file, or data set, is italicised
- Directly after the title, indicate in square brackets the description of the form
- Include the DOI, or the URL if the DOI is not available. In some cases the DOI maybe part of the URL, as in the second example.

<b>Format</b>	Author, A. A., & Author, B. B. (year of publication). <i>Title of data file</i> [Data file]. Retrieved from URL <b>OR</b> Author, A. A., & Author, B. B. (year of publication). <i>Title of data file</i> [Data file]. doi:xxxx
<b>Example</b>	Department of Planning and Community Development (Vic). (2013). <i>Projected population by age and sex: Vic R Vic MSD 2006-2056</i> [Data file]. Retrieved from <a href="https://www.data.gov.au/dataset/">https://www.data.gov.au/dataset/</a>  Koopman, B., & Zuccon, G. (2016). <i>A test collection for matching patient to clinical trials: V2</i> [Data file]. <a href="http://doi.org/10.4225/08/574CE878156EE">http://doi.org/10.4225/08/574CE878156EE</a>

## Reference works (Dictionaries, Encyclopaedias, Guides)

Notes:

- Follow these examples closely for all layout, punctuation, spacing and capitalization.
- For a print copy indicate edition and number of volumes (if multi-volumes)
- Do not indicate edition if it is the first.
- For articles without author begin the reference with the title of the article.
- IF a DOI is available, add it at the end of the reference.
- Put pagination and volume number in brackets.

Print reference work	Format	<p>Editor, A. A. (Ed.). (year of publication). <i>Title of work</i> (edition). Location of publication: Publisher.</p> <p>Editor, A. A., &amp; Editor, B. B. (Eds.). (year of publication). <i>Title of work</i> (edition). Location of publication: Publisher.</p>
	Example	<p>Martin, E. A. (Ed.). (2007). <i>Concise colour medical dictionary</i> (4th ed.). Oxford, England: Oxford University Press.</p> <p><i>Merriam-Webster's medical desk dictionary</i>. (2005). Springfield, MA: Merriam-Webster.</p>
Multi-volume print Encyclopedia	Format	<p>Editor, A. A., &amp; Editor, B. B. (Eds.). (year of publication). <i>Title of work</i> (edition and number of volumes). Location of publication: Publisher.</p>
	Example	<p>Olendorf, D., Jeryan, C., &amp; Boyden, K. (Eds.). (1999). <i>The Gale encyclopedia of medicine</i> (Vols. 1–5). Farmington Hills, MI: Gale Research.</p>
Article from a print reference work	Format	<p>Author, A. A. (year of publication). Article name. In A. A. Editor (Ed.), <i>Title of work</i> (Vol., pp.). Location of publication: Publisher. Please note the <b>editor's</b> initials should precede the family name(s)</p>
	Example	<p>Dalleck, L. C. (2012). Balance training. In J. L. Longe (Ed.). <i>Encyclopedia of fitness</i> (Vol. I, pp. 59–62). Farmington Hills, MI: Gale, Cengage Learning.</p>
Article from an online reference work	Format	<p>Article name. (year of publication). In <i>Title of work</i>. Retrieved from URL</p> <p>Article name. (year of publication). In A. Editor (Ed.), <i>Title of work</i>. Retrieved from URL</p>
	Example	<p>Gestational diabetes mellitus. (2012). In <i>Encyclopædia Britannica</i>. Retrieved from <a href="http://www.britannica.com/EBchecked/topic/232126/gestational-diabetes-mellitus">http://www.britannica.com/EBchecked/topic/232126/gestational-diabetes-mellitus</a></p> <p>Negligence: Duty of care (2013). In P. Bates (Ed.), <i>CCH Australian health and medical law reporter</i>. Retrieved from <a href="http://www.intelliconnect.cch.com">http://www.intelliconnect.cch.com</a></p>



