ACKNOWLEDGING THE SOURCE

American Psychological Association (APA) referencing style
ACKNOWLEDGING THE SOURCE

American Psychological Association (APA) referencing style

Fourth Edition

Compiled by CIT Library and Learning Services.
CONTENTS

Introduction 5
Why acknowledge the source? 6
Why worry about plagiarism and copyright? 6
What is meant by in-text citation, reference and bibliography? 6
What information needs to be provided? 7
How to find the “who, what, where, when” information for resources 8
  Book 8
  Book edition 9
  Music CD 10
  DVD/Video 11
  Journal 12
  Online source 13
American Psychological Association (APA) referencing style 14
  How to set out citations 14
  How to set out a reference for APA 16
  What are the abbreviations for APA referencing? 17
  How to set out a list of references 17
  Sample list of reference – APA 18
  How to set out a bibliography 18
The A to Z of APA referencing 19
Bibliography for this publication 39
Referencing template 40
ACKNOWLEDGEMENTS

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In addition, we wish to acknowledge the following publishers and creators that have generously given permission to use images from their publications.

<table>
<thead>
<tr>
<th>Publisher/Media</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Institute of Food Science and Technology</td>
<td><em>Food Australia</em> (2012, May/June) 64 (2).</td>
</tr>
</tbody>
</table>
INTRODUCTION

This booklet has been prepared by the Canberra Institute of Technology (CIT) Library and Learning Services, in consultation with CIT teaching staff, for use by CIT students.

The aim of this booklet is to present a practical approach to acknowledging sources of information for your assignments, to explain why it is necessary, what information is needed, where to find it and how to present it.

There are numerous systems for acknowledging and presenting information. The two referencing styles used at CIT are Harvard Australian Government Publishing Service (AGPS) and American Psychological Association (APA) referencing styles.

For a more detailed explanation of the APA reference styles please see:

American Psychological Association (APA)

For further details on resources for citations and references refer to the bibliography, at the back of this booklet.
WHY ACKNOWLEDGE THE SOURCE?

It is important to keep in mind why you acknowledge your sources of information. You are:

- telling the reader where you found the information to support the points, opinions, arguments and conclusions expressed in your work
- acknowledging the author/creator of that information and their intellectual and creative input
- showing which ideas and words are yours and which are of another person so that you are not plagiarising their work or infringing copyright
- giving enough accurate information for a reader to locate and access your original sources of information.

WHY WORRY ABOUT PLAGIARISM AND COPYRIGHT?

You need to make clear which are your own ideas and words, and which are quoted directly or indirectly from other works, to ensure you are not passing off another person’s work as your own. This is a form of academic misconduct called plagiarism, which could result in disciplinary action.

Copyright is a form of intellectual property that protects the expression of ideas. The Copyright Act 1968 (the Act) states that students can copy a ‘reasonable portion’ of other people’s copyright works for their own research and study without the need to seek the permission of the copyright owner. This is covered by the Fair Dealing for research and study section in the Act. Students are required under this section in the Act to acknowledge the author or creator of the work they are copying.

The CIT Student Information Guide, available at cit.edu.au/current/my_study/student_information_guide outlines your responsibilities and possible disciplinary action if you do not acknowledge your sources of information. For more information on plagiarism and copyright see cit.edu.au/library

WHAT IS MEANT BY IN-TEXT CITATION, REFERENCE AND BIBLIOGRAPHY?

There is often confusion about terms such as ‘in-text citation’, ‘reference’, ‘list of references’ and ‘bibliography’, which tend to be used interchangeably. For the purposes of this booklet:

<table>
<thead>
<tr>
<th>In-text Citation</th>
<th>The practice of referring to the works of others in the text of the assignment and usually consists of a brief reference to support the views or opinions being put forward in your assignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>The detailed bibliographic information which expands the information given in your in-text citations.</td>
</tr>
<tr>
<td>List of References</td>
<td>The complete list of works used directly in your assignment. It is presented as a list arranged in alphabetical order by author at the end of your assignment.</td>
</tr>
<tr>
<td>Bibliography</td>
<td>A complete list of all works consulted while researching and writing your assignment, but not necessarily used. It is presented as a list arranged in alphabetical order by the author at the end of your assignment.</td>
</tr>
</tbody>
</table>
WHAT INFORMATION NEEDS TO BE PROVIDED?

Keep a record of the bibliographic details for each resource you use for study or research. This way you can easily access the information when acknowledging the source in your work. A referencing template is available for this purpose at the end of this publication (see page 40).

The bibliographic details are the information that identify the who, what, when and where details for a source. Record the following bibliographic details for all sources of information:

- **Author(s) or editor(s) names:** Who wrote or compiled the resource?
- **Year of publication:** When was the resource published?
- **Title:** What is the resource called?
- **Edition:** What is the version of the resource? Has there been more than one version published?
- **Publisher's name:** Who is the publisher of the resource?
- **Place of publication:** Where (town, country) was the resource published?

For online resources also record the following information:

- **Retrieved from:** The date (Day Month Year) you accessed the online resource.
- **Electronic address:** The persistent electronic address of the resource such as the DOI (Digital Object Identifier) or URL (Uniform Resource Locator).
HOW TO FIND THE ‘WHO, WHAT, WHERE, WHEN’ INFORMATION FOR RESOURCES

Book

The correct place to find the author's name and title is on the title page of the publication. While these are also on the cover and/or spine of the book, sometimes the details given there are incomplete or inaccurate. For information on the year of publication, and publisher's name look at the verso. This is the inside page usually on the back of the title page.

