

APA Referencing Guide

Library Services
TAFE Gippsland

Introduction

What is referencing?

Referencing acknowledges:

- The source of the information contained in your assignment or essay
- The ideas and words of others
- That you have read and researched widely
- That your writing has context

Why reference?

It is ethically and morally wrong to take credit for someone else's work. When you use even just a snippet of someone else's work in your own, you need to reference the source; otherwise you are stealing their work and passing it off as your own, which is plagiarism.

What requires referencing?

- Somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, or any other medium or source.
- Information gained through interviewing another person.
- Exact words or a "unique phrase" from somewhere.
- Diagrams, illustrations, charts, and pictures.
- Ideas that others have given you in conversations or in an email.

What is in-text referencing?

Each time you refer to, summarize, paraphrase, or quote from another source, you must include an in-text reference or citation. For every in-text reference in your assignment or essay, there must be a corresponding entry in your reference list.

The reader can check the full details in the reference list and if they wish, go to the source for further reading or clarification.

Depending on your medium or source, check the relevant section in this guide for the information you need to include and formatting examples.

What is a reference list?

A reference list, as stated earlier, contains the full details of each and every source used in your assignment or essay and can be used by the reader for clarification or further reading.

Depending on your medium or source, check the relevant section in this guide for the information you need to include and formatting examples.

Contents

Books – print

One author	5
One author, multiple works	6
Two authors	7
Three to five authors	8
Six or more authors	9
No author	10
Books – online	11
Article or chapter of an edited book	12
Journal article – print	13
Journal article – online	14
Newspaper article – print	15
Newspaper article – online	16
Websites	17
Government legislation (Acts of Parliament) – print.....	18
Government legislation (Acts of Parliament) – online	19
Government publications – print	20
Government publications – online	21
Images	21
Presentation or PowerPoint slides	22
Messages posted to online forums	23
DVDs	24
Streamed movies and documentaries	25
Online course materials	26
Brochures and pamphlets	27
Personal communication, notes, memos	28
Teacher’s notes and handouts	29
Secondary sources	29
Formatting your reference list	31

Books - print

One author

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- For one author, cite the author's name and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference Psychological stress in the workplace by T. Beehr that was published by Routledge in New York in 1995:

- In-text, use the author's name and year (Beehr, 1995)
- In-text paraphrasing (Beehr, 1995)
- In-text quote (Beehr, 1995, p. 55)
- In-text at the beginning of a sentence, Beehr (1995) states that...
- In-text with no page numbers (Beehr, 1995, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name, year of publication, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by author's name
- If there is no date use (n.d.)

Example:

To reference Psychological stress in the workplace by T. Beehr that was published by Routledge in New York in 1995:

- Beehr, T. (1995). *Psychological stress in the workplace*. New York: Routledge.

One author, multiple works

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- For one author who has written different publications in the same year, cite the author's name and date of publication, each time the reference occurs
- Differentiate the publications by including a letter suffix after the year of publication
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference *Business and leadership* by G. Garland published in 2003 and *Management solutions* by G. Garland also published in 2003

- In-text, allocate the first instance of the reference 'a' and the second 'b'
- In-text, use the author's name and year (Garland, 2003a) / (Garland, 2003b)
- In-text paraphrasing (Garland, 2003a) / (Garland, 2003b)
- In-text quote (Garland, 2003a, p. 55) / (Garland, 2003b, p. 55)
- In-text at the beginning of a sentence, Garland (2003a) states that... / Garland (2003b) states that...
- In-text with no page numbers (Garland, 2003a, para. 4) / (Garland, 2003b, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name, year of publication with suffix, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by author's name
- If there is no date use (n.d.)

Example:

To reference *Business and leadership* by G. Garland published in 2003 and *Management solutions* by G. Garland also published in 2003

- Garland, G. (2003a). *Business and leadership*. Melbourne, Vic: Cengage.
- Garland, G. (2003b). *Management solutions*. Melbourne, Vic: Cengage.

