

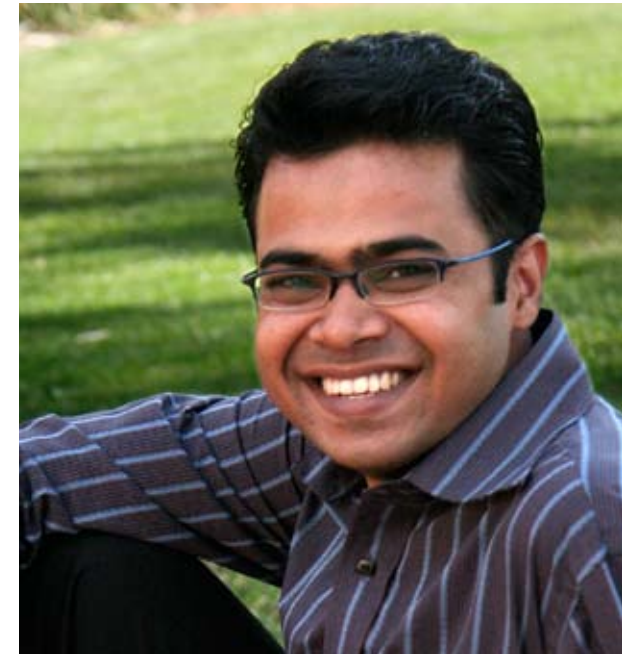


UNIVERSITY OF
CANBERRA

Australia's Capital University

A Guide to Referencing

with examples in the APA and Harvard styles



A Guide to Referencing

with examples in the APA and Harvard styles

Fifth Edition

University of Canberra Library
and Academic Skills Program

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INTRODUCTION TO THE FIFTH EDITION

Previously, this Guide was known as 'A guide to documenting sources of information'. This fifth edition has been re-titled 'A guide to referencing with examples in the APA and Harvard referencing styles' to reflect its wider selection of examples in those two styles. As with previous editions, this latest release of the Guide covers the most common problems university students encounter when referencing published and unpublished print, non-print and electronic material. This new edition draws on publications that have traditionally served as authorities for previous editions of this guide:

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

Snooks & Co. (2002). *Style manual for authors, editors and printers* (6th Rev. ed.). Milton, Qld: Wiley.

Another more recent guide that we have drawn on in preparing this latest edition is:

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston, MA: Houghton Mifflin.

The Library is also now able to provide UC students and staff with access to the bibliographic management software RefWorks and EndNote which enable users to create and organise their own personal database of references.

If your unit outline or Academic Division specifies a particular referencing style then you must use that style or you may be penalised.

Importantly, whatever referencing style is chosen you must be accurate and consistent.

WHY should I acknowledge my sources?

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say *where* the original can be found. In other words, you must *acknowledge* and *cite* your sources. This is important whether or not you use the author's own words and, importantly, to avoid **plagiarism**.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the **University's Academic Integrity Policy** which is available at: <http://canberra.edu.au/student-services>.

You need to acknowledge your sources:

- to show that you have read and understood the research published in your area of study

- to lend authority to what you are writing
- to strengthen your argument
- to support your own ideas
- to provide details or background to what you are writing
- to provide interest.

WHEN should I acknowledge my sources?

You should acknowledge your sources whenever you use a source of information:

- as your inspiration
- as the source of a theory, argument or point of view
- for specific information such as statistics, examples or case studies
- for direct quotations (using the author's exact words)
- to paraphrase or summarise an author's work.

HOW do I integrate my sources into my writing?

When you are taking something from another source, you are taking it out of its original context and putting it into a new context – your own assignment. You must make sure it fits properly into this new context.

This means:

- it must be relevant to your argument
- it must join neatly with what comes before and after
- it must make logical and grammatical sense.

HOW do I acknowledge my sources?

Should your unit outline or Division have NOT indicated a preferred referencing style, this Guide provides a range of examples from two well known styles. Both systems are based on an 'author-date' style. The first set of examples follows the APA author-date system, and the second set, often referred to as the 'Harvard' style, follows an author-date system developed for Australian authors, editors and printers.

Sometimes the type of item you need to reference may not be covered in this Guide. However, you may be able to apply this Guide's basic rules to construct your citation. Library and Academic Skills Program staff can refer you to other print and web-based guides which may address your query. Here is a selection you may find useful:

Printed resources

(Note that these references have been set in the 'Harvard' referencing style)

Gibaldi, J 1998, *MLA style manual and guide to scholarly publishing*, 2nd edn, Modern Language Association of America, New York, NY.

Lipson, C c. 2006, *Cite right: a quick guide to citation styles: MLA, APA, Chicago, the sciences, professions, and more*, University of Chicago Press, Chicago, IL.

Perrin, R 2007, *Pocket guide to APA style*, 2nd edn, Houghton Mifflin, Boston, MA.

Publication manual of the American Psychological Association 2001, 5th edn, Washington, DC.

Ritter, RM (ed. & comp.) c. 2003, *The Oxford style manual*, Oxford University Press, Oxford, UK.

Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., Wiley, Milton, Qld.

Turabian, K 1996, *A manual for writers of term papers, theses, and dissertations*, 6th edn, University of Chicago Press, Chicago, IL.

University of Chicago Press 2003, *The Chicago manual of style*, 15th edn, University of Chicago Press, Chicago, IL.

Web resources

The American Psychological Association's *Electronic references* (<http://www.apastyle.org/elecref.html>)

The American Psychological Association's *Frequently asked questions* (<http://www.apastyle.org/faqs.html>)

Bedford St. Martin's *Using principles of APA Style to cite and document sources* (<http://www.bedfordstmartins.com/online/cite6.html>)

Central Queensland University, *Referencing* (<http://www.cqu.edu.au/referencing/how.htm>)

Curtin University Library, APA Referencing (<http://library.curtin.edu.au/referencing/apa.html>)

Dr Mary Ellen Guffey's *APA Style electronic formats* (<http://www.westwords.com/guffey/apa.html>)

Monash University, *Citing & Referencing* (<http://www.lib.monash.edu.au/tutorials/citing/>)

The following are some useful web-based guides to assist in avoiding plagiarism:

Acknowledging sources in academic writing (<http://www.canberra.edu.au/studyskills/writing/sources>)

Academic honesty and plagiarism (<http://academichonesty.unimelb.edu.au/index.html>)

Referencing resources (www.library.curtin.edu.au/referencing/index.html)

Guide to avoiding plagiarism (<http://www.unisanet.unisa.edu.au/learn/LearningConnection/?PATH=/Resources/workshop-plagiarism/Plagiarism+Online+Resource/&default=welcome.htm>)

SOME GENERAL REFERENCING STYLE GUIDELINES

In addition to the examples on the following pages, here are some guidelines about in-text referencing and the list of References. Remember, whichever style you use, you must follow it consistently; don't mix the APA style with the 'Harvard' author-date style.