Article from a drug guide	Format	Article name. (year of publication). In <i>Title of work</i> (edition). (pp.). Location of publication: Publisher.
	Example	Lanoxin [Digoxin]. (2012). In <i>The MIMS Annual</i> (Australian ed.). (pp. 2-214–2-216). St Leonards, NSW: UBM Medica.
Article from an electronic drug guide	Format	Author, A. A. (year of publication). Article name. In A. A. Editor (Ed.), <i>Title of work</i> (Vol.). doi  <b>OR if there is no author/editor:</b> Article name. (Publication date). In <i>Title of work</i> (edition). Retrieved from URL
	Example	Jenkins, A. J., & Valentine, J. L. (2012). Antimicrobial drugs. In A. Mozayani & L. Raymon (Eds.), <i>Handbook of drug interactions: A clinical and forensic guide</i> . doi: 10.1007/978-1-61779-222-9_10  Panadeine forte (Paracetamol-Codeine). (2013, February). In <i>MIMS Online</i> (Australian ed.). Retrieved from <a href="https://www.mimsonline.com.au">https://www.mimsonline.com.au</a>
Article from BMJ Best Practice	Format	Author, A. A. (year of publication). Article name. In <i>Title of work</i> . Retrieved from URL  <b>OR if there is no author/editor:</b> Article name. (Publication date). In <i>Title of work</i> . Retrieved from URL
	Example	Ashworth, N. (2011). Carpal tunnel syndrome. In <i>Best Practice</i> . Retrieved from <a href="http://bestpractice.bmj.com">http://bestpractice.bmj.com</a>  Overview of occupational overuse syndromes: Conditions. (2011). In <i>Best Practice</i> . Retrieved from <a href="http://bestpractice.bmj.com">http://bestpractice.bmj.com</a>

## Government and other reports

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the reference list without difficulty.

**For example:**

*First intext citation:* (Australian Bureau of Statistics [ABS], 2008)

*Each subsequent citation:* (ABS, 2008)

If the issuing organization assigned a number (e.g. report number, contract number, monograph number) to the report, give that number in parentheses immediately after the title. Do not italicise the report number.

In most cases the author will be a corporate author.

Where the report has one or more personal authors, see the example under **Research report/Discussion paper**, below.

Australian Bureau of Statistics - item on ABS website	Format	Author, A. A. (year, month of publication). <i>Title of publication</i> (Report number). Retrieved from 'website address'
	Example	Australian Bureau of Statistics. (2017, June). <i>Childhood education and care, Australia</i> (No. 4402.0). Retrieved from <a href="http://www.abs.gov.au">http://www.abs.gov.au</a>
Census Information	Format	Author, A. A. (year of publication). <i>Title of publication</i> . Retrieved from 'website address'
	Example	Australian Bureau of Statistics. (2006). <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i> . Retrieved from <a href="http://www.censusdata.abs.gov.au">http://www.censusdata.abs.gov.au</a>
Government Reports	Format	Author, A. A. (year of publication). <i>Title of publication</i> (Report number). Retrieved from 'website address' or publisher information
	Example	<p>Department of Health and Ageing. (2012). <i>Aboriginal and Torres Strait Islander health performance framework 2012 report</i>. Retrieved from <a href="http://www.health.gov.au/internet/publications/publishing.nsf/Content/oatsih-hpf-2012-toc">http://www.health.gov.au/internet/publications/publishing.nsf/Content/oatsih-hpf-2012-toc</a></p> <p>Department of Education and Early Childhood Development &amp; Victorian Curriculum Assessment Authority. (2011). <i>Victorian early years learning and development framework: For all children from birth to eight years</i>. Melbourne, Vic: Author.</p> <p><b>Note:</b> The word 'Author' is used as the publisher when the author and publisher are the same</p>

		Australian Institute of Health and Welfare. (2015). <i>Emergency department care 2014-15: Australian hospital statistics</i> (Health Services Series Number 65). Retrieved from <a href="http://www.aihw.gov.au/WorkArea/DownloadAsset.aspx?id=60129553618">http://www.aihw.gov.au/WorkArea/DownloadAsset.aspx?id=60129553618</a>
Research Report/Discussion Paper (personal authors)	Format	Author, A. A. (year of publication). <i>Title of publication</i> (Report number). Retrieved from Publishing Organisation website: URL
	Example	Cockerill, L., & Pennings, S. (2007). <i>Private business investment in Australia</i> (Research Discussion Paper RDP 2007-09). Retrieved from Reserve Bank of Australia website: <a href="http://www.rba.gov.au/rdp/RDP2007-09.pdf">http://www.rba.gov.au/rdp/RDP2007-09.pdf</a>
Press Release	Format	Author, A. A. (year, date of release). <i>Title of press release</i> [Press release]. Retrieved from 'website address'
	Example	NSW Department of Primary Industries. (2008, November 14). <i>NSW helps Tasmania put the lid on foxes</i> [Press release]. Retrieved from <a href="http://www.dpi.nsw.gov.au/aboutus/news/recent-news/forests/put-the-lid-on-foxes">http://www.dpi.nsw.gov.au/aboutus/news/recent-news/forests/put-the-lid-on-foxes</a>

### Company and Industry reports

Often the author of the report will be the publishing organisation (e.g. Morningstar, Economist Intelligence Unit), or if it is a company annual report, the company itself.