Two authors

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- For two authors, cite both authors' names and date of publication, each time the reference occurs
- If you are paraphrasing, use the authors' names and date of publication
- If you are quoting, use the authors' names, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference *Nonfinite loss and grief : a psychoeducational approach* by E. J. Bruce and C. L. Schultz, published by Paul H. Brooks Publishing, Baltimore MD in 2001

- In-text, use the authors' names and year (Bruce & Schultz, 2001)
- In-text paraphrasing (Bruce & Schultz, 2001)
- In-text quote (Bruce & Schultz, 2001, p. 55)
- In-text at the beginning of a sentence, Bruce and Schultz (2001) state that...
- In-text with no page numbers (Bruce & Schultz, 2001, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source are the authors' names, year of publication, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by first author's name
- If there is no date use (n.d.)

Example:

To reference *Nonfinite loss and grief : a psychoeducational approach* by E. J. Bruce and C. L. Schultz, published by Paul H. Brooks Publishing, Baltimore MD in 2001

- Bruce, E. J. & Schultz, C. L. (2001). *Nonfinite loss and grief: a psychoeducational approach*. Baltimore, MD: Paul H. Brooks Publishing Co.

Three to five authors

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- For the first use of the reference, you need to include all authors' names and date of publication.
- Further use of the same reference in the same document, use the first author's name followed by the abbreviation et al.
- If you are paraphrasing, use the authors' names and date of publication
- If you are quoting, use the authors' names, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference *Inequality in Australia* by A. Greig, F. Lewins and K. White published by Cambridge University, Port Melbourne, Victoria in 2003

- In-text, first use of the reference, use all the authors' names and year (Greig, Lewins, & White, 2003)
- In-text, further use of the reference, use (Greig, et al., 2003)
- In-text paraphrasing first use of reference (Greig, Lewins, & White, 2003)
- In-text paraphrasing further use of reference (Greig, et al., 2003)
- In-text quote first use of reference (Greig, Lewins, & White, 2003, p. 55)
- In-text quote further use of reference (Greig, et al., 2003)
- In-text at the beginning of a sentence, first use of reference Greig, Lewins, and White (2003) state that...
- In-text at the beginning of a sentence, further use of reference Greig, et al. (2003) state that...
- In-text with no page numbers, first use of reference (Greig, Lewins, & White, 2003, para. 4)
- In-text with no page numbers, further use of reference (Greig, et al., 2003, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source are the authors' names, year of publication, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by first author's name
- If there is no date use (n.d.)

Example:

To reference *Inequality in Australia* by A. Greig, F. Lewins and K. White published by Cambridge University, Port Melbourne, Victoria in 2003

- Greig, A., Lewins, F., & White, K. (2003). *Inequality in Australia*. Port Melbourne, Vic: Cambridge University Press.

Six or more authors**In-text referencing**

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- For all instances of the reference, you only need to include the first author followed by et al. and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference *Manual for the patterns of adaptive learning scales* by C. Midgley, M. L. Maehr, L. Hruda, E. M. Anderman, K. E. Freeman, M. Gheen, published in Ann Arbor, by University of Michigan in 2000

- In-text, use the first author's name, et al. and year (Midgley et al., 2000)
- In-text paraphrasing (Midgley et al., 2000)
- In-text quote (Midgley et al., 2000, p. 55)
- In-text at the beginning of a sentence, Midgley et al. (2000) state that...
- In-text with no page numbers (Midgley et al., 2000, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source are the authors' names, year of publication, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by first author's name
- If there is no date use (n.d.)

Example:

To reference Manual for the patterns of adaptive learning scales by C. Midgley, M. L. Maehr, L. Hruda, E. M. Anderman, K. E. Freeman, M. Gheen, published in Ann Arbor, by University of Michigan in 2000

- Midgley, C., Maehr, M. L., Hruda, L., Anderman, E. M., Freeman, K. E., Gheen, M. (2000). *Manual for the patterns of adaptive learning scales*. Ann Arbor, MI: University of Michigan.