In-text referencing

In-text references should contain only the following information, in this order:

1. the surname (family name) of the author/s
2. the year of publication of the text
3. the page number/s of the text (usually for direct quotations, particular ideas and concepts).

You need to provide an in-text reference if you:

- a. use a long direct quotation
- b. use a short direct quotation
- c. use an indirect quotation by either paraphrasing or summarising.

Long direct quotations

A direct quotation consists of the actual words used by an author, in the same order as the original text. In other words, it is a direct copy (quotation) of words which is separated from the rest of the text as a freestanding block and does not require quotation marks. Indent it five spaces (use Indent) from the left-hand margin and use the same font size as the text. Give page number/s as well as the author/s and date. Examples are included for both the APA and 'Harvard' styles on the following pages.

Short direct quotations

A short direct quotation is inserted directly into the text without separating it from the rest of the paragraph. Check with your lecturer or tutor whether you should use single, one-and-a-half or double spacing for your assignment/report. Use opening and closing quotation marks, and give the page number. Examples are included for both the APA and 'Harvard' styles on the following pages.

Paraphrasing

When you paraphrase, you write an author's idea in your own words, although you can use some of the author's own words as well. This is preferable to direct quotes, as the reference fits more neatly into your own style of writing. It also shows that you really do understand what the author is saying. It is important to acknowledge the author by name and with date. For example:

Chaucer's English is different from Shakespeare's, and Shakespeare's is different from our own. An important question is: how and why does language change? One theory is given by Aitchison (1981) who indicates that language is gradually transformed over the centuries, and there is nothing surprising about it.

Summarising

A summary gives an outline of the main points of a passage, chapter or book. For example:

Chaucer's English is different from Shakespeare's, and Shakespeare's is different from our own. Some people view these differences as degrading the English language. However, Aitchison (1981), whose seminal study looked closely at the psycholinguistic and sociolinguistic processes of language change over many centuries, argues that changes in all aspects of language are natural and inevitable.

Note that page numbers are usually not required with indirect quotations. Ask your lecturer or tutor whether they require page numbers with paraphrasing or summarising.

Making changes to direct quotations

You may want to make minor changes to a direct quotation. This is possible (as long as you don't change the meaning) but you must follow the rules.

- If you omit parts of the quotation, whether from the beginning, middle or end, use an ellipsis. An ellipsis consists of three dots: ...
- If you want to insert your own words, or different words, into a quotation to make the meaning clearer to the reader, put them in square brackets [].

- If you want to emphasise something in a quotation which is particularly relevant to your essay, put the emphasised words in italics, and state that the emphasis is your own.

Here are some examples:

Language changes are natural and inevitable.

As Aitchison (1981, p. 16) points out, language:

Gradually transforms itself over the centuries...In a world where [everything changes], *it would be strange if language alone remained unaltered*. In spite of this, large numbers of intelligent people condemn and resent language change...[my emphasis].

References

You will need to compile a list of all sources used in your assignment/report. This is different from a bibliography which includes all the sources you consulted including some not referenced in your assignment/report. At the University of Canberra most lecturers prefer only a list of References.

Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources.

If you cannot find all the details required to fully complete a reference, make contact with a UC Librarian who can introduce you to a range of useful resources such as library catalogues.

Guidelines for referencing a variety of sources follow.

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING STYLE

These examples are based on two publications:

1. American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
More information is available from: <http://www.apastyle.org/electsource.html>
2. Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin Company.

Please note: some examples are provided for both print and electronic sources, and for unpublished material.

	In-text reference	Reference list
BOOKS – PRINT & ELECTRONIC		
<p>One author Note: There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.</p>	<p>‘Information prominent’ (the author’s name is within parentheses): The conclusion reached in a recent study (Cochrane, 2007) was that...</p> <p>OR</p> <p>‘Author prominent’ (the author’s name is outside the parentheses): Cochrane (2007) concluded that...</p>	<p>Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i>. Malden, MA: Blackwell Publishing.</p>
<p>One author</p> <p>When fewer than 40 words are quoted directly, include the material in the paragraph, and include specific page number/s.</p> <p>Use double quote marks to show the exact words.</p> <p>Your assignment is usually required to be double (or 1.5) spaced. Ask your lecturer which is preferred.</p>	<p>An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117).</p> <p>OR</p> <p>An interesting view was expressed by Cochrane (2007) that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).</p>	<p>Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i>. Malden, MA: Blackwell Publishing.</p>

	In-text reference	Reference list
<p>One author</p> <p>When 40 or more words are quoted directly, begin quoting the material on a new line, indent it 5 spaces (use the Indent tool to keep all lines of the quote evenly indented), and include specific page number/s.</p> <p>Omit the quote marks.</p> <p>Use double spacing for both your text and the indented quote.</p> <p>Make sure the quote is exactly as it was published.</p>	<p>Much has been written about acute care; Finkelman (2006), for example, points out that:</p> <p style="padding-left: 40px;">There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 (<i>sic</i>) day or even a few hours (p. 184).</p> <p>Recently, this trend has been seen in some Australian hospitals and research here...</p>	<p>Finkelman, A. W. (2006). <i>Leadership and management in nursing</i>. Upper Saddle River, NJ: Pearson Prentice Hall.</p>
<p>Two authors</p>	<p>When considering context and communication (Littlejohn & Foss, 2005) maintained that...</p>	<p>Littlejohn, S. W. & Foss, K. A. (2005). <i>Theories of human communication</i> (8th ed.). Southbank, Vic: Thomas Wadsworth.</p>
<p>Three or more authors</p> <p>First entry: list all the authors' names, then use et al. for subsequent entries.</p>	<p>Writing in biomedical sciences requires close attention to an acceptable style (Duffy, Deakin, Narkiewicz, & Wilson, 2001) and it is...</p> <p>OR for first in-text reference: Duffy, Deakin, Narkiewicz and Wilson (2001) emphasise that...</p> <p>Subsequent in-text reference/s: (Duffy et al., 2001)</p> <p>OR Duffy et al. (2001) provide guidelines to writing...</p>	<p>Duffy, A., Deakin, V., Narkiewicz, E., & Wilson, K. (2001). <i>Guide to writing in biomedical sciences</i>. Canberra: University of Canberra.</p>
<p>Three or more authors when reference to specific page/s required</p> <p>Six authors</p> <p>Use et al. on first entry</p>	<p>A recent study (Duffy, Deakin, Narkiewicz, & Wilson, 2001, p. 20) concluded that '...':</p> <p>Subsequent in-text reference/s: (Duffy et al., 2001, p. 20)</p> <p>OR Duffy et al. (2001, p. 20) concluded that '...'</p>	<p>Duffy, A., Deakin, V., Narkiewicz, E., & Wilson, K. (2001). <i>Guide to writing in biomedical sciences</i>. Canberra: University of Canberra.</p>

