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APA Referencing Style (Author-Date Method)

This Guide shows you how to utilize in-text citations and a List of References by using APA Referencing Style

As at 17th July 2017

Lee Fah Onn Library

Table of Contents

Introduction.....	1
Abbreviation.....	5
Punctuation/ Symbol	6
Formatting Elements.....	7
In-text Citation and Referencing style	
Part One: Books Print	
One author.....	10
Organization as author.....	11
Two Authors.....	12
Three to five Authors.....	13
Six to seven Authors.....	14
More than seven Authors.....	15
No author.....	16
Second or later edition.....	17
Translated and/or Revised.....	18
Same author, different years.....	18
Same author, same year.....	19
Single editor.....	20
Multiple editors.....	21
Malay Author.....	22
Chinese Author.....	23
Chinese with English Author	23
Indian/ Singh Author.....	24
Chapter in an edited book.....	25
Edited book translated into English.....	25
Different authors, same surname, different years.....	26
Different authors, same surname, same year.....	27
Citing a source within a source.....	28
Book in a series.....	29
Citing multiple sources simultaneously in a sentence.....	30
Book in a foreign language.....	31
Sacred book.....	32
Encyclopedia, no author.....	32
Encyclopedia, one or more authors, specific entry.....	34
Dictionary, one or more authors.....	35
Periodicals/ Serials Print	
One author.....	36
Two authors.....	37
Three to five authors.....	38
Six to seven authors.....	39

	More than seven authors.....	40
	No author.....	41
	Newspaper article.....	42
	Newspaper article, no author.....	43
	Newspaper article from a news service.....	44
	Journal/Magazine article.....	45
	Journal/Magazine article, no author.....	46
	Annual report, print.....	47
Part Two:	Books Electronic	
	E-book.....	48
	E-book, book in a series.....	49
	E-book accessed via an e-book reader	50
	Chapter in an edited e-book.....	51
	Encyclopedia, no author, specific entry.....	52
	Dictionary no author, specific entry.....	52
	Dictionary, one or more authors.....	53
	Periodicals/ Serials Electronic	
	One author.....	55
	Two authors.....	56
	Three to five authors	57
	More than seven authors.....	58
	No author.....	59
	Article from a database.....	60
	Article with doi.....	61
	Citing a source within a source.....	62
	Newspaper article from a database.....	63
	Newspaper article.....	63
	Newspaper Article, no author.....	64
	Article in an online newsletter.....	65
Part Three:	Website	
	One author.....	66
	Organization as author.....	67
	Report from an institution website.....	68
Part Four:	Social Media	
	Blog post.....	69
	Wiki entry.....	70
	Update on social network (e.g. Facebook, Twitter, other)	70
	YouTube (or similar) video.....	71
	Bulletin boards, Forums, Usenet, Email lists.....	72
Part five:	Theses/ dissertations	
	Thesis, print.....	73
	Thesis, online.....	74

	Thesis from a database.....	74
Part Six:	Data, Figures and Images	
	Figure, print.....	75
	Figure, online.....	76
	Table, print.....	76
	Table, online.....	77
	Map, print.....	77
	Map, online.....	78
	Computer software, online.....	78
	Computer software, no programmer, online.....	78
	CD-ROM / DVD-ROM.....	79
	Images, online.....	79
	Images from a database, known creator.....	79
	Images from a database, unknown creator.....	80
Appendix A:	Quick guide to referencing articles.....	81
Appendix B:	Quick guide to in-text citing.....	82
Appendix C:	Sample APA style reference list.....	83
References	84

Introduction

Academic writing requires authors to support their arguments with reference to other published work or experimental results/findings. A reference system will perform three essential tasks:

- Enable you to acknowledge other authors' ideas (avoid plagiarism).
- Enable a reader to quickly locate the source of the material you refer to so they can consult it if they wish.
- Indicate to the reader the scope and depth of your research.

The APA style is a widely used referencing system to help you achieve these objectives.

How do I use the APA Referencing Style?

The APA style involves two tasks:

- How you refer to other authors in the body of your text (in-text citation).
- How you compile a list of reference sources at the end of your text (reference list).

Importance of citing and referencing

- Receiving credit for your own hard work and research
- To validate what you are writing, by referring to documented evidence
- To refer to other research that leads up to your study
- To enable readers to consult the original source independently

In-Text Citations

This section of the Guide explains how to write in-text citations. The basic principle is to give the surname of the author or the corporate author and the year of publication in brackets (author date), plus the page number if you quote or paraphrase, or if you summarize information on a specific page of the sources.

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for Example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the page

How do I format in-text citations?

1. Give the author's surname, or the corporate author, organization, artist, or editor if there is no author (e.g. peter)
2. Give the year the source was produced (e.g. 2017)
3. Give the page number if you Quote, Paraphrase or summarize the words of the sources. But if you are summarizing what an author has argued in an entire book or article, you do not need to give page numbers.

What does it look like?

Here is an extract showing what in-text citations look like in the APA Style:

It has been claimed that due to funding being almost exclusively available from the Irish Film Board (IFB), Irish film makers are restricted to the type of Ireland they can depict in their work (MacDougall, 2009). Jervir (2011) argues that subjects such as Northern Ireland are disproportionately represented as these are key areas of interest to the IFB.

Short quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long quotations

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin.

Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Changes to Direct Quotes

A minor changes on the direct quotes is acceptable as long as following the rules and don't make any changes to the meaning.

- If omit parts of the quotation in the middle, use an ellipsis (...)
 - The student stated that "the computer lab...was useful."
- If want to insert your own words or different words into quotation use square bracket ([])
 - "The computer lab [in the science building] was well designed."
- If want to draw attention to an error in a quotation, for Example if there is a spelling mistake or wrong date, do not correct; use [sic].
 - "The first president of the United States was Jorge [sic] Washington."
- If you want to emphasize something in a quotation which is particularly relevant to your point, put the emphasized word in italics, and state that the emphasis is your own.
 - "The writing tools in Moodle were very [emphasis added] helpful."

Reference List

Your references should begin on a new page separate from the text of the essay, label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be align for each of paragraph.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including three authors. If the work has more than three authors, list the first authors and then use ellipses after the first author's name. After the ellipses, list et al at the back.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter for each of the title, subtitle and word after colon
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Abbreviation

Abbreviation	Definition
dir.	director For director of live or recorded performances. For Example: The performance by Max Gillies was energetic (Bell dir. 2011).
Ed. or Eds	editor or editors
ed.	Edition This is used only for a second or later edition of a source, not for a first edition. Editions contain major revisions, but reprints do not, so do not include a reprint number
et al.	This means 'and others' This is used in in-text citations (including the first in-text citation) when there are four or more authors. However, all authors are listed in full in the reference list. NOTE: stop only after 'al.', not after 'et'. For Example: Czinkota et al. (2008) address theoretical issues in the Asia Pacific market.
n.d	no date This is uncommon, particularly for academic sources. For Example: Complex structures and themes interweave through the concerto (van Beethoven n.d.).
p. or pp.	single page (p.) or multiple pages (pp.)
rev.	revised NOTE: 1. In the reference list the initial is before the surname (reverse the usual order). 2. rev. follows trans. (see below). For Example: González Sánchez, C. A. (2011). <i>New world literacy: writing and culture across the Atlantic 1500-1700</i> , trans. T Platt, rev. B Aram. Bucknell University Press: Lewisburg.
trans.	translated NOTE: In the reference list the initial is before the surname (reverse the usual order). For Example: González Sánchez, C. A. (2011). <i>New world literacy: writing and culture across the Atlantic. 1500-1700</i> , trans. T Platt, rev. B Aram. Bucknell University Press: Lewisburg

Symbol/Punctuation

Comma(,)	<p>Use a comma to separate a city name from the state.</p> <p>Example: West Lafayette, Indiana</p>
Capitalization After Colons	<p>capitalize the first word after the colon in a title</p> <p>Example:</p> <p>Braucher, D. (1998). Darth vader vs. superman: Aggression and intimacy in two preadolescent boys' groups. <i>Journal of Child & Adolescent Group Therapy</i>, 8(3), 115–134. doi:10.1023/A:1022936202071</p>
Colon (:)	<p>to join 2 independent clauses</p> <p>Example: Road construction in Dallas has hindered travel around town: Parts of Main, Fifth, and West Street</p>
Italics	<p>Italicize the titles of magazines, books, newspapers, academic journals, films, television shows, long poems, plays of three or more acts, operas, musical albums, works of art, websites, and individual trains, planes, or ships.</p> <p>Example:</p> <p>Kotler, P., and Armstrong, G. (2014). <i>Principles of Marketing</i> (15th ed.). Harlow, England: Pearson Education.</p>
Period (.)	<p>End of each declarative sentence</p> <p>Highlighted periods show how punctuation comes after the author names, date (which goes inside parentheses), title, and source.</p> <p>Example:</p> <p>Kotler, P., and Armstrong, G. 2014. <i>Principles of Marketing</i> (15th ed.). Harlow, England: Pearson Education.</p>
Square Bracket []	<p>Use to identify sources of material</p> <p>Example:</p> <p>Monet, C. 1890. Haystacks: Midday [Painting]. Retrieved from http://artsearch.nga.gov.au/DetailLRG.cfm?IRN=29073 &View=LRG</p>

Formatting Elements

Source type	Referencing format	
Book	Format	Author, Initials. (Year). <i>Title of book: Subtitle</i> (Edition) (only include this if not the first edition). Place of publication: Publisher
	Example	Calfee, R. C., & Valencia, R. R. (1991). <i>APA guide to preparing manuscripts for journal publication</i> (2 nd ed.). Washington, DC.:American Psychological Association.
eBook	Format	Author, Initials. (Year). <i>Title of book: Subtitle</i> (Edition) (only include this if not the first edition). D.o.i / or URL
	Example	Wheeler, J.C.(2007). <i>Cosmic catastrophes: exploding stars, black holes, and mapping the universe</i> (2nd ed.) Retrieved from http://lib.mylibrary.com.ezproxy.lib.intisubang.edu.au/Open.aspx?id=75048&loc=&srch=undefined&src=0
Encyclopedia, print	Format	Author, Initials. (Year). Title of book: Subtitle. In <i>Encyclopedia Title</i> . (Vol., Page number). Location: Publisher.
	Example	Bergmann, P. G. (1993). Relativity. In <i>The New Encyclopedia Britannica</i> . (Vol. 26, pp.501-508). Chicago, IL: Encyclopedia Britannica.
Encyclopedia, online	Format	Author, Initials. (Year). Title of entry. In <i>Encyclopedia Title</i> . Retrieved from web addresses.
	Example	McQuillan, M. (2008). Picasso. In <i>Oxford Art Online</i> . Retrieved from http://www.oxfordartonline.com
Dictionary print	Format	Author, Initials. (Year). <i>Dictionary title</i> (Edition) (only include this if not the first edition). Place: Publisher
	Example	Isotherm, H. (1993). <i>Merriam-Webster's collegiate dictionary</i> (10 th ed.). Springfield, MA: Merriam-Webster.
Dictionary Online	Format	<i>Title of dictionary</i> . (Year). Retrieved from web address.
	Example	<i>Oxford English dictionary online</i> . (2011). Retrieved from http://www.oed.com.ezproxy.lib.mintilibrary.edu.au/view/Entry/10663
Newspaper article, print	Format	Author, Initials. (Year, month date publish). Title of article. <i>Title of Newspaper</i> . Page numbers and column of the article.
	Example	Slapper, G. (2011, June 3). Corporate manslaughter: new issues for lawyers. <i>The Times</i> . p.4b.
Newspaper article, online	Format	Reporter, Initials. (year, month date publish). Title of article. <i>Title of newspaper</i> . Additional date information. Retrieved from URL
	Example	Coney, J. (2009, January 13). Is this the start of a new home loan war? <i>Daily Mail</i> . Retrieved from: http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1billion-homebuyers-10-deposits
Journal/Magazine article, print	Format	Author, Initials. (Year). Title of article: Subtitle. <i>Title of Journal/Magazine</i> . Vol. (issues), Page number.
	Example	Kolbert, E. (2017). The acid sea. <i>Journal of Geographic</i> , 53(7), 219.
Journal/Magazine	Format	Author, Initials. (Year). Title of article: Subtitle. <i>Title of</i>

article, online		<i>Journal/Magazine</i> . Vol. (issues), Page number. D.o.i / URL
	Example	Kipper, D. (2008). Japan's new dawn. <i>Popular Science and Technology</i> , 7(3), 2. Retrieved from http://www.popsci.com/popsci37b144110vgn/html
Annual report	Format	Title entry. Year. <i>Title of annual report</i> . Location: Publisher.
	Example	State of Victoria. (2004). <i>Vicroads annual report 2003-2004</i> . Canada: Corporate Publications.
Website	Format	Author, Initials. (Year). <i>Title website</i> . Retrieved from http:// URL
	Example	Fein, B. (2011). <i>The American view</i> . Retrieve from http://archive.theamericanview.com/index.php?id=1770
Blog	Format	Author, Initials. (Year). Title of entry [GMD]. Retrieved from web addresses
	Example	Patterson, M. 2011. Open access mega journals: Find out more in Estonia. [Blog]. Retrieved from http://blogs.plos.org/plos/2011/06/open-access-megajournals-%e2%80%93-find-out-more-inestonia/
Update on social network	Format	Authors, Initials. (Year, Month Day). Title: Subtitle. [GMD]. Retrieved from URL
	Example	Rudd, K. 2009, October 24. Australian civilian corps to help in crises [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=2001240435
YouTube	Format	Authors, Initials. (Year). <i>Title: Subtitle</i> [GMD]. Retrieved from URL
	Example	France, E. 2007. <i>Stephen Fry on the joys of swearing</i> [online video]. Retrieved from http://www.youtube.com/watch?v=s_osQ [Accessed 20 April 2014].
Thesis, print	Format	Author, Initials. (Year). <i>Title of thesis: Subtitle (GMD)</i> , Location: Publisher.
	Example	Imber, A. 2003. <i>Applicant reactions to graduate recruitment and selection</i> . (Unpublished Doctoral dissertation), Victoria, Australia: Monash University
Thesis, online	Format	Author, Initials. (Year). <i>Title of thesis or dissertation</i> (GMD). Retrieved from Name of database/URL. (Accession or Order no.)
	Example	Bozeman, A. Jr. (2007). <i>Age of onset as predictor of cognitive performance in children with seizure disorders</i> (Doctoral dissertation). Retrieved from Proquest Dissertations and Theses. (UMI 3259752) Bozeman, A. Jr. (2007). <i>Age of onset as predictor of cognitive performance in children with seizure disorders</i> (Doctoral dissertation). Retrieved from http://hdl.handle.net/10092/9187
Figure, print	Format	Article/Journal: Author, Initials. (Year). Title of article: Subtitle. <i>Title of Journal/Magazine</i> . Vol. (issues), Page number.