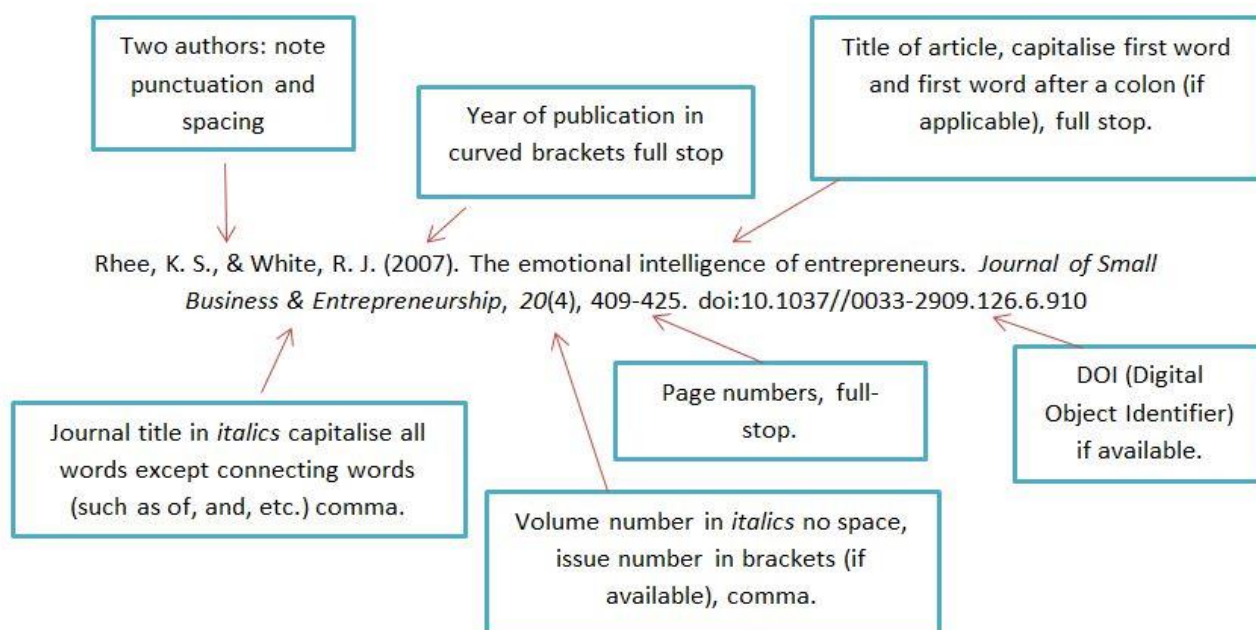
When the report has an identified personal author, follow the format in the example for the IBIS World Industry Report example, below.

If a report has a report number, include it in brackets after the title, as shown in the IBIS World Industry Report example.

Company Report – e.g. from the DatAnalysis database	Format	Author OR Corporate Author. (year, date of publication). <i>Title of report</i> . Retrieved from URL
	Example	Morningstar. (2011, June 11). <i>Qantas Airways Limited</i> . Retrieved from <a href="http://datanalysis.morningstar.com.au">http://datanalysis.morningstar.com.au</a>
Company Annual Report from the Web	Format	Author, A. A. (year, date of publication). <i>Title of report</i> . Retrieved from URL
	Example	Ford Motor Company. (2007). <i>Fast forward: 2006 annual report</i> . Retrieved from <a href="http://www.ford.com/doc/2006_AR.pdf">http://www.ford.com/doc/2006_AR.pdf</a>
Country Report - e.g. from the ViewsWire database	Format	Author, A. A. (year, date of publication). <i>Title of report</i> . Retrieved from URL
	Example	Economist Intelligence Unit. (2011, June 13). <i>ViewsWire Vietnam</i> . Retrieved from <a href="http://viewswire.eiu.com">http://viewswire.eiu.com</a>

Industry Report - e.g. from the IBISWorld database <i>The analyst's name is used in your citing and referencing.</i>	Format	Author, A. A. (year, date of publication). <i>Title of report</i> (Report number). Retrieved from URL
	Example	Richardson, A. (2016, February). <i>Biscuit manufacturing in Australia</i> (IBIS World Industry Report C1173). Retrieved from <a href="http://www.ibisworld.com.au">www.ibisworld.com.au</a>
Market Report - eg fom the Passport database	Format	Author, A. A. (year, date of publication). <i>Title of report</i> . Retrieved from URL
	Example	Euromonitor International. (2011, January 11). <i>Wine in China: Category briefing</i> . Retrieved from <a href="http://www.portal.euromonitor.com">http://www.portal.euromonitor.com</a>

