ACKNOWLEDGING THE SOURCE

American Psychological Association (APA) referencing style
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Third Edition

Compiled by Sarah Myers and Julieanne Paulazzo on behalf of the CIT Learning Centre.
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Canberra Institute of Technology.
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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 Description</th>
<th>Reference</th>
</tr>
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<tbody>
<tr>
<td>Australian Institute of Food Science and Technology</td>
<td>Food Australia, 2012, vol. 64 no. 2, May/June.</td>
</tr>
<tr>
<td>CCH Australia and New Zealand</td>
<td>Hanrahan, P, Ramsay, I &amp; Stapledon, G (eds) 2012, Commercial applications of company law, 13th edn, CCH Australia, North Ryde, NSW.</td>
</tr>
<tr>
<td>Marcom Projects</td>
<td>Jennings, J 2004, How clothing is made, DVD, Learning Seed, Marcom Projects, Lake Zurich, USA.</td>
</tr>
</tbody>
</table>
INTRODUCTION

This booklet has been prepared by the Canberra Institute of Technology (CIT) Learning Centre, 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. In this third edition we have increased the coverage of electronic sources and incorporated the American Psychological Association (APA) referencing style.

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 these reference styles please see:

**Harvard (AGPS)**

**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?

Failure to make clear which are your own ideas and words, and which are quoted directly or indirectly from other works, means that you are 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/mycit/students/infoguide, 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>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text Citation</td>
<td>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.</td>
</tr>
<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 63).

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:

- **Date viewed or retrieved:** 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.
HOW TO FIND THE ‘WHO, WHAT, WHERE, WHEN’ INFORMATION FOR RESOURCES

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.

**CD Cover**

- Title
- Year of production
- Publisher’s name
- Place of publication
- Group
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.
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.

Example:

- **Title**: Food Australia
- **Month, year**: March, 2012
- **Volume and issue number**: Volume 41, Issue 1
- **Publisher**: Australian Institute of Pastry Chefs

Additional notes:
- **Features**: Articles on topics like Food Trends, Nutrition, and Cooking Techniques
- **Contents**: List of articles included in the issue

Example of an article:

- **Title**: The Impact of Climate Change on Food Production
- **Author**: John Doe

This information can be used to properly credit the source and ensure accurate citation in academic or professional contexts.
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.
ACKNOWLEDGING THE SOURCE

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 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. #)
“quote” (Title, Year, p. #)
“quote” (Randolph, 2012, p. 27).
“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:

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

Example


The standard APA format for referencing an electronic publication is:

Author's last name, Initials of first name/s. (Year). Title of work [type of material]. Retrieved from http://www.xxxxxxxxxxx

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 22.

**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.
## THE A TO Z OF APA REFERENCING

**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>
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</table>

### Blog

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

<table>
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<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| **1 Author**
Randolph (2012) suggests … |
| **2-3 Authors**
Indirect Quote
Cassell and Hiremath (2011, p.13) consider… |
| **4-5 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, Initials of first name/s. (Year). *Title of work* (# ed.). Place of publication: Publisher. | Pentony, B., Graw, S., Lennard, J., & Parker, D. (2008). *Understanding business law*. (4th ed.). Chatswood, NSW: LexisNexis Butterworths. | Indirect Quote
Pentony, Graw, Lennard, and Parker (2008, p. 33) indicate…  
Subsequent In-text citation
Pentony et al. (2008, p. 33) indicate… |
| **6-7 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, Initials of first name/s., 6th Authors last name, Initials of first name/s., & 7th Author’s Last Name, Initials of first name/s. (Year). *Title of work* (# ed.). Place of publication: Publisher. | Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., & Northrup, D. (2011). *The earth and its peoples: a global history*, (5th ed., Student ed.). Boston: Wadsworth Cengage Learning. | Indirect Quote
Bulliet et al. (2011) found… |

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

<table>
<thead>
<tr>
<th><strong>8 or more Authors</strong></th>
<th><strong>REFERENCE LIST EXAMPLE</strong></th>
<th><strong>IN-TEXT CITATION EXAMPLE</strong></th>
</tr>
</thead>
</table>
| 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, Initials 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). |