	In-text reference	Reference list
Personal author/s Previously published, now available electronically	We found helpful information about deaf children (Niemann, Greenstein & David, 2004) that meant we could...	Niemann, S., Greenstein, D. & David, D. (2004). <i>Helping children who are deaf: family and community support for children who do not hear well</i> . Berkeley, CA: Hesperian Foundation. Retrieved June 11, 2007, from The Online Books Page: http://onlinebooks.library.upenn.edu/new.html
Several works by same author, same year, referred to in your work	Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference... <i>OR</i> Leadership and change in schools are topics that Fullan (1996a, 1996b) has addressed in...	Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i> . New York: Kluwer Academic Publishers. Fullan, M. (1996b). <i>The new meaning of educational change</i> . London: Cassell.
Several authors, different years, referred to collectively in your work Separate each set of references with a semicolon	The cyclical process (Carr & Kemmis, 1986; Eds. Kemmis & McTaggart, 1988; Maclsaac, 1995; Dick, 2000) suggests...	Carr, W. & Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i> . London: Falmer Press. Kemmis, S. & McTaggart, R. (Eds.). (1988). <i>The action research planner</i> (3rd ed.). Melbourne: Deakin University. Maclsaac, D. (1995). <i>An introduction to action research</i> . Retrieved May 28, 2004, from http://www.phy.nau.edu/~danmac/actionrsch.html Dick, B. (2000). <i>A beginner's guide to action research</i> . Retrieved June 3, 2004, from http://www.scu.edu.au/schools/gcm/ar/arp/guide.html
Primary reference read about in another publication (secondary reference)	Lilly (1980, cited in Maxwell, 1999, p. 25) stated that '...'. <i>OR</i> Lilly's 1980 study (cited in Maxwell, 1999, p. 25) found that...	Maxwell, F. (1999). <i>Phonology</i> . San Francisco: Brooks Cole. <i>Note:</i> Here Maxwell has cited Lilly on page 25 in <i>Phonology</i> , so Maxwell is the secondary reference and Lilly the primary.
Two primary references read about in another publication (secondary references)	Australian Parliamentary committees and their roles and strategies (Lindblom, 1965; Marsh, 1995, cited in Halligan, Miller & Power, 2007) provide...	Halligan, J., Miller, R. & Power, J. (2007). <i>Parliament in the twenty-first century: Institutional reform and emerging roles</i> . Carlton, Vic.: Melbourne University Press.
Chapter in book – where several authors have contributed	A discussion about Australia's place in today's world (Richards, 1997, pp. 29-43) included reference to... <i>OR</i> Richards (1997, pp. 29-43) proposed that...	Richards, K. C. (1997). Views on globalization. In H.L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). North Ryde, NSW: Century.

	In-text reference	Reference list
Editor	In discussing best practice, Zairi (1999) identified... OR Best practice indicators in management have been identified (Zairi, 1999) and...	Zairi, M. (Ed.). (1999). <i>Best practice: process innovation management</i> . Oxford: Butterworth-Heinemann.
Compiler, or Reviser, or Translator Use the following abbreviations after the person's name in the Reference list: Comp. Rev. Trans.	This novel by Gaarder (1991/1994) provides an appealing approach to... OR Socrates has been described as 'enigmatic' (Gaarder, 1991/1994, p.50) which provides us with...	Gaarder, J. (1994). <i>Sophie's world: a novel about the history of philosophy</i> [P. Møller, Trans.]. London: Phoenix House. (Original work published 1991).
No author's name appears (but there is a sponsoring body, newspaper, or title) Cite the sponsoring organisation, the newspaper, or the title in the position of 'author'.	No author's name: Macroeconomics considers prices and quantities (Macroeconomics, prices 1983, pp. 43-57), so it is important to... OR a sponsoring body: Possible strategies to build leadership capacity [Australian Principals Associations Professional Development Council [APAPDC], 2004] ... Subsequent in-text reference/s: Some steps to purposeful leadership were discussed [APAPDC, 2004] that provided... OR a newspaper: A study by Western Australian Mining (Mining interests, 2005) revealed '...':	<i>Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun</i> . (1983). Oxford: Blackwell. Australian Principals Associations Professional Development Council. (2004). <i>Learn: lead: succeed: A resource to support the building of leadership in Australian schools</i> . Hindmarsh, SA: Author. Mining interests persevere. (2005, November 17). <i>Perth Daily</i> . p. 20.
Approximate date of publication	Other academics, such as Smythe (c. 2007) have provided more up-to-date information confirming that...	Smythe, V. (c. 2007). <i>Ant colonies: how they communicate</i> . Canberra, Australia: Emu Press.
No date of publication	Some aspects of forensic science are more challenging than others (Browne, n.d.) and for this reason...	Browne, J. D. (n.d.). <i>Forensic science as a career</i> . London: Tower Publishing.