To find the place of publication first look at the verso. If place of publication is not mentioned on the verso use the first place listed on the title page. Sometimes the book will have been published by a number of different publishers at different times, or a particular publisher may be located in a number of countries. If you are in doubt, a good double-check is to look on the spine or on the title page for the publisher's name.
HOW TO FIND THE ‘WHO, WHAT, WHERE, WHEN’ INFORMATION FOR RESOURCES

Book Edition

You will find the edition on the title page and the verso of the publication. To help your reader to follow up your references it is important to refer them to the exact edition that you used. Don’t be confused by years of publication given for different editions and don’t confuse editions with reprints. A book may be reprinted many times without alterations, and in this case you would give the year of the most recent edition even if there had been several more recent reprints. A new (or revised) edition contains new or updated information.

If the publication does not mention a specific edition, you can assume that it is the first one, and this does not need to be noted in your reference.

Title page

About CCH Australia Limited
CCH Australia is a leading provider of accurate, authoritative and timely information services for professionals. Our mission is to “professioals’ first choice” in the delivery of expert information that is relevant, comprehensive and easy to use.

CCH is a member of Wolters Kluwer, a leading global information services provider with a presence in more than 35 countries in Europe, North America and Asia Pacific.

CCH - The Professional’s First Choice.
Inquiries are welcome at 1300 800 121,

Confidential Publication Data available through the National Library of Australia.

Title
Edition
Author’s names
Publisher’s name
Place of publication

Verso

Year of publication
Edition

How to Find the ‘Who, What, Where, When’ Information for Resources

Book Edition

You will find the edition on the title page and the verso of the publication. To help your reader to follow up your references it is important to refer them to the exact edition that you used.

Don’t be confused by years of publication given for different editions and don’t confuse editions with reprints. A book may be reprinted many times without alterations, and in this case you would give the year of the most recent edition even if there had been several more recent reprints. A new (or revised) edition contains new or updated information.

If the publication does not mention a specific edition, you can assume that it is the first one, and this does not need to be noted in your reference.
Music CD

The cover of the CD will usually contain the main **performer/group**, the **title** of the CD, **place of publication**, **publisher** and the **year of production**. This may also be printed on the CD itself.
HOW TO FIND THE ‘WHO, WHAT, WHERE, WHEN’ INFORMATION FOR RESOURCES

DVD/Video

The accurate title of a DVD is not always the one shown on the cover or even on the label of the DVD itself.

You need to check the title on the opening titles of the program on the DVD. Similarly, the closing credits of the program give the details of Producer/Writer, place of recording, and year of production for the program. If you are still unsure, it may be possible to check by looking up the details of the item in the CIT library catalogue record.

DVD Cover

Check opening titles and closing credits for title, producer/writer, place of recording and year of production details.
HOW TO FIND THE ‘WHO, WHAT, WHERE, WHEN’ INFORMATION FOR RESOURCES

Journal

The title page of a journal is usually one or two pages inside the front cover, and often contains the contents page as well. Here you will find the title of the journal, the volume and issue number and/or the month, year of issue, and the publisher information. The author and title of the article you have referred to will be found at the beginning of the article.
Online Source

Online sources include websites, electronic books (eBooks) and journals (eJournals), and information retrieved from databases.

For online articles there is usually an author written near the title of the article, often with a year of publication of that article. Name and place (if given) of the sponsor of the site is generally at the top of the web page. The year the site was created or last updated is often placed at the bottom of the internet page. Name and place of sponsor of site is the person/organisation which manages the site and is similar to the publisher/place of publication. The persistent internet address either a Digital Object Identifier (DOI) or URL (Uniform Resource Locator) is not always found in the address box but instead within the document.
**AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING STYLE**

The APA referencing style is an author-date system of referencing and bibliographic citation. It was specifically created for publications of the American Psychological Association and is a recognised standard in relation to scientific communication. This booklet has been prepared for use by CIT students, not for publishing.

The information and examples set out in this publication are based on the:


Information regarding APA referencing style can also be obtained from the official APA Style website [apastyle.org](http://apastyle.org) which includes tutorials, a blog and Frequently Asked Questions (FAQs).

**HOW TO SET OUT CITATIONS**

The in-text citation must include the author’s last name, and publication date. Page number or numbers must be included for direct quotes and are also encouraged for indirect quotes. The author’s last name, date and the page or paragraph number(s) are enclosed in brackets, separated by commas and the abbreviation p. or pp. is used to indicate page number(s).

All quotes, whether direct or indirect, need an in-text citation giving your reader enough information to be able to locate your original source. The details you give in the text of your assignment must be enough to identify the full bibliographic details from the list of references you give at the end of your assignment.

**Indirect quotes**

Indirect quote is where you summarise the author’s ideas in your own words, this is also called paraphrasing. The in-text citation for indirect quotes can be included in your assignment by either:

- using the author’s last name at the beginning of your sentence, with the year of publication and the page numbers in brackets
- placing the author’s last name, year of publication, page numbers in brackets and separated by commas at the end of your sentence
- using the title, if a resource has no author, year of publication and the page or paragraph references.

