# Library guide on APA referencing

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## Introduction

The APA Style of referencing has been developed by the **American Psychological Association**. There have been several editions of the *Publication Manual*, the aim of which is to aid authors in the preparation of manuscripts.

This document is meant only as a guide. **It is important that you check with your School as to what they require for referencing. You may be penalised for not conforming to your School’s requirements.**

The following information and examples are based on: American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

## Choosing a reference style

The style (i.e. order in which the details of a reference are cited) may vary depending on the requirements of your department, lecturer or supervisor. Some Schools produce their own guidelines for citing references. **Check with your School whether they have a preferred Referencing Style.**

## What is referencing?

Referencing an information source used in an academic work means to **employ a standardised method of acknowledging that source**. The full details of the source must be given. All information used in your assignment, thesis, etc., whether published, or unpublished, must be referenced.

## Why reference?

When writing a piece of academic work (ie. essay, thesis, etc.) you are required to acknowledge the sources of information that you have used:

* to prove that your work has a substantial, factual basis
* to show the research you've done to reach your conclusions
* to allow your readers to identify and retrieve the references for their own use

Information obtained from the Internet is covered by copyright law. For this reason it is important to cite Internet references just as you would cite print references. Many style guide producers have extended the system used for print resources and applied this to electronic resources. A date of access is very useful as Internet resources change rapidly.

## When to reference?

You must reference all sources used in a particular work whether you are:

* directly copying the words of another author (quoting), or
* putting their ideas into your own words (paraphrasing)

If you do not acknowledge these sources, then you are plagiarising their work. Plagiarism is defined as the taking, using, and passing off as your own, the ideas or words of another. It is a very serious academic offence, and may result in your work being failed automatically. There is more information on this subject in [Copyright, plagiarism and fair use](http://www.rmit.edu.au/browse;ID=obcz6j8do3ll) <http://www.rmit.edu.au/library/info-trek/copyright>

## Plagiarism

### RMIT University definition of plagiarism

RMIT has an assessment charter, which elaborates key responsibilities common to all staff and students in relation to assessment and defines the University’s policy on plagiarism. Plagiarism is defined (RMIT, 2003) as stealing somebody’s intellectual property (IP) by presenting their work, thoughts or ideas as though they are your own. It is cheating. It is a serious academic offence and can lead to expulsion from RMIT.

Plagiarism can take many forms - written, graphic and visual forms, and includes use of electronic data and material used in oral presentations. Plagiarism may even occur unintentionally, such as when the origin of the material used is not properly cited.

### What constitutes plagiarism?

Under the charter, you may be accused of plagiarism if you do **any** of the following:

* Copy sentences or paragraphs word-for-word from any source, whether published or unpublished (including, but not limited to books, journals, reports, theses, websites, conference papers, course notes, etc.) without proper citation.
* Closely paraphrase sentences, paragraphs, ideas or themes without proper citation.
* Piece together text from one or more sources and add only linking sentences without proper citation.
* Copy or submit whole or parts of computer files without acknowledging their source.
* Copy designs or works of art and submit them as your original work.
* Copy a whole or any part of another student’s work.
* Submit work as your own that someone else has done for you.

Enabling Plagiarism is the act of assisting or allowing another person to plagiarise your own work. It is also a serious academic offence. More detail on the RMIT University plagiarism policy, may be found at this address: <http://www.rmit.edu.au/browse;ID=sg4yfqzod48g1>.

### What is the penalty for plagiarism?

Plagiarism is not permitted in RMIT University. Any use of another person’s work or ideas must be acknowledged. If you fail to do this, you may be charged with academic misconduct and face a penalty. Penalties for plagiarism (RMIT 2003) include:

* recording of a failure for the assignment or course
* cancellation of any or all results
* suspension from the program
* expulsion from the program.

***Acknowledgement***: The information in this section on Plagiarism has been supplied from the *Written reports and essays: guidelines for referencing and presentation* (RMIT Business, 2007, p. 27).

## In-text references: examples

In the text of your essay or thesis you should identify your source by giving, in parentheses, the author's name and year of publication of the work to which reference has been made. From the textual reference, the reader can turn to the alphabetical list of references for full publication details.