### Diagram of Referencing Elements



## Scholarly Journals/Periodicals

Notes:

- Follow these examples closely for all layout, punctuation, spacing and capitalizing.
- There is no need to include the retrieval date.
- Do not write "p" before the page number.
- Do not write "vol" before the volume number but *italicize* the number.
- Include the issue number if it is available. Do not include the issue number for journals with continuous pagination (ie. the page numbers of each issue, follow on from the page numbers of the previous issue).
- Do not italicize the issue number but put it in brackets. Leave no space between volume and issue number.
- For electronic articles that do not have issue or page numbers an article number may be included if there is one. The DOI remains the primary identifier.

### Digital Object Identification (DOI) and URLs

The digital object identifier (DOI) is a unique identifier and should be provided in the reference where it is available. This alphanumeric string is usually located on the first page with other referencing elements in both print and electronic articles. More recent electronic journal articles will be displayed as permanent URL's.

Examples of DOIs

- doi: 10.1111/jan.12128
- doi: 10.1016/j.jamcollsurg.2011.09.026
- <http://dx.doi.org/10.1111/j.1530-0277.2011.01717.x>
- doi: S0034-71672012000500020

If no DOI is available for an electronic article, provide the URL information in the reference (usually the home page for the journal).

Journal Article with One Author	Format	Author, A. A. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. doi:xxxx
	Example	Matney, G. T. (2014). Early mathematics fluency with CCSSM. <i>Teaching Children Mathematics</i> , 21(1), 27-35.
Two to seven authors  <i>When a reference has up to seven authors, spell out all authors' names in the reference list</i>	Format	Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. doi:xxxx
	Example	Hadgkiss, E. J., & Renzaho, A. M. (2014). The physical health status, service utilisation and barriers to accessing care for asylum seekers residing in the community: A systematic review of the literature. <i>Australian Health Review</i> , 38, 142-159. <a href="http://dx.doi.org/10.1071/AH13113">http://dx.doi.org/10.1071/AH13113</a>
Eight or more authors  <i>When an article has more than 7 authors, type the first 6 authors' names followed by an ellipsis (...) then the last author's name.</i>	Format	Author, A. A., Author, B. B., & Author, C. C. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. doi:xxxx
	Example	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i> , 68, 843–856. doi:10.1037//0022-006X.68.5.843

If the article has no DOI, use the URL of the homepage of the journal	Format	Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page. Retrieved from URL.
	Example	Trankle, S. A., & Haw, J. (2009). Predicting Australian health behaviour from health beliefs. <i>Electronic Journal of Applied Psychology</i> , 5(2), 9–17. Retrieved from <a href="http://ojs.lib.swin.edu.au/index.php/ejap/">http://ojs.lib.swin.edu.au/index.php/ejap/</a>
Electronic article with no issue or page numbers	Format	Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number, document number (if available). doi:xxxx
	Example	Forero, R., McDonnell, G., Gallego, B., McCarthy, S., Mohsin, M., Shanley, C., ...Hillman, K. (2012). A literature review on care at the end-of-life in the emergency department. <i>Emergency Medicine International</i> , 2012, 486516. doi:10.1155/2012/486516
Print Article with no DOI	Format	Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Journal Title</i> , volume number(issue number), page–page.
	Example	Crowden, A. (2008). Professional boundaries and the ethics of dual and multiple overlapping relationships in psychotherapy. <i>Monash Bioethics Review</i> , 27(4), 10–27.
<p>Article from the Cochrane Database of Systematic Reviews</p> <p><i>Articles may be published in database form; however they function as part of an online journal. Numbered issues are published 12 times a year and each article has a DOI. Year of publication doubles as a volume number. If there are page numbers include them after the issue number as per normal.</i></p>	Format	Author, A. A., & Author, B. B. (year of publication). Title of article. <i>Database name</i> , year(issue number). doi:xxxx
	Example	Winter, J., Hunter, S., Sim, J., & Crome, P. (2011). Hands-on therapy interventions for upper limb motor dysfunction following stroke. <i>Cochrane Database of Systematic Reviews</i> , 2011(6). doi:10.1002/14651858.CD006609.pub.2

## Legal sources

### Notes:

- Round brackets are used when the report series is organised by volume numbers, square brackets are used when the reports are organised by year rather than volume. Ensure that the brackets used in your citation match the type of brackets used in your source.
- In references to legislation, the year is in italics as it is considered to be part of the title of the Act.
- Secondary sources: if you do not read the actual case or Act, but only read about them in another source, only include the source in your reference list.
- Cases and legislation retrieved electronically require the electronic source to be added to the reference. If the content of the document is likely to be updated, include the retrieved date. If the URL address of the case or Act is too long or cumbersome it is sufficient to give the URL of the database from where they can be retrieved. Use the words 'available from' to clarify that you won't go directly to the document but it can be downloaded from there.