**Example**

<table>
<thead>
<tr>
<th>Author's last name (Year, p. #)</th>
<th>Randolph (2012, p. 27) suggests …</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author's last name, Year, pp. #)</td>
<td>Environmental management is… (Randolph, 2007, pp. 66-68)</td>
</tr>
<tr>
<td>(Title, Year, p. #)</td>
<td>Running a franchise takes… (<em>Australian &amp; New Zealand business franchise guide</em>, 2009, p. 58)</td>
</tr>
</tbody>
</table>
**Direct quotes**

This is where you use the author’s words to summarise or illustrate ideas. If your direct quote is less than 40 words in length, you should:

- incorporate it into your text
- use double quotation marks to indicate the beginning and the end of the quote
- place the citation after the direct quote and include the author’s last name, year of publication and page or paragraph numbers in brackets and separate by commas
- use the title, if a resource has no author, year of publication and the page or paragraph references.

**Example**

“quote” (Author, Year, p.##) “To formulate effective strategies, environmental management…” (Randolph, 2012, p. 27).

“quote” (Title, Year, p.##) “Franchisees should…” (Australian & New Zealand business franchise guide, 2009, p. 58).

**Long direct quotes**

In general it is better to avoid putting together a series of long direct quotes in your assignment or essay as it does not show to the reader your opinion or any original thought. It is better to use your own words to acknowledge the author’s ideas.

However, if your direct quote is more than 40 words in length, you should:

- indent the text 1.27 cm
- use double spacing
- indent the first line of each subsequent paragraph
- make the text a size smaller than the rest of the text
- include the citation - author, date, and page or paragraph numbers - within brackets at the end of the quote.

**Example**

Beaird provides an excellent explanation of what makes a well-designed website:

> There are two main standpoints from which most people determine whether a website design is “good” or “bad.” There’s a strict usability angle, which focuses on functionality, the effective presentation of information, and efficiency. Then there’s the purely aesthetic perspective, which is all about the artistic value and visual appeal of the design. Some people become caught up in the aesthetics and graphics, and forget about the user, while some usability gurus get lost in their user testing and forget about visual appeal. In order to reach people and retain their interest, it’s essential to maximize both (Beaird, 2010, p. 5).
# HOW TO SET OUT A REFERENCE FOR APA

The reference gives the who, when, what and where information for the sources used in your assignment. The information given in your in-text citation is taken from your reference.

### The standard APA format for referencing a printed publication is:

<table>
<thead>
<tr>
<th>Author's last name,</th>
<th>Initials of first name/s.</th>
<th>(Year).</th>
<th>Title of work</th>
<th>(Edition).</th>
<th>Place of publication:</th>
<th>Publisher.</th>
</tr>
</thead>
</table>

**Example**


### The standard APA format for referencing an electronic publication is:

<table>
<thead>
<tr>
<th>Author's last name,</th>
<th>Initials of first name/s.</th>
<th>(Year).</th>
<th>Title of work</th>
<th>[type of material].</th>
<th>Retrieved from</th>
<th>URL or DOI</th>
</tr>
</thead>
</table>

**Example**


The order, spacing and punctuation of the **author/s, year of publication, title of work and publishing** elements of a reference are important, in particular:

- **Author's Name**
  - The author element includes the author/s or editor/s name/s and initial of first name/s which are capitalised, separated by a comma and a space. Then end the element with a full stop and space. Use the author’s initial/s even where the full first name(s) are given in a source, and place a full stop after each initial. If necessary give the full first name, in square brackets after the initial, to identify between two authors with the same last name and initial.

- **Year of publication**
  - The year of publication element, usually year of publication but can include month and day for some sources, is placed in brackets. Then end the element with a full stop and space.

- **Title of work and type of materials**
  - The title of the work includes the title, subtitle, and edition number of the work. The first letter of the title, subtitle and any proper names, or places should be capitalised. The edition number is placed in brackets after the title. For non-print materials, include type of material in square brackets after title. Then end the element with a full stop and space.

- **Publishing**
  - The publishing element includes the place of publication followed by a colon, the publisher information or the URL or DOI information, and ending in a full stop except where a URL or DOI link is included in the reference.

- **Abbreviations**
  - APA uses specific abbreviations and they always end with a full stop. See list of abbreviations on page 17.

- **Numbers**
  - Use Arabic numerals for volume numbers (i.e. Vols. 1-3) of books and reports even if Roman numerals are given in the source.
WHAT ARE THE ABBREVIATIONS FOR APA REFERENCING?

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>MEANING</th>
<th>ABBREVIATION</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>doi</td>
<td>digital object identifier</td>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>cat. no.</td>
<td>catalogue number</td>
<td>n.p.</td>
<td>no place</td>
</tr>
<tr>
<td>ca.</td>
<td>Circa (about, approximately)</td>
<td>p.</td>
<td>page</td>
</tr>
<tr>
<td>ed.</td>
<td>edition</td>
<td>pp.</td>
<td>pages</td>
</tr>
<tr>
<td>Ed. / Eds.</td>
<td>Editor / editors</td>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
<td>s/ss</td>
<td>section/sections</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
<td>Vol. / Vols.</td>
<td>Volume / Volumes</td>
</tr>
</tbody>
</table>

HOW TO SET OUT A LIST OF REFERENCES

The full bibliographic details for each in-text citation used in your assignment are recorded at the end of your assignment as a list of references.