No author

In-text referencing

The essential steps for in-text citations are as follows:

- All in-text references need to be placed within brackets ()
- Place the title or publisher/organisation/group in the author position each time the reference occurs
- If you are paraphrasing, use the title and date of publication
- If you are quoting, use the title, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the title or its shortened form can be mentioned at the beginning of the sentence, followed by the date in brackets.
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference Merriam-Webster's collegiate dictionary that was published by Merriam-Webster in Springfield, MA in 2005

- In-text, use a few words of the title, or the whole title if it is short, in place of an author name (Merriam-Webster's collegiate dictionary, 2005)
- In-text paraphrasing (Merriam-Webster's collegiate dictionary, 2005)
- In-text quote (Merriam-Webster's collegiate dictionary, 2005, p. 55)
- In-text at the beginning of a sentence, Merriam-Webster's (2005) states that...
- In-text with no page numbers, (Merriam-Webster's, 2005, para. 4)

Reference list

The essential steps for a reference list are as follows:

- Place the title in the author position
- The order of information for each source is the title, year of publication, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books with no author or editor by the first significant word in the title
- If there is no date use (n.d.)

Example:

To reference Merriam-Webster's collegiate dictionary that was published by Merriam Webster in Springfield, MA in 2005

- Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Books - online

In-text referencing

The essential steps for in-text references are as follows:

- The steps for in-text referencing online or ebooks are the same as for print books
- Depending on the number of authors, refer to the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name/s, year of publication, title in italics, edition if known and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title
- If there is no date use (n.d.)
- Some scholarly publishers assign a DOI to journal articles and other documents available online. If a DOI is displayed use this instead of the URL. The DOI acts as a persistent link to the material online (unlike URLs, which may change or vanish). If available, give the DOI as the last element in the citation, introduced by 'doi:' and no space after the colon. Do not use 'Retrieved from' or give a retrieval date.

Examples:

To reference *Witches cove : a mystery story for girls* by R. J. Shell, published in 1928 and sourced from Project Gutenberg

- Shell, R. J. (1928). *Witches cove: a mystery story for girls*. Retrieved from <http://www.gutenberg.org/files/43256/43256-h/43256-h.htm>
- Shell, R. J. (1928). *Witches cove: a mystery story for girls*. doi:12345678912345667

Article or chapter of an edited book

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the chapter or article, refer to the previous print book guidelines
- If you are paraphrasing, use the author/s name and date of publication
- If you are quoting, use the author/s name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference a chapter titled *Fatigue*, written by D. Porrock that is in a book edited by M. O'Connor and S. Aranda called *Palliative care nursing: a guide to practice*, published in 2003 by Ausmed Publications, Melbourne, Vic.

- In-text, use the chapter author's name and year (Porrock, 2003)
- In-text paraphrasing (Porrock, 2003)
- In-text quote (Porrock, 2003, p. 55)
- In-text at the beginning of a sentence, Porrock (2003) states that...
- In-text with no page numbers (Porrock, 2003, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the chapter author/s name, year of publication, title of chapter, in, name the editors of the book followed by (Ed.) or (Eds.), edition if known, title of book in italics, page numbers, place of publication and publisher.
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title of the chapter
- If there is no date use (n.d.)

Example:

To reference a chapter titled *Fatigue*, written by D. Porrock that is in a book edited by M. O'Connor and S. Aranda called *Palliative care nursing: a guide to practice*, published in 2003 by Ausmed Publications, Melbourne, Vic.

- Porrock, D. (2003). *Fatigue*. In M. O'Connor & S. Aranda (Eds., 2nd ed.), *Palliative care nursing: a guide to practice* (pp. 55-102). Melbourne, VIC: Ausmed Publications.

Journal article - print

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the article, refer to previous print book guidelines
- If you are paraphrasing, use the author/s name and date of publication
- If you are quoting, use the author/s name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Example:

- The steps for in-text referencing journal articles in print are the same as for print books
- Depending on the number of authors, follow the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s name, year of publication, title of article, title of journal in italics, volume in italics, issue and page numbers
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title of the article
- If there is no date use (n.d.)