		Book: Author, Initials. (Year). <i>Title of book: Subtitle</i> (Edition) (only include this if not the first edition). Place of publication: Publisher Internet/online: Author, Initials. (Year). <i>Title of article: range of the year</i> [GMD]. Retrieved from d.o.i/URL
	Example	Article/Journal: Kohler, J., Koscinski, D., Padial, J. M., Chaparro, J. C., Handford, P., Loughheed, S. C., & Riva, I. (2010). Systematics of Andean gladiator frogs of the <i>Hypsiboas pulchellus</i> species group (Annuar, Hylidae). <i>Zoologica Scripta</i> , 39(6), 572-590. Book: Fowler, M. (2008). <i>Restraint and handling of wild and domestic animals</i> (3 rd ed.). Ames, IA: Wiley Blackwell. Internet/online: Euromonitor International. (2013). <i>Youth unemployment rate vs. total unemployment rate: 2006-2011</i> [Graph]. Retrieved from http://www.portal.euromonitor.com
Map, online	Format	Author, Initials (cartographer). (Year). Title of the map [GMD]. Retrieved from web address/URL
	Example	Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf
Computer Software	Format	Creator (version) [GMD]. Place of publication: Publisher
	Example	Comprehensive Meta-Analysis (version 2) [Computer software]. Englewood, NJ: Biostat.
Web software	Format	Creator (version) [GMD]. Retrieved from URL/web address
	Example	Skyscape (versin 2.3) [Web software]. Retrieved from http://xxxxx
CD-ROM / DVD-ROM	Format	Authors, Initials. (Year). <i>Title: Subtitle</i> [GMD]. Place of publication: Publisher.
	Example	Fedrick, R. (2008). <i>International Financial Statistics 2008</i> [CD-ROM]. Washington, D.C.: International Monetary Fund
Images, online	Format	Artist/Photographer's name. (Year of production). <i>Title of image</i> [GMD]. Retrieve from: web address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source.
	Example	Dean, R. 2008. <i>Tales from Topographic Oceans</i> . [Image online]. Retrieved from: http://rogerdean.com/store/product_info.php?cPath=4&products_id=88 [Accessed 18 April 2011].

Part One: Books Print

Source Type	In-text Citation Model		Reference List Model
	Quotation Style	Paraphrase style	
One Author	Author Prominent	Author Prominent	Brick, J. (2009). <i>Academic culture: A student's guide to study at university</i> . Sydney: National Centre for English Language Teaching and Research
	As Brick (2009, p. 14) argues, "most of the writing at university is likely to involve presenting a position".	Brick (2009, p.117) suggests three categories of reporting verbs.	
	Brick (2009) argues, "state most of the writing at university is likely to involve presenting a position" (p.14).	Brick (2009) suggests three categories of reporting verbs (p.117).	
	According to Brick in 2009, found that "most of the writing at university is likely to involve presenting a position" (p.14).	According to Brick on 2009, suggests three categories of reporting verbs (p.117).	
	* pinpoint the quote	*page numbers required for paraphrasing specific information	
	Information Prominent	Information Prominent	
	"Most of the writing at university is likely to involve presenting a position". (Brick, 2009, p. 14)	There are three categories of reporting verbs (Brick, 2009, p.117)	

	* pinpoint the quote	*page numbers required for paraphrasing specific information	
Organisation as author	Author Prominent	Author Prominent	<p>United Nations Development Programme (UNDP). (2006). <i>Beyond scarcity: Power, poverty and the global water crisis</i>. New York: Palgrave Macmillan</p> <p>* initials in round brackets only if you have used initials in your in-text citations</p>
	The United Nations Development Programme (2006, p. 53) argues that “water is the most fundamental issue for the future”.	UNDP (2006, p. 53) claims that one of the deepest disparities in water and sanitation is between urban and rural areas.	
	The United Nations Development Programme (2006) argues that “water is the most fundamental issue for the future” (p. 53).	UNDP (2006) claims that one of the deepest disparities in water and sanitation is between urban and rural areas (p. 53).	
	According to The United Nations Development Programme in 2006 argues that “water is the most fundamental issue for the future” (p. 53).	According to UNDP in 2006 claims that one of the deepest disparities in water and sanitation is between urban and rural areas (p. 53).	
	*if you have only one in-text citation to a source in your work, you must use the full author name (no initials or abbreviations)	*pinpoint the quote *use initials UNDP only for second subsequence Citations.	
	Information Prominent	Information Prominent	
	“The water crisis is most detrimental to the world’s poor” (United Nations Development Programme [UNDP] 2006,	The problem in sub Saharan Africa is its reliance on rain fed agriculture (UNDP, 2006, p.97).	

	<p>p. 53).</p> <p>*if you have two or more in-text citations to a source such as UNDP in your work include the initials in square brackets inside the round brackets for the first citation.</p> <p>*For the subsequent in-text citations use only initials</p>	<p>* pinpoint the quote</p> <p>*use initials UNDP only for second/subsequent citations</p>	
Two Authors	Author Prominent	Author Prominent	<p>Carter, R. & McCarthy, M. (2006). <i>Cambridge grammar of English: A comprehensive guide</i>. Cambridge: University Press, Cambridge.</p> <p>*retain order of authors given in the source</p>
	<p>Carter and McCarthy (2006, p. 267) point out that academic writing “can refer to things in complex and condensed ways”.</p> <p>Carter and McCarthy (2006) point out that academic writing “can refer to things in complex and condensed ways” (p. 267).</p> <p>According to Carter and McCarthy in 2006, academic writing “can refer to things in complex and condensed ways” (p. 267).</p> <p>* pinpoint the quote</p> <p>*use and in sentence</p>	<p>Carter and McCarthy (2006, p.267) include a chapter analysing academic grammar and usage.</p> <p>Carter and McCarthy (2006) include a chapter analysing academic grammar and usage (p. 267).</p> <p>Based on the statement of Carter and McCarthy in 2006, a chapter analysing academic grammar and usage can be included (p. 267).</p> <p>*use and in sentence</p>	

	Information Prominent	Information Prominent	
	<p>Hedging is often used to make statements “less assertive” (Carter & McCarthy 2006, p. 279).</p> <p>* pinpoint the quote *use & in citation</p>	<p>A descriptive approach to grammar usage in contexts is employed (Carter & McCarthy, 2006).</p> <p>*use & in citation</p>	
Three to five authors	Author Prominent	Author Prominent	<p>Bretag, T. Crossman, J. & Bordia, S. (2010). <i>Communication skills</i>. Sydney: McGraw-Hill.</p> <p>*retain order of authors given in the source</p>
	<p>For Bretag, Crossman and Bordia (2010, p. 6), critical reading “involves making judgments about the value of what you are reading”.</p> <p>Bretag et al. (2010), critical reading “involves making judgments about the value of what you are reading” (p. 6).</p> <p>According to Bretag et al. in 2010, critical reading “involves making judgments about the value of what you are reading” (p. 6).</p> <p>* pinpoint the quote *use and in sentence *use et al. for the next in text citation</p>	<p>Bretag, Crossman and Bordia (2010, p. 6) explain the concept of voice in writing.</p> <p>Bretag et al. (2010) explain the concept of voice in writing (p.6).</p> <p>According to Bretag et al. in 2010 explain the concept of voice in writing (p.6).</p> <p>*use and in sentence *use et al. for the next in text citation</p>	

	Information Prominent	Information Prominent	
	<p>“Practising thoroughly also reduces anxiety” (Bretag, Crossman & Bordia 2010, p. 194).</p> <p>* pinpoint the quote *use & in citation *use et al. for the next in text citation</p>	<p>Reporting verbs create different effects in writing (Bretag, Crossman & Bordia, 2010).</p> <p>*use & in citation</p>	
Six to seven author	Author Prominent	Author Prominent	<p>Wassertein, P., James, P., Harry, P., Albus, S. J., Bretag, T., Crossman, J. & Bordia, S. (2010). <i>Communication skills</i>. Sydney: McGraw-Hill.</p> <p>*retain order of authors given in the source *list all of the authors name</p>
	<p>Wassertein et al. (2005, p.12) states that “relationship between the parents will effects their children emotional behavior”.</p> <p>Wassertein et al. (2005) states that “relationship between the parents will effects their children emotional behavior” (p.12).</p> <p>According to Wassertein et al. in 2005, they stated that “relationship between the parents will effects their children emotional behavior” (p.12).</p> <p>* pinpoint the quote *use et al. from the start of in text citation</p>	<p>Wassertein et al. (2005, p.12) discover that kids emotion could be changes due to the parents actions at home.</p> <p>Wassertein et al. (2005) discover that kids emotion could be changes due to the parents actions at home (p.12).</p> <p>According to Wassertein et al. in 2005, they stated that kids emotion could be changes due to the parents actions at home (p.12).</p>	

	Information Prominent	Information Prominent	
	“Relationship between parents will affects their children emotional behavior” (Wassertein et al., 2005)	Kids emotion could be changes due to the parents actions at home (Wassertein et al., 2005)	
More than seven authors	Author Prominent	Author Prominent	<p>Czinkota, M., Ronkainen, I., Sutton-Brady, C., Beal, T., Holmes, S., Peter, J. ... James, S. P. (2008). <i>International marketing</i>. South Melbourne: Cengage Learning Australia.</p> <p>*retain order of authors given in the source *after the sixth author’s name use ellipsis (...) then followed by the author’s last name in the list.</p>
	<p>Czinkota et al. (2008, p. xv) assert that “the marketer must adapt to these foreign environments”.</p> <p>Czinkota et al. (2008) assert that “the marketer must adapt to these foreign environments” (p. xv).</p> <p>According to Czinkota et al. in 2008 assert that “the marketer must adapt to these foreign environments” (p. xv).</p> <p>* pinpoint the quote *use et al.</p>	<p>Czinkota et al. (2008, p. 1) address theoretical issues in the Asia Pacific market.</p> <p>Czinkota et al. (2008) address theoretical issues in the Asia Pacific market (p. 1).</p> <p>According to Czinkota et al. in 2008 address theoretical issues in the Asia Pacific market (p. 1).</p> <p>*use et al for all in-text citations (note stop only after ‘al., not after ‘et’)</p>	
	Information Prominent	Information Prominent	
	<p>“Overall, growth potential... may be threatened by uncertainty” (Czinkota et al., 2008, p. 558).</p> <p>* pinpoint the quote *use et al. *ellipsis of three dots indicates word/s omitted</p>	<p>Clearly detailed agreements are necessary (Czinkota et al., 2008).</p> <p>*use et al.</p>	

No author	Author Prominent	Author Prominent	<i>Style manual for authors, editors and printers.</i> (1996). (5 th ed.). Canberra: Australian Government Publishing Service. *use title in italics in place of author
	<i>The Style manual</i> (1996, p. 43), “hierarchical structures can often be used for more detailed material”. <i>The Style manual</i> (1996), “hierarchical structures can often be used for more detailed material” (p. 43). According to <i>the Style manual</i> in 1996, “hierarchical structures can often be used for more detailed material” (p. 43). * pinpoint the quote * you can choose to abbreviate title for second/subsequent citations	<i>The Style manual for authors, editors and printers</i> (1996, p.43) outlines publication rules and conventions. <i>The Style manual for authors, editors and printers</i> (1996) outlines publication rules and conventions (p. 43). According to <i>the Style manual for authors, editors and printers</i> in 1996 outlines publication rules and conventions (p. 43). *title in italics *if you have only one in-text citation to a source with the title in place of author in your work, you must use the full title (no initials or abbreviations)	
	Information Prominent	Information Prominent	
	Writers need to understand “how readers absorb information” (<i>Style manual</i> 1996, p. 37). * pinpoint the quote * you can choose to abbreviate title for second/subsequent citations	Punctuation and grammar rules are clearly explained (<i>Style manual</i> 1996, p. 37). * you can choose to abbreviate title for second/subsequent citations	

Second or later edition	Author Prominent	Author Prominent	<p>Godfrey, J., Hodgson, A., Tarca, A., Hamilton, J., and Holmes, S. (2010). <i>Accounting theory</i> (7th ed.). Australia, Milton John: Wiley & Sons.</p> <p>*retain order of authors given in the source</p>
	<p>Godfrey et al. (2010, p. 30) indicate that a major criticism of statistical research is the way it “tends to lump everything together”.</p> <p>Godfrey et al. (2010) indicate that a major criticism of statistical research is the way it “tends to lump everything together” (p. 30).</p> <p>According to Godfrey et al. in 2010 indicate that a major criticism of statistical research is the way it “tends to lump everything together” (p. 30).</p> <p>* pinpoint the quote *use et al.</p>	<p>Godfrey et al. (2010, p.30) survey and categorise the major theories in accounting in the first half of the book.</p> <p>Godfrey et al. (2010) survey and categorise the major theories in accounting in the first half of the book (p. 30).</p> <p>According to Godfrey et al. in 2010 survey and categorise the major theories in accounting in the first half of the book (p. 30).</p> <p>*use et al. (note stop only after ‘al.’, not after ‘et’)</p>	
	Information Prominent	Information Prominent	
	<p>A criticism advanced is that large-scale statistical research “tends to lump everything together” (Godfrey et al., 2010, p. 30).</p> <p>* pinpoint the quote *use et al</p>	<p>Important differences between normative and positive theories of accounting are identified throughout the text (Godfrey et al., 2010).</p> <p>*use et al.</p>	

Translated and/or Revised	Author Prominent	Author Prominent	González Sánchez, C. (2011). <i>New world literacy: Writing and culture across the Atlantic, 1500- 1700</i> (T Platt, Trans.). Lewisburg: Bucknell University Press. *for translator and/or reviser use initials first (reverse the usual order)
	As González Sánchez (2011, p. 91) argues, this monopoly “helped reinforce the supposed homogeneity”.	González Sánchez (2011, p. 91) traces the impact of books on new world colonisers.	
	González Sánchez (2011) argues, this monopoly “helped reinforce the supposed homogeneity” (p. 91).	González Sánchez (2011) traces the impact of books on new world colonisers (p. 91).	
	Based on the statement of González Sánchez in 2011, he argues this monopoly “helped reinforce the supposed homogeneity” (p. 91). * pinpoint the quote	Based on statement of González Sánchez in 2011, he traces the impact of books on new world colonisers (p. 91).	
	Information Prominent	Information Prominent	
	Prohibition increased “the temptation and enjoyment of such accursed books” (González Sánchez, 2011, p. 76). * pinpoint the quote	Perceptions play a greater role in later methodologies (González Sánchez, 2011).	
Same author, different years	Author Prominent	Author Prominent	Deegan, C. (2007). <i>Australian financial accounting</i> (4 th ed.). Sydney: McGraw-Hill. Deegan, C. (2010). <i>Australian financial accounting</i> (6 th ed.). Sydney: McGraw-Hill.
	Deegan (2007, p. xxiv) updates changes to standards “released for application in 2005; and also (2010, p. xxii) to “the adoption of the International Financial Reporting Standards”.	Deegan (2007; 2010) updates information on changes to the standards.	