References should be set out as follows:

- place the heading **References** at the top of the page
- each reference should be **double spaced** and have a **hanging indent**
- place in **alphabetical order** by last name of the first author
  - if there is more than one author with the same last name, file alphabetically by initials of the first name
  - if there is more than one author with the same last name and initial then include author’s first name in square brackets after the initial
  - if multiple works by the same author, file by publication date with the earliest first
  - if multiple works by the same author with the same publication date are cited, list alphabetically by title after the publication date
  - if the author is a group or organisation file by first significant word of the name
- place in alphabetical order by the title of work if there is **no author**
  - if the title begins with “A, An, or The”, file by the first significant word in the title.
SAMPLE LIST OF REFERENCES – APA

References


HOW TO SET OUT A BIBLIOGRAPHY

A bibliography is a complete list of all the sources you have consulted while preparing to write your assignment, but not necessarily used.

Bibliographies are not generally used within the APA referencing style. Please consult with your teacher if they require a bibliography.
## Important

The APA referencing style used in Microsoft Word* and electronic databases is not the same as the version outlined in this style. If you use these referencing features you may need to edit your references.

### ABS Publication

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| **Printed**  
Author. (Year). *Title of work* (cat. no. xxx). Place of publication: Publisher.  
“Plants and animals found in Namadgi are found nowhere else in Australia” (Australian Bureau of Statistics, 2007, p. 23). |  |
| **Online**  
Mothers spent more time per day caring for young children than… (ABS, 2012). |  |

**Note:** If the author of a work is a group or organisation spell out their name in full and do not use acronyms.

### Blog

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| Author Last Name, Initials of first name/s. (Year, Month Day). *Title of post* [Blog post]. Retrieved from http://xxxxx  
“I loved that she’s been able to fuse the colours …” (Montague, 2012). |  |

**Note:** Include the name of blog before the URL only if does not already appear in the URL link. Do not italicise title of blog post.
## Book

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
Randolph (2012) suggests … |
**Indirect Quote**  
Cassell and Hiremath (2011, p.13) consider… |
Pentony, Graw, Lennard, and Parker (2008, p. 33) indicate…  
**Subsequent In-text citation**  
Pentony et al. (2008, p. 33) indicate… |
Bulliet et al. (2011) found… |

**Note:** When writing authors last names within your text use the word and before the last name.

**Note:** In the first in-text citation in your assignment include all author’s last names. For subsequent in-text citations include the first author’s last name followed by the abbreviation et al. and the year.

**Note:** In your text cite the surname of the first author followed by et al., year and page number/s.
### Book continued

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| **8 or more Authors**  
1st Author’s last name, Initials of first name/s, 2nd Authors last name, Initials of first name/s, 3rd Authors last name, Initials of first name/s, 4th Authors last name, Initials of first name/s, 5th Authors last name, Initial of first name/s, 6th Authors last name, Initials of first name/s, ... the last Author’s Last Name, Initials of first name/s. (Year). *Title of work* (# ed.). Place of publication: Publisher. | Berman, A., Snyder, S. J., Krozier, B., Erb, G., Levett-Jones, T., Dwyer, T., ... Stanley, D. (Eds.). (2010). *Kozier and Erb’s fundamentals of nursing: First Australian edition*. Frenchs Forest, Australia: Pearson. | Direct quote  
“Recognising the rights and values of patients and families...” (Berman et al., 2010, p. 100). |
| **Note:** When authors number eight or more, include the first six author’s names, insert 3 full stops (...) and then add the last author’s name. In your text cite the surname of the first author followed by et al., year and page number/s. |  |  |
| **Chapter in an edited book**  
Sassi (2011, p. 220) states that... |
| **eBook**  
Beaird (2010, pp. 5-7) describes... |
| **Edition**  
Hanrahan, Ramsay and Stapledon (2012) indicate... |
| **Note:** If the work has more than one edition place the edition number followed by abbreviation ed. in brackets after the title. |  |  |
| **Editor/s**  
Hanrahan, Ramsay and Stapledon (2012, p. 86) define... |
### Book continued

**REFERENCING FORMAT**

<table>
<thead>
<tr>
<th>Date is uncertain</th>
<th>Reference List Example</th>
<th>In-Text Citation Example</th>
</tr>
</thead>
</table>
| Author's last name, Initial of first name/s. [ca. Year]. Title of work. Place of publication: Publisher. Note: Place the abbreviation ca. followed by the Year in square brackets after the author details to indicate that the Year of publication is estimated. | Barnes, L. [ca. 2010]. Milady's standard esthetics: Advanced step-by-step procedures. Clifton Park, NY: Milady Cengage Learning. | Indirect Quote
Barnes (ca. 2010, p. 28) describes the… |

**No Author/Editor**

<table>
<thead>
<tr>
<th>Reference List Example</th>
<th>In-Text Citation Example</th>
</tr>
</thead>
</table>
| Title of work. (Year). Place of publication: Publisher. Note: If no author or editor is given, the reference should begin with the title of the book. For the in-text citation use the first few words of the title in italics followed by the year. | Australian & New Zealand business franchise guide. (2009). Mt Eliza, Vic: CGB Publishing Pty Ltd. | Direct Quote
"Franchisees should…" (Australian & New Zealand business… 2009, p. 58) |