Example:

To reference an article called *Baby faced CEOs* by J. Gardner published in 2003 in *Business Review Weekly*, volume 34 issue 15 pages 26-27

- Gardner, J. (2012). *Baby faced CEOs*. *Business Review Weekly*, 34(15), 26-27.

Journal article - online

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the article, refer to previous in-text referencing information in this guide for books in print.
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.
- Some scholarly publishers assign a DOI to journal articles and other documents available online. If a DOI is displayed use this instead of the URL. The DOI acts as a persistent link to the material online (unlike URLs, which may change or vanish). If available, give the DOI as the last element in the citation, introduced by 'doi:' and no space after the colon. Do not use 'Retrieved from' or give a retrieval date.

Example:

- The steps for in-text referencing journal articles online are the same as for print books
- Depending on the number of authors, follow the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s name, year of publication, title of article, title of journal in italics, volume in italics, issue, page numbers and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title of the article
- If there is no date use (n.d.)

Examples:

To reference an article called *Baby faced CEOs* by J. Gardner published in 2003 in *Business Review Weekly*, volume 34 issue 15 pages 26-27 retrieved from the EBSCO database

- Gardner, J. (2012). *Baby faced CEOs*. *Business Review Weekly*, 34(15), 26-27. Retrieved from <http://search.ebscohost.com>
- Gardner, J. (2012). *Baby faced CEOs*. *Business Review Weekly*, 34(15), 26-27. doi:1234567891234567

Newspaper article - print

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the article, refer to previous print book guidelines
- If you are paraphrasing, use the author/s name and date of publication
- If you are quoting, use the author/s name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Example:

- The steps for in-text referencing newspaper articles in print are the same as for print books
- Depending on the number of authors, follow the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s name, year, month day of publication, title of article, title of newspaper in italics and page numbers
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title of the article
- If there is no date use (n.d.)

Example:

To reference Qantas jobs may fly out by S. Drill published in the Herald Sun on 26 April 2012, page 12

- Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald Sun*, p. 12.

Newspaper article - online

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the article, refer to previous print book guidelines
- If you are paraphrasing, use the author/s name and date of publication
- If you are quoting, use the author/s name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Example:

- The steps for in-text referencing newspaper articles online are the same as for print books
- Depending on the number of authors, follow the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s name, year, month day of publication, title of article, title of newspaper in italics, page numbers and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title of the article
- If there is no date use (n.d.)
- Some scholarly publishers assign a DOI to journal articles and other documents available online. If a DOI is displayed use this instead of the URL. The DOI acts as a persistent link to the material online (unlike URLs, which may change or vanish). If available, give the DOI as the last element in the citation, introduced by 'doi:' and no space after the colon. Do not use 'Retrieved from' or give a retrieval date.

Examples:

To reference Qantas jobs may fly out by S. Drill published in the Herald Sun on 26 April 2012, page 12 and retrieved online from the Herald Sun database

- Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald Sun*, p.12. Retrieved from <http://heraldsun.com.au>
- Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald Sun*, p.12. doi:1234567891233456

Websites

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the article, refer to previous print book guidelines
- If you are paraphrasing, use the author/s name and date of publication or date of most recent update
- If you are quoting, use the author/s name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Example:

- The steps for in-text website are the same as for print books
- Depending on the number of authors, follow the previous print book guidelines

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s name or if no author, publisher/organisation/group, date of publication or date of most recent update, title of article in italics, and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then publisher/organisation/group
- If there is no date use (n.d.)

Example:

To reference Osteoarthritis published on the Better Health Channel website in 2013

- Better Health Channel. (2013). Osteoarthritis. Retrieved from <http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/Osteoarthritis?open>

Government legislation (Acts of Parliament) – print

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- If you are paraphrasing, use the legislation title, jurisdiction and date of publication
- If you are quoting, use the legislation title, jurisdiction, date of publication and page number
- Jurisdictions should be abbreviated to either Commonwealth (Cth) or State e.g. Vic)
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give section reference using the abbreviation s.