	<p>Deegan (2007) updates changes to standards “released for application in 2005 (p. xxiv); and also (2010) to “the adoption of the International Financial Reporting Standards” (p. xxii).</p> <p>According to Deegan in 2007, updates changes to standards “released for application in 2005 (p. xxiv); and also in 2010, to “the adoption of the International Financial Reporting Standards” (p. xxii).</p> <p>* pinpoint the quote</p>	<p>According to Deegan in 2007 and 2010 updates information on changes to the standards.</p> <p>* chronological order</p>	* ascending chronological order
	Information Prominent	Information Prominent	
	<p>The IASB publishes an explanation of “how it reaches its decision” (Deegan 2007, p. 38; 2010, p. 34) and also has “full control over its technical agenda” (Deegan 2010, p. 34).</p> <p>* pinpoint the quote</p>	<p>Accounting standards are regularly reviewed (Deegan 2007; 2010).</p> <p>* chronological order</p>	
Same author, same year	Author Prominent	Author Prominent	
	<p>Mathews use of dialogue shifts from the idiomatic “she jumps a mile and screams” (2010a, p. 47) to the lyrical “I would like to see the beginning of the</p>	<p>Matthews (2010a, 2010b) writes for both teenagers and very young children.</p>	

	rest of the world” (2010b, n. p.). * pinpoint the quote * n. p. indicates a source with no page numbers		Matthews, P. (2010a). <i>A girl like me</i> . Pearson: Penguin Books. Matthews, P. (2010b). <i>Zizzy</i> . Malvern: Omnibus Books.
	Information Prominent	Information Prominent	*order alphabetically by the next element (title)
	Movement to epiphany; for Example, “light has flooded the darkness” (2010a, p. 278) and the final words of Zizzy “he could do anything” (2010b, n. p.), is a feature of writing by Matthews	A crime committed in Australia is the basis for her first fictional account (Matthews 2010a); while in the second the narrative inches slothfully into adventure (Matthews 2010b).	
Single editor	Author Prominent	Author Prominent	Larkin, E. (Ed.). (2004). <i>Common sense: Thomas Paine</i> . Toronto: Broadview Editions.
	Larkin (2004, p. 10) claims that Paine’s writings “represented a turning point in the revolution”.	A study by Larkin (2004, p. 10) collates and evaluates writing by Thomas Paine.	
	Larkin (2004) claims that Paine’s writings “represented a turning point in the revolution” (p. 10). Based on the statement of Larkin in 2004, he claims that Paine’s writings “represented a turning point in the revolution” (p. 10). * pinpoint the quote	A study by Larkin (2004) collates and evaluates writing by Thomas Paine (p. 10). A study by Larkin in 2004, collates and evaluates writing by Thomas Paine (p. 10).	

	Information Prominent	Information Prominent	
	<p>“Paine’s choice of metaphors, diction, syntax, and evidence were crucial to his success” (Larkin, 2004, p. 26).</p> <p>* pinpoint the quote</p>	<p>Paine’s work triggered controversy (Larkin, 2004).</p>	
Multiple editors	Author Prominent	Author Prominent	<p>Strangio, P. & Costar, B. (Eds.). (2006). <i>The Victorian premiers 1856-2006</i>. Sydney: The Federation Press.</p>
	<p>Strangio and Costar (2006, p. 7) emphasise that “strong premierships are built on the rock of parliamentary dominance”.</p> <p>Strangio and Costar (2006) emphasise that “strong premierships are built on the rock of parliamentary dominance” (p. 7).</p> <p>According to Strangio and Costar in 2006, he emphasise that “strong premierships are built on the rock of parliamentary dominance” (p. 7).</p> <p>* pinpoint the quote *use and in sentence</p>	<p>Strangio and Costar (2006, pp. 5-9) divide Victorian state politics into three major stages.</p> <p>Strangio and Costar (2006) divide Victorian state politics into three major stages (pp. 5-9).</p> <p>Strangio and Costar in 2006 divide Victorian state politics into three major stages (pp. 5-9).</p> <p>* pinpoint the specific information *use and in sentence</p>	

	Information Prominent	Information Prominent	
	<p>The “shift from volatility to stability” in Victorian politics occurred in the 1950s (Strangio & Costar, 2006, p. 8).</p> <p>* pinpoint the quote *use & in citation</p>	<p>The first state Labor government in Victoria was elected in 1952 (Strangio & Costar, 2006, p. 8).</p> <p>* pinpoint the specific information *use & in citation</p>	
Malay Author	Author Prominent	Author Prominent	<p>Asmah Omar. (2009). <i>Academic culture: A student’s guide to studying at university</i>. Sydney: National Centre for English Language Teaching and Research</p>
	<p>As Asmah (2009, p. 14) argues, “most of the writing at university is likely to involve presenting a position”.</p>	<p>Asmah (2009, p.117) suggests three categories of reporting verbs.</p>	
	<p>As Asmah (2009) argues, “most of the writing at university is likely to involve presenting a position” (p. 14).</p>	<p>Asmah (2009) suggests three categories of reporting verbs (p.117).</p>	
	<p>As Asmah argues in 2009, “most of the writing at university is likely to involve presenting a position” (p. 14).</p>	<p>According to Asmah in 2009, she suggests three categories of reporting verbs (p.117).</p>	
	Information Prominent	Information Prominent	
	<p>“Most of the writing at university is likely to involve presenting a position”. (Asmah 2009, p. 14)</p>	<p>There are three categories of reporting verbs (Asmah 2009, p.117)</p>	

Chinese Author	Author Prominent	Author Prominent	Chu, C.N. (2009). <i>Academic culture: A student's guide to studying at university</i> . Sydney: National Centre for English Language Teaching and Research
	As Chu (2009, p. 14) argues, "most of the writing at university is likely to involve presenting a position".	Chu (2009, p.117) suggests three categories of reporting verbs.	
	As Chu (2009) argues, "most of the writing at university is likely to involve presenting a position" (p. 14).	Chu (2009) suggests three categories of reporting verbs (p.117).	
	As Chu mention in 2009, he argues, "most of the writing at university is likely to involve presenting a position" (p. 14).	According to Chu in 2009, he suggests three categories of reporting verbs (p.117).	
	Information Prominent	Information Prominent	
	"Most of the writing at university is likely to involve presenting a position". (Chu 2009, p. 14)	There are three categories of reporting verbs (Chu 2009, p.117)	
English with Chinese Author name	Author Prominent	Author Prominent	Foo, V. H. K. (2009). <i>Academic culture: A student's guide to studying at university</i> . Sydney: National Centre for English Language Teaching and Research.
	As Foo (2009, p. 14) argues, "most of the writing at university is likely to involve presenting a position".	Foo (2009, p.117) suggests three categories of reporting verbs.	
	As Foo (2009) argues, "most of the writing at university is likely to involve presenting a position" (p. 14).	Foo (2009) suggests three categories of reporting verbs (p.117).	

	As Foo in 2009 argues, “most of the writing at university is likely to involve presenting a position” (p. 14).	Based on the statement of Foo in (2009), he suggests three categories of reporting verbs (p.117).	
	Information Prominent	Information Prominent	
	“Most of the writing at university is likely to involve presenting a position”. (Foo 2009, p. 14)	There are three categories of reporting verbs (Foo 2009, p.117)	
Indian or Singh Name	Author Prominent	Author Prominent	Narrayani Jeganathan. (2009). <i>Academic culture: A student’s guide to studying at university</i> . Sydney: National Centre for English Language Teaching and Research
	As Narrayani (2009, p. 14) argues, “most of the writing at university is likely to involve presenting a position”.	Narrayani (2009, p.117) suggests three categories of reporting verbs.	
	As Narrayani (2009) argues, “most of the writing at university is likely to involve presenting a position” (p. 14).	Narrayani (2009) suggests three categories of reporting verbs (p.117).	
	As stated by Narrayani in 2009, he argues that, “most of the writing at university is likely to involve presenting a position” (p. 14).	According to Narrayani in 2009, he suggests three categories of reporting verbs (p.117).	
	Information Prominent	Information Prominent	
	“Most of the writing at university is likely to involve presenting a position”. (Narrayani 2009, p. 14)	There are three categories of reporting verbs (Narrayani 2009, p.117)	

Chapter in an edited book	Author Prominent	Author Prominent	<p>Gregory, J. (2008). Journeying across colonial landscapes: portable housing in nineteenth century Australia. In A Mayne (Ed.). <i>Beyond the Black Stump: histories of outback Australia</i>. Kent Town: Wakefield Press. pp.211-237.</p> <p>*use 'in' (lower case) and for editor use initials first (reverse usual order) * capitalise any names in the title</p>
	<p>Gregory (2008, p. 213) refers to “fragmentary evidence” that some portable housing was made in Sydney.</p> <p>Gregory (2008) refers to “fragmentary evidence” that some portable housing was made in Sydney (p. 213).</p> <p>According to Gregory in 2008 refers to “fragmentary evidence” that some portable housing was made in Sydney (p. 213).</p> <p>* pinpoint the quote</p>	<p>For Gregory (2008, p. 210), the portable house was a symbol of British imperialism.</p> <p>For Gregory (2008), the portable house was a symbol of British imperialism (p. 210).</p> <p>According to Gregory in 2008, the portable house was a symbol of British imperialism (p. 210).</p>	
	Information Prominent	Information Prominent	
	<p>Apparently, “thousands of portable houses were imported” (Gregory 2008, p. 211).</p> <p>* pinpoint the quote</p>	<p>Portable houses were harbingers of more permanent settlement (Gregory 2008).</p>	
Edited book translated into English	Author Prominent	Author Prominent	<p>Wullschlager, J. (Ed.). (2004). <i>Hans Christian Andersen fairy tales</i>. (T Nunnally, Trans.). London: Penguin Books.</p> <p>* for translator use initials first (reverse usual order)</p>
	<p>Wullschlager (Ed. 2004, p. xv) insists that “in his anxiety over the future of civilised values Andersen is one of us”.</p> <p>Wullschlager (Ed. 2004) insists that “in his anxiety over the future of civilised</p>	<p>Wullschlager (Ed. 2004) discovered that, Andersen is a modern literary writer (p. xx).</p> <p>Wullschlager (Ed. 2004) states that, Andersen is a modern literary writer (p.</p>	

	<p>values Andersen is one of us" (p. xv).</p> <p>Based on Wulschlager (Ed.) in 2004, he insists that "in his anxiety over the future of civilised values Andersen is one of us" (p. xv).</p> <p>* pinpoint the quote</p>	<p>xx).</p> <p>According to Wulschlager (Ed.) in 2004, Andersen is a modern literary writer (p. xx).</p>	
	Information Prominent	Information Prominent	
	<p>Andersen is not considered an author "but rather the curator of his stories" (Wulschlager ed. 2004, p. xvi).</p> <p>* pinpoint the quote</p>	<p>Andersen's later stories employ more complex language (Wulschlager ed. 2004).</p>	
Different authors, same surname, different years	Author Prominent	Author Prominent	<p>O'Neill, A. (2011). <i>Manager to leader: Skills and insights for a successful transition</i>. Sydney: CCH Australia.</p> <p>O'Neill, M. (2010). <i>Asylum, migration and community</i>. Bristol: The Policy Press.</p>
	<p>While O'Neill (2011, p. 44) contends that dominance can lead to "fear or rebellion", O'Neill (2010, p. 29) claims that it is imperative to understand the "impact of humiliation".</p> <p>O'Neill (2011) contends that dominance can lead to "fear or rebellion" (p. 44), O'Neill (2010) claims that it is imperative to understand the "impact of humiliation" (p. 29).</p> <p>Based on the discovery of O'Neill in 2011, he contends that dominance can</p>	<p>O'Neill (2011, p. 66) addresses the construction of leadership while O'Neill (2010, p. 14) argues that humiliation plays a role in the production of refugees.</p> <p>O'Neill (2011) addresses the construction of leadership (p. 66) while O'Neill (2010) argues that humiliation plays a role in the production of refugees (p. 14).</p> <p>According to O'Neill in 2011, he addresses that the construction of</p>	

	lead to “fear or rebellion” (p. 44), while O’Neill in 2010 claims that it is imperative to understand the “impact of humiliation” (p. 29). * pinpoint the quote	leadership (p. 66) another statement by O’Neill in 2010 argues that humiliation plays a role in the production of refugees (p. 14).	
	Information Prominent	Information Prominent	
	There is concern that forced corporate “compliance” (O’Neill 2011, p. 44) and “the dehumanising asylum system and process” (O’Neill 2010, p. 81) result in escalating problems. * pinpoint the quote	Poor leaders deny others’ rights (O’Neill 2011) in the same way that asylum seekers are denied rights in many areas (O’Neill 2010).	
Different authors, same surname, same year	Author Prominent	Author Prominent	<p>Chapman, M. (2010). <i>Don’t be fooled again: Lessons in the good, bad and unpredictable behaviour of global finance</i>. London: Prentice Hall.</p> <p>Chapman, P. (2010). <i>The last of the imperious rich: Lehman brothers, 1844-2008</i>. London: Portfolio Penguin.</p> <p>*order alphabetically by next available item (initial)</p>
	<p>For Peter Chapman (2010, p. 112); the Act “split up the two broad functions of banking, basically, the cash box and casino sides” while for Meyrick Chapman (2010, p. 115) it stopped banks “distorting securities issuance business”.</p> <p>For Peter Chapman (2010), the Act “split up the two broad functions of banking, basically, the cash box and casino sides” (p. 112); while for Meyrick Chapman (2010) it stopped banks “distorting</p>	<p>Peter Chapman (2010, p. 73) details stakeholder reactions to the 1933 Glass-Steagall Act while Meyrick Chapman (2010, p. 44) attends to the intent and effects of the act.</p> <p>Peter Chapman (2010) details stakeholder reactions to the 1933 Glass-Steagall Act (p. 73) while Meyrick Chapman (2010) attends to the intent and effects of the act (. 73).</p>	