Legislation	In-text citation format	The <i>title of the legislation and the year</i> (jurisdiction). Note: include the jurisdiction the first time the act is cited. The jurisdiction can be dropped with subsequent citations
	Reference format	<i>Short Title of the Act</i> (in italics) <i>Year</i> (in italics) (Jurisdiction abbreviation) subdivision, if relevant.
	Examples	<p><b>In-text citation format</b>  The <i>Medical Treatment Act 1988</i> (Vic) states.....  by virtue of s. 25.1 of the <i>Aged Care Act 1997</i> (Cth).....  ..."A restrictive intervention may only be used on a person....."  (<i>Mental Health Act 2014</i> (Vic), s. 105)</p> <p><b>Reference format</b>  <i>Crimes Act 1958</i> (Vic)  <i>Pharmacy and Poisons Act 1953</i> (UK)  <i>Aged Care Act 1997</i> (Cth). Available from  <a href="http://www.austlii.edu.au/">http://www.austlii.edu.au/</a></p>
Bills Bills should appear in the same format as legislation, but titles and year should not be italicised.	Format	Short Title of the Bill Year (Jurisdiction abbreviation) subdivision, if relevant
	Example	Transport Accident Further Amendment Bill 2013 (Vic) Environment Legislation Amendment Bill 2013 (Cth). Available from <a href="http://www.aph.gov.au">http://www.aph.gov.au</a>
Legal cases	In-text citation format	The <i>title of the case</i> (year). Note: Include the year with the first citation. The year can be dropped in subsequent citations.
	Reference format	<i>Case Name</i> (in italics) year (in brackets) volume number reporter abbreviation starting page
	Examples	<p><b>In-text citation example</b>  According to the case of <i>Rogers v Whitaker</i> (1992)...</p> <p><b>Reference format</b>  <i>Rogers v Whitaker</i> (1992) 175 CLR 479  <i>Chappel v Hart</i> [1998] HCA 55. Available from  <a href="http://www.austlii.edu.au/">http://www.austlii.edu.au/</a></p>

Multilateral treaty documents, e.g. United Nations	Format	<i>Treaty title</i> (in italics) opened for signature date of conclusion, treaty series (dated entered into force).
	Example	<i>Convention on the Rights of the Child</i> , opened for signature 20 November 1989, 1577 UNTS 3 (entered into force 2 September 1990). <i>Convention Relating to the Status of Refugees</i> , opened for signature 28 July 1951, 189 UNTS 137 (entered into force 22 April 1954)

### Newspapers/Magazines

#### Notes

- Follow these examples closely for all layout, punctuation, spacing and capitalizing.
- In the Reference List the page numbers of **newspaper** articles must be preceded by p. or pp. If the article is printed on more than one page give all the page numbers separated by a comma.

Print Newspaper Article	Format	Author, A. A. (year, month date of publication). Title of article. <i>Newspaper Title</i> , page–page.
	Example	Packham, B. (2010, January 18). Bullies to show concern: Schools to try Euro method that lets thugs off the hook. <i>Herald-Sun</i> . p. 6.
Online Newspaper Article	Format	Author, A. A. (year, month, date of publication). Title of article. <i>Newspaper Title</i> . Retrieved from URL
	Example	Gadher, D. (2007, September 2). Leap in gambling addiction forecast. <i>The Sunday Times</i> . Retrieved from <a href="http://www.timesonline.co.uk">http://www.timesonline.co.uk</a> .
Online Magazine article	Format	Author, A. A. (year, month of publication). Title of article. <i>Magazine Title</i> , volume number(issue number), page–page. Retrieved from URL
	Example	Novotney, A. (2010, January). Integrated care is nothing new for these psychologists. <i>Monitor on Psychology</i> , 41(1). Retrieved from <a href="http://www.apa.org/monitor">www.apa.org/monitor</a>
Print magazine article	Format	Author, A. A. (year, month of publication). Title of article. <i>Magazine Title</i> , volume number(issue number), page–page.
	Example	Wilson, D. S., & Wilson, E. O. (2007, November 3). Survival of the selfless. <i>NewScientist</i> , 196(2628), 42–46.