<table>
<thead>
<tr>
<th><strong>Notes:</strong></th>
<th><strong>Chapter in an edited book</strong></th>
<th><strong>Indirect Quote</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>– 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.</td>
<td>Author's last name, Initials of first name/s. (Year). <em>Title of chapter</em>. In Initials of Editors first name. Editors last name (Ed.), <em>Title of work</em> (pp. #). Place of publication: Publisher.</td>
<td>Sassi, A. (2011). How &quot;scripted&quot; materials might support improvisational teaching. In R.K. Sawyer (Ed.), <em>Structure and improvisation in creative teaching</em>, (pp. 209-235). New York: Cambridge University Press.</td>
</tr>
</tbody>
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<tr>
<th><strong>Indirect Quote</strong></th>
<th><strong>eBook</strong></th>
<th><strong>Indirect Quote</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sassi (2011, p. 220) states that ...</td>
<td>Author's last name, Initials of first name/s. (Year). <em>Title of work</em> (# ed.). Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></td>
<td>Beaird (2010, pp. 5-7) describes...</td>
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<tr>
<th><strong>Indirect Quote</strong></th>
<th><strong>Edition</strong></th>
<th><strong>Indirect quote</strong></th>
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<td>REFERENCING FORMAT</td>
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<td>IN-TEXT CITATION EXAMPLE</td>
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</tr>
<tr>
<td><strong>Editor’s last name, Initials first name/s. (Ed.). (Year). Title of work. (# ed.). Place of publication: Publisher.</strong></td>
<td>Hanrahan, P., Ramsay, I., &amp; Stapledon, G. (Eds.). (2012). <em>Commercial applications of company law</em>. (13th ed.). North Ryde, NSW: CCH Australia.</td>
<td>Indirect Quote Hanrahan, Ramsay and Stapledon (2012, p. 86) define...</td>
</tr>
<tr>
<td><strong>Note:</strong> If the work has more than one editor, use the abbreviation Eds. in brackets after the last editor/s initial/s.**</td>
<td>Hanrahan, P., Ramsay, I., &amp; Stapledon, G. (Eds.). (2012). <em>Commercial applications of company law</em>. (13th ed.). North Ryde, NSW: CCH Australia.</td>
<td>Indirect Quote Hanrahan, Ramsay and Stapledon (2012, p. 86) define...</td>
</tr>
<tr>
<td><strong>Note:</strong> 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.**</td>
<td>Australian &amp; New Zealand business franchise guide. (2009). Mt Eliza, Vic: CGB Publishing Pty Ltd.</td>
<td>Direct Quote ‘Franchisees should…’ (Australian &amp; New Zealand business… 2009, p. 58)</td>
</tr>
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**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.
### Brochure

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<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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<tbody>
<tr>
<td>Author’s last name, Initials of first name/s. (Year). <em>Title of work</em> [Type of material]. Place of publication: Publisher.</td>
<td>CIT Solutions. [ca. 2012]. <em>Adult community education short courses: winter warmers</em> [Brochure]. Canberra: CIT Solutions.</td>
<td>Indirect Quote This brochure provides... (CIT Solutions, ca. 2012).</td>
</tr>
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</table>

### CD – see Music

### Conference Paper

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**Note:** Supply DOI if available, otherwise use the URL.

## Conference Proceedings

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<th>IN-TEXT CITATION EXAMPLE</th>
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<tbody>
<tr>
<td>Editor’s last name, Initials of first name/s. (Ed.). (Year). Title of conference proceedings. Place of publication: Publisher. <strong>Note:</strong> If more than one editor use the abbreviation (Eds.)</td>
<td>Waters, C. &amp; D. L. Garden (Eds.). (2010). <em>Adapting mixed farms to future environments: Proceedings of the 25th Annual Conference of The Grassland Society of NSW: invited and contributed papers from the conference held at the Dubbo RSL Club</em>. Orange, NSW: Grassland Society of NSW.</td>
<td>Indirect Quote At the <em>Adapting mixed farms to future environments</em> conference… (Waters &amp; Garden, 2010).</td>
</tr>
</tbody>
</table>

## Conversation – see Interview

## Dictionary

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<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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## DVD/Video

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<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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</thead>
<tbody>
<tr>
<td>Producer’s surname, Initials of first name/s. (Producer), &amp; Director’s surname, Initials of first name/s (Director). (Year). <em>Title of DVD/Video</em> [Type of material]. Country of Origin: Studio or publisher.</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>
</tr>
</tbody>
</table>