Examples:

To reference the Victorian government Equal Opportunity Act 2010

- In-text, use the act title, year and jurisdiction (Equal Opportunity Act 2010 (Vic.))
- In-text paraphrasing (Equal Opportunity Act 2010 (Vic.))
- In-text quote (Equal Opportunity Act 2010 (Vic.), p. 55)
- In-text at the beginning of a sentence, the Equal Opportunity Act 2010 (Vic.) states that...
- In-text with no page numbers (Equal Opportunity Act 2010 (Vic.), s. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the title of the legislation and year in italics, jurisdiction, subdivision or section reference if needed and country abbreviation
- Follow the punctuation in the example exactly
- Alphabetize the list by the title
- If there is no date use (n.d.)

Example:

To reference the Victorian government Equal Opportunity Act 2010

- *Equal Opportunity Act 2010* (Vic.) s. 4 (Austl.)

Government legislation (Acts of Parliament) – online

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- If you are paraphrasing, use the legislation title, jurisdiction and date of publication
- If you are quoting, use the legislation title, jurisdiction, date of publication and page number
- Jurisdictions should be abbreviated to either Commonwealth (Cth) or State e.g. Vic)
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give section reference using the abbreviation s.

Examples:

To reference the Victorian government Equal Opportunity Act 2010

- In-text, use the act title, year and jurisdiction (Equal Opportunity Act 2010 (Vic.))
- In-text paraphrasing (Equal Opportunity Act 2010 (Vic.))
- In-text quote (Equal Opportunity Act 2010 (Vic.), p. 55)
- In-text at the beginning of a sentence, the Equal Opportunity Act 2010 (Vic.) states that...
- In-text with no page numbers (Equal Opportunity Act 2010 (Vic.), s. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the title of the legislation and year in italics, jurisdiction, subdivision or section reference if needed, country abbreviation and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by the title
- If there is no date use (n.d.)

Example:

To reference the Victorian government Equal Opportunity Act 2010

- *Equal Opportunity Act 2010* (Vic.) s. 4 (Austl.) Retrieved from <http://www.legislation.vic.gov.au/>

Government publications – print

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- If you are paraphrasing, use the department name and date of publication
- If you are quoting, use the department name, date of publication and page number
- If there is no department name, use the title and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference *Windmills in the outback*, a report prepared by A. Smith, the Department of Primary Industries published in 2014

- In-text, use the department name and date (Department of Primary Industries, 2016)
- In-text paraphrasing (Department of Primary Industries, 2016)
- In-text quote (Department of Primary Industries, 2016, p. 55)
- In-text at the beginning of a sentence, the Department of Primary Industries (2016) states that...
- In-text with no page numbers (Department of Primary Industries, 2016, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the department name, year, title in italics, individual author if stated, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize the list by the department name or title
- If there is no date use (n.d.)

Example:

To reference *Windmills in the outback*, a report prepared by A. Smith, the Department of Primary Industries published in 2014

- Department of Primary Industries. (2014). *Windmills in the outback*. Report prepared by A. Smith. Sydney, Australia: DPI.

Government publications – online

In-text referencing

The essential steps for in-text references are as follows:

- Follow the guidelines stated above for Government publications - print

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the department name, year, title in italics, individual author if stated, place of publication, publisher and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by the department name or title
- If there is no date use (n.d.)

Example:

To reference *Windmills in the outback*, a report prepared by A. Smith, the Department of Primary Industries published in 2014

- Department of Primary Industries. (2014). *Windmills in the outback*. Report prepared by A. Smith. Retrieved from <http://DPI.gov.au/reports/windmills>

Images

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Insert a caption under each image with name of the creator and date of publication or creation
- If the creator is not known, use the title and date of publication or creation
- If the image was sourced online, and the creator and title is not known, use the URL or linked website name as a caption
- If there is no date use (n.d.)

Example:

To reference a painting called *The fish shop* by J. Brack, created in 1995

- (Brack, 1995)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the creator's name, year of publication or creation, title in italics, form of item and retrieved from URL
- If the image was sourced from a book, use the place of publication and publisher instead of retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by creator's name or title if creator is not known
- If there is no date use (n.d.)