## Patents and Standards

Patents	Format	Author, A. A. (year). <i>Patent Identifier No. xxx</i> . Location: Source Name.
	Example	<p><b>In-text citation example</b>  U.S. Patent No. 66,991,798-B1 (2004) <b>OR</b>  (U.S. Patent No. 66,991,798-B1, 2004)</p> <p><b>Reference format</b>  Lindsay, S. J. (2004). <i>U.S. Patent No. 66,991,798-B1</i>. Washington, DC: U.S. Patent and Trademark Office.</p> <p><b>In-text citation example</b>  Australian Patent No. 2016101507 (2016) <b>OR</b>  (Australian Patent No. 2016101507, 2016)</p> <p><b>Reference format</b>  Calaby, R. &amp; Baker, N. (2016). <i>Australian Patent No. 2016101507</i>. Canberra: IP Australia.</p>
Standards	Format	Standards Organization. (year of publication). <i>Title of standard</i> (Standard number). Retrieved from 'website address'
	Example	Standards Australia. (2010). <i>Child restraint systems for use in motor vehicles</i> (AS/NZ 1754:2010). Retrieved from <a href="http://www.saiglobal.com">http://www.saiglobal.com</a> <b>Note:</b> Shorten the URL to main website

## Doctoral Dissertations and Master's Theses

### Notes:

- Follow these examples closely for all layout, punctuation, spacing, italicizing and capitalizing.
- The title should be italicized and followed by Doctoral dissertation or Master's thesis in brackets.
- If the work is retrieved from a database it should include the name of the database and the accession number

Published Thesis	Format	Author, A. A. (Year of publication). <i>Title of thesis or dissertation</i> (Doctoral dissertation or Master's thesis). Retrieved from Name of database. (Accession or Order no.)
	Example	Bozeman, A. Jr. (2007). <i>Age of onset as predictor of cognitive performance in children with seizure disorders</i> . (Doctoral dissertation). Retrieved from Proquest Dissertations and Theses. (UMI 3259752)
Unpublished Thesis	Format	Author, A. A. (Year of publication). <i>Title of thesis or dissertation</i> (Unpublished Doctoral dissertation or Master's thesis). Name of Institution, Location.
	Example	Imber, A. (2003). <i>Applicant reactions to graduate recruitment and selection</i> . (Unpublished Doctoral dissertation.) Monash University, Melbourne, Victoria, Australia.

### University course materials

**Note:** Not all lecturers approve the use of Unit materials, such as lecture slides, in assignments. Check with your lecturer first to see if these resources are acceptable

Lecture Notes - available on Moodle	Format	Author, A. A. (publication date). <i>Title of lecture</i> [Lecture notes]. Retrieved from 'website address'
	Example	Cioe, J. (2012). <i>The normal distribution</i> [Lecture notes]. Retrieved from <a href="http://moodle.vle.monash.edu.au">http://moodle.vle.monash.edu.au</a>  Note: 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 on the web with the instructor's permission.
Class Notes	Format	Note: Cite information from your own personal notes from a lecture as a personal communication and refer to it only in the body of your essay.
	Example	Citation in text: In a lecture on August 10, 2012, to a BTW1110 class, Professor Smith said...
Class Handouts	Format	Author, A. A. (publication date). <i>Title of handout</i> [Class handout]. Place of Publication: Publisher.
	Example	Woodworth, M. (2006). <i>Psychopaths</i> [Class handout]. Kelowna, Canada: Department of Psychology, University of British Columbia Okanagan.
Class Handouts - available on Moodle	Format	Author, A. A. (publication date). <i>Title of handout</i> [Class handout]. Retrieved from 'website address'
	Example	Woodworth, M. (2006). <i>Psychopaths</i> [Class handout]. Retrieved from <a href="http://moodle.vle.monash.edu.au">http://moodle.vle.monash.edu.au</a>
Powerpoint Presentation - available on Moodle	Format	Author, A. A. (publication date). <i>Title of powerpoint</i> [PowerPoint slides]. Retrieved from 'website address'
	Example	Cioe, J. (2012). <i>Biological foundations of sexuality</i> [PowerPoint slides]. Retrieved from <a href="https://moodle.vle.monash.edu.au">https://moodle.vle.monash.edu.au</a>
MOOC - Massive Open Online Course	Format	Author, A. A. (Producer). (Year). <i>Title of course</i> [Format]. Retrieved from 'website address'
	Example	Monash University (Producer). (2015). <i>The role of water in "cities of the future"</i> [MOOC]. Retrieved from <a href="https://futurelearn.com/courses/liveable-cities/steps/23354/progress">https://futurelearn.com/courses/liveable-cities/steps/23354/progress</a>  Note: With regard to Monash University MOOCs produced through FutureLearn, Monash maintains the copyright. This might differ for other MOOCs and MOOC providers. Often MOOCs will provide a copyright statement at the bottom of each page.