### CD – see Music

**Conference Paper**

**REFERENCING FORMAT**

<table>
<thead>
<tr>
<th>Printed</th>
<th>Reference List Example</th>
<th>In-Text Citation Example</th>
</tr>
</thead>
</table>
Mosely and Mosley (2010, p.10) argue... |

<table>
<thead>
<tr>
<th>Online</th>
<th>Reference List Example</th>
<th>In-Text Citation Example</th>
</tr>
</thead>
</table>
"Livestock are often viewed as having a negative impact on rangelands but we see them as a powerful tool for management" (Mosely & Mosley, 2010, p.10). |
# Conference Proceedings

**REFERENCING FORMAT**

Editor’s last name, Initials of first name/s. (Ed.). (Year). *Title of conference proceedings*. Place of publication: Publisher.

**Note:** If more than one editor use the abbreviation (Eds.)

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

Indirect Quote

At the Adapting mixed farms to future environments conference… (Waters & Garden, 2010).

---

# Conversation – see Interview

# Dictionary

**REFERENCING FORMAT**

Dictionary – Print

Author’s last name, Initials of first name/s. (Year). *Title of work*. Place of publication: Publisher.

**Dictionary – Online**

Author’s last name, Initials of first name/s. (Year). *Title of work*. Retrieved from http://xxxxxxx

**Note:** If there is no author move the title of the entry to the front of the citation.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

Direct Quote

The phrase Break a leg! means “good luck” (Ayto, 2009, p. 44).

Indirect Quote

Social media is an online social network (Social media, 2018).

---

# DVD – see Video
**Electronic mailing list**

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>

**Email/Letter**

<table>
<thead>
<tr>
<th>IN-TEXT CITATION FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Initial, Sender’s last name, personal communication, Month Day, Year).</td>
<td>Do not include entry in reference list.</td>
<td>Indirect Quote Ms J Paulazzo (personal communication, August 15, 2012) confirmed the...</td>
</tr>
</tbody>
</table>

**Note:** Use screen name of post if authors name is not available. Do not italicize the subject line. This is a made up example.

**Note:** Emails are a form of personal communication. Personal communication is information that has been obtained through interaction with another person (teacher, student, expert in the field) and has not been published.

**You must ask the sender for permission to use the information in your assignment**
**Encyclopedia**

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
“Alcoholism affects approximately 4% of the global population…” (Alcoholism, 2010, p. 358). |
“New ideas, materials, and manufacturing techniques have always been a part of Torres Strait customary dress” (Edmundson, 2010, para. 20). |

**Facebook**

<table>
<thead>
<tr>
<th>REFERENCING FORMAT</th>
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<th>IN-TEXT CITATION EXAMPLE</th>
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</thead>
</table>
“Pacific island countries will be given assistance to empower women and to promote gender equality…” (Gillard, 2012) |
Burt’s Bees (2012) is an example of how to use Facebook as a marketing tool. |
## Film – See Video

### Game

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<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board game</strong></td>
<td>Darrow C. D. (2006). <em>Monopoly: the property trading board game</em> [Board game]. Eastwood, NSW: Hasbro/Parker.</td>
<td><em>Indirect Quote</em> Monopoly (Darrow, 2006) can be used to teach the concept…</td>
</tr>
<tr>
<td><strong>PC game</strong></td>
<td>Firaxis Games. (2005). <em>Sid Meier's civilization IV</em> [PC game]. New York, NY: Take-Two Interactive Software.</td>
<td><em>Indirect Quote</em> The Sid Meier’s civilization IV (Firaxis Games, 2005) is a good example of how to develop…</td>
</tr>
</tbody>
</table>

**Note:** If there is no year of publication given use the abbreviation n.d. for no date.
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<th>Referencing Format</th>
<th>Reference List Example</th>
<th>In-Text Citation Example</th>
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</thead>
<tbody>
<tr>
<td><strong>Author - Government Agency</strong>&lt;br&gt; Agency Name. (Year). <em>Title of work</em> (Report No. xx). Place of publication: Publisher.&lt;br&gt; <strong>Notes:</strong>&lt;br&gt; – If publication has been given a report number place this in brackets after the title.&lt;br&gt; – If author and publisher are the same write the word Author for publisher information.</td>
<td>Department of Climate Change and Energy Efficiency. (2009). <em>Australia’s biodiversity and climate change</em>. Canberra, Australia: Author.</td>
<td><strong>Indirect Quote</strong>&lt;br&gt; According to the Department of Climate Change and Energy Efficiency (2009) climate change…</td>
</tr>
<tr>
<td><strong>Author – Consultant/Individual</strong>&lt;br&gt; Consultants name, Initials of first name/s. (Year). <em>Title of work</em> (Report No. xx). Place of publication: Publisher.</td>
<td>Finkelstein, R., &amp; Ricketson, M. (2012). <em>Report of the independent inquiry into media and media regulation</em>. Canberra: Department of Broadband, Communications and the Digital Economy.</td>
<td><strong>Direct Quote</strong>&lt;br&gt; “The internet is a medium by which almost anybody can publish their views and is a medium which is largely unmanaged and uncontrolled” (Finkelstein &amp; Ricketson, 2012, p. 283).</td>
</tr>
<tr>
<td><strong>Co-Author – Agency and individual</strong>&lt;br&gt; Agency name, Author’s name, Initials of first name/s. (Year). <em>Title of work</em> (Report No. xx). Place of publication: Publisher.&lt;br&gt; <strong>Note:</strong> If author and publisher are the same write the word Author for publisher information.</td>
<td>Department of Education, Employment and Workplace Relations, Gonski, D. (Chair). (2011). <em>Review of funding for schooling: Final report</em>. Canberra: Author.</td>
<td><strong>Indirect Quote</strong>&lt;br&gt; Gonski report (Department of Education, Employment and Workplace Relations, 2011) recommends…</td>
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</tbody>
</table>
## Image/Photograph/Painting