	In-text reference	Reference list
Corporate author When the author is also the publisher	An earlier study (International Development Research Centre [IDRC], 1998) pointed to... Subsequent in-text reference/s: The IDRC (1998) again identified...	International Development Research Centre. (1998). <i>Biodiversity, equity and the environment: A review of research for development</i> . Ottawa: Author.
Corporate author/s – electronic (online) book Book available online, as podcast, and in paperback	Australia, like other countries, is seeking organ donors (Institute of Medicine, 2006) and this requires...	Institute of Medicine (U.S.). (2006). <i>Organ donation: opportunities for action</i> . USA: Author: Retrieved June 11, 2007, from The Online Books Page: http://onlinebooks.library.upenn.edu/new.html <i>Note: this book can be read online 'free', or as a podcast, or purchased.</i>
Corporate author – commissioned reports	The draft report prepared by CHL Consulting (2003) was considered at a meeting held on...	CHL Consulting Co. Ltd. (2003). (Unpub.). 'A tourism development strategy for North Tipperary' [Draft report]. Commissioned by North Tipperary County Council et al. October, pp. 1-63.
Second, or later edition	Peters (2001, p. 6) argued that '...':	Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Brisbane, Qld, Australia: Macmillan.
Multi-volume work with a finite number of volumes	Inge, Duke & Bryer (1978, p. 27) claim that there is much to learn about these writers which results in... OR There is so much to learn about our country (Clark, 1978, p.42) that we kept returning to...	Inge, M. T., Duke, M. & Bryer, J. R. (Eds.). (1978). <i>Black American writers: bibliographical essays</i> (Vols. 1-2). New York: St. Martins. Clark, C. M. H. (1978). <i>A history of Australia, Vol. 4. The earth abideth forever 1851-1888</i> . Melbourne: Melbourne University Press.
Multi-volume work produced over a number of years	Psychology, and the science behind it, had always interested us (Koch, 1959-1963, p.19). OR Dirix, Knuttgen & Tittel (1988-, p. 14) suggest that the terms used in sports medicine became clearer ...	Koch, S. (Ed.). (1959-1963). <i>Psychology: a study of science</i> (Vols. 1-6). New York: McGraw Hill. Dirix, A., Knuttgen, H. G., & Tittel, K. (1988-), <i>The encyclopaedia of sports medicine</i> . Oxford: Blackwell Scientific.

	In-text reference	Reference list
JOURNALS		
Article with one or more authors, and continuous paging	Kramer and Bloggs (2002) stipulated in their latest article... <i>OR</i> This article on art (Kramer & Bloggs, 2002) stipulated that...	Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. <i>American Journal of Art Therapy</i> , 40, 218-231.
Article with one or more authors, and separated paging	In an earlier article, it was proposed (Jackson, 2007)...	Jackson, A. (2007). New approaches to drug therapy. <i>Psychology Today and Tomorrow</i> , 27(1), 54-59.
Article in journal with no volume or issue number	Wychick and Thompson (2005) foreshadow that scam will still be enticing... <i>OR</i> An interesting approach to scam (Wychick & Thompson, 2005, p. 54) suggested that...	Wychick, J. & Thompson, L. (2005). Fallen for a scam lately? <i>AustraliaToday</i> , November 24, 54-60.
Article in online journal or magazine	Hundy and Cameron (2004) discuss the risk factors associated with infectious disease in their recent article ...	Hundy, R. & Cameron, S. (2004). Risk factors for sporadic human infection. <i>Journal of Communicable Diseases Australia</i> , 28(1). Retrieved December 2, 2005, from http://pandora.nla.gov.au/pan/10754/20040610/www.cda.gov.au/pubs/cdi/cdicur.htm
Article retrieved from a database	An important finding (Meyer & Block, 1992) was that... <i>OR</i> It was suggested by Meyer and Block (1992) that...	Meyer, A., & Block, K. (1992). The tip of the tongue phenomenon: Blocking or partial activation? <i>Memory & Cognition</i> , 20, 715-726. Retrieved August 26, 2006, from PsycARTICLES database.
GOVERNMENT PUBLICATIONS – PRINT & ELECTRONIC		
Government department as author	The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA], 2006) presents Australian Government agencies with... <i>Subsequent in-text reference/s:</i> DOFA (2006) identified ...	Department of Finance and Administration. (2006). <i>Delivering Australian Government services: managing multiple channels</i> . Canberra, Australia: Commonwealth of Australia.

	In-text reference	Reference list
Government legislation	<p>First in-text reference: ...and referred to in the <i>Privacy Act 1988</i>...</p> <p>Subsequent in-text reference/s: ...and the eleven principles in the Privacy Act give...</p>	Include reference to legislation (e.g. Acts of Parliament, Regulations and Ordinances) in a separate list headed 'Legislation' and only if it is required by your Lecturer or is essential to a better understanding of the subject matter of your assignment.
Government publication, with identifying number	<p>A recent government survey (Department of Foreign Affairs and Trade, [DFAT], 2005) reported that ...</p> <p><i>Subsequent entries use only the acronym</i> DFAT (2005) reported that ...</p>	Department of Foreign Affairs and Trade. (2005). <i>Education without borders: international trade in education</i> . (CAT. No. 1314.9.) Canberra, Australia: Author.
Government report, with identifying report number	<p>In identifying the importance of access to information (Administrative Review Council [ARC], 1998) noted that...</p> <p>OR The Administrative Review Council [ARC] (1998, p. 15) noted that...</p>	Administrative Review Council. (1998, August). <i>The contracting out of government services: Report to the Attorney-General</i> . (Report No. 42). Barton, ACT: Author.
Government report (common title/ acronym must also be added)	<p>A government report (Australian Greenhouse Office in Department of the Environment & Heritage, [AGO in DEH], 2005) found that...</p> <p><i>Subsequent entries use only the acronym.</i></p>	Australian Greenhouse Office in the Department of the Environment and Heritage. (2005). <i>Tracking to the Kyoto target</i> . Canberra, Australia: Australian Government Publishing Service.
Government Standards	...and 'including data in computer systems, created or received and maintained by an organisation' (Australian Standard AS4390: Records Management, 1996, p. 7) as well as...	Standards Association of Australia. (1996). <i>Australian Standard AS 4390: Records Management</i> . Homebush, NSW: Standards Australia.