There are two ways of referencing in-text:

1. Paraphrasing
2. Direct quotes

**Paraphrasing**

When paraphrasing, the ideas of the author(s) are expressed in your own words. Paraphrasing is used to indicate to the reader:

* your understanding of the content in the reference you are using
* your ability to relevantly and appropriately use ideas and information to support an argument or an opinion

Include the author’s name and date of publication by either:

* adding the citation at the end of the sentence
* using the author’s name as part of your sentence

Lack of variability in a product is an important measure of its quality (Shannon, 2003).

Shannon (2003) describes the role of statistics in minimising product variability.

**Direct quotes**

When quoting, the exact words of the author(s) are used. Direct quotes should be kept to a minimum. When using direct quotes include the author’s name, date of publication and page number. If directly quoting from a work use single quotation marks around the text being quoted.

Include the author’s name and date of publication by either:

* adding the citation at the end of the sentence
* using the author’s name as part of your sentence

Statistical thinking can be defined as a “set of thought processes and value systems that focus on understanding, managing and reducing variation in the output of the firm” (Shannon, 2003, p. 5).

Shannon defines statistical thinking as a “set of thought processes and value systems that focus on understanding, managing and reducing variation in the output of the firm” (2003, p. 5).

***Acknowledgement***: The information in this section on in-text referencing has been supplied from the *Written reports and essays: guidelines for referencing and presentation* (RMIT Business, 2007, p. 5).

**Electronic sources**

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting from a website, that is NOT a PDF, then use as part of the in-text reference the name of the section and the paragraph number.
(eg. United Nations, 2007, preamble, para. 3).

An alternative to using the word **para** is the symbol **¶(pilcrow sign)**(eg. United Nations, 2007, preamble section, ¶ 3)

If there are no sections on the page, count the paragraphs from the beginning.

**Groups as authors**

The names of groups as authors (e.g., corporations, associations, government agencies, and study groups) are usually cited in full each time they appear in an in-text citation. Some are represented in full in the first citation and subsequently abbreviated. In deciding whether to abbreviate, use the general rule that there must be enough information in the citation to locate the entry in the reference list without difficulty. If the name is short, or if the abbreviation would not be understandable, write it out in full every time.

A reference to a National Institute of Mental Health publication could be represented as follows:

**First in-text citation**

(National Institute of Mental Health [NIMH], 1999)

**Subsequent in-text citations**

(NIMH, 1999)

## Reference List: examples

A list of references contains details only of those works cited in the text. In the APA Style sources that are not cited in the text but are relevant to the work may be listed separately as a bibliography. The same method of presentation is used for both a list of references and a bibliography.

The Reference List is placed at the end of the work and is arranged alphabetically by author, and thereafter chronologically, starting with the earliest date. Where an item has no author it is cited by its title. The Reference List must be double-spaced, and entries should have a hanging indent.

Single author entries precede references with multiple authors beginning with the same name. When the work cited has 2 or more authors, use an **ampersand (&)** *before* the last author. When the work cited has more than six authors, cite the first six, then use **et al.** to indicate the remaining authors (an in-text reference to a work with more than six authors would only include the first author, followed by et al).

Where several works have the same author and year of publication, add a lower-case letter of the alphabet to the publication date. The order of the listing of the alphabet letters a, b, c… is based on the letter-by-letter alphabetical order of the title of the work. For example:

* Jones, A. B. 2000.
* Smith, A. K. 1990.
* Smith, A. K. 1995.
* Young, J. C. 1988 (a).
* Young, J. C. 1988 (b).

The format of the citation depends on the nature of the work, ie. whether it is a book, journal article, website, etc.

In general the order of elements contained within each reference should include: author – date – title of work – title of larger work (if any) – publishing details – date of access (if electronic).

Apart from the author and date, each element is separated from the others with a full stop and the citation finishes with a full stop.

## Abbreviations: examples

Acceptable abbreviations in the reference list for parts of books and other publications include:

|  |  |
| --- | --- |
| **chap.** | Chapter |
| **ed.** | Edition |
| **Rev. Ed.** | Revised edition |
| **2nd ed.** | Second edition |
| **Ed. (Eds.)** | Editor (Editors) |
| **Trans.** | Translator(s) |
| **n.d.** | no date |
| **p. (pp.)** | page (pages) |
| **Vol.** | Volume (as in Vol.4) |
| **vols.** | volumes (as in 4 volumes) |
| **No.** | Number |
| **Pt.** | Part |
| **Tech. Rep.** | Technical Report |
| **Suppl.** | Supplement |