Examples:

To reference a painting called *The fish shop* by J. Brack, created in 1995

- Brack, J. (1995). *The fish shop* [Oil on canvas]. Retrieved from <http://www.ngv/collections/johnbrack>
- Brack, J. (1995). *The fish shop* [Oil on canvas]. Melbourne, Vic: National Gallery of Victoria.

Presentation or PowerPoint slides

In-text referencing

The essential steps for in-text references are as follows:

- All in-text references need to be placed within brackets ()
- Cite the author's name or name of the organisation and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)

Examples:

To reference a PowerPoint presentation by John Smith from Federation Training called *How to achieve great results*, dated 2018

- In-text, use the author's name and year (Smith, 2018)
- In-text paraphrasing (Smith, 2018)
- In-text quote (Smith, 2018)
- In-text at the beginning of a sentence, Smith (2018) states that...

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author or organisation's name, year of publication, title in italics and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by name or title of if author is not known
- If there is no date use (n.d.)

Example:

To reference a PowerPoint presentation by John Smith from Federation Training called *How to achieve great results*, dated 2018

- Smith, John. (2018). *How to achieve great results*. Retrieved from <http://federationtraining.edu.au/johnsmith2018>

Messages posted to online forums

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Cite the author's name or title if author not known and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)

Examples:

To reference a forum post written by E. Hunt on 12 July 2012 called *Everyone is a customer that was posted onto the student discussion forum*

- In-text, use the author's name and year (Hunt, 2012)
- In-text paraphrasing (Hunt, 2012)
- In-text quote (Hunt, 2012)
- In-text at the beginning of a sentence, Hunt (2012) states that...

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name or title if author not known, year of publication, title in italics, format and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by author's name or title if author not known
- If there is no date use (n.d.)

Example:

To reference a forum post written by E. Hunt on 12 July 2012 called *Everyone is a customer* that was posted onto the student discussion forum

- Hunt, E. (2012, July 12). *Everyone is a customer* [Discussion forum post]. Retrieved from <http://moodle.egtafe.vic.edu.au/mod/forum/discuss.php?d=2380>

DVDs

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Cite the author's name or title if author not known and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)

Examples:

To reference a documentary called *Making colour*, that was part of a series called *Cracking the colour code* by H. Piper, published in 2008 by VEA in Bendigo, Victoria

- In-text, use the author's name and year (Piper, 2008)
- In-text paraphrasing (Piper, 2008)
- In-text quote (Piper, 2008)
- In-text at the beginning of a sentence, Piper (2008) states that...

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name or title if author is not known, series if known, year of publication, title in italics, format, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize the list by author's name
- If there is no date use (n.d.)

Example:

To reference a documentary called *Making colour*, that was part of a series called *Cracking the colour code* by H. Piper, published in 2008 by VEA in Bendigo, Victoria

- Piper, H. (2008). *Making colour* (Cracking the colour code) [DVD]. Bendigo, VIC: VEA Australia.

Streamed movies and documentaries

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Cite the producer's and/or director's name or title if names are not known and date of publication, each time the reference occurs
- If you are paraphrasing, use the name/s and date of publication
- If you are quoting, use the name/s and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)

Examples:

To reference a movie called *A beautiful mind* produced by B. Grazier in 2001 and distributed by Universal Studios in USA

- In-text, use the producer's name and year (Grazier, 2001)
- In-text paraphrasing (Grazier, 2001)
- In-text quote (Grazier, 2001)
- In-text at the beginning of a sentence, Grazier (2001) states that...

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the producer's and or director's name and their role or use title if names are not known, series if known, year of publication, title in italics, format and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by author's name
- If there is no date use (n.d.)

Example:

To reference a movie called *A beautiful mind* produced by B. Grazier in 2001 and distributed by Universal Studios in USA

- Grazier, B. (Producer). (2001). *A beautiful mind*. [Motion picture]. Retrieved from <http://kanopy.com/abeautifulmind>

Online course materials

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Cite the author's name or title if author not known and date of publication, each time the reference occurs
- If you are paraphrasing, use the author's name and date of publication
- If you are quoting, use the author's name and date of publication
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference a document called *Support the development of numeracy* by N. Sharrock written in 2013 and posted to the student online hub.