UNIVERSITY PROVIDED STUDY MATERIALS, GUIDES, NOTES AND BOOKS OF READINGS – PRINT & ELECTRONIC

Book of readings and E-reserve	<p>Hade (2002, p. 509) quoted Tom Engelhardt to support his view that we shouldn't take Engelhardt's comments about reading being 'harmful to your kids' and went on to explain...</p> <p>In a review of the <i>Freedom of Information Act 1988</i>, Rose (1996, p. 4) determined that...</p>	<p>Material available in Books of readings and on E-reserve is usually only available to students enrolled in a specific unit. Check with your Lecturer to get access to these sources.</p> <p>If you cite an item from a Book of Readings, use the following style:</p> <p>Hade, D. (2002). Storyselling: are publishers changing the way children read? <i>The Horn Book Magazine</i>, 78(5), 509-517. Book of readings distributed in unit 007689 <i>Writing for young people PG</i>, University of Canberra, ACT.</p> <p>If you cite an item from E-reserve, use the following style:</p> <p>Rose, A. (1996, September). Freedom of information under review. <i>Canberra Bulletin of Public Administration</i>, 80, 4-8. E-reserve item available in unit 005705 <i>Knowledge Management for eBusiness M</i>, University of Canberra, ACT.</p>
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	In-text reference	Reference list
Lecture notes – electronic	Examples given from experience in the construction industry (Benton, 2006) provided...	Benton, E. (2006, September 1). Building: bust or boom. Lecture notes [Electronic]. Brisbane, Qld: City University.
Lecture notes – unpublished	It is predicted that community development has elements that enhance leadership (Klein, 2005).	Klein, S. (2005, December 15). Community participation. Lecture notes distributed in the course <i>CD1206 Associated leadership</i> , University of Canberra, ACT.
Study Guide – printed Include page numbers when material is quoted directly	<p>First in-text reference: In reviewing the steps involved in processing passengers, the unit, Customs Management Theory & Practice 2 (2007), identifies...</p> <p>OR Processing passengers on arrival involves a series of steps (Customs Management Theory & Practice 2 [CMT&P2], 2007) which...</p> <p>Subsequent in-text reference/s: The next requirement identified in the series of steps (CMT&P2, 2007) is...</p>	Widdowson, D., Holloway, S. & Murray, A. (2007). <i>006341 Customs management theory & practice 2: study guide</i> . Canberra, ACT: Centre for Customs & Excise Studies, University of Canberra.
Study material on CD-ROM	One of the best parts of learning how to write for young people is using the interactive CD that accompanies the study guide (Alderman, 2007).	Alderman, B. (2007). <i>Writing for young people PG</i> [CD]. ACT: University of Canberra.
Tutorial notes – unpublished	Included in the list of attributes considered essential (Art Conservation, 2006) were...	Defining works of art, Unit 009876 Art conservation. Unpublished tutorial handout, University of Canberra, Canberra, ACT on October 26, 2006.
Tutorial presentation – by student	<p>The inclusion of tables showing the increase in home ownership in Ms D Southerland's tutorial presentation on 15 May 2007, confirmed...</p> <p>Treat as personal communication unless directed otherwise by your Lecturer or Tutor.</p>	Not included in Reference list.
Thesis or Dissertation	The extent to which nutrients are important (Brown, 2001, p. 252) is demonstrated by Brown (2001, p. 252), who ...	Brown, G. (2001). <i>Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream</i> , Unpublished doctoral thesis, University of Canberra.
Thesis or dissertation abstracted in <i>Dissertation Abstracts International</i> (print or electronic)	An interesting proposition about children, their academic achievement and parents' perceptions (Hood, 2001) led to...	Hood, J. (2001). An investigation of the relationship between parents' perceptions of parental involvement and the academic achievement of their children. <i>Dissertation Abstracts International</i> , 62, no. 12A.

In-text reference

Reference list

SPECIALISED SOURCES – PRINT & ELECTRONIC

Audio cassette	When learning Italian language, listening to the third audio cassette (Buongiorno Italia, 1984) helped with...	BBC Books. (1984). <i>Buongiorno Italia! A BBC course for beginners in Italian: 3: Programmes 15-20</i> [Audiotape]. London: Author.
Brochure – author is also publisher	The security of personal information is addressed in the TransACT brochure...	TransACT. (n.d.). <i>Guide to equipment and services</i> . Canberra, ACT: Author.
CD or DVD video recording	We hired 'Sense and sensibility' (Columbia TriStar, n.d.) and settled down to our evening movie.	<i>Sense and sensibility</i> [DVD video recording]. Australia: Columbia TriStar Home Video.
CD recording – music	Everyone enjoyed listening to 'Sea pictures' (Elgar, 1981) especially as it was the anniversary of his birth.	Elgar, E. (1981). Sea pictures. On <i>Elgar: Symphony No. 2 in E flat; Sea pictures</i> [CD]. London: EMI.
Conference or seminar papers in published proceedings	In a paper about conservation of photographs (Edge, 1996, pp.97-100), the proposition that...	Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen & U. B. Kejser (Eds.), <i>Research Techniques in Photographic Conservation: Proceedings of the Conference in Copenhagen 14-19 May 1995</i> (pp. 97-100). Copenhagen: Royal Danish Academy of Fine Arts.
Conference or seminar papers in proceedings published on a website	A technical approach to electronic transactional evidence (Carruthers-Taylor, 2000, pp. 75-83) that could be...	Carruthers-Taylor, N. (2000). Capturing electronic transactional evidence: a technical solution. In A. Eccleston (Ed.), <i>eBusiness transactions: providing accountability through effective recordkeeping: Proceedings of a seminar conducted by the ACT Branch of the Records Management Association of Australia (RMAA), 21-22 March 2000</i> . Canberra: RMAA, viewed November 3, 2006, http://www.rmaa.org.au/
Dictionary	The Macquarie Dictionary defines the term 'golden fleece' as...	<i>Macquarie: Australia's national dictionary: Concise dictionary</i> (4th ed.). (2006). University of Sydney: Macquarie Dictionary Publishers.
Document on the World Wide Web – dated and author or sponsor given	Sofer (1996) states that ... OR Art therapists are part of a global community (Sofer, 1996)...	Sofer, D. (1996). <i>Art therapy on the web</i> . Retrieved December 7, 2005, from http://www.sofer.com/art-therapy/intro.html <i>Note that web addresses are not underlined</i>
Document on the World Wide Web – author or sponsor given but not dated	Department of Sustainability and Environment (DSE, n.d.) has recommended three major regional action plans to maintain water reserves. <i>Subsequent entries use only the acronym.</i>	Department of Sustainability and Environment (n.d.). <i>Regional Action Plans</i> . Retrieved December 2, 2005, from http://www.dse.vic.gov.au/DSE/wcmn202.nsf/LinkView