## Points to remember

Some things to note with the APA style:

* the reference list must be **double-spaced**
* second and subsequent lines of the reference should be **indented**
* when the work cited has 2 or more authors, use an **ampersand** (&) before the last author
* when the work cited has 6 or more authors in a reference list cite the first six authors followed by **et al** to indicate remaining authors. In-text, only include the name of the first author, followed by et al.
* **italicise**: name of journal and volume, book title, conference title
* **personal communication** may only be cited in the text, NOT in the reference list

## Books: examples

### Book - one author

Author - surname and initials. (Year). *Title of book - italicised* (edition). Place of publication:

Publisher.

Crotty, M. (1998). *The foundations of social research*. Sydney: Allen & Unwin.

### Book - two to six authors

Author(s) - surname and initials. (Year). *Title of book - italicised*. Place of publication: Publisher.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### Book - more than six authors

First six authors - surnames and initials. (Year). *Title of book - italicised*. Place of publication:

Publisher.

Maxwell, C. J., Christenson, M. A., Jones, L., White, L., Searle, A. P., Smith, J. E. et al. (2003). *The problems of citing books with too many authors*. Melbourne: Fictional Publishing.

### Edited book

Editor(s) – surname and initials. (Ed(s).). (Year). *Title of book - italicised*. Place of publication:

 Publisher.

Cookson, A., & Spooner, C. (Eds.). (1999). *Theory and practice of education: An integrated approach*. London: Sage.

### Book chapter

Author(s) of chapter - surname and initials. (Year). Title of chapter. [In] Editor, if other than the author

 (Ed(s)), *Title of book - italicised* (Edition, Page number(s)). Place of publication: Publisher.

Beizer, J. L., & Timiras, M. L. (1994). Pharmacology and drug management in the elderly. In P. S. Timiras (Ed.), *Physiological basis of aging and geriatrics* (2nd ed., pp. 279-284). Boca Raton: CRC Press.

### e-book from a database

***Note:*** If an e-book is retrieved electronically from a library database in page image format, eg. in an Acrobat (PDF) file, cite it the same as the original printed book. Where alternative formats are available, it is recommended to choose page image format.

If an e-book is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc. may have been removed. Where the source is a library database give the database name, or if it is from the internet give the URL.

Author(s) - surname and initials. (Year). *Title of book - italicised* (Edition). Place of publicationPublisher. Retrieved Month Day, Year, from Name of Database.

Hersen, M. (2004). *Psychological assessment in clinical practice: A pragmatic guide.* New York: Taylor & Francis Routledge. Retrieved April 7, 2005, from NetLibrary.

### e-book from the internet

***Note:*** If an e-book is retrieved electronically from a library database in page image format, eg. in an Acrobat (PDF) file, cite it the same as the original printed book. Where alternative formats are available, it is recommended to choose page image format.

If an e-book is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc. may have been removed. Where the source is a library database give the database name, or if it is from the internet give the URL.

Author(s) - surname and initials. (Year). *Title of book - italicised* (Edition). Place of publication:

Publisher. Retrieved Month Day, Year, from URL

Lonner, W. J., Dinnel, D. L., Hayes, S. A., & Sattler, D. N. (Eds.). *Online Readings in Psychology and Culture* Washington: Center for Cross-Cultural Research, Western Washington University. Retrieved September 15, 2005, from http://www.ac.wwu.edu/~culture/Chen\_Farruggia.htm

## Journal articles: examples

### Journal article

Author(s) of article - surname and initials. (Year). Title of article. *Journal name - italicised*, *volume*

 *number – italicised* (issue number), page number(s).

Henry, D. B., Tolan, P. H., & Gorman-Smith, D. (2001). Longitudinal family and peer group effects on violence and non-violent delinquency. *Journal of Clinical Child Psychology*, *30*, 172-186.

### e-journal article in pdf

***Note:*** If a journal article is retrieved electronically from a library database in page image format, eg. as an Acrobat (PDF) file, cite it the same as the original printed article, with the words [Electronic version] in square brackets after the title of the article. Where alternative formats are available, it is recommended to choose page image format.

Author(s) of article - surname and initials. (Year). Title of article [Electronic version]. *Journal name –*

*italicised*, *volume number – italicised* (issue number), page number(s).