- In-text, use the author's name and year (Sharrock, 2013)
- In-text paraphrasing (Sharrock, 2013)
- In-text quote (Sharrock, 2013)
- In-text at the beginning of a sentence, Sharrock (2013) states that...
- In-text with no page numbers (Sharrock, 2013, para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author's name, year of publication, title in italics, format if anything other than Moodle page, edition if known and retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by first author's name or if no author, then title
- If there is no date use (n.d.)

Example:

To reference a document called Support the development of numeracy by N. Sharrock written in 2013 and posted to the student online hub.

- Sharrock, N. (2013). *Support the development of numeracy* [Word Document]. Retrieved from <http://moodle.federationtraining.edu.au/>

Brochures and pamphlets

In-text referencing

The essential steps for in-text referencing are as follows:

- All in-text references need to be placed within brackets ()
- Depending on the number of authors of the brochure or pamphlet, refer to previous print book guidelines
- If no individual author/s are mentioned, use the organisation's name
- Cite the author/s or organisation's name and date of publication, each time the reference occurs
- If you are paraphrasing, use the author/s or organisation's name and date of publication
- If you are quoting, use the author/s or organisation's name, date of publication and page number
- An in-text reference can be inserted immediately following the paraphrased or quoted information. Alternatively, the author can be mentioned at the beginning of the sentence, followed by the date in brackets
- If there is no date use (n.d.)
- If there are no page numbers, give paragraph number using the abbreviation para.

Examples:

To reference The dangers of passive smoking pamphlet written by the Department of Health and Ageing with no date

- In-text, use the organisation's name and year (Department of Health and Ageing, n.d.)
- In-text paraphrasing (Department of Health and Ageing, n.d.)
- In-text quote (Department of Health and Ageing, n.d.)

- In-text at the beginning of a sentence, Department of Health and Ageing (n.d.) states that...
- In-text with no page numbers (Department of Health and Ageing, n.d., para. 4)

Reference list

The essential steps for a reference list are as follows:

- The order of information for each source is the author/s or organisation's name, year of publication, title in italics, format, place of publication and publisher (if the author and the publisher are the same, use the word Author in place of the publisher)
- If brochure or pamphlet is online, use retrieved from URL
- Follow the punctuation in the example exactly
- Alphabetize the list by author's name
- If there is no date use (n.d.)

Examples:

To reference The dangers of passive smoking pamphlet written by the Department of Health and Ageing with no date

- Department of Health and Ageing. (n.d.). *The dangers of passive smoking* [Pamphlet]. Retrieved from <http://www.health.gov.au/>
- Department of Health and Ageing. (n.d.). *The dangers of passive smoking* [Pamphlet]. Melbourne, Vic: Author.

Personal communication, notes and memos

Personal communication can include class notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, photographs, images, tables or data.

Class notes that have not been published or are your own hand written notes (i.e. not copied and distributed in print or on the web) should be considered personal communication.

These sources are considered non-recoverable from the reader's perspective, which means that the reader cannot use or look at the personal communication in its original form for clarification or further reading.

In-text referencing

The essential steps for in-text referencing are as follows:

- Provide the initial and surname of the communicator
- Type of communication
- Exact date of communication (where possible)

Examples:

To reference a letter written by L. Black on September 4, 2012

- L. Black (personal communication, September 4, 2012)

To reference a photograph taken by K. Smith on January 16, 1987

- (K. Smith, personal photograph, January 16, 1987)

Reference list

Personal communications should not be included in the reference list. They should be cited 'in-text' as they are referred to.

Teacher's notes and handouts

If the teacher gives out printed notes or publishes them on the web, they should be treated as if they were a book. Generally you will be encouraged to find the information in reliable sources rather than relying on class notes.

Refer to previous print book guidelines

Secondary sources

A secondary source is where you come across an in-text citation within your textbook or other source and you would like to use the same reference in your own work.

If you wish to use the same source, you need to reference accordingly; see below for instructions on how to do this.