	<p>securities issuance business” (p. 115).</p> <p>For the statement of Peter Chapman in 2010, he stated that the Act “split up the two broad functions of banking, basically, the cash box and casino sides” (p. 112); while for Meyrick Chapman statement in 2010, he state that, it stopped banks “distorting securities issuance business” (p. 115).</p> <p>* pinpoint the quote</p>	<p>Peter Chapman (2010) details stakeholder reactions to the 1933 Glass-Steagall Act while Meyrick Chapman (2010) attends to the intent and effects of the act.</p> <p>* in this situation include first names</p>	
	Information Prominent	Information Prominent	
	<p>The new Act “made banks declare what they wanted to be” (Peter Chapman 2010, p. 113) and also “prohibited the overlap of business by banks, insurance companies, brokers and fund managers” (Meyrick Chapman 2010, p. 115).</p> <p>* pinpoint the quote</p>	<p>Peter Chapman (2010) describes the new Act as separating various financial functions while Meyrick Chapman (2010) describes the banks’ anger at the constraints on their freedom to invest depositors’ money.</p>	
<p>Citing a source within a source</p> <p>*try to locate and use the</p>	Author Prominent	Author Prominent	<p>Frost, L. (2008). Across the great divide: The economy of the inland corridor. In A</p>
	<p>Kirschner (1970 cited in Frost 2008, p. 61) reports that rural communities’ saw cities as places that were” full of moral</p>	<p>Fahey (1993 cited in Frost 2008, p. 69) provides evidence that wages were lower in regional areas.</p>	

cited source	snares for the unwary”. * pinpoint the quote *no space between adjacent double and single quote marks	* pinpoint the specific information * include author and year of publication for both sources	Mayne (Ed.), <i>Beyond the Black Stump: Histories of outback Australia</i> (pp. 141-150). Kent Town: Wakefield Press. *in the Reference list include only the book you actually used (not the source cited in the book you used).
	Information Prominent	Information Prominent	
	For Australia “the wool industry remained „the cornerstone of Australia’s economic and social edifice”(Hancock 1930 cited in Frost 2008, p. 75). * pinpoint the quote *no space between adjacent double and single quote marks	The value placed on private property was the cause of violent clashes with the nomadic indigenous people (Reynolds 1981 cited in Frost 2008, p. 63). * pinpoint the specific information	
Book in a series	Author Prominent	Author Prominent	Swales, J. M. & Feak, C. B. (2004). <i>Academic writing for graduate students: Essential tasks and skills</i> . Michigan series in English for academic and professional purposes. Ann Arbor: The University of Michigan Press. *include the name of the series (Michigan series in English for academic and professional purposes).
	Swales and Feak (2004, p. 4) aim to encourage “rhetorical consciousness”. Swales and Feak (2004) aim to encourage “rhetorical consciousness” (p. 4). In 2004, Swales and Feak aim to encourage “rhetorical consciousness” (p. 4). *use and in sentence	Swales and Feak (2004, p. 4) incorporate new research in textual analysis. Swales and Feak (2004) incorporate new research in textual analysis (p.4). As stated by Swales and Feak in 2004, incorporate new research in textual analysis (p.4). *use and in sentence	

	Information Prominent	Information Prominent	
	Summaries are a “foundation for other, more complex tasks” (Swales & Feak 2004, p. 147). *use & in citation	Writing critiques helps articulate scholarly expectations (Swales & Feak 2004). *use & in citation	
Citing multiple sources simultaneously in a sentence	Author Prominent	Author Prominent	<p>Flower, L., Stein, V., Ackerman, J., Kantz, M.J., McCormick, K. & Peck, WC. (1990). <i>Reading to write</i>. New York Oxford: University Press.</p> <p>Mateos, M & Solé, I. (2009). Synthesising information from various texts: A study of procedures and products at different educational levels. <i>European Journal of Psychology of Education</i>, 24, pp. 435–451.</p> <p>McGinley, W. (1992). The role of reading and writing while composing from multiple sources. <i>Reading Research Quarterly</i>, 27, pp. 227–248 Spivey,</p> <p>NN. (1997). <i>Reading, writing and the making of meaning: The constructivist metaphor</i>. San Diego: Academic Press.</p>
		For Flower et al. (1990); Mateos & Solé (2009); McGinley (1992) and Spivey (1997) academic reading often involves synthesising conflicting arguments. *this is a single sentence citing multiple sources *use et al. for source with four or more authors (note stop only after ‘al., not after ‘et’)	
	Information Prominent	Information Prominent	
		Synthesising requires making decisions about organising the material from multiple sources (Flower et al. 1990; Mateos & Solé 2009; McGinley 1992; Spivey 1997). *this is a single sentence citing multiple sources	

Book in a foreign language	Author Prominent	Author Prominent	<p>Dufays, J-L. & Plane, S. (2009). <i>L`criture de fiction en classe de français</i> [Writing fiction in French class]. Recherches en didactique du français. Namur: Presses Universitaires de Namur.</p> <p>*translate the title if relevant</p>
	<p>Dufays and Plane (2009, p. 15) outline debates regarding “une question récurrente” [the ongoing issue (my translation)] of differences between literature, narrative and fiction.</p> <p>Dufays and Plane (2009) outline debates regarding “une question récurrente” [the ongoing issue (my translation)] of differences between literature, narrative and fiction (p. 15).</p> <p>According to Dufays and Plane in 2009, they outline debates regarding “une question récurrente” [the ongoing issue (my translation)] of differences between literature, narrative and fiction (p. 15).</p> <p>* pinpoint the quote *use and in sentence</p>	<p>Dufays and Plane (2009) analyse the introduction of creative writing in the French education system.</p> <p>*use and in sentence</p>	
	Information Prominent	Information Prominent	
	<p>Territorial battles, “chacun d'entre eux s'estimait le dépositaire d'une partie de l'héritage légué” [each considered itself custodian of part of the legacy (my</p>	<p>A discussion of the status of creative writing in the curriculum and in practice unfolds (Dufays & Plane 2009).</p>	

	translation)], ensued (Dufays & Plane 2009, p. 19).	*use & in citation	
Sacred book	Author Prominent	Author Prominent	Don't need to do referencing for sacred or classical book
	Regarding dietary custom, The Q'uran (2004, p. 67) stipulates that "you are forbidden to eat carrion".	The Q'uran (2004) is written largely in the form of didactic speeches.	
	* pinpoint the quote	*use title in italics	
	Information Prominent	Information Prominent	
	Psychological insights, "if evil touches him he loses all hope and becomes despondent" (The Q'uran 2004, p. 310) occur throughout.	The role and status of women in Islam are outlined in The Q'uran (2004, pp. 50-66).	
	* pinpoint the quote	* pinpoint the specific information	
Encyclopedia, no author	Author Prominent	Author Prominent	<i>McGraw-Hill encyclopedia of science and technology.</i> (1997). (Vol.9, p. 56-58). New York: McGrawHill,
	McGraw-Hill encyclopedia of science and technology (1997, p. 594) characterises the Kondo effect as "unusual", an Example of an encyclopedia reporting evaluations from	Encyclopedias often indicate the history of a term; for Example, according to McGrawHill encyclopedia of science and technology (1997, p. 609) lagomorphs are no longer considered to be rodents.	

	<p>the discipline.</p> <p>McGraw-Hill encyclopedia of science and technology (1997) characterises the Kondo effect as “unusual” (p. 594), an Example of an encyclopedia reporting evaluations from the discipline.</p> <p>McGraw-Hill encyclopedia of science and technology has stated in 1997 that the Kondo effect as “unusual” (p. 594), an Example of an encyclopedia reporting evaluations from the discipline.</p> <p>* pinpoint the quote</p>	<p>Encyclopedias often indicate the history of a term; for Example, according to McGrawHill encyclopedia of science and technology (1997) lagomorphs are no longer considered to be rodents (p. 609).</p> <p>Encyclopedias often indicate the history of a term; for Example, according to McGrawHill encyclopedia of science and technology in 1997 statement that lagomorphs are no longer considered to be rodents (p. 609).</p> <p>* pinpoint the specific information *use title as author</p>	<p>*use title in italics in place of author *include volume number and page number.</p>
	Information Prominent	Information Prominent	
	<p>While encyclopedias aim to provide accurate information; for Example “the Z0 particle has an extremely short lifetime of about 10-25 s” (McGraw-Hill encyclopedia of science and technology 1997, p. 337), the currency of the information needs to be checked.</p> <p>* pinpoint the quote</p>	<p>Extended definitions are a feature of encyclopedias as in a description of ion exchange in terms of materials, properties and applications (McGraw-Hill encyclopedia of science and technology 1997, pp. 393-399).</p> <p>* pinpoint the specific information</p>	

Encyclopedia, one or more authors, specific entry	Author Prominent	Author Prominent	Golden, L. (1998). Reception of Aristotle in modernity. M Kelly (Ed.). In <i>Encyclopedia of aesthetics</i> (vol. 1, p. 43). Oxford: Oxford University Press include volume number and page number *(vol. 1, ABHI-DEPI).
	Golden (1998, p. 107) refers to a “cognitive” view of catharsis, now in need of review.	Golden (1998, pp. 107- 108) outlines but does not detail conflicting views of mimesis.	
	Golden (1998) refers to a “cognitive” view of catharsis, now in need of review (p. 107).	Golden (1998) outlines but does not detail conflicting views of mimesis (pp. 107- 108).	
	In the statement of Golden in 1998, he refers to a “cognitive” view of catharsis, now in need of review (p. 107).	According to Golden in 1998, he outlines but does not detail conflicting views of mimesis (pp. 107- 108).	
	* pinpoint the quote	* pinpoint the specific information	
	Information Prominent	Information Prominent	
	Recent scholars “adopt, adapt, or modify Aristotelian theory” as they see fit (Golden 1998, p. 108).	Aristotle`s definition of tragedy is addressed in terms of extant interpretations only (Golden 1998, p. 106).	
	* pinpoint the quote	* pinpoint the specific information	

Dictionary, one or more authors	Author Prominent	Author Prominent	<p>Soanes, C. and Stevenson, A. (Eds.). (2005). <i>Oxford dictionary of English</i>. (2nd edn. Rev.) Oxford: Oxford University Press.</p> <p>*record editors/edition/revised as relevant</p>
	<p>Soanes and Stevenson (2005, p. 481) define diarchy as “government by two independent authorities”.</p> <p>Soanes and Stevenson (2005) define diarchy as “government by two independent authorities” (p. 481).</p> <p>According to Soanes and Stevenson in 2005 define diarchy as “government by two independent authorities” (p. 481).</p> <p>* pinpoint the quote *use and in sentence</p>	<p>Soanes and Stevenson (2005) include advice on usage in ambiguous cases.</p> <p>According to Soanes and Stevenson in 2005, they include advice on usage in ambiguous cases.</p> <p>*use and in sentence</p>	
	Information Prominent	Information Prominent	
	<p>The prefix xeno has its origin in the Greek for “stranger, foreigner” (Soanes and Stevenson 2005, p. 2037).</p> <p>* pinpoint the quote *use & in citation</p>	<p>Presbyterian churches are now often called Reformed churches (Soanes & Stevenson 2005, p. 1391).</p> <p>* pinpoint the specific information *use & in citation</p>	

Periodicals/ Serials Print			
One author	Author Prominent	Author Prominent	Prentice, C. (2010). Terms of ambivalence: Cultural politics and symbolic exchange. <i>Australian Literary Studies</i> , 25(4), 33-54.
	<p>Prentice (2010, p. 40) asserts a need “to examine the complicity between representation and commodification”.</p> <p>Prentice (2010) asserts a need “to examine the complicity between representation and commodification” (p. 40).</p> <p>According to Prentice in 2010 asserts a need “to examine the complicity between representation and commodification” (p. 40).</p> <p>* pinpoint the quote</p>	<p>Prentice (2010) analyses the ambivalence of indigenous peoples in capitalist nation states.</p> <p>According to Prentice in 2010, he analyses the ambivalence of indigenous peoples in capitalist nation states.</p>	
	Information Prominent	Information Prominent	
	<p>Indigenous cultural signification struggles in relation to a “consumerist hegemony” (Prentice 2010, p. 42).</p> <p>* pinpoint the quote</p>	<p>The political dimensions of cultural exchange are enacted in fiction by Aboriginal and Maori writers (Prentice 2010).</p>	

Two authors	Author Prominent	Author Prominent	Harkness, S. & Evans, M. (2011). The employment effects of recession on couples in the UK: Women's and household employment prospects and partner's job loss. <i>Journal of Social Policy</i> , 40(4), 675-69art3.
	<p>Harkness and Evans (2011, p. 690) show that current policies mitigate slightly the “rising workless among couples”.</p> <p>Harkness and Evans (2011) show that current policies mitigate slightly the “rising workless among couples” (p. 690).</p> <p>Based on the statement of Harkness and Evans in 2011 show that current policies mitigate slightly the “rising workless among couples” (p. 690).</p> <p>* pinpoint the quote *use and in sentence</p>	<p>Harkness and Evans (2011) analyse the effects of male job losses on a partner's employment.</p> <p>Based on the statement of Harkness and Evans in 2011, they analyse the effects of male job losses on a partner's employment.</p> <p>*use and in sentence</p>	
	Information Prominent	Information Prominent	
	<p>The UK suffered polarisation between “work-rich”and “workpoor” households (Harkness & Evans 2011, p. 676).</p> <p>* pinpoint the quote *use & in citation</p>	<p>In the UK in 2008, 59% of women with unemployed partners worked (Harkness & Evans 2011, p. 681).</p> <p>* pinpoint the specific information *use & in citation</p>	

	Author Prominent		
	Author Prominent	Author Prominent	
Three to five authors	<p>Schulhofer, Tyler and Huq (2011, p. 337) claim that polarisation rests on “conspicuous racial disparities in [America’s] prison populations”.</p> <p>Schulhofer et al. (2011) claim that polarisation rests on “conspicuous racial disparities in [America’s] prison populations”(p. 337).</p> <p>According to Schulhofer et al. in 2011, they claim that polarisation rests on “conspicuous racial disparities in [America’s] prison populations” (p. 337).</p> <p>* pinpoint the quote *use and in sentence *use et al. for the next in text citation in sentence *square brackets indicate word added or altered for clarity</p>	<p>Schulhofer, Tyler and Huq (2011) argue for a new procedural justice model of policing in the United States.</p> <p>According to Schulhofer et al. in 2011, they argue for a new procedural justice model of policing in the United States.</p> <p>*use and in sentence *use et al. for the next in text citation in sentence</p>	<p>Schulhofer, S.J., Tyler, T.R. & Huq, A.Z. (2011). American policing at the crossroads: Unsustainable policies and the procedural justice alternative. <i>The Journal of Criminal Law & Criminology</i>, 10(2), 335-374.</p> <p>*Credit all of the authors name</p>