### Streamed Video

Producer’s surname, Initials of first name/s. (Producer), & Director’s surname, Initials of first name/s (Director). (Year of publication). *Title of Video* [Video file]. Retrieved from http://xxxxxx

**Note:** The description field on the CIT Library Catalogue record will indicate if a source is a streaming video file.

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## eBook – see Book

## eJournal article – see Journal article

## eLearn – see Lecture Notes

## Electronic mailing list

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

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

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<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| (Initial, Sender's last name, personal communication, Month Day, Year). | Do not include entry in reference list. | Indirect Quote  
Ms J Paulazzo (personal communication, August 15, 2012) confirmed the… |
| **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. | Direct Quote  
"When teaching information literacy…” (S Myers, personal communication, July 2, 2012). |
| **You must ask the sender for permission to use the information in your assignment** | |

**Encyclopaedia**

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<thead>
<tr>
<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| **Printed**  
Author’s last name, Initials of first name/s. (Year). Title of entry, in Initials of editor’s first name/s, Editors last name (Ed.), Title of encyclopaedia, Place of publication: Publisher.  
**Note:** If there is no author for an entry move the title of the entry to the front of the reference. | Alcoholism. (2010). in M, Podesto (Ed.), *The ultimate medical encyclopaedia: Understanding, preventing and treating medical conditions*. Buffalo, NY: Firefly Books. | Direct Quote  
"Alcoholism affects approximately 4% of the global population…” (Alcoholism, 2010, p. 358). |
| **Online**  
Author’s last name, Initials of first name/s. (Year of publication). Title of entry, in Initials of editor’s first name/s, Editors last name (Ed.), *Title of encyclopaedia* (xx ed., Vol. xx). [http://dx.doi.org.xxxxx](http://dx.doi.org.xxxxx) or Retrieved from [http://xxxxxxxxx](http://xxxxxxxxx)  
"New ideas, materials, and manufacturing techniques have always been a part of Torres Strait customary dress” (Edmundson, 2010, para. 20). |
## Facebook

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<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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<tbody>
<tr>
<td>Notes:</td>
<td>– Do not italicise title of Facebook page/update. – Check with your Teacher if Facebook entries are appropriate sources for your course.</td>
<td></td>
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</table>

## Game

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<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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<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>Indirect Quote 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>Indirect Quote The Sid Meier’s Civilization IV (Firaxis Games, 2005) is a good example of how to develop…</td>
</tr>
<tr>
<td><strong>Whiteboard game</strong></td>
<td>Blundred, A. (n.d.). <em>Gingerbread Men</em> [Electronic game]. Retrieved from <a href="http://www.topmarks.co.uk/PlayPop.aspx?f=GingerbreadMenv3">http://www.topmarks.co.uk/PlayPop.aspx?f=GingerbreadMenv3</a></td>
<td>Indirect Quote Teachers use whiteboard games such as Gingerbread Men (Blundred, n.d.) to…</td>
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</tbody>
</table>

Note: If there is no year of publication given use the abbreviation n.d. for no date.
## Government Publication

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<th>REFERENCING FORMAT</th>
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<th>IN-TEXT CITATION EXAMPLE</th>
</tr>
</thead>
</table>
| **Author - Government Agency**  
Agency Name. (Year). *Title of work* (Report No. xx). Place of publication: Publisher.  
Notes:  
– If publication has been given a report number place this in brackets after the title.  
– If author and publisher are the same write the word Author for publisher information. | Department of Climate Change and Energy Efficiency. (2009). *Australia’s biodiversity and climate change*. Canberra, Australia: Author. | **Indirect Quote**  
According to the Department of Climate Change and Energy Efficiency (2009) climate change… |
| **Author – Consultant/Individual**  
‘The internet is a medium by which almost anybody can publish their views and is a medium which is largely unmanaged and uncontrolled’ (Finkelstein & Ricketson, 2012, p. 283). |
| **Co-Author – Agency and individual**  
Agency name, Author’s name, Initials of first name/s. (Year). *Title of work* (Report No. xx). Place of publication: Publisher.  
Note: If author and publisher are the same write the word Author for publisher information. | Department of Education, Employment and Workplace Relations, Gonski, D. (Chair). (2011). *Review of funding for schooling: final report*, report prepared Canberra: Author. | **Indirect Quote**  
Gonski report (Department of Education, Employment and Workplace Relations, 2011) recommends…. |
| **Online government publication**  
Name of Agency or Consultants name, Initials of first name/s. (Year). *Title of work* (Report No. xxxx). Retrieved from Agency Name website: http://xxxxxxxxxx  
‘The workers’ exposure can be reduced by wearing personal protective equipment such as masks and appropriate clothing’ (Environmental Health Subcommittee, 2012, p.21). |
## Image/Photograph/Painting