	In-text reference	Reference list
Email – NEVER cite addresses without permission of the owner of the address	Ms Coleman (personal communication, July 11, 2007) provided details in an email and we acted on that information.	Not included in Reference list. Treat as personal communication and cite in text only.
Encyclopaedia	A picture of a beautifully decorated double manual harpsichord (<i>Larousse Encyclopedia of Music</i> , 1971, p. 166) shows...	Hindley, G. (Ed.). (1971). <i>The Larousse encyclopedia of music</i> . London: Chancellor.
Encyclopaedia – online	Climate change is a major topic of conversation these days and the study of "climatology has developed along two main lines: regional climatology and physical climatology" (climatology, 2007) ...	climatology. (2007). In <i>Encyclopaedia Britannica</i> . Retrieved June 22, 2007, from Encyclopaedia Britannica Online: http://www.search.eb.com/eb/article-9024388
Figure, Table, Graph, Map or Chart		
Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title:	Figure with graph: The internal processes were well described (Kaplan & Norton, 2004, p. 48) which led to...	Figure with graph: Kaplan, R. S. & Norton, D. P. (2004). Figure 2.7, Internal processes deliver value over different time horizons [Graph]. <i>Strategy maps: converting intangible assets into tangible outcomes</i> . Boston: Harvard Business School.
[Figure]. [Table]. [Map]. [Graph]. [Chart].	Map: To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...	Map: Geoscience Australia (NATMAP). (2004). <i>New South Wales and Australian Capital Territory: ACT Region</i> [Map]. (1st ed.). GEOCAT 61614. Canberra: Geoscience Australia.
Handbook – author identified	In chairing a well-run meeting an understanding of the process is essential (Bentley, 1970) and to this end...	Bentley, C. F. (1970). <i>Handbook for chairmen and secretaries: A guide to meetings and management of clubs, societies and associations</i> . Sydney: Reed.
Handbook – corporate author	Email is now the communication tool of choice (Kana, 2000)	Kana. (2000). <i>Email for business handbook</i> . Sydney, NSW: TMTE Group.
Handbook – online – corporate author or sponsor	As part of an undergraduate study program, a three-year sequence of Japanese language would lead to a Diploma in Languages (University of Canberra Handbook online)	University of Canberra. (2007). <i>Handbook</i> . Retrieved June 6, 2007, from http://www.canberra.edu.au/courses/
Interview – on radio	Comments about Elgar, the composer (Throsby, 2007) included...	Throsby, M. (2007, June 5). <i>Mornings with Margaret Throsby</i> [Radio broadcast]. Sydney: ABC Radio.
Interview – on television	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and...	Denton, A. (Producer). (2006, September 25). <i>Enough rope with Andrew Denton</i> [Television series]. [With Raelene Boyle]. Sydney: Australian Broadcasting Corporation.

	In-text reference	Reference list
Motion picture (movie)	Jackson & Pyke (2003) provide evidence that belief in a world...	Jackson, P. (Director) & Pyke, S. (Producer). (2003). <i>The lord of the rings</i> . [Motion picture]. Auckland, NZ: Imagine Films.
Newsletter	Even early guidelines for digital publishing (Publishing in the digital age, 1998, p. 2) suggested that...	Publishing in the digital age. (1998, June). <i>ProActive</i> , 180(2).
Newspaper article – if authorship is evident	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).	Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11.
Newspaper article – if authorship is not obvious	The redesign of the internet... (<i>Internet pioneer</i> , 2007) is said to...	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.
Newspaper article retrieved from a database	In an attempt to save the tiger, Darby (2002) provided...	Darby, A. (2002, August 20). Rarest tiger skin: a rugged survivor [Electronic version]. <i>Sydney Morning Herald</i> , Retrieved May 20, 2006, from Factiva database.
Newspaper or newsletter article retrieved from a website - retrieved from an online newspaper or online newsletter	Clark (2003) referred specifically to... OR Clark (2003) refers to...	Clark, E. (2003, July 13). Enforcement, not shortage of laws, at the heart of spam's virulent growth. <i>Canberra Times</i> . Retrieved July 25, 2003, from http://www.canberratimes.com.au
Online discussion groups	There are strongly held views about knowledge management (Weidner, June 11, 2007) and from personal experience...	Weidner, D. (2007, June 11). <i>KM reducing in popularity</i> . Message posted to ActKM Discussion List, at http://actkm.org/mailman/listinfo/actkm_actkm.org
Personal communication	J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area.	Not included in Reference list. Cite in text only.
Podcast (audio) or Vodcast (video podcast)	Listening to the news on my MP3 player (ABC AM, 2007) was a new experience and I decided...	ABC AM, (2007, November 28). <i>News & current affairs</i> [Podcast]. Radio program, ABC Radio, Sydney, 23 April 2007. Downloaded 28 May 2007 from: http://abc.net.au/news/subscribe/amrss.sml
Portal with no author and no date – including a blog	Drought, then flood; we searched for something about water conservation (Water Conservation Portal, 2007) which...	Water Conservation Portal. (n.d.). Water news: World running out of water [Blog]. Retrieved June 11, 2007, from http://www.waterconserve.info/
Professional website	We found out about the uniform for Radford College (http://www.radford.com.au/enrolments/College_Uniform.html), after which we...	Not included in Reference list.

	In-text reference	Reference list
Radio broadcast	Listening to 'Afternoons with Emma Ayres' (ABC Radio, 2007) is a joy that brings...	ABC Classic FM Radio. (2007). <i>Afternoons with Emma Ayres</i> . Sydney, NSW.
Radio program – transcript	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall, 2005) which...	Mascall, S. (2005, February 14). Are we hardwired for creativity? <i>The nature of innovation</i> [Radio broadcast]. [Transcript]. Melbourne, VIC: Radio Australia. Available: http://www.abc.net.au/ra/innovations/stories/s1302318.htm
Speech	Amongst the views expressed about war and peace (Hodson, 2000) were...	Hodson, A. (2000, November 11). <i>Peace in today's world</i> . Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, NSW.
Speech – available online	In her ANZAC Day speech, the Prime Minister of New Zealand (Clark, 2007) referred to...	Clark, H. (2007, April 25). <i>Prime Minister's 2007 Anzac Day message</i> . Retrieved June 5, 2007, from http://www.anzac.govt.nz
Television advertisement	ICT as a career is part of the Australian Computer Society's (ACS) TV advertising campaign to promote the profession (ACS, 2007).	Australian Computer Society. (2007). <i>ICT professionals shaping our future</i> [Television advertisement]. Canberra, ACT: ACS.
Television broadcast	The <i>TODAY</i> show (Channel 9, 2007) often includes interesting health topics such as the item on food allergies...	'Deadly food allergies'. (2007, June 18). <i>TODAY</i> [Television broadcast]. Sydney, NSW: Channel 9. [Transcript]. Retrieved June 26, 2007, from http://today.ninemsn.com.au/article.aspx?id=273569 Always check the television station's website and use the transcript, if one is available, for direct quotes.
Television program – transcript	Cyclones often affect Australia, especially in the north (Cyclone Tracy, 2004) and it is worthwhile...	McLaughlin, M. (2004, November 7). Cyclone Tracy [TV broadcast]. [Transcript]. Sydney, NSW: ABC TV. Available: http://www.abc.net.au/tv/rewind/txt/s1233697.htm
Video recording	Visual creativity in <i>Three coins</i> (Jones & Dam, 1970) allows the viewer...	Jones, S. [Producer] & Dam, F. [Director]. (1970). <i>Three coins</i> [Video recording]. Rome: Toshiba Classical Film and Video.
Work of art	This beautiful rendition of Dewi Srikandi and R. Harjuno (Subari, 1982) is an example of the talent of artists in Indonesia and...	Subari. (1982). <i>Dewi Srikandi & R. Harjuno</i> [Pencil on linen]. Private collection, Canberra, ACT.