	Information Prominent	Information Prominent	
	<p>“Conceptual ambiguity and a failure to study empirical data” are features of debates about policing (Schulhofer, Tyler & Huq 2011, p. 341).</p> <p>* pinpoint the quote *use & in citation</p>	<p>The role of perceptions of the legitimacy of police practice in shaping willingness to obey the law is analysed (Schulhofer, Tyler & Huq 2011).</p> <p>*use & in citation</p>	
Six to seven authors	Author Prominent	Author Prominent	<p>James, P., Harry, P., Albus, S. P., Severus, A. P., Johanna, P., John, M. T. & Cornell, J. (2007). Is your sleep enough for the day? <i>The Journal of the Pshychological Mind</i>, 8(7), 1121.</p> <p>*Credit all the authors name</p>
	<p>James et al. (2007, p.71) discover that “8 hours sleep is enough to recover for the next day”.</p> <p>James et al. (2007) discover that “8 hours sleep is enough to recover for the next day” (p.71).</p> <p>According to James et al. in 2007, they discover that “8 hours sleep is enough to recover for the next day” (p.71).</p> <p>* pinpoint the quote *use et al. from the start of in text citation</p>	<p>James et al. (2007) find that the body can have enough rest in 8 hours sleep.</p> <p>Based on the findings by James et al. in 2007, it is found that the body can have enough rest in 8 hours sleep.</p>	

	Information Prominent	Information Prominent	
	"8 hours sleep is enough to recover for the next day" (James et al.,2007)	Based on the findings, it is found that the body can have enough rest in 8 hours sleep (James et al., 2007).	
More than seven authors	Author Prominent	Author Prominent	Ho, W., Lee, W., Chan, C., Ng, Y., Wong, C. H., Khor, Y.,... Choy, Y. 2010. Hong Kong's elite structure, legislature and the bleak future of democracy under Chinese sovereignty. <i>Journal of Contemporary Asia</i> . 40(3), 466-486.
	Ho et al. (2010, p. 466) argue that there is a "systemic barrier against further democratic development".	Data from Ho et al. (2010) demonstrate networks of individuals holding positions in multiple powerful organisations.	
	Ho et al. (2010) argue that there is a "systemic barrier against further democratic development" (p. 466).		
	According to Ho et al. in 2010 argue that there is a "systemic barrier against further democratic development" (p. 466).	Data from Ho et al. in 2010 demonstrate networks of individuals holding positions in multiple powerful organisations.	
	* pinpoint the quote * use et al.	* use et al. (note stop only after 'al., not after 'et')	
	Information Prominent	Information Prominent	
	Democratic reform is prevented by "substantial linkages exist between the most powerful organisations" (Ho et al. 2010, p. 482).	Universal suffrage in Hong Kong was moved to 1012, then to 2017, and then to 2020 (Ho et al. 2010, p. 467).	

	<p>* pinpoint the quote</p> <p>*use et al.</p> <p>*square brackets indicate word added or altered for clarity</p>	<p>* pinpoint the specific information *use et al.</p>	
No author	Author Prominent	Author Prominent	<p>TE Cliffe Leslie on the celibacy of the nation. (2011). <i>Population and Development Review</i>, 37(1), 185-190.</p> <p>*article title in place of author</p>
	<p>It is wittily asserted ('TE Cliffe Leslie on the celibacy of the nation', 2011, p. 187) that "the necessity of watching the price of flour for the signal to marry" will dissipate.</p> <p>It is wittily asserted ('TE Cliffe Leslie on the celibacy of the nation', 2011) that "the necessity of watching the price of flour for the signal to marry" will dissipate (p. 187).</p>	<p>The anonymous review of Leslie's essay ('TE Cliffe Leslie on the celibacy of the nation' 2011) canvasses reasons for the low incidence of marriage in Britain in the mid-1800s.</p>	
	<p>It is wittily asserted 'TE Cliffe Leslie on the celibacy of the nation' stated in 2011 that "the necessity of watching the price of flour for the signal to marry" will dissipate (p. 187).</p> <p>* pinpoint the quote</p>	<p>The anonymous review of Leslie's essay 'TE Cliffe Leslie on the celibacy of the nation' in 2011 canvasses reasons for the low incidence of marriage in Britain in the mid-1800s.</p>	

	Information Prominent	Information Prominent	
	<p>The number of marriages was directly correlated with “the average earnings of the great mass of the people” (‘TE Cliffe Leslie on the celibacy of the nation’, 2011, p. 186).</p> <p>* pinpoint the quote</p>	<p>Almost 40% of women between 20 and 40 years of age in Britain in 1851 were unmarried (‘TE Cliffe Leslie on the celibacy of the nation’, 2011, p. 185).</p> <p>* pinpoint the specific information</p>	
Newspaper article	Author Prominent	Author Prominent	Devlin, M. (2011, November 16). Keys found to success by the less privileged. <i>The Australian</i> . p. 32.
	<p>Devlin (2011, p. 32) reports on a recently published study which points to a move from “elite, through mass to universal access” in Australian higher education.</p> <p>Devlin (2011) reports on a recently published study which points to a move from “elite, through mass to universal access” in Australian higher education (p. 32).</p> <p>According to Devlin in 2011 reports on a recently published study which points to a move from “elite, through mass to universal access” in Australian higher education (p. 32).</p> <p>* pinpoint the quote</p>	<p>While Devlin (2011, p. 32) reports the highlights of a study of first year students from low socio-economic backgrounds, it is not the role of a newspaper to assess such studies.</p> <p>While Devlin (2011) reports the highlights of a study of first year students from low socio-economic backgrounds, it is not the role of a newspaper to assess such studies (p. 32).</p> <p>As Devlin in 2011 reports the highlights of a study of first year students from low socio-economic backgrounds, it is not the role of a newspaper to assess such studies (p. 32).</p> <p>* pinpoint the specific information</p>	

	Information Prominent	Information Prominent	
	<p>Students nominated “perseverance” as a significant factor contributing to success in first year university, according to a news report (Devlin 2011, p. 32).</p> <p>* pinpoint the quote</p>	<p>A recent study by Deacon university attributes four major factors to first year success (Devlin 2011, p. 32).</p> <p>* pinpoint the specific information</p>	
Newspaper article, no author	Author Prominent	Author Prominent	<p>Wage claims must be contained. (2011, November 17). <i>The Australian</i>. p. 15.</p> <p>*use title in place of author</p>
	<p>A recent editorial (Wage claims must be contained 2011, p. 15) asserts higher tax thresholds to be “a strong incentive” to return to work.</p> <p>A recent editorial (Wage claims must be contained 2011) asserts higher tax thresholds to be “a strong incentive” to return to work (p. 15).</p> <p>As stated in a recent editorial Wage claims must be contained in 2011 asserts higher tax thresholds to be “a strong incentive” to return to work (p. 15).</p> <p>* pinpoint the quote</p>	<p>It has been claimed (Wage claims must be contained 2011, p. 15) that tax relief rather than pay rises is required.</p> <p>It has been claimed (Wage claims must be contained 2011) that tax relief rather than pay rises is required (p. 15).</p> <p>It has been claimed that Wage claims must be contained in 2011 that tax relief rather than pay rises is required (p. 15).</p> <p>* pinpoint the specific information</p>	

	Information Prominent	Information Prominent	
	<p>The initiative has been labelled in the media as intervention “under the guise” of promoting gender equality (Wage claims must be contained 2011, p. 15).</p> <p>* pinpoint the quote</p>	<p>Social and community workers will gain up to 33% percent pay rise (Wage claims must be contained 2011, p. 15).</p> <p>* pinpoint the specific information</p>	
Newspaper article from a news service	Author Prominent	Author Prominent	Associated Press. (2011, November 17). Key tape could change votes. <i>The Australian</i> . p.11.
	<p>Associated Press (2011, p. 11) reports that the tape possibly “contains embarrassing political statements”.</p> <p>Associated Press (2011) reports that the tape possibly “contains embarrassing political statements” (p. 11).</p> <p>Based on the statement of Associated Press in 2011 reports that the tape possibly “contains embarrassing political statements” (p. 11).</p> <p>* pinpoint the quote</p>	<p>According to a recent report (Associated Press 2011, p. 11), the conversation was secretly taped.</p> <p>According to a recent report (Associated Press 2011), the conversation was secretly taped (p. 11).</p> <p>As stated by Associated Press in 2011, the conversation was secretly taped (p. 11).</p> <p>* pinpoint the specific information</p>	

	Information Prominent	Information Prominent	
	<p>The recording was called a “covert operation” by the National Party chairman (Associated Press 2011, p. 11).</p> <p>* pinpoint the quote</p>	<p>A secret recording of the conversation may be released to the public (Associated Press 2011, p. 11).</p> <p>* pinpoint the specific information</p>	
Magazine/ Journal article	Author Prominent	Author Prominent	Kolbert, E. (2011). The acid sea. <i>National Geographic</i> , 219(4), 100-121.
	<p>Kolbert (2011, p. 112) describes outcomes clearly for a generalist reader “natural processes ... operate far too slowly to make a difference on a human time scale”.</p> <p>Kolbert (2011) describes outcomes clearly for a generalist reader “natural processes ... operate far too slowly to make a difference on a human time scale”(p. 112).</p> <p>According to the statement of Kolbert in 2011 describes outcomes clearly for a generalist reader “natural processes ... operate far too slowly to make a difference on a human time scale” (p. 112).</p>	<p>Appropriately for a nonacademic target audience, Kolbert’s (2011) feature article intersperses anecdote with science.</p> <p>Appropriately for a nonacademic target audience, Kolbert’s in 2011 feature article intersperses anecdote with science.</p>	

	<p>* pinpoint the quote</p> <p>*ellipsis of three dots indicates word/s omitted</p>		
	Information Prominent	Information Prominent	
	<p>Language is hedged to avoid alarm “the acidification that has occurred so far is probably irreversible” (Kolbert 2011, p. 108).</p> <p>* pinpoint the quote</p> <p>*(emphasis added) in citation indicates you have added italics for emphasis.</p>	<p>A range of effects of increasing CO2 in oceans is explained for a non-scientific target audience (Kolbert 2011).</p>	
Magazine/ Journal article, no author	Author Prominent	Author Prominent	<p>The 1983 all-America research team. (1983). <i>Institutional Investor</i>, 17(10), 73-174.</p> <p>*use title in place of author</p>
	<p>Despite overall prosperity (The 1983 all-America research team 1983, p. 73), “some businesses faltered”.</p>	<p>The questionnaire (The 1983 all-America research team 1983, p. 76) was distributed to one thousand organisations.</p>	
	<p>Despite overall prosperity (The 1983 all-America research team 1983), “some businesses faltered” (p. 73).</p> <p>Despite overall prosperity as stated in The 1983 all-America research team on 1983, “some businesses faltered” (p. 73).</p>	<p>The questionnaire as stated by The 1983 all-America research team in 1983 was distributed to one thousand organisations (p. 76).</p>	

	* pinpoint the quote	* pinpoint the specific information	
	Information Prominent	Information Prominent	
	1983 was “one of the most bullish periods ever” (The 1983 all America research team 1983, p. 73). * pinpoint the quote	Among the methodological limitations is disparity in market exposure (The 1983 all-America research team 1983, p. 76). * pinpoint the specific information	
Annual report, print	Author Prominent	Author Prominent	State of Victoria. (2004). <i>Vicroads annual report 2003-2004</i> . Canada: Corporate Publications.
	State of Victoria (2004, p. 61) identifies “increased recruitment” as a key factor in capacity building.	State of Victoria (2004, p. 31) listed twenty environmental incidents for the year, of which seven were of level 3 severity.	
	State of Victoria (2004) identifies “increased recruitment” as a key factor in capacity building (p. 61). In the report of State of Victoria in 2004 identifies “increased recruitment” as a key factor in capacity building (p. 61). * pinpoint the quote	State of Victoria (2004) listed twenty environmental incidents for the year, of which seven were of level 3 severity (p. 31). As written in State of Victoria in 2004 listed twenty environmental incidents for the year, of which seven were of level 3 severity (p. 31). * pinpoint the specific information	

	Information Prominent	Information Prominent	
	Assistance to non-English speaking customers included “4056 interpreter assisted tests” (State of Victoria 2004, p. 50). * pinpoint the quote	Vicroads undertook nine major development projects in the year 2003-2004 (State of Victoria 2004). * pinpoint the specific information	
Part Two: Books Electronic			
E-book	Author Prominent	Author Prominent	Wheeler, J. C. (2007). <i>Cosmic catastrophes: Exploding stars, black holes, and mapping the universe</i> (2nd edn.) [e-book]. Retrieved from http://lib.mylibrary.com.ezproxy.lib.edu.au/Open.aspx?id=75048&loc=&srch=undefined&src=0
	As Wheeler (2007, p. 228) points out, “direct evidence for black holes in terms of a dark spot yet eludes us”. As Wheeler (2007) points out, “direct evidence for black holes in terms of a dark spot yet eludes us”(p. 228). As stated by Wheeler in 2007, “direct evidence for black holes in terms of a dark spot yet eludes us”(p. 228). * pinpoint the quote	Wheeler (2007) traces the shaping of concepts in astrophysics. As stated by Wheeler in 2007 traces the shaping of concepts in astrophysics.	