### REFERENCING FORMAT

<table>
<thead>
<tr>
<th>Printed in a book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor’s last name, Initials of first name/s. (Ed.). (Year). <em>Title of book</em>. Place of publication: Publisher.</td>
</tr>
</tbody>
</table>

**Note:** In the text of your assignment include the details of the image/work and then the book citation.

### REFERENCE LIST EXAMPLE


### IN-TEXT CITATION EXAMPLE

*Indirect Quote*

Sidney Nolan’s 1946 painting ‘Ned Kelly’ (Anderson, 2011, Figure 9.9) is a symbolic depiction …

**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.

<table>
<thead>
<tr>
<th>Online</th>
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<tbody>
<tr>
<td>Artist’s last name, Initials of first name/s. (Year work created). <em>Title/Description of work [Type of work]</em>. Retrieved from <a href="http://xxxxxxxxxx">http://xxxxxxxxxx</a></td>
</tr>
</tbody>
</table>

**Note:** If you have included a copy of the work/image in your assignment place a figure note directly underneath.

The *Figure note* format is:

*Figure #* Artist’s name. (Year). *Title of work*. Name of Gallery Place of publication: Gallery where image can be viewed.

### REFERENCE LIST EXAMPLE


### IN-TEXT CITATION EXAMPLE

*Indirect Quote*

The painting Ned Kelly (Nolan, 1946) is a…

*Figure Note*

*Figure 1* Sidney Nolan. (1946). Ned Kelly. Canberra: National Gallery of Australia.

### Internet – see Website

### Interview/Conversation

### IN-TEXT CITATION FORMAT

(Initials of first name/s. Last Name of Interviewee, personal communication, Day Month, Year).

**Notes:**

- 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.*

### REFERENCE LIST EXAMPLE

Do not include entry in reference list.

### IN-TEXT CITATION EXAMPLE

*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

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

**Note:** 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.
### Kit

**REFERENCING FORMAT**

Author's last name, Initials of first name/s. (Year). *Title of kit* [Kit]. Place of publication: Publisher.

**Note:** If no author information is given move title information to author position.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

Indirect Quote

Dumbrell and Walsh (2011) recommend…

### Lecture Notes

**REFERENCING FORMAT**

Lecture Notes – eLearn
Teachers Last Name, Initials of first name/s. (Year). *Title of presentation* [Type of material]. Retrieved from CIT eLearn http://xxxxxxxx

**Note:** Type of material could include: lecture notes, PowerPoint slides.

**REFERENCE LIST EXAMPLE**


**IN-TEXT CITATION EXAMPLE**

Direct Quote

‘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.

**REFERENCING FORMAT**

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.

**REFERENCE LIST EXAMPLE**

Commonwealth

*Copyright Act 1968* (Cth), ss. 101 (1), 101(1A).

**Australian Capital Territory**

*Civil Law (Wrongs)* Act 2002 (ACT) s. 43.

**IN-TEXT CITATION EXAMPLE**

Indirect Quote

Sections 101 (1), 101(1A). of the Commonwealth *Copyright Act 1968* outline…

Indirect Quote

*The Civil Law (Wrongs)* Act 2002 (ACT) s. 43, states…
Legal Resource continued

<table>
<thead>
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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>Cases</strong></td>
<td></td>
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</tbody>
</table>
| 1st Plaintiff Name v 1st Defendants Name [Year of case] Report abbreviation, page number. | **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. |
| **Note:** For listing of Law Report abbreviations see: Concise Legal Research 6th Edition by Robert Watt and Francis Johns | | **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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<tbody>
<tr>
<td><strong>Online</strong></td>
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</table>
Australia’s Maritime Jurisdiction around Australia (Alcock, 2011) map shows ….. |
# Music