Sample Reference List - APA

The examples provided for the American Psychological Association (APA) referencing style would look like the following entries in a Reference list.

References

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- Australian Computer Society. (2007). *ICT professionals shaping our future* [Television advertisement]. Canberra, ACT: ACS.
- Australian Greenhouse Office in the Department of the Environment and Heritage. (2005). *Tracking to the Kyoto target*. Canberra, Australia: Australian Government Publishing Service.
- Australian Principals Associations Professional Development Council. (2004). *Learn: lead: succeed: A resource to support the building of leadership in Australian schools*. Hindmarsh, SA: Author.
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- Darby, A. (2002, August 20). Rarest tiger skin: a rugged survivor [Electronic version]. *Sydney Morning Herald*, Retrieved May 20, 2006, from Factiva database.
- 'Deadly food allergies'. (2007, June 18). TODAY [Television broadcast]. Sydney, NSW: Channel 9. [Transcript]. Retrieved June 26, 2007, from <http://today.ninemsn.com.au/article.aspx?id=273569>
- Defining works of art, Unit 009876 Art conservation. Unpublished tutorial handout, University of Canberra, Canberra, ACT on October 26, 2006.
- Denton, A. (Producer). (2006, September 25). *Enough rope with Andrew Denton* [Television series]. [With Raelene Boyle]. Sydney: Australian Broadcasting Corporation.
- Department of Finance and Administration. (2006). *Delivering Australian Government services: managing multiple channels*. Canberra, Australia: Commonwealth of Australia.
- Department of Foreign Affairs and Trade. (2005). *Education without borders: international trade in education*. (CAT. No. 1314.9.) Canberra, Australia: Author.
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- Hade, D. (2002). Storyselling: are publishers changing the way children read? *The Horn Book Magazine*, 78(5), 509-517. Book of readings distributed in unit 007689 *Writing for young people PG*, University of Canberra, ACT.
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- Hood, J. (2001). An investigation of the relationship between parents' perceptions of parental involvement and the academic achievement of their children. *Dissertation Abstracts International*, 62, no. 12A.
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Inge, M. T., Duke, M. & Bryer, J. R. (Eds.). (1978). *Black American writers: bibliographical essays* (Vols. 1-2). New York: St. Martins.

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'HARVARD' AUTHOR-DATE REFERENCING STYLE

These examples are based on *Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Milton, Qld.*

Please note: some examples are provided for both print and electronic sources, and for unpublished material.

	In-text reference	Reference list
BOOKS – PRINT & ELECTRONIC		
<p>One author Note: There are two main ways to use in-text references. Firstly, to focus on the information from your source – 'information prominent'. Secondly, to focus on the author – 'author prominent'.</p>	<p>'Information prominent' (the author's name is within parentheses): The conclusion reached in a recent study (Cochrane 2007) was that...</p> <p>OR</p> <p>'Author prominent' (the author's name is outside the parentheses): Cochrane (2007) concluded that...</p>	<p>Cochrane, A 2007, <i>Understanding urban policy: a critical approach</i>, Blackwell Publishing, Malden, MA.</p>
<p>One author</p> <p>When fewer than 30 words are quoted directly, include the material in the paragraph, and include specific page number/s</p> <p>Use single quote marks to show the exact words</p> <p>Your assignment is usually required to be double (or 1.5) spaced. Ask your lecturer which is preferred</p>	<p>An interesting view was expressed that 'the connection of high profile developments to their surrounding environment has increasingly been questioned' (Cochrane 2007, p. 117).</p> <p>OR</p> <p>An interesting view was expressed by Cochrane (2007, p. 117) that 'the connection of high profile developments to their surrounding environment has increasingly been questioned'.</p>	<p>Cochrane, A 2007, <i>Understanding urban policy: a critical approach</i>, Blackwell Publishing, Malden, MA.</p>

In-text reference	Reference list
<p>One author</p> <p>When 30 or more words are quoted directly, begin quoting the material on a new line, indent it 5 spaces (use the Indent tool to keep all lines of the quote evenly indented), and include specific page number/s</p> <p>Omit the quote marks</p> <p>Use double spacing for your text and single spacing for the indented quote</p> <p>Make sure the quote is exactly as it was published</p>	<p>Much has been written about acute care; Finkelman (2006, p. 184), for example, pointed out that:</p> <p style="padding-left: 40px;">There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours.</p> <p>Recently, this trend has been seen in some Australian hospitals and research here...</p>
<p>Two or three authors or authoring bodies</p>	<p>When considering context and communication (Littlejohn & Foss 2005) maintained that...</p>
<p>More than three authors or authoring bodies</p> <p>For the in-text reference, use the first author's name with et al.</p> <p>Use all names in the list of References</p>	<p>Writing in biomedical sciences requires close attention to an acceptable style (Duffy et al. 2001) and it is...</p> <p>OR</p> <p>Duffy et al. (2001) emphasised the point that...</p>
<p>Personal author/s – Previously published, now available electronically</p>	<p>We found helpful information about deaf children (Niemann, Greenstein & David 2004) that meant we could...</p>
<p>Several works by same author, same year, referred to in your work</p>	<p>Leadership and change in schools have been major topics of discussion for several years (Fullan 1996a, 1996b) and this conference...</p> <p>OR</p> <p>Leadership and change in schools are topics that Fullan (1996a, 1996b) has addressed in...</p>
	<p>Finkelman, AW 2006, <i>Leadership and management in nursing</i>, Pearson Hall, Upper Saddle River, NJ.</p>
	<p>Littlejohn, SW & Foss, KA 2005, <i>Theories of human communication</i>, 8th edn, Thomas Wadsworth, Southbank, Vic.</p>
	<p>Duffy, A, Deakin, V, Narkiewicz, E & Wilson, K 2001, <i>Guide to writing in biomedical sciences</i>, University of Canberra, ACT.</p>
	<p>Niemann, S, Greenstein, D & David, D 2004, <i>Helping children who are deaf: family and community support for children who do not hear well</i>, Hesperian Foundation, Berkeley, CA, The Online Books Page, viewed 11 June 2007, http://onlinebooks.library.upenn.edu/new.html.</p>
	<p>Fullan, M 1996a, 'Leadership for change', in <i>International handbook for educational leadership and administration</i>, Kluwer Academic Publishers, New York.</p> <p>Fullan, M 1996b, <i>The new meaning of educational change</i>, Cassell, London.</p>