	Information Prominent	Information Prominent	
	<p>“We are gripped in a tri spatial centrism we rarely stop to recognise”, limiting our ability to envisage multiple dimensions (Wheeler 2007, p. 299).</p> <p>* pinpoint the quote</p>	<p>Stellar death involves simultaneous contraction of the core and expansion of the surrounding material (Wheeler 2007).</p>	
E-book, book in a series	Author Prominent	Author Prominent	<p>Morgan, D. (2011). <i>Rethinking family practices, Palgrave Macmillan studies in family and intimate life</i> [e-book]. Retrieved from http://reader.ebilib.com.au.ezproxy.lib.edu.au</p> <p>*include name of series</p>
	<p>For Morgan (2011, p. 132), ethics deals with “everyday concerns”.</p> <p>For Morgan (2011), ethics deals with “everyday concerns” (p. 132).</p> <p>According to Morgan in 2011, ethics deals with “everyday concerns” (p. 132).</p> <p>* pinpoint the quote</p>	<p>Morgan (2011) investigates the terminology surrounding family practices.</p> <p>According to Morgan in 2011 the terminology surrounding family practices.</p>	
	Information Prominent	Information Prominent	
	<p>Family is “continually being constructed and reconstructed through the performance of these practices” (Morgan 2011, p. 162).</p> <p>* pinpoint the quote</p>	<p>Issues of time and space are particularly relevant in blended families (Morgan 2011, p. 75).</p> <p>* pinpoint the specific information</p>	

E-book accessed via an e-book reader	Author Prominent	Author Prominent	Strunk, W. (2011). <i>The elements of style</i> [e-book]. Retrieved from http://reader.emerald.com *where relevant, include version of the reader, (e.g. Kindle 3G),no URL required
	Strunk (2011, p.12) acknowledges in the introductory section that sophisticated writers “sometimes disregard the rules of rhetoric”.	As Strunk (2011) indicates in the introduction, this now canonical text was initially published for students.	
	Strunk (2011) acknowledges in the introductory section that sophisticated writers “sometimes disregard the rules of rhetoric”(p.12).	As stated by Strunk in 2011, he indicates in the introduction, this now canonical text was initially published for students.	
	As stated by Strunk in 2011 acknowledges in the introductory section that sophisticated writers “sometimes disregard the rules of rhetoric”.		
	Information Prominent	Information Prominent	
	As outlined in the introduction, Study of “the masters of literature” will enhance writing skills (Strunk 2011).	In contrast to conventions followed in Australia, American punctuation requires a comma after all terms in a list of three or more items (Strunk 2011, n.p.).	
	* pinpoint the quote	* pinpoint the specific information	

Chapter in an edited e-book	Author Prominent	Author Prominent	<p>McLaughlin, M. (2011). Rotating radio transients. in W. Becker (Ed.), <i>Neutron stars and pulsars</i> [ebook] (pp. 41-66). Heidelberg: SpringerLink. Retrieved from http://www.springerlink.com.ezproxy.lib.edu.au/content/v4u65t/#section=50478&page=3&locus=58</p> <p>* for editor use 'in' + initials first (reverse usual order) *include name and city of electronic publisher</p>
	<p>McLaughlin (2011, p. 58) claims that “the XMM observations of J1819-1458 have confirmed the neutron star nature of J1819- 1458”.</p> <p>McLaughlin (2011) claims that “the XMM observations of J1819-1458 have confirmed the neutron star nature of J1819- 1458” (p. 58).</p> <p>According to McLaughlin in 2011, he claims that “the XMM observations of J1819-1458 have confirmed the neutron star nature of J1819- 1458” (p. 58)</p> <p>* pinpoint the quote</p>	<p>McLaughlin (2011) reports the discovery of rotating radio transients.</p> <p>According to McLaughlin in 2011 reports the discovery of rotating radio transients.</p>	
	Information Prominent	Information Prominent	
	<p>New discoveries “hint at the rich variety of transient sources that remain to be discovered” (McLaughlin 2011, p. 65).</p> <p>* pinpoint the quote</p>	<p>Results for specific objects are analyzed in detail (McLaughlin 2011).</p>	

Encyclopedia, no author, specific entry	Author Prominent	Author Prominent	Geoffrey Blainey. (2012). In <i>Encyclopædia Britannica online</i> . Retrieved from http://www.britannica.com/EBchecked/topic/68731/GeoffreyBlainey *use title, as for book with no author
	Geoffrey Blainey (2012) describes Blainey's, style as "lucid and imaginative", but gives no Examples. As stated by Geoffrey Blainey in 2012 describes Blainey's, style as "lucid and imaginative", but gives no Examples. * pinpoint the quote	Geoffrey Blainey (2012) gives minimal biographical and professional information. As stated by Geoffrey Blainey in 2012, he gives minimal biographical and professional information.	
	Information Prominent	Information Prominent	
	Blainey's "authoritative texts" have generated controversy, but there is no supporting evidence in the entry itself (Geoffrey Blainey 2012). * pinpoint the quote	Blainey's work is significant in Australian economic and social history, but is not detailed (Geoffrey Blainey 2012).	
Dictionary no author, specific entry	Author Prominent	Author Prominent	Argument. (2011). <i>Oxford English dictionary online</i> . Retrieved from http://www.oed.com.ezproxy.lib.edu.au/view/Entry/10663
	"Argument" (2011, p. 2 of 4) highlights the logical dimension: "A connected series of statements or reasons intended to establish a position (and, hence, to refute the opposite); a process of reasoning; argumentation". "Argument" (2011) highlights the logical dimension: "A connected series	Argument (2011) clearly traces the etymology of the term.	

	<p>of statements or reasons intended to establish a position (and, hence, to refute the opposite); a process of reasoning; argumentation” (p. 2 of 4).</p> <p>As written by “Argument” in 2011 highlights the logical dimension: “A connected series of statements or reasons intended to establish a position (and, hence, to refute the opposite); a process of reasoning; argumentation” (p. 2 of 4).</p> <p>* pinpoint the quote</p>	<p>As written by Argument in 2011 clearly traces the etymology of the term.</p>	
	Information Prominent	Information Prominent	
	<p>The mathematical term “argument refers to an independent variable of a function” (Argument 2011, Draft additions 1997, p. 4).</p> <p>* pinpoint the quote</p>	<p>Various usages and nuances of the term argument are demonstrated through historical Examples (Argument’ 2011).</p>	
Dictionary, one or more authors	Author Prominent	Author Prominent	
	<p>Matsumoto (2009, p. 417) defines quantitative psychology as “approaches that use mathematics in order to describe the workings of the mind and control of behaviour.”</p>	<p>Matsumoto (2009) attempts to account for recent changes meanings of terms in psychology.</p>	

	<p>Matsumoto (2009) defines quantitative psychology as “approaches that use mathematics in order to describe the workings of the mind and control of behavior” (p. 417).</p> <p>As written by Matsumoto in 2009 defines quantitative psychology as “approaches that use mathematics in order to describe the workings of the mind and control of behavior” (p. 417).</p> <p>* pinpoint the quote</p>	<p>As written by Matsumoto in 2009 attempts to account for recent changes meanings of terms in psychology.</p>	<p>Matsumoto, D. (2009). <i>The Cambridge dictionary of psychology</i> [e-book]. Cambridge: Cambridge University Press. Retrieved from http://www.monash.ebilib.com.au.ezproxy.lib.edu.au/patron/FullRecord.aspx?p=461152</p>
	Information Prominent	Information Prominent	
	<p>Psychology spans “the microlevel neural processes... to macrolevel social and cultural processes” (Matsumoto 2009, p. xv).</p> <p>* pinpoint the quote</p> <p>*ellipsis of three dots indicates word/s omitted</p>	<p>Major theories in psychology are briefly described (Matsumoto 2009).</p>	

Periodical or serial electronic			
One author	Author Prominent	Author Prominent	Downing, S. (2010). Social control in a subculture of piracy. <i>Journal Of Criminal Justice And Popular Culture</i> , 17(1), 77- 123. Retrieved from http://www.albany.edu/scj/jcipc/jcipc_vol17.html
	As Downing (2010, p. 103) points out, “acquisition of the external device(s) needed to pirate is itself a process that requires one to possess a certain knowledge base”.	Downing (2010) recorded data from online forums.	
	As Downing (2010) points out, “acquisition of the external device(s) needed to pirate is itself a process that requires one to possess a certain knowledge base” (p. 103).		
	As written by Downing in 2010points out, “acquisition of the external device(s) needed to pirate is itself a process that requires one to possess a certain knowledge base” (p. 103). * pinpoint the quote	As written by Downing in 2010 it is recorded data from online forums.	
	Information Prominent	Information Prominent	
	Many pirates “present legitimate arguments for downloading software” (Downing 2010, p. 116). * pinpoint the quote	Internet piracy, rather than being chaotic, operates within informal constraints (Downing 2010).	

Two authors	Author Prominent	Author Prominent	Head, B. and Redmond, G. (2011). Making prevention work in human services for children and youth. <i>Australian Review of Public Affairs</i> , 10(1), 5-22. Retrieved from http://www.australianreview.net/journal/v10/n1/head_redmond.pdf
	<p>Head and Redmond's (2011, p. 7) argument "implicitly takes ... the clean slate approach to child development".</p> <p>Head and Redmond's (2011) argument "implicitly takes ... the clean slate approach to child development" (p. 7).</p> <p>As stated by Head and Redmond's in 2011 argument "implicitly takes ... the clean slate approach to child development" (p. 7).</p> <p>* pinpoint the quote *use double quotation marks for a quote within a quote *ellipsis of three dots indicates word/s omitted</p>	<p>Head and Redmond (2011) argue that prevention significantly improves outcomes.</p> <p>As stated by Head and Redmond in 201, they argue that prevention significantly improves outcomes. *use and in sentence</p>	
	Information Prominent	Information Prominent	
	<p>It is argued that "the value judgments and choices... need to be better articulated and understood" (Head & Redmond 2011, p. 18).</p> <p>* pinpoint the quote *ellipsis of three dots indicates word/s omitted</p>	<p>A history of prevention approaches reveals a wide range of underlying assumptions (Head & Redmond 2011).</p> <p>*use & in citation</p>	

Three authors to five authors	Author Prominent	Author Prominent	Townsend, K., McDonald, P., and Esders, L. (2008). How political, satirical cartoons illustrated Australia's work choices debate. <i>Australian Review of Public Affairs</i> , 9(1), 1- 26, Retrieved http://www.australianreview.net/journal/v9/n1/townsend.pdf
	A study by Townsend, McDonald and Esders (2008, p. 22) showed that the cartoons "were moderate in tone".	Townsend, McDonald and Esders (2008) found that mainstream media cartoons were cynical but not destructive. *use and in sentence.	
	A study by Townsend et al. (2008) showed that the cartoons "were moderate in tone" (p. 22).		
	According to Townsend et al. in 2008, showed that the cartoons "were moderate in tone" (p. 22).	According to Townsend et al. in 2008, it is found that mainstream media cartoons were cynical but not destructive.	
	*use and in sentence *ellipsis of three dots indicates word/s omitted	*use and in sentence	
	Information Prominent	Information Prominent	
	As expected, "published cartoons were only part of the wider political discourse at a tumultuous time" (Townsend, McDonald & Esders 2008, p. 22).	Cartoons concerning Work Choices were classified thematically (Townsend, McDonald & Esders 2008).	
	*pinpoint the quote *use & in citation	*use & in citation	
Six to seven authors	Author Prominent	Author Prominent	
	As in the paper written by Gilbert, D. G. et al. (2010, p.15) "the continuation of	Gilbert, D. G. et al. (2010, p.15) the inflation effects on the rising of the	

	inflation; process were rising even though quantities were falling”.	process and falling of the quantities.	Gilbert, D. G., McClernon, J. F., Rabinoch, N. E, Sugai, C., Plath, L. C., Asgaard, G., & Botros, N. (2010). Macroeconomics: Concepts, theories, and policies. <i>The Economic Journal</i> , 9(1), 10-22. Retrieved from http://economicjournal.com
	As in the paper written by Gilbert, D. G. et al. (2010) “the continuation of inflation; process were rising even though quantities were falling” (p.15).	Gilbert, D. G. et al. (2010) the inflation effects on the rising of the process and falling of the quantities (p.15).	
	As in the paper written by Gilbert, D. G. et al. in 2010 “the continuation of inflation; process were rising even though quantities were falling” (p.15).	According to Gilbert, D. G. et al. in 2010 the inflation effects on the rising of the process and falling of the quantities (p.15).	
	Information Prominent	Information Prominent	
	“The continuation of inflation; process were rising even though quantities were falling” (Gilbert, D. G. et al., 2010, p.15).	The inflation effects on the rising of the process and falling of the quantities (Gilbert, D. G. et al., 2010, p.15).	
More than seven authors	Author Prominent	Author Prominent	Carson, L., White, S., Guimard, P., Florin, A., Hendriks, C., Light, M. A.,...Palmer, J. (2002). Community consultation in environmental policy making. <i>The drawing board: An Australian review of public affairs</i> , 3(1), 1- 13. Retrieved from
	Carson et al. (2002, p. 11) observed that “participants want to suggest solutions”.	Carson et al. (2002) analyse a consultation process involving citizens.	
	Carson et al. (2002) observed that “participants want to suggest solutions” (p. 11).		

	<p>As stated by Carson et al. in 2002 observed that “participants want to suggest solutions” (p. 11).</p> <p>*pinpoint the quote *use et al.</p>	<p>As stated by Carson et al. in 2002 analyse a consultation process involving citizens.</p> <p>*use et al. for source with four or more authors (note stop only after ‘al., not after ‘et’)</p>	<p>http://www.australianreview.net/journal/v3/n1/carson.</p>
	Information Prominent	Information Prominent	
	<p>“Consultation need not be an add-on, a requirement to show the public agrees”, but can shape the outcome (Carson et al. 2002, p. 12).</p> <p>*use et al.</p>	<p>Community consultation was not common at that time (Carson et al. 2002, p. 2).</p> <p>*pinpoint the specific information</p>	
No author	Author Prominent	Author Prominent	<p>Freezing fish at sea. (1958). <i>Nature</i>, 181(4612), 817. Retrieved from http://www.nature.com.ezproxy.lib.edu.au/nature/journal/v181/n4612/pdf/181817b0.pdf</p> <p>*use title in place of author</p>
	<p>Freezing fish at sea (1958, p. 817) describes the experiment as “extensive and impressive”.</p> <p>Freezing fish at sea (1958) describes the experiment as “extensive and impressive” (p. 817).</p> <p>As written in the Freezing fish at sea in 1958, it is described the experiment as “extensive and impressive” (p. 817).</p> <p>*pinpoint the quote</p>	<p>Freezing fish at sea (1958) reports on a study into quick freezing technology.</p> <p>As written in the Freezing fish at sea in 1958, it is reports on a study into quick freezing technology.</p>	

	Information Prominent	Information Prominent	
	<p>Quick freezing technology was trialed to improve quality in situations in which “the earlier part of the catch may be some twelve days old when it is landed” (Freezing fish at sea 1958, p. 817).</p> <p>*pinpoint the quote</p>	<p>The experimental quick freezing process was successful in all conditions. (Freezing fish at sea 1958, p. 817).</p> <p>*pinpoint the specific information</p>	
Article from a database	Author Prominent	Author Prominent	<p>Kim, D. & Johnson, T. (2012). Political blog readers: Predictors of motivations for accessing political blogs. <i>Telematics and Informatics</i>, 29(1), 99- 109. Retrieved from Sage Journals online.</p>
	<p>Kim and Johnson (2012, p. 105) conclude that the blogs exist “to find out what other people think about important issues or events and to keep up with the main issues of the day”.</p> <p>Kim and Johnson (2012) conclude that the blogs exist “to find out what other people think about important issues or events and to keep up with the main issues of the day” (p. 105).</p> <p>According to Kim and Johnson in 2012, it is concluded that the blogs exist “to find out what other people think about important issues or events and to keep up with the main issues of the day” (p. 105).</p>	<p>Kim and Johnson (2012) examined motivations for participation in political blogs.</p> <p>As stated by Kim and Johnson in 2012, they examined motivations for participation in political blogs.</p>	