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<tr>
<td><strong>Printed in a book</strong>&lt;br&gt;Editor's last name, Initials of first name/s. (Ed.). (Year). <em>Title of book</em>. Place of publication: Publisher.&lt;br&gt;Note: In the text of your assignment include the details of the image/work and then the book citation.</td>
<td>Anderson, J. (Ed.). (2011). <em>The Cambridge companion to Australia art</em>. New York, USA: Cambridge University Press.</td>
<td>Indirect Quote&lt;br&gt;Sidney Nolan’s 1946 painting <em>Ned Kelly</em> (Anderson, 2011, Figure 9.9) is a symbolic depiction …&lt;br&gt;Note: If the book has image pages inserted between the numbered pages use the figure or plate number of the image/work instead of page numbers.</td>
</tr>
<tr>
<td><strong>Gallery</strong>&lt;br&gt;Artist's last name, Initials of first name/s. (Year work created). <em>Title/Description of work</em> [Type of work]. Location: Name of Institution.</td>
<td>Carter, J. (1958). <em>The drover’s wife, Urino Bore</em> [Photograph]. Canberra, ACT: National Gallery of Australia.</td>
<td>Indirect Quote&lt;br&gt;The photograph <em>The drover’s wife, Urino Bore</em> (Carter, 1958) is an example of….</td>
</tr>
<tr>
<td><strong>Image on a Website / Database</strong>&lt;br&gt;Artist's last name/ Organisation, Initials of first name/s. (Year work created). <em>Title/Description of work</em> [Type of work]. Retrieved from <a href="http://xxxxxxxx">http://xxxxxxxx</a>&lt;br&gt;No Author, No Title, No Date&lt;br&gt;[Subject and type of work]. Retrieved from <a href="http://xxxxxxxx">http://xxxxxxxx</a>&lt;br&gt;Many images found on the Web fall under this category. Try to locate the missing information by clicking on the image, and/or looking at the bottom of the image.&lt;br&gt;Figure Note&lt;br&gt;Figure # Artist’s name. (Year). <em>Title of work</em>. Name of Gallery / Website / Organisation. Place the figure note under the image. Follow this with an in-text citation (Artist/Photographer, Year). If no named artist/photographer, use the image title (in italics), followed by the date.</td>
<td>Nolan, S. (1946). <em>Ned Kelly</em> [painting]. Retrieved from <a href="http://artsearch.nga.gov.au/Detail.cfm?IRN=28926">http://artsearch.nga.gov.au/Detail.cfm?IRN=28926</a></td>
<td>Indirect Quote&lt;br&gt;The painting <em>Ned Kelly</em> (Nolan, 1946) is a…&lt;br&gt;Figure Note&lt;br&gt;Figure 1 Sidney Nolan. (1946). <em>Ned Kelly</em>. Canberra: National Gallery of Australia.</td>
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## ACKNOWLEDGING THE SOURCE

### Image/Photograph/Painting continued

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</table>
| **Image from a Journal**  
Artist’s Last name, Initials of first name/s. (Year). *Title of work* [Format]. Retrieved from http://xxxxxxxxxx  
If there is no named author, put the image title (in italics) first, followed by the date.  
- In text, cite artist, year and page / paragraph number.  
- If the image is in a Journal database include the name of the database.  
- For instances where the whole article was perused, cite as per Online Journals.  
**Figure Note**  
Denim is suitable for many types of clothing as depicted in the photograph *High plains drifter: Full and floating below the knee* (Lindbergh, 2012).  
**Figure Note**  
Figure 1 Peter Lindbergh. (2012). *High plains drifter: Full and floating below the knee*. Vogue Archive, NY. |

| **Architectural Drawing – Online**  
Artist’s last name/s. (Year). *Title of drawing Drawing/Plan Number ##*.  
Proposed main building Level 1 plan (Foster & Partners, 2011, Figure 1) is an example of…  
**Figure Note**  
Figure 1 Foster & Partners. (2011). *Proposed main building Level 1 plan*. |

### Internet – see Website

### Interview/Conversation

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</table>
| (Initials of first name/s. Last Name of Interviewee, personal communication, Day Month, Year).  
**Note**: Interviews and conversations are a form of personal communication. Personal communication is information that has been obtained through interaction with another person (teacher, student, expert in the field) and has not been published.  
Ask the interviewee for permission to use the information in your assignment. | Do not include entry in reference list. | **Indirect Quote**  
J. Ganendran (personal communication, August 10, 2012) confirmed…  
It has been confirmed (J. Ganendran, personal communication, August 10, 2012) that… |
# Journal/Magazine Article