In-text referencing

The essential steps for in-text referencing are as follows:

- When writing a citation for a secondary source, both the primary and secondary source of information must be acknowledged
- Primary source: a source that you wish to use that you found in another
- Secondary source: the source of information you are using, which has cited the work of the primary source
- The primary source should be mentioned first, followed by "as cited in" before the secondary source

Examples:

To reference a report written by Blakely in 2004 that you have found in a book by Brown published in 2008

- Blakely's (2004) report (as cited in Brown, 2008)

To reference The key to successful marketing by Davidson, published in 2009 that you have found in a book by Nichols published in 2010

- The key to successful marketing (Davidson, 2009, as cited in Nichols, 2010).

Reference list

The essential steps for a reference list are as follows:

- You do not need to include a reference list entry for the primary source
- The secondary source does need to have a reference list entry
- The order of information for each source is the author's name, year of publication, title in italics, edition if known, place of publication and publisher
- Follow the punctuation in the example exactly
- Alphabetize books in the list by author's name
- If there is no date use (n.d.)

Examples:

To reference a report written by Blakely in 2004 that you have found in a book by Brown published in 2008 (Brown is the secondary source)

- Brown, H. (2008). *Marketing for beginners*. Melbourne, VIC: Pearson.

To reference The key to successful marketing by Davidson, published in 2009 that you have found in a book by Nichols published in 2010 (Nichols is the secondary source)

- Nichols, L. (2010). *Marketing principles*. South Yarra, VIC: Elsevier.



With your reference list still highlighted, click on the AZ button on the Home toolbar and the list should be sorted alphabetically.

Your reference list should look like this.

References

- Beehr, T. (1995). *Psychological stress in the workplace*. New York: Routledge.
- Better Health Channel. (2013). *Osteoarthritis*. Retrieved from <http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/Osteoarthritis?open>
- Bruce, E. J. & Schultz, C. L. (2001). *Nonfinite loss and grief: a psychoeducational approach*. Baltimore, MD: Paul H. Brooks Publishing Co.
- Coleman, K. (2017). *Maintaining and promoting skin integrity and wound care*. In G. Koutoukidis, K. Stainton, J. Hughson (Eds.), *Tabbner's nursing care: theory and practice* (7th ed.). Australia: Elsevier.
- Drill, S. (2012, April 26). Qantas jobs may fly out. *Herald Sun*, p.12. doi:1234567891233456
- Equal Opportunity Act 2010 (Vic.) s. 4 (Austl.) Retrieved from <http://www.legislation.vic.gov.au/>
- Gardner, J. (2012). *Baby faced CEOs*. *Business Review Weekly*, 34(15), 26-27. Retrieved from <http://search.ebscohost.com>
- Garland, G. (2003a). *Business and leadership*. Melbourne, Vic: Cengage.
- Garland, G. (2003b). *Management solutions*. Melbourne, Vic: Cengage.
- Greig, A., Lewins, F., & White, K. (2003). *Inequality in Australia*. Port Melbourne, Vic: Cambridge University Press.

Hunt, E. (2012, July 12). *Everyone is a customer* [Discussion forum post]. Retrieved from <http://moodle.egtafe.vic.edu.au/mod/forum/discuss.php?d=2380>

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Shell, R. J. (1928). *Witches cove: a mystery story for girls*. Retrieved from <http://www.gutenberg.org/files/43256/43256-h/43256-h.htm>

Midgley, C., Maehr, M. L., Hruda, L., Anderman, E. M., Freeman, K. E., Gheen, M. (2000). *Manual for the patterns of adaptive learning scales*. Ann Arbor, MI: University of Michigan.

Porrock, D. (2003). Fatigue. In M. O'Connor & S. Aranda (Eds., 2nd ed.), *Palliative care nursing: a guide to practice* (pp. 55-102). Melbourne, VIC: Ausmed Publications.

This guide draws from the following sources:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: Author.

University of Southern Queensland. (2012). *APA referencing guide*. Retrieved from <http://www.usq.edu.au/library/help/referencing/apa>