	* pinpoint the quote *use and in sentence	*use and in sentence	
	Information Prominent	Information Prominent	
	There appears to be “a weak relation between demographics and motivations for using blogs, consistent with past studies” (Kim & Johnson 2012, p. 106). * pinpoint the quote *use & in citation	Blogs serve as an interactive forum for interpersonal discussion (Kim & Johnson 2012, p. 106). * pinpoint the specific information *use & in citation	
Article with doi	Author Prominent	Author Prominent	Novick, M. (2012). Allowable interval sequences and separating convex sets in the plane. <i>Discrete Computational Geometry</i> , 47(2) 378- 392. doi: 10.1007/s00454-011- 9365-5 *copy the full digital object identifier (doi:xxxxxx) from the article *no URL required, no viewed date required, no database name required
	Novick (2012, p. 379) refers to a previous proof “known as allowable sequences of permutation (emphasis in original).	Novick (2012) uses a recently devised method to address the separation of convex sets in the plane.	
	Novick (2012) refers to a previous proof “known as allowable sequences of permutation (emphasis in original)” (p. 379). As stated by Novick in 2012, refers to a previous proof “known as allowable sequences of permutation (emphasis in original)” (p. 379).	As stated by Novick in 2012, he uses a recently devised method to address the separation of convex sets in the plane	

	<p>* pinpoint the quote”</p> <p>* (emphasis in original) indicates no change to original</p>		
	Information Prominent	Information Prominent	
	<p>The “upper bound from Proposition 6.1 increases by no more than $n - 3j + 1$”, according to Novick (2012, p. 392).</p> <p>* pinpoint the quote</p>	<p>A series of proofs from 1979 onward is invoked as partial support for the main argument (Novick 2012).</p>	
Citing a source within a source	Author Prominent	Author Prominent	<p>Shirazi, F. (2012). Information and communication technology and women empowerment in Iran. <i>Telematics and Informatics</i>, 29(1), 45-55. Retrieved from http://www.australianreview.net/journal/v3/n1/carson.pdf</p> <p>*in the Reference list include only the article you actually used, (not the source cited in the article you used).</p>
	<p>ASoguel (2010 cited in Shirazi 2012, p. 49) stated that “every print magazine for women we had was closed, so we created a new world for ourselves in cyberspace”</p>	<p>Esfandiari (1997 cited in Shirazi 2012, pp. 47-48) reports that Iranian women’s movements have a long history.</p> <p>*pinpoint the citation in your source</p> <p>*include year of publication for both sources</p>	
	Information Prominent	Information Prominent	
	<p>“Every print magazine for women we had was closed, so we created a new world for ourselves in cyberspace” (Soguel, 2010 cited in Shirazi 2012, p. 49).</p> <p>*pinpoint the quote</p>	<p>Where freedom of expression is constrained, subversive modes of dissent arise (Haider 2009 cited in Shirazi 2012, p. 46).</p> <p>*pinpoint the citation in your source</p>	

Newspaper article from a database	Author Prominent	Author Prominent	Devlin, M. (2011, November 16). Keys found to success by the less privileged. <i>The Australian</i> . Retrieved from Business Insight Global *include database name in brackets, no URL required *include day of publication and page number
	Devlin (2011, p. 32) points to a move from “elite, through mass to universal access” in Australian higher education. Devlin (2011) points to a move from “elite, through mass to universal access” (p. 32)in Australian higher education. According to Devlin in 2011 points to a move from “elite, through mass to universal access” (p. 32) in Australian higher education. *pinpoint the quote	Devlin (2011, p. 32) reports on a recent study of first year students from low socioeconomic backgrounds. Devlin (2011) reports on a recent study of first year students from low socioeconomic backgrounds (p. 32). According to Devlin in 2011 reports on a recent study of first year students from low socioeconomic backgrounds (p. 32). * pinpoint the specific information	
	Information Prominent	Information Prominent	
	Students nominated “perseverance” as a significant factor contributing to success in first year university (Devlin 2011, p. 32). *pinpoint the quote	A recent study by Deakin university attributes four major factors to first year success (Devlin 2011, p. 32). *pinpoint the specific information	
	Author Prominent	Author Prominent	
	Flitton (2012) claims that “Australia is about to confront the biting reality of	Flitton (2012) reports a substantial cut in funding for the US military.	

Newspaper article	US military decline". As written by Flitton in 2012, he claims that "Australia is about to confront the biting reality of US military decline". * pinpoint the quote	As written by Flitton in 2012, he reports a substantial cut in funding for the US military.	Flitton, D. (2012, February 5). Economic woes hit US defence ambitions. <i>The Canberra Times</i> . Retrieved from http://www.canberratimes.com.au/news/world/world/general/economic-woes-hit-us-defenceambitions/2409318.aspx *include both day of publication and viewed
	Information Prominent	Information Prominent	
	Australian foreign policy must respond to the "US's formal strategy to fight two large adversaries at once" (Flitton 2012, para. 3). * pinpoint the quote	New forms of warfare have influenced US government funding of its defense forces (Flitton 2012). * pinpoint the specific information	
Newspaper Article, no author	Author Prominent	Author Prominent	Stabbed man found lying in street. (2012, January 5). <i>The Townsville Bulletin</i> . Retrieved from http://www.townsvillebulletin.com.au/article/2012/01/05/295451_news.html *use title in place of author
	"Stabbed man found lying in street" (2012) reports "that the victim refused to hand over his property". As written by "Stabbed man found lying in street" in 2012, it is reported "that the victim refused to hand over his property". * pinpoint the quote	Recent articles such as stabbed man found lying in street (2012) demonstrate a continuing focus on sensationalist reporting. As stated in the recent articles such as stabbed man found lying in street in 2012, it is demonstrate a continuing focus on sensationalist reporting.	

	Information Prominent	Information Prominent	
	<p>Use of statements from hospital staff is common for Example a man is reported as in “a critical condition” (Stabbed man found lying in street 2012) after being mugged.</p> <p>* pinpoint the quote</p>	<p>Robbery and mugging feature in local newspapers, as in a recent news story (Stabbed man found lying in street 2012).</p>	
Article in an online newsletter	Author Prominent	Author Prominent	<p>Stellman, J. (2011, September). Fighting fire with fire: Recent burning programs in the APY lands. <i>Caring for Country</i>. Retrieved from http://www.awnrm.sa.gov.au/Portals/3/AW%20News%20Edition3.pdf</p>
	<p>Stellman (2011, p. 2), as is typical for a general audience, asserts, but does not provide evidence that local populations “have been burning country since time immemorial as it was critical to their existence”.</p> <p>Stellman (2011), as is typical for a general audience, asserts, but does not provide evidence that local populations “have been burning country since time immemorial as it was critical to their existence” (p. 2).</p> <p>According to the article written by Stellman in 2011, as is typical for a general audience, asserts, but does not provide evidence that local populations “have been burning country since time</p>	<p>Stellman (2011) is an Example of informing the general public of recent programs.</p> <p>According to the article written by Stellman in 2011, it is an Example of informing the general public of recent programs.</p>	

	immemorial as it was critical to their existence”(p. 2). * pinpoint the quote		
	Information Prominent	Information Prominent	
	Explanations are basic; for Example, “the proliferation of Buffel Grass in the arid zone is altering the fire regime” (Stellman 2011, p. 2). * pinpoint the quote	Explaining procedures to a general audience is one common purpose of newsletters (Stellman 2011).	
Part Three: Website			
One author	Author Prominent	Author Prominent	Fein, B. (2011). <i>The American view: God, family, republic</i> . Retrieved from http://archive.theamericanview.com/index.php?id=1770 *this is an Example of a nonacademic website which may be analysed for research purposes. Do not rely on the information in the website- find an academic source instead
	Fein (2011) claims, without supporting statistics, that “the vast majority of victims of illegal or unconstitutional surveillance under FISA are never informed of the spying”. According to Fein in 2011 he claims, without supporting statistics, that “the vast majority of victims of illegal or unconstitutional surveillance under FISA are never informed of the spying”.	Fein (2011) is an Example of an opinion piece providing no supporting evidence. According to Fein in 2011, it is an Example of an opinion piece providing no supporting evidence.	

	*pinpoint the quote		
	Information Prominent	Information Prominent	
	<p>Websites promoting particular beliefs and values are common; for Example the belief that “Liberty for its own sake is the definition of America” (Fein 2011).</p> <p>*pinpoint the quote</p>	<p>In an American website with explicit religious aims, the Patriot Act is depicted as unconstitutional (Fein 2011).</p>	
<p>Organization as author</p> <p>Websites for a non-academic target audience are NOT acceptable academic sources unless as objects of research</p>	Author Prominent	Author Prominent	<p>The Royal Society for the Prevention of Cruelty to Animals (RSPCA) Victoria. (2011). <i>Jumps racing</i>. Retrieved from http://www.rspcavic.org/issuestake-action/jumps-racing/</p> <p>* include initials in round brackets only if the source is cited more than once in-text *this is an Example of a nonacademic website. Do not rely on the information in the website (it may be too basic or unreliable) - find an academic source instead</p>
	<p>The Royal Society for the Prevention of Cruelty to Animals Victoria (RSPCA, 2011) claims, again with no evidence, that jumps racing is “a small and unprofitable part of the racing industry”.</p> <p>According to RSPCA in 2011, they claims, again with no evidence, that jumps racing is “a small and unprofitable part of the racing industry”.</p> <p>* pinpoint the quote</p> <p>*At the subsequent citations then can use abbreviation of the organization name</p>	<p>The Royal Society for the Prevention of Cruelty to Animals, Victoria (RSPCA, 2011) argues against jumps racing, as appropriate to its mission.</p> <p>As reported by RSPCA in 2011, they argues against jumps racing, as appropriate to its mission.</p> <p>*if you have only one in text citation to a source in your work, you must use the full author name (no initials or abbreviations)</p>	

	Information Prominent	Information Prominent	
	<p>The basis on which claims rest is not given; for Example, “in a jumps race there is a one in 14 chance of injury and a one in 116 chance of death for the racehorse” (RSPCA Victoria 2011, para. 9).</p> <p>* pinpoint the quote *initials for second and subsequent citations ONLY</p>	<p>It is asserted without evidence that the campaign against jumps racing in Victoria attracted strong support (The Royal Society for the Prevention of Cruelty to Animals [RSPCA] Victoria 2011).</p> <p>*first of two or more citations include full name and initials in square brackets</p>	
Report from an institution website	Author Prominent	Author Prominent	<p>Reese, A. (2013). Sectarian and regional conflict in the Middle East. <i>Middle East Security Report 13, Institute for the study of war</i>. Retrieved from http://www.understandingwar.org/sites/default/files/SectarianandRegionalConflictintheMiddleEast_3JUL.pdf.</p>
	<p>Reese (2013) concludes that “Syria and Iraq have become the battlefronts for a regional conflict that is marked by increase in sectarian rhetoric and violence” with no obvious stabilizing influence (p. 19-20).</p> <p>According to Reese in 2013, it is concluded that Syria and Iraq have become the battlefronts for a regional conflict that is marked by increase in sectarian rhetoric and violence” with no obvious stabilizing influence (p. 19-20).</p> <p>*pinpoint the quote</p>	<p>Reese (2013) examines how the Syrian and Iraqi conflicts have spilled into neighbouring countries.</p> <p>According to Reese in 2013 examines how the Syrian and Iraqi conflicts have spilled into neighbouring countries.</p>	

	Information Prominent	Information Prominent	
	According to the report, the U.S. “must pursue a regional strategy, not just a Syria-centric or Iran-centric strategy” (Reese 2013, p. 20). *pinpoint the quote	The report examines the escalation of conflict in Syria during 2012 and early 2013 (Reese, 2013).	
Part Four: Social Media			
Blog post	Author Prominent	Author Prominent	Patterson, M. (2011, January 5). Open access mega journals find out more in Estonia [Web log post]. Retrieved form http://blogs.plos.org/plos/2011/06/open-access-megajournals-%e2%80%93-find-out-more-inestonia/

	Information Prominent	Information Prominent	
	Open-access journals are challenging the “primacy of the [traditional] journal as the mechanism for the organization of published research” (Patterson 2011, p.20). *pinpoint the quote	Publication rates in open-access journals have increased over the last four years (Patterson 2011, p.12). *pinpoint the specific information	
Wiki entry	Author Prominent	Author Prominent	Cretaceous. (2011). Retrieved November 12, 2011 from Wikipedia: http://en.wikipedia.org/wiki/Cretaceous * use the date of the last revision to the wiki article as the publication year
	avoid author prominent as wiki articles cannot be reliably attributed to any one (or more) persons	* avoid author prominent as wiki articles cannot be reliably attributed to any one (or more) persons	
	Information Prominent	Information Prominent	
	Language style is basic for Example, the use of parallel construction in the repeated modal verb “modern crocodilians can live as scavengers and can survive for months without food” (Cretaceous 2011). *pinpoint the quote * cite the title and the date of last revision	Information is framed for a general audience (Cretaceous 2011). * cite the title of the wiki and the date of last revision	
	Author Prominent	Author Prominent	
	Gillard (2011) further broadcast the message online that proposed wage	Gillard’s (2011) strategy included using Facebook to announce the plan to deliver	

<p>Update on social network</p> <p>* social media are NOT acceptable academic sources unless as objects of research</p>	<p>increases would benefit “150,000 of Australia’s lowest paid workers”.</p> <p>As stated by Gillard in 2011 further broadcast the message online that proposed wage increases would benefit “150,000 of Australia’s lowest paid workers”.</p> <p>*pinpoint the quote</p>	<p>a pay rise to employees in the social services sector.</p> <p>As stated by Gillard’s in 2011 strategy included using Facebook to announce the plan to deliver a pay rise to employees in the social services sector.</p> <p>*pinpoint the specific information</p>	<p>Gillard, J. (2011). Strategy. http://www.strategy in Australia. In Facebook [Facebook update]. Retrieved from https://www.facebook.com/juliagillard/posts/263639040354656</p>
	Information Prominent	Information Prominent	
	<p>The government used online forums to declare that it was “prepared to provide over \$2 billion” (Gillard 2011).</p> <p>*pinpoint the quote</p>	<p>The government used online forums to declare that it was “prepared to provide over \$2 billion” (Gillard 2011, para. 1).</p> <p>*pinpoint the quote</p>	
<p>YouTube</p> <p>* YouTube or similar are NOT acceptable academic sources unless</p>	Author Prominent	Author Prominent	<p>Gsmokeyjoe. (2007, November 4). Stephen Fry on the joys of swearing [Video file]. Retrieved from http://www.youtube.com/watch?v=s_osQvkeNRM&feature=youtu.be</p>
	<p>Gsmokeyjoe (2007) During his musings Stephen Fry provocatively declared “the people I know that swear the most tend to have the widest vocabularies”</p> <p>According to Gsmokeyjoe in 2007 During his musings Stephen Fry provocatively declared “the people I know that swear the most tend to have</p>	<p>Gsmokeyjoe’s (2007) the purpose of entertainment, Stephen Fry has argued for the value of swearing.</p> <p>In 2007 a statement has been released by Gsmokeyjoe’s, he stated that the purpose of entertainment, Stephen Fry has argued for the value of swearing.</p>	

as objects of research	the widest vocabularies”		
	Information Prominent	Information Prominent	
	During his musings Stephen Fry provocatively declared “the people I know that swear the most tend to have the widest vocabularies” (Gsmokeyjoe 2007)	For the purpose of entertainment, Stephen Fry has argued for the value of swearing (Gsmokeyjoe 2007).	
Bulletin boards, Forums, Usenet, Email lists	Author Prominent	Author Prominent	<p>Adams, D. (2011, January 20). Re: PCA with very large number of landmarks? [Online forum comment]. Retrieved from http://www.mailarchive.com/morphmet%40morphometrics.org/msg02412.html.</p> <p>Adams, D. (2011, January 20). Re: PCA with very large number of landmarks? [electronic mailing list message]. Retrieved from http://www.mailarchive.com/morphmet%40morphometrics.org/msg02412.html.</p>
	Adams (2011) notes that, in this case, “the issues related to Rao's curse of dimensionality are less applicable”.	Adams (2011) noted the usefulness of Principal Coordinates Analysis in this situation.	
	According to Adams in 2011, he notes that, in this case, “the issues related to Rao's curse of dimensionality are less applicable”.	In 2011 a statement by Adams noted that the usefulness of Principal Coordinates Analysis in this situation.	
	* pinpoint the quote	* pinpoint the specific information	
	Information Prominent	Information Prominent	
	Principal Coordinates Analysis produces the “matrix of pairwise distances between objects” (Adams 2011).	Computation time is a major issue with very large covariance matrices (Adams 2011, para. 3).	
	* pinpoint the quote	* pinpoint the specific information	