## Websites and social media

*Information from websites and social media (including blogs, newsgroups, online forums, Twitter and Facebook)*

Notes:

- A web document (not a journal article) will often be a Word or .pdf file, available from a website or webpage.
- Italicise the title of a standalone document found on the web. Do not italicise the titles of webpages or websites.
- Use the year of publication, or if the source undergoes regular revision use the most recent update.
- Use n.d. (no date) where no publication date is available.
- Where no author is available, transfer the organisation behind the website, or the title, to the author space
- For message board posts include exact date of posting
- When citing an entire website or page and not any document in particular or paraphrasing or direct quoting from the page/site it is sufficient to give the address of the site in the text (no reference list entry is required).

Document on the world wide web	Format	Author, A. A. & Author, B. B. (Year of publication). <i>Title of work</i> . Retrieved from URL
	Example	<p>Huges, L., &amp; McMichael, T. (2011). <i>The critical decade: Climate change and health</i>. Retrieved from <a href="http://www.climatecouncil.org.au/uploads/1bb6887d6f8cacd5d844fc30b0857931.pdf">http://www.climatecouncil.org.au/uploads/1bb6887d6f8cacd5d844fc30b0857931.pdf</a></p> <p>Mansai, G. (2014). <i>Dehydration (children): Oral rehydration solution</i> [Evidence summary]. Retrieved from <a href="http://joannabriggslibrary.org">http://joannabriggslibrary.org</a></p> <p>Note: this example of the Joanna Briggs document could also be treated as an authored report from a non-government organisation if you wish to include more specific details of the source.</p>
Web page	Format	Author, A. A. & Author, B. B. (Year of publication). Title of work. Retrieved from URL
	Example	Anderson, L. (2012). Why communication in the nursing profession is important. Retrieved from <a href="http://www.nursetogether.com/why-communication-in-the-nursing-profession-is-important">http://www.nursetogether.com/why-communication-in-the-nursing-profession-is-important</a>
Web page with no author	Format	Name of organization in full. (Year of publication). Title of work. Retrieved from URL or Title of page or document. (Year of publication). Retrieved from URL
	Example	<p>Australian Psychological Society. (2010). Bushfire resources: Psychological preparedness and recovery. Retrieved from <a href="http://www.psychology.org.au/bushfires/">http://www.psychology.org.au/bushfires/</a></p> <p>A pedagogy of listening. (2011). Retrieved from <a href="http://reggioaustralia.org.au/component/content/article/59">http://reggioaustralia.org.au/component/content/article/59</a></p>

Image from the Web	Format	Artist last name, initial. (year). Title of work [Format]. Retrieved from URL
	Example	Sievers, W. (1966). Monash University [Photograph]. Retrieved from <a href="http://trove.nla.gov.au/work/15565401?q=monash&amp;c=picture&amp;versionId=18284000">http://trove.nla.gov.au/work/15565401?q=monash&amp;c=picture&amp;versionId=18284000</a>
Online forum, discussion group, or blog post	Format	Author, A. A. (Year, Month Day). Title of post [description of form]. Retrieved from <a href="http://www.xxx">http://www.xxx</a>
	Example	Chee, C. (2010, January 10). The most important psychology article of the 21st century: The U.S. isn't discovering how mental illness works, it's spreading it worldwide [Web blog post]. Retrieved from <a href="http://www.psychologytoday.com/blog/addiction-in-society/201001/the-most-important-sychology-article-the-21st-century">http://www.psychologytoday.com/blog/addiction-in-society/201001/the-most-important-sychology-article-the-21st-century</a>
<p><u>Social media:</u></p> <ul style="list-style-type: none"> <li>• Online posts from social media such as Facebook and Twitter are generally not considered to be of a scholarly nature. As such they are not covered specifically in the APA style manual.</li> <li>• You need to provide enough information for your reader to be able to access the information.</li> <li>• Generally, this will include the author or user name, date (if available), title of post, the type of post in square brackets (e.g [Facebook update] or [Twitter feed]), the retrieval date and the URL.</li> </ul> <p>Note: due to the nature of social media being a live update format and not about archiving, some of these pages may become inaccessible in the future.</p>		
Twitter	Format	Username or Group Name. (Yr, Mth, Day). Post title [Page type]. Retrieved Month, Day, Year, from <a href="http://www.twitter.com/specificpageURL">http://www.twitter.com/specificpageURL</a>
	Example	BarackObama. (2009a, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: <a href="http://bit.ly/gcTX7">http://bit.ly/gcTX7</a> [Twitter post]. Retrieved July 15, 2009, from <a href="http://twitter.com/BarackObama/status/2651151366">http://twitter.com/BarackObama/status/2651151366</a>
Facebook	Format	Username or Group Name. (Yr, mth, day.). Update title [Page type]. Retrieved Month, Day, Year, from <a href="http://www.facebook.com/specificpageURL">http://www.facebook.com/specificpageURL</a>
	Example	Barack Obama. (2009b, October 9). Humbled. <a href="http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m">http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m</a> [Facebook update]. Retrieved October 11, 2009, from <a href="http://www.facebook.com/posted.php?id=6815841748&amp;share_id=154954250775&amp;comments=1#s154954250775">http://www.facebook.com/posted.php?id=6815841748&amp;share_id=154954250775&amp;comments=1#s154954250775</a> <./p>