Brown, A. (2006). Prenatal infection as a risk factor for schizophrenia [Electronic version]. *Schizophrenia bulletin, 32*, 200-202.

### e-journal article from a database

***Note:*** If a journal article is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc may have been removed. Where the source is a library database give the database name, not the URL.

Author. (Year). Title. *Journal name - italicised*, *volume – italicised* (issue), paging if given, or other

indicator of length. Retrieved Month Day, Year, from Name of Database.

Inwald, D., Roland, M., Kuitert, L., McKenzie, S. A., & Petros, A. (2001). Oxygen treatment for acute severe asthma. *BMJ, 323* (7302), 98-100. Retrieved August 2, 2001, from ProQuest Health and Medical Complete database.

### e-journal article from the internet

If a journal article is retrieved from the internet where it is available only in HTML, and not PDF, you should cite the source you used along with the viewed date and the URL.

As page numbers are not available for HTML format then if quoting or paraphrasing from the internet use as part of the in-text reference the name of the section and the paragraph number.

* (eg. Courtney, 2005, Diagnosis, para. 1)

An alternative to using the word **para** is the symbol **¶(pilcrow sign)**.

* (eg. Courtney, 2005, preamble section, ¶ 1)

If there are no sections on the page, count the paragraphs from the beginning.

Author. (Year). Title. *Journal name - italicised*, *volume – italicised* (issue), paging if given, or other

indicator of length. Retrieved Month Day, Year, from URL.

Reference list example:

Courtney, A. U., McCarter, D. F., & Pollart, S. M. (2005). Childhood asthma: treatment update. *American Family Physician*, *71* (10). Retrieved May 1, 2008, from http://www.aafp.org/afp/20050515/1959.html.

**In-text citation example:**It is stated that: “Asthma causes airway hyper responsiveness, airflow limitation, and persistent respiratory symptoms such as wheezing, coughing, chest tightness, and shortness of breath” (Courtney, 2005, Diagnosis section, para. 1)
or
It is stated that: “Asthma causes airway hyper responsiveness, airflow limitation, and persistent respiratory symptoms such as wheezing, coughing, chest tightness, and shortness of breath” (Courtney, 2005, Diagnosis section, ¶ 1)

### Secondary citation

While primary sources are essential, sometimes the source you wish to refer to may be unavailable and you must refer to someone else's citation of that source. This is a secondary source and in this case you must include both names in the in-text reference. The Reference List example would include only the source you have seen.

**In-text citation example:**

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

**Reference List example:**

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: dual-route and parallel-distributed-processing approaches. *Psychological Review, 100*, 589-608.

## Course readings: examples

### Course readings from RMIT University Library reserve

Author – surname and initials. (Year). *Title – italicised*. [Course readings from coursecode]. Place of publication: Publisher. Retrieved Month Day, Year, from RMIT University Library.

Dixon, C. (2002). Mechanical design 2: project resource material. [Course readings from MIET1068]. Melbourne: RMIT University. Retrieved July 22, 2005, from RMIT University Library.

### Course readings from RMIT University Library e-reserve

Author – surname and initials. (Year). *Title – italicised*. [Course readings from coursecode]. Place of publication: Publisher. Retrieved Month Day, Year, from RMIT University Library URL.

Holland, J, (2004). Lecture notes 3: bulldozers and land clearing. [Course readings from CIVE1057]. Melbourne: RMIT University. Retrieved July 22, 2005, from RMIT University Library http://eresources.lib.rmit.edu.au/ereserve/notes02/cive1057/31259006935782.pdf.

### Course readings from the Learning Hub

Author – surname and initials. (Year). *Title – italicised*. [Course readings from coursecode]. Place of publication: Publisher. Retrieved Month Day, Year, from RMIT University Learning Hub.

Smith, H. (2005). Metadata. [Course readings from ISYS6655]. Melbourne: RMIT University. Retrieved July 8, 2005, from RMIT University Learning Hub.

## Encyclopaedias and Dictionaries: examples

### Encyclopedia – with author

Author(s) of entry – surname and initials. (Year). Title of entry. [In]*Title of encyclopedia – italicised*

(Volume, page references). Place of publication: Publisher.

Bergman, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

###

### Encyclopedia entry - no author

If an encyclopedia entry has no author, place the title in the author position.

Title of entry. [In] *Title of encyclopedia – italicised*. Retrieved Month Day, Year, from URL.