Part five: Theses/ dissertations			
Thesis, print	Author Prominent	Author Prominent	<p>Howie, L. (2008). <i>Terror: Witnesses and the reanimation of 9/11 as image event, commodity</i> (doctoral thesis). Melbourne: Monash University Press.</p> <p>*insert masters thesis, honours thesis, doctoral thesis as necessary</p>
	<p>Howie (2008, p. 68) suggests “fiction and reality are not easily distinguishable when they are both images”.</p> <p>Howie (2008) suggests “fiction and reality are not easily distinguishable when they are both images” (p. 68).</p> <p>As stated by Howie in 2008, he suggests “fiction and reality are not easily distinguishable when they are both images” (p. 68).</p> <p>* pinpoint the quote</p>	<p>Howie (2008) argues that major cities are crucial targets for displays of terrorism.</p> <p>In 2008, a statement by Howie argues that major cities are crucial targets for displays of terrorism.</p>	
	Information Prominent	Information Prominent	
	<p>Televisual images are “substitutes or simulations, for being first-hand witnesses of terrorism” (Howie 2008, p. 155).</p> <p>* pinpoint the quote</p>	<p>The commodification of terrorism is analysed (Howie 2008).</p>	

Thesis, online	Author Prominent	Author Prominent	Clark, P. (2011). <i>Synthesis of interlocked molecules by olefin metathesis</i> (doctoral thesis, California Institute of Technology). Retrieved from http://thesis.library.caltech.edu/5981/1/Paul_Clark_PhD_Thesis__8-10-2010.pdf
	Clark (2011, p. 183) amusingly characterises this polymer as a molecular “charm bracelet”.	The thesis (Clark 2011) extends research into interlocked architectures.	
	Clark (2011) amusingly characterises this polymer as a molecular “charm bracelet” (p. 183).		
	According to Clark in 2011amusingly characterises this polymer as a molecular “charm bracelet” (p. 183). * pinpoint the quote	In 2011, the thesis Clark extends research into interlocked architectures.	
	Information Prominent	Information Prominent	
	Interlocked molecules have are defined as “discrete molecules that contain no covalent bonds between them, but that cannot be separated without cleavage of at least one covalent bond (Clark 2011, p. 2). * pinpoint the quote	A number of methods were tested and rejected (Clark 2011).	
Thesis from a database	Author Prominent	Author Prominent	Kato, S. (2011). <i>The popular music canon and the neglect of mainstream rock</i> (master thesis). Retrieved from Proquest Dissertations and Theses. (UMI 3259752)
	Clark (2011, p. 183) amusingly characterises this polymer as a molecular “charm bracelet” .	Kato (2011) interrogates the dominant values which have excluded mainstream rock from the literature.	

	Clark (2011) amusingly characterises this polymer as a molecular “charm bracelet” (p. 183).		
	As stated by Clark in 2011, he amusingly characterises this polymer as a molecular “charm bracelet” (p. 183).	As stated by Kato in 2011, interrogates the dominant values which have excluded mainstream rock from the literature.	
	* pinpoint the quote		
	Information Prominent	Information Prominent	
	Interlocked molecules have are defined as “discrete molecules that contain no covalent bonds between them” (Clark 2011, p. 2).	The introduction of mainstream rock to music research literature is justified (Kato 2011).	
Part Six: Data, Figures and Images			
Figure, print	Author Prominent	Author Prominent	Tenopir, C., King, D.W., Boyce, P., Grayson, M., & Paulson, K. (2005). Relying on electronic journals: Reading patterns of astronomers [Figure]. <i>Journal of the American Society for Information Science and Technology</i> , 56(8), 786-802.
	Tenopir et al. (2005, Table 4)“Astronomers tend to have fewer personal journal subscriptions than other scientists”	Tenopir et al. (2005, Table 4) Scientists more prefer to subscribed journals rather than Astronomers	
	Information Prominent	Information Prominent	
	“Astronomers tend to have fewer personal journal subscriptions than other scientists” (Tenopir et al. 2005, Table 4).	According to figure, scientists more prefer to subscribed journals rather than astronomers(Tenopir et al. 2005, Table 4)	

Figure, online	Author Prominent	Author Prominent	<p>Rittmeyer, E., Allison, A., Gründler, M., Thompson, D., & Austin, C. (2012). Ecological guild evolution and the discovery of the world's smallest vertebrate [Figure]. <i>PLoS ONE</i>, 7(1), 797. doi:10.1371/journal.pone.002979</p> <p>*Mention Figure in square bracket</p>
	Rittmeyer et al. (2012, Figure 2) “species of Paedophryne from the south-east of Papua New Guinea”	<p>Rittmeyer et al. (2012, Figure 2) describe a new species of Paedophryne from the south-east of Papua New Guinea.</p> <p>*use et al. for source with four or more authors</p>	
	Information Prominent	Information Prominent	
	“species of Paedophryne from the south-east of Papua New Guinea” (Rittmeyer et al. 2012, Figure 2)	<p>The first finger and toe of Paedophryne are reduced to vestigial nubs (Rittmeyer et al. 2012, Figure 1).</p> <p>*use et al.</p>	
Table, print	Author Prominent	Author Prominent	<p>Tenopir, C., King, D.W., Boyce, P., Grayson, M., & Paulson, K. (2005). Relying on electronic journals: Reading patterns of astronomers [Table]. <i>Journal of the American Society for Information Science and Technology</i>, 56(8), 786-802.</p>
	Tenopir et al. (2005, Table 7) “Astronomers tend to have fewer personal journal subscriptions than other scientists”	<p>Tenopir et al. (2005, Table 7) found that astronomers primarily read articles published in the last year.</p> <p>*use et al. for source with four or more authors (note stop [.] only after ‘al.’, not after ‘et’)</p>	
	Information Prominent	Information Prominent	
	“Astronomers tend to have fewer personal journal subscriptions than other scientists” (Tenopir et al. 2005,	Astronomers tend to have fewer personal journal subscriptions than other scientists (Tenopir et al. 2005, Table 4).	

	Table 4).	*use et al.	
Table, online	Author Prominent	Author Prominent	Brazzeal, B. (2011). Citations to Wikipedia in chemistry journals: A preliminary study [Table]. <i>Issues in Science and Technology Librarianship</i> , Fall 2011. Retrieved from http://www.istl.org/11-fall/refereed2.html
	Brazzeal (2011, Table 1) “citation in chemistry journals”	Brazzeal (2011, Table 1) found that most citations to Wikipedia in Chemistry journals were for general scientific information.	
	Information Prominent	Information Prominent	
	“Citation in chemistry journals” (Brazzeal 2011, Table 1).	Relatively few citations to Wikipedia are for specific mathematical formulas or chemical properties (Brazzeal 2011, Table 1).	
Map, print	Author Prominent	Author Prominent	Department of transport and communications. (1984). <i>Sound and television broadcasting stations: field strength contour maps</i> [Demographic Map]. 1:2,500,000. Broken Hill: Department of Transport and Communications. 31°56’S 141°29’E. *give the author, year, title of the map collection, map, scale, publisher, map sheet name, and latitude and longitude if possible
	Data from the Department of Transport and Communications (1985) “Restricted broadcast signal around Broken Hill”	Data from the Department of Transport and Communications (1985) indicates that broadcast signal strength was restricted around Broken Hill.	
	Information Prominent	Information Prominent	
	“Restricted broadcast signal around Broken Hill”(Data from the Department of Transport and Communications 1985)	In the early 1980s, SBS broadcasting from Broken Hill reached as far south as the town of Morgan Vale (Department of Transport and Communications 1985).	

Map, online	Author Prominent	Author Prominent	Bowen, T. (1777). A new & accurate map of Asia: Drawn from the most approved modern maps & charts. <i>Middleton's complete system of geography</i> . C Middleton (Ed.), map, ca. 1:33,000,000 [Demographic map]. Retrieved from http://nla.gov.au/nla.maprm185
	Bowen (1777) "early map of Australia"	An early map (Bowen 1777) contributes to the depiction of Australia, as terra nullius.	
	Information Prominent	Information Prominent	
	"Early map of Australia"(Bowen 1777)	A 1777 map of Australia employs the older name of New Holland (Bowen 1777).	
Computer software, online	Author Prominent	Author Prominent	Holland, S. (2009). Analytic rarefaction (Version 2.0) [Computer software]. Athens: Hunt mountain software. Retrieved from http://www.huntmountainsoftware.com/html/rarefaction.html
	Not applicable for quotation style.	Holland (2009) provides a simple tool for rarefaction.	
	Information Prominent	Information Prominent	
		Diversity curves were constructed using Analytic rarefaction (Holland 2009).	
Computer software, no programmer, online	Author Prominent	Author Prominent	EndNote X5. (2011). (Version 15) [Computer software]. Carlsbad: Thompson Reuters. Retrieved from http://www.endnote.com/enhome.asp * Give the version where available, even if the version number is part of the software title
	Not applicable for quotation style.	Reference management software, such as EndNote X5 (2011) has become common place.	
	Information Prominent	Information Prominent	
	Not applicable for quotation style.	Downloaded journal articles can be attached to individual records (EndNote	

		X5 2011).	
CD-ROM / DVD-ROM	Author Prominent	Author Prominent	<i>International Financial Statistics</i> . (2008). [CD-ROM]. Washington, D.C.: International Monetary Fund. * substitute DVD-ROM for CDROM where appropriate
	Not applicable for quotation style.	Analysis was facilitated by the availability of large financial statistics datasets (International Financial Statistics 2008).	
	Information Prominent	Information Prominent	
	Not applicable for quotation style.	Financial data given in International Financial Statistics (2008) has been extensively analysed.	
Images, online	Author Prominent	Author Prominent	Cattani, D. (2011). <i>CTL-005 John, Christian and Ace in the showroom of Sophisto-Cat</i> [online image]. Retrieved from http://www.christianthelionprints.com/ctlshop *cite details and URL of location (e.g. web page) on which the image is was viewed
	Not applicable for quotation style.	Catani's (2011) photograph of Christian the lion in his owners' showroom is part of a series.	
	Information Prominent	Information Prominent	
	Not applicable for quotation style.	A lion photographed in a London showroom by Cattani (2011) has been used to generate income.	
Images from a database, known creator	Author Prominent	Author Prominent	Kandinsky, V. (1914). <i>Panel for Edwin R. Campbell no. 2</i> [digital image of painting]. Retrieved from http://www.moma.org/collection/object.php?object_id=79450
	Not applicable for quotation style.	Kandinsky (1914) explored the use of brilliant colour to express emotional states.	
	Information Prominent	Information Prominent	

	Not applicable for quotation style.	The painting utilises abstract forms and lush colour to demonstrate the similarity between painting and music (Kandinsky 1914).	
Images from a database, unknown creator	Author Prominent	Author Prominent	<i>Bird: An artwork.</i> (1993). John Oxley Library. State Library of Queensland digital image collection [online image]. Retrieved from http://hdl.handle.net/10462/deriv/151889
	Not applicable for quotation style.	The artwork demonstrates technical competence in a young child (Bird: an artwork 1993).	
	Information Prominent	Information Prominent	
	Not applicable for quotation style.	Bird: an artwork (1993) was created as part of a larger project involving child artists.	

Appendix A: quick guide to referencing articles

Sources type	Referencing format
Print article	Kolbert, E. (2017). The acid sea. <i>Journal of Geographic</i> , 53(7), 219.
Article from a database	Carroll, M. (2008). Identities in dialogue: Patterns in the chaos. <i>The Writing Centre Journal</i> , 28(1), 72–79. Retrieved from Sage Online database.
Article from the WWW	Carroll, M. (2008). Identities in dialogue: Patterns in the chaos. <i>The Writing Centre Journal</i> , 28(1), 72–79. Retrieved from http://www.cas.udel.edu/writingcenter/journal/Pages/default.asp .
Article with a DOI	Novick, M. (2012). Allowable interval sequences and separating convex sets in the plane. <i>Discrete Computational Geometry</i> , 47(2), 378-392. doi: 10.1007/s00454-011-9365-5

Appendix B: Quick guide to in-text citing

In-text referencing is a short form.
Cite only Surname/s (no initials) and

Short quote less than 30 words
page number single quotation
marks = part of your sentence

This paper will not attempt to delve at length into the energy component of the ecological footprint. This has been covered elsewhere (Ferguson 1999; Wiley & Foxton 2001). However, the contention of Rees, Weston and Waters (2006, p. 45) to base the energy footprint on the “area of land needed to absorb the carbon emitted by burning fossil fuels” is regarded by most commentators as being hard to defend. We argue that a more reliable basis for the energy footprint is the area of land required to produce the specified energy renewable. Investigations (Pimentel et al. 1999 cited in Smith 2009, p. 34-36) demonstrate that the figure will not alter significantly. As Smil reports, sugar cane is the best renewable option:

For 4 or more authors of a single source use 'et al.' in all in-text citations But List all names in full in the reference list

Relying on corn in temperate regions would bring much lower returns. Even during the transition period, when distillation would be subsidised by coal power, densities for ethanol as standalone fuel would be no more than 0.2W/m². Power densities of a fully solar operation would drop to about 0.04W/m². (1993, p. 190)

Citing a source within a source In-text= cite both sources page number But reference list= cite only the source you actually read

Long quote minimum 40 words
introduce with colon indented one size
smaller font single line spacing
brackets outside full stop page number

Appendix C: Sample APA style reference list

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