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<tr>
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<tbody>
<tr>
<td><strong>Artist</strong>&lt;br&gt;Writers’ last name, Initials of first name/s. (Copyright year). &lt;br&gt; <em>Title of album</em> [Type of recording] Place of publication: Label name or Distributor name (distributor).</td>
<td>Perry, K. (2010). <em>Teenage dream</em> [CD]. Australia: EMI Music Australia (distributor).</td>
<td><em>Indirect Quote</em>&lt;br&gt;The <em>Teenage Dream</em> (Perry, 2010) album is…</td>
</tr>
<tr>
<td><strong>Collection</strong>&lt;br&gt;<em>Title of album</em> [Type of recording]. (Copyright year). Place of publication: Label.</td>
<td><em>Hard act to follow: a live compilation of rock, punk, metal and hardcore bands from the ACT</em> [CD]. (2009). Canberra: Versed Productions.</td>
<td><em>Indirect Quote</em>&lt;br&gt;<em>Hard act to follow</em> (2009) album showcases…</td>
</tr>
<tr>
<td><strong>Group</strong>&lt;br&gt;Group Name. (Copyright year). <em>Title of album</em> [Type of recording]. Place of publication: Label.</td>
<td>The Trilogy Project. (2011). <em>Earth<del>Music</del>Love</em> [CD]. Australia: JMJ Records.</td>
<td><em>Indirect Quote</em>&lt;br&gt;The debut album by The Trilogy Project (2011) incorporates…</td>
</tr>
</tbody>
</table>
## Newspaper Article

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<th>REFERENCING FORMAT</th>
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</table>

**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.

**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://xxxxxxxx

**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...

### Standards

**REFERENCING FORMAT**
- **Online Standards**

- **Print Standards**
  Corporate body issuing standard. (Year). *Title of standard* (standard number), (# ed). Place of publication: Publisher.

**REFERENCE LIST EXAMPLE**

**IN-TEXT CITATION EXAMPLE**
Indirect Quote
The Australian Standard for Composts, soil conditioners and mulches (2012) specifies...

**Direct Quote**
Composting is “the process whereby…” (Standards Australia, 2012)
# Television Program

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<tr>
<th>REFERENCING FORMAT</th>
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<th>IN-TEXT CITATION EXAMPLE</th>
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</thead>
</table>
| **Television Program - Episode**  
Writers name, Initials of first name/s (Writer), & Directors name, Initials of first name/s (Director), (Year). Title of episode [Television series episode]. In Initials of first name/s. Last Name of Producer, *Title of television series*. Place of publication: Publisher.  
**Indirect Quote**  
A team of forensic scientists try to determine… (Redwood & Ciallella, 2011) | | |
| **Television Program - Series**  
Producers’ name, Initials of first name/s (Producer), & Creators’ name, Initials of first name/s (Creator), (Date aired). *Title of television series* [Television program / series]. Place of publication: Publisher.  
**Indirect Quote**  
In series eight of Grand Designs... (Hall & McCloud, 2010) | | |

## Twitter

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<th>REFERENCING FORMAT</th>
<th>REFERENCE LIST EXAMPLE</th>
<th>IN-TEXT CITATION EXAMPLE</th>
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</table>
| Author’s surname, Initials of first name/s. [Screen Name]. (Year, Month Day). Title of tweet [Type of material]. Retrieved from http://xxxxxxxxxx  
**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.  
**Indirect Quote**  
Myra Lewyn (2012) tweets that Black Caviar…. | | |
## Website

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<td><strong>Note:</strong> Use the abbreviation n.d. if no date is given for a website.</td>
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| **Note:** If no author is given then move title information to front of reference. | | | |

## Wiki

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## YouTube

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<td><strong>Note:</strong> If only the User name is known remove the square brackets.</td>
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</table>
BIBLIOGRAPHY FOR THIS PUBLICATION (HARVARD (AGPS) STYLE)

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


American Psychological Association 2012, APA style guide to electronic references, 6th edn, American Psychological Association, Washington, DC.


**REFERENCING TEMPLATE**

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<th>Year of Publication</th>
<th>Title and Edition</th>
<th>Type of material</th>
<th>Publisher and Place of Publication</th>
<th>Volume and/or Page numbers</th>
<th>Digital Object Identifier (DOI) or URL</th>
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