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<tr>
<td>Author's surname, initials of first name/s. (Year). Title of article. <em>Title of Journal, volume number</em>(issue number), page numbers. <strong>Note:</strong> For magazines give the exact publication date as (Year, Month) or (Year, Month Day) or (Year, Season). Do not include publisher information for journal or magazine articles.</td>
<td>Moore, R., Kingsbury, D., Bunford, J., &amp; Tucker, V. (2012, June). A survey of paint flakes on the clothing of persons suspected of involvement in crime. <em>Science &amp; Justice, 52</em>(2), 96–101. <a href="http://dx.doi.org/10.1016/j.scijus.2011.08.002">http://dx.doi.org/10.1016/j.scijus.2011.08.002</a></td>
<td>Direct Quote “Single layer paint samples that appear indistinguishable…” (Moore et al., 2012, p. 96).</td>
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| **Note:** You do not need to include the database name. | Retrieved from http://xxxxxxx | Retrieved from http://xxxxxxx |

# Kit

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<tbody>
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<td><strong>Printed</strong></td>
<td>Dumbrell, G., &amp; Walsh, R. (2011). <em>Prepare financial statements for non-reporting entities</em> [kit]. Bondi, NSW: National Core Accounting Publications.</td>
<td>Indirect Quote Dumbrell and Walsh (2011) recommend...</td>
</tr>
<tr>
<td>Author's last name, initials of first name/s. (Year). Title of kit [Kit]. Place of publication: Publisher. <strong>Note:</strong> If no author information is given move title information to author position.</td>
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**Lecture Notes**

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</table>
| **Lecture Notes – eLearn** Teachers Last Name, Initials of first name/s. (Year). *Title of presentation* [Type of material]. Retrieved from http://xxxxxxxxx  
“The behaviour of many of the molecules involved in biological processes depends strongly on their state of ionisation” (Turnbull, 2012, p. 1). |

**Legal Resource**  
**Important** The APA Manual only covers how to reference American legislation.  
The following Australian legal referencing examples have been provided in consultation with CIT teachers.

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</table>
| **Legislation**  
*Short title of the Act* (Jurisdiction Abbreviation), s. or ss. #.  
**Notes:**  
– The titles of legislation should be referenced exactly as written, including exact spelling and capitalisation.  
– Abbreviations for Australian Legal Jurisdictions are:  
  *Cth*, ACT, NSW, NT, Qld, SA, Tas, Vic, WA.  
– If citing a section of an Act use the abbreviation s, and the abbreviation ss. if citing more than one section. | Commonwealth  
*Copyright Act 1968* (Cth), ss. 101 (1), 101(1A).  
Australian Capital Territory  
*Civil Law (Wrongs) Act 2002* (ACT) s. 43. | Indirect Quote  
Sections 101 (1), 101(1A). of the Commonwealth *Copyright Act 1968* outline… |
| **Cases**  
1st Plaintiff Name v 1st Defendants Name [Year of case] Report abbreviation, page number.  
**Note:** For listing of Law Report abbreviations see: Concise Legal Research 6th Edition by Robert Watt and Francis Johns | Commonwealth Jurisdiction  
*Road Show Films Pty Ltd vs iiNet Ltd* [2012] HCA 16  
Australian Capital Territory  
*Jaajaa v Australian Capital Territory* [2012] ACTSC 130 | Indirect Quote  
The *Road Show Films Pty Ltd vs iiNet Ltd* [2012] HCA 16, case considers if the internet provider is liable for the copyright infringement of its customers.  
**Direct Quote** Justice Sidis indicated in her assessment of the case “that the information provided…” *Jaajaa v Australian Capital Territory* [2012] ACTSC 130. |

**Listserv™ – see Electronic Mailing List**
### Map

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*Australia’s Maritime Jurisdiction around Australia* (Alcock, 2011) map shows ..... |

### Music

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</table>
| **CD – Solo Artist**<br>Writers’ last name, Initials of first name/s. (Copyright year). *Title of album* [Type of recording] Place of publication: Label name or Distributor name (distributor). | Perry, K. (2010). *Teenage dream* [CD]. Australia: EMI Music Australia (distributor). | *Indirect Quote*  
The *Teenage Dream* (Perry, 2010) album is… |

| **CD – Group**<br>Group Name. (Copyright year). *Title of album* [Type of recording]. Place of publication: Label. | The Trilogy Project. (2011). *Earth~Music~Love.* [CD]. Australia: JMJ Records. | *Indirect Quote*  
The debut album by The Trilogy Project (2011) incorporates… |

| **CD – Collection**<br>*Title of album* [Type of recording]. (Copyright year). Place of publication: Label. **Note:** Type of recording can include: CD, mp3 file, or record. | Hard act to follow: a live compilation of rock, punk, metal and hardcore bands from the ACT [CD]. (2009). Canberra: Versed Productions. | *Indirect Quote*  
*Hard act to follow* (2009) album showcases... |

The Siren Song (The Trilogy Project, 2011, track 5) has beautiful... |

| **Music Score**<br>Composer’s last name, Initials of first name/s. (Copyright year). *Title of work*. Place of publication: Publisher. | Haydn, F. J. (2001). *The creation*. Mineola, NY: Dover (Original work published 1798). | *Indirect Quote*  
In bar 6 of *The Creation* by F. J. Haydn (2001) … |
### Newspaper Article

**REFERENCING FORMAT**

- **Printed**
  - Author’s last name, Initials of first name/s. (Year, Month Day). Title of article. *Title of Newspaper*, pp. #, #.