## Tables and Figures

Follow these examples closely for all layout, punctuation, spacing, capitalizing and italicizing.

When including a figure or a table from another source in your work, it is important to include appropriate citations.

1. **Tables** are numerical values or text displayed in rows and columns.
2. **Figures** are other illustrations such as graphs, charts, maps, drawings, photographs etc.
3. All Tables and Figures must be referred to in the main body of the text.
4. Number all Tables and Figures in the order they first appear in the text.
5. Refer to them in the text by their number. For example:

As shown in Table 2 ...

OR

As illustrated in Figure 3...

6. Each table or figure should be titled and captioned.

### Tables reproduced in your text:

- Each table should be displayed with a brief explanatory title.

<b>Example of Title</b>	Table 1. Hours of television viewing per week by age group
-------------------------	--

- **You must include a caption beneath the table.** Use the following format - this format differs from the reference list format. See note at bottom of this page regarding copyright permissions if **publishing** a table or a figure.
- For **examples of tables** see APA Style Central

<b>Format of Caption</b>	Article: <i>Note.</i> Reprinted [adapted] from "Title of article," by A. B. Author and C. D. Author, Year, <i>Journal Title</i> , <i>Volume</i> , page number. Copyright Year by "Name of copyright holder".  Book: <i>Note.</i> Reprinted [adapted] from <i>Title of book</i> (p. xx), by E. F. Author, Year, Place of Publication: Publisher. Copyright Year by "Name of copyright holder".
--------------------------	---

### Figures reproduced in your text:

- Each figure should be displayed with a brief explanatory title. eg. Figure 3. Complex Theoretical Formulations
- **You must include a caption beneath the figure.** Use the following format - references for figures are **not** required in your reference list.
- For **examples of figures** see APA Style Central

<b>Format of caption for figures adapted or copied directly from another source.</b>	Article: <i>Figure X.</i> A concise explanation of the figure. Adapted [reprinted] from "Title of article," by A. Author, B. Author, and C. Author, Year, <i>Journal Title</i> , <i>Volume</i> , page number. Copyright Year by "Name of the copyright holder".  Book: <i>Figure X.</i> A concise explanation of the figure. Adapted [reprinted] from <i>Title of book</i> (p. xx), by E. F. Author, Year, Place of Publication: Publisher. Copyright Year by "Name of the copyright holder".
--	---

<p>If a <b>figure or table</b> is reproduced from another source for a <b>published work</b>, permission must be sought from the copyright holder and this information must be included in the caption.</p>	<p>Article:  <i>Figure X.</i> A concise explanation of the figure. Reprinted [adapted] from “Title of article,” by A. Author, B. Author, and C. Author, Year, <i>Journal Title</i>, <i>Volume</i>, page number. Copyright Year by "Name of copyright holder". Reprinted [or adapted] with permission.</p> <p>Book:  <i>Figure X.</i> A concise explanation of the figure. Reprinted [adapted] from <i>Title of Book</i> (p. xx), by E. F. Author, Year, Place of Publication: Publisher. Copyright Year by "Name of copyright holder". Reprinted [or adapted] with permission.</p>
---	--