	In-text reference	Reference list
<p>Several authors, different years, referred to collectively in your work</p> <p>Separate each set of references with a semicolon</p>	<p>The cyclical process (Carr & Kemmis 1986; eds Kemmis & McTaggart 1988; Maclsaac 1995; Dick 2000) suggests...</p>	<p>Carr, W & Kemmis, S 1986, <i>Becoming critical: education knowledge and action research</i>, Falmer Press, London.</p> <p>Kemmis, S & McTaggart, R (eds) 1988, <i>The action research planner</i>, 3rd edn, Deakin University, Melbourne, Vic.</p> <p>Maclsaac, D 1995, <i>An introduction to action research</i>, viewed 28 May 2004, http://www.phy.nau.edu/~danmac/actionrsch.html.</p> <p>Dick, B 2000, <i>A beginner's guide to action research</i>, viewed 3 June 2004, http://www.scu.edu.au/schools/gcm/ar/arp/guide.html.</p>
<p>Primary reference read about in another publication (secondary reference)</p>	<p>Lilly (1980, cited in Maxwell 1999, p. 25) stated that '...'. OR Lilly's 1980 study (cited in Maxwell 1999, p. 25) found that...</p>	<p>Maxwell, F 1999, <i>Phonology</i>, Brooks Cole, San Francisco, CA.</p> <p><i>Note:</i> Here Maxwell has cited Lilly on page 25 in <i>Phonology</i>, so Maxwell is the secondary reference and Lilly the primary.</p>
<p>Two primary references read about in another publication (secondary references)</p>	<p>Australian Parliamentary committees and their roles and strategies (Lindblom 1965; Marsh 1995, cited in Halligan, Miller & Power 2007) provide...</p>	<p>Halligan, J, Miller, R & Power, J 2007, <i>Parliament in the twenty-first century: institutional reform and emerging roles</i>, Melbourne University Press, Carlton, Vic.</p> <p><i>Note:</i> Both Lindblom and Marsh were cited in Halligan, Miller & Power.</p>
<p>Chapter in book – where several authors have contributed</p>	<p>A discussion about Australia's place in today's world (Richards 1997, pp. 29-43) included reference to... OR Richards (in Vivaldi ed. 1997, pp. 29-43) proposed that...</p>	<p>Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), <i>Australia in a global world</i>, pp. 29-43, Century, North Ryde, NSW.</p>
<p>Editor or Editors For one editor, use the abbreviation (ed.); for more than one editor, use the abbreviation (eds) – this example is for one editor; examples for more than one editor are provided elsewhere in this Guide</p>	<p><i>Best practice: process innovation management</i>, edited by Zairi (1999) provided useful steps to identify... OR Identifying best practice indicators in management are available (ed. Zairi 1999) and...</p>	<p>Zairi, M (ed.) 1999, <i>Best practice: process innovation management</i>, Butterworth-Heinemann, Oxford.</p>

	In-text reference	Reference list
<p>Compiler, or Reviser, or Translator</p> <p>Use the following abbreviations after the person's name in the list of References list:</p> <p>comp. rev. trans.</p>	<p>This novel by Gaarder (1994) provides an appealing approach to...</p> <p>OR</p> <p>Socrates was enigmatic (Gaarder 1994, p. 50) which provides us with...</p>	<p>Gaarder, J 1994, <i>Sophie's world: a novel about the history of philosophy</i>, trans. P Møller, Phoenix House, London, original work published 1991.</p>
<p>No author's name appears (but there is a sponsoring body, newspaper, or title)</p> <p>Cite the sponsoring organisation, the newspaper, or the title in the position of 'author'</p>	<p>No author's name:</p> <p>Macroeconomics considers prices and quantities (Macroeconomics, prices 1983, pp. 43-57), so it is important to...</p> <p>OR a sponsoring body:</p> <p>Possible strategies to build leadership capacity (Australian Principals Associations Professional Development Council [APAPDC] 2004) ...</p> <p>Subsequent in-text reference/s:</p> <p>Some steps to purposeful leadership were discussed (APAPDC 2004) that provided...</p> <p>OR a newspaper:</p> <p>A study by Western Australian Mining (<i>Perth Daily</i>, 17 November 2005, p. 20) revealed '...':</p>	<p><i>Macroeconomics, prices and quantities: essays in memory of Arthur M Okun</i> 1983, Blackwell, Oxford.</p> <p>Australian Principals Associations Professional Development Council (APAPDC) 2004, <i>Learn: lead: succeed: a resource to support the building of leadership in Australian schools</i>, APAPDC, Hindmarsh, SA.</p> <p>'Mining interests persevere' 2005, <i>Perth Daily</i>, 17 November, p. 20.</p>
<p>Approximate date of publication</p>	<p>Other academics have provided more up-to-date information (Smythe, c. 2007) that...</p>	<p>Smythe, V c. 2007, <i>Ant colonies: how they communicate</i>, Emu Press, Canberra, ACT.</p>
<p>No date of publication</p>	<p>Some aspects of forensic science are more challenging than others (Browne n.d.) and for this reason...</p>	<p>Browne, JD n.d., <i>Forensic science as a career</i>, Tower Publishing, London.</p>
<p>Corporate author</p> <p>When the author is also the publisher</p>	<p>An earlier study (International Development Research Centre [IDRC], 1998) pointed to...</p> <p>Subsequent in-text reference/s:</p> <p>... (IDRC 1998) again identified...</p>	<p>International Development Research Centre (IDRC) 1998, <i>Biodiversity, equity and the environment: a review of research for development</i>, IDRC, Ottawa.</p>

	In-text reference	Reference list
Corporate author/s – electronic (online) book Book available online, as podcast, and in paperback	Australia, like other countries, is seeking organ donors (Institute of Medicine 2006) and this requires...	Institute of Medicine (US) 2006, <i>Organ donation: opportunities for action</i> , The Online Books Page, viewed 11 June 2007, http://onlinebooks.library.upenn.edu/new.html . <i>Note: this book can be read online 'free', or as a podcast, or purchased.</i>
Corporate author – commissioned reports	The draft report prepared by CHL Consulting (2003) was