  **Note:** If no author information is given move title information to author position. If article occurs over discontinuous pages give all page numbers separated by a comma.

- **Online**
  - Author’s last name, Initials of first name/s. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from http://xxxxxxxxxx

**REFERENCE LIST EXAMPLE**

- **Printed**

- **Online**

**IN-TEXT CITATION EXAMPLE**

- **Indirect Quote**
  - Hepworth & Maher (2012, 26 June), report …

  - Mannheim (2012, August 8) reports that...

### Painting – see Image

### Personal Communication – see Email/Letter, Interview/Conversation

### Photograph – see Image

### Podcast

**REFERENCING FORMAT**

- **Producer’s surname, Initials of first name/s. (Producer). (Year, Month, Day). Title of podcast [Type of podcast]. Retrieved from http://xxxxxxxxxx**

  **Note:** Type of podcast can include Audio or Video.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

- **Indirect Quote**
  - Dr Jordy Kaufman discusses his plans for researching if ... (Mitchell, 2012)

### Poster

**REFERENCING FORMAT**

- Author’s last name, Initials of first name/s. (Year). *Title of work* [Type of material], Place of publication: Publisher.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

- **Indirect Quote**
  - The Canberra Museum and Gallery (2012) events include…
### ACKNOWLEDGING THE SOURCE

#### Reports

**REFERENCING FORMAT**

- **Report – Online**

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

- *Direct Quote*
  
  "A report into drug use in Australia states that the "non-medical use of pharmaceutical drugs is an increasing public health problem in Australia." *(Australian Institute of Health and Welfare, 2018)*.

- *Indirect Quote*
  
  "An inquiry into the operations of TAFE *(Standing Committee on Education and Employment, 2014)* stated that…"

**Note:** If no Author identified then use the organisational title. Sometimes Web Reports are updated. Add the specific date to identify which version you have accessed.

- **Report – Print**
  - Author's last name, Initials of first names. (Year). *Title of Work*, Report No. xxx. Place of publication: Publisher /Author.

**REFERENCE LIST EXAMPLE**


**Secondary Sources / Citations within Quotations**

**REFERENCING FORMAT**

- Author's last name, Initials of first names. (Year). *Title of Work*. Place of publication: Publisher.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

- *Secondary Source*
  
  "Risley’s assumption *(as cited by Parker, 1984)* supports the view that…"

- *Citations within Quotations*
  
  "Embroidery was 'seen as 'making a personal statement' *(Risley, 1967)*. The twentieth century writers have partially dispensed with the Victorian ideology of embroidery as selfless work for the comfort of others" *(Parker, 1984, p. 203)*"
**Standards**

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**Television Program**

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*Indirect Quote*

The Australian Standard for Composts, soil conditioners and mulches (2012) specifies…

*Direct Quote*

Composting is “the process whereby…” (Standards Australia, 2012)
## Television – Online

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<td><strong>Stand-alone program</strong>&lt;br&gt;(Executive) Producer's surname, Initials of first name/s. (Producer), &amp; Creators' name, Initials of first name/s (Creator). (Year) Title of program. [Type of Material]. Retrieved from <a href="http://xxxxxxxxxx">http://xxxxxxxxxx</a></td>
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## Twitter

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**Notes:**
- If only the screen name is known do not place in the brackets. Do not italicise title for Tweets and Twitter updates.
- Check with your Teacher if Tweets are appropriate resource for your course.
**Video**

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<tbody>
<tr>
<td><strong>DVD</strong></td>
<td>Boland, M. (Producer), &amp; Rutigliano, K. (Director). (2011). <em>Team building for nurses</em> [DVD]. Australia: Video Education Australasia.</td>
<td>Indirect Quote Team building is important... (Boland &amp; Rutigliano, 2011).</td>
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**Website**

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## Wiki

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| Author last name, Initials of first name/s. (Year, Month Day). *Title of document* [Type of material]. Retrieved from http://xxxxxxxxxx  
**Note:** If no author is given then move title information to front of reference. | *How to stop making excuses not to jog* [Wiki entry]. (2012). Retrieved from http://www.wikihow.com/Stop-Making-Excuses-Not-to-Jog | *Direct Quote*  
“Jogging is excellent …” (*How to stop making excuses not to jog*, 2012) |

## YouTube

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| Author's last name, Initials of first name/s. [User name]. (Year, Month Day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxxx  
**Note:** If only the User name is known remove the square brackets. | Grey, C. G. P. (2011, August 23). *Copyright: Forever less one day,* [Video file]. Retrieved from http://www.youtube.com/watch?v=tk862BjWx4 | *Direct Quote*  
C. G. P. Grey (2011), states… |
BIBLIOGRAPHY FOR THIS PUBLICATION

The following are useful sources of information that we consulted in preparing this publication:


Wilkinson, K., Rushton, L., Blundell, A., Byrne, K., & Martin, J. (Eds.). (2012). *Smart study guide: a student guide to study skills, assessment and referencing*. Sydney: North Coast Institute of TAFE.


## REFERENCING TEMPLATE

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