Attention-deficit hyperactivity disorder. In *Wikipedia*. Retrieved September 18, 2007, from http://www.wikipedia.org

### Encyclopedia entry from a database

Author(s) of article – surname and initials. (Year). Title of article. [In] *Title of encyclopedia – italicised*.

RetrievedMonth Day, Year, from Name of Database.

Dysplasia. (2004). In *The concise Corsini encyclopedia of Psychology and Behavioral Science*. Retrieved September 6, 2007, from Credo Reference database.

### Dictionary

Editors of dictionary – surname and initials. (Ed(s).). (Year). *Title of dictionary* (edition and volume if

 applicable). Place of publication: Publisher.

Ludowyk, F., & Moore, B. (Eds.). (2003). *The Australian modern Oxford dictionary* (2nd ed.). Melbourne: Oxford University Press.

### Dictionary available on the Internet

Organisational/institutional authors are alphabetised by the first significant word of the name in a reference list. In cases where the author and publisher are identical, use the word ‘Author’ in the Publisher element of the citation.

Organisational author. (Year). *Title of dictionary*. Place of publication: Publisher. Retrieved Month Day, Year, from URL.

Macquarie Dictionary Publishers Pty. Ltd. (2007). *Macquarie Dictionary Online*. Sydney: Author. Retrieved September 4, 2007, from http://www.macquariedictionary.com.au

## Newspaper articles: examples

### Newspaper article – with author

Author(s) of article – surname and initials. (Year, Month Day). Title of article. *Title of newspaper –*

*italicised,* page number(s).

Oakes, D. (2007, September 12). New DNA database identifies hundreds of suspects. *The Age,* p. 3.

### Newspaper article - no author

Works with no author should be alphabetised by the first significant word in the title in a reference list. Use a short abbreviated title when citing in text.

**In-text citation example:**

The issue of a possible leadership challenge must be resolved (“Howard or Costello”, 2007).

**Reference List example:**

Title of article. (Year, Month Day). *Title of newspaper – italicised,* page number(s).

Howard or Costello: the Government must settle it now. (2007, September 12). *The Age*, p. 16.

### Newspaper article from a database

Author(s) of article – surname and initials. (Year, Month Day). Title of article. *Title of newspaper –*

 *italicised*. RetrievedMonth Day, Year, from Database name.

Grattan, M., & Gordon, J. (2007, September 5). Howard’s new poll quandary. *The Age*. Retrieved September 5, 2007, from Factiva database.

### Newspaper article from the Internet

Author(s) of article – surname and initials. (Year, Month day). Title of article. *Title of newspaper –*

 *italicised*. RetrievedMonth Day, Year, from website URL

Oakes, D. (2007, September 12). New DNA database identifies hundreds of suspects. *The*

 *Age*. Retrieved September 14, 2007, from http://www.theage.com.au/

## Government/organisational publications: examples

### Private organisation report

Use this format for issue briefs, working papers, and other corporate documents. If there is an identifying issue/document number, include it after the title, in parentheses, to assist with retrieval.

Name of Organisation. (Year, month). *Title of report/paper/document*. Place of publication: Publisher.

Australasian Society for the Study of Intellectual Disability. (2007, May). *Ethics for direct support project: consultation paper*. Rosanna, Vic: Author.

### Private organisation report from the internet

Name of Organisation. (Year, Month Day). *Title of report/paper/document*. Retrieved Month Day, Year, from URL

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from http://www.canarie.ca/press/publications/pdf/health/healthvision.doc

### Government report

Name of government department. (Year). *Title of report/paper/document*. Place of publication: Publisher

Department of Health and Ageing. (2003). *Chief Medical Officer’s report 2001-2002*. Canberra: Australian Capital Territory: Author.

### Government report from the internet

Name of government department. (Year). *Title of report/paper/document*. Retrieved Month Day, Year, from URL

Department of Premier and Cabinet. (2005). *A fairer Victoria: Creating opportunity and addressing disadvantage*. Retrieved September 12, 2007, from http://www.dpc.vic.gov.au/Chttp://www.dpc.vic.gov.au/CA256D800027B102/Lookup/SocialPolicyActionPlan/$file/fairer%20vic.pdf

## Internet sources: examples

### Discussion list message

Author. (Year, Month Day). Subject of message. Message posted to Discussion list name at URL.

Shively, E. (1997, July 1). CA pre-1967 information. Message posted to Chemical Information Sources Discussion List at chminf-l@listserv.indiana.edu or see archive at http://listserv.indiana.edu/archives/chminf-l.html

### Website documents

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting or paraphrasing from a website, that is NOT a PDF, then use as part of the in-text reference the name of the section and the paragraph number:

* (eg. Stone, 2004, Usage and prognosis section, para. 1)

An alternative to using the word **para** is the symbol **¶(pilcrow sign)**.

* (eg. Stone, 2004, Usage and prognosis section, ¶ 1)

If there are no sections on the page, count the paragraphs from the beginning.

Author. (Year). *Title - italicised*. Retrieved Month Day, Year, from URL.

Reference list example:
Stone, A. (2004). Headaches due to Wind Cold. Al Stone Acupuncture and Traditional Chinese Herbal Medicines. Retrieved September 10, 2006, from http://beyondwellbeing.com/headaches/wind-cold.shtml.

**In-text citation example:**It is stated that: “this formula is about 85% targeting the symptoms of headache and stuffy nose, while only 15% directly addresses the cold or allergies” (Stone, 2004, Usage and prognosis section, para. 1)
or
It is stated that: “this formula is about 85% targeting the symptoms of headache and stuffy nose, while only 15% directly addresses the cold or allergies” (Stone, 2004, Usage and prognosis section, ¶ 1)

## Other sources: examples

### Conference paper

Author(s) of paper - surname and initials. (Year). Title of paper. [In] Editor of conference proceedings

(if applicable). *Title of conference - italicised* (page numbers). Place of publication: Publisher.

Coombs, M., & Houghton, J. (1997). The development of information literacy in undergraduate programs. In Golebiowski, Z. (Ed.), *Selected proceedings of the first National conference on Tertiary literacy: Research and practice: Vol. 1. Policy and practice of tertiary literacy* (pp. 145-149). Melbourne: Victoria University of Technology.

### Thesis

Author's surname and initials. (Year). *Title of thesis – italicised*, Institution under whose auspices the

 study was undertaken, Place of institution.

Jamieson, P. L. (1998). *How university teachers experience teaching by cross-campus video conferencing: A phenomenographic study*, Unpublished master's thesis, RMIT, Bundoora, Vic.

### ERIC Document [on microfiche]

Author(s) - surname and initials. (Year). *Title - italicised* (Report No.). Place of publication: Publisher.

 (ERIC Document Reproduction Service No.).

Santos, R. A. (1996). *Faculty's perceptions of pluralism: A Lakeland Community College study* Mentor, Ohio: Lakeland Community College. (ERIC Document Reproduction Service No. ED 400006).

### Personal communication

Information gained through personal communication, either – face-to-face interview or conversation, telephone call, facsimile, letter, email, etc. – should be provided as an in-text citation. Details of personal communications **do not** need to be included in the Reference List.

A. Grillo (personal communication, July 2, 1999).

(A. Grillo, personal communication, July 2, 1999).

### Television program

Author/Producers name. (Year, Month Day). *Title – italicised* [Television program/series/broadcast].

 Place: Publisher/Producer.

Insight. (2006, August 8). *Understanding autism* [Television series]. Melbourne: SBS.

### Television program from a database

Author/Producers name. (Year, Month Day). *Title – italicised* [Television program/series/broadcast].

 Place: Publisher/Producer. Retrieved Month Day, Year, from Database name.

ABC News. (2007, August 17). *Child killers* [Television broadcast]. Melbourne: ABC. Retrieved 14 October, 2007, from TVNews database.

### Videorecording

Author/producers name. (Year). *Title – italicised* [Videorecording]. Place: Publisher/Producer.

Autistic Family Support Association, Victoria. (1989). *Autism: the early signs* [Videorecording]. Brunswick, Vic: Leki Film and Video.

### Photograph from the web

Author name. (Year). *Title of photograph* [Photograph ID No].Retrieved Month Day, Year, fromURL

Dreamstime. (2007). *Arguing parents* [Photograph ID: 1970417]. Retrieved 14 October, 2007, from http://www.dreamstime.com/arguing-parents-image1970417.

## Bibliography

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

RMIT Business. (2007). *Written reports and essays: Guidelines for referencing and presentation in RMIT Business*. Melbourne: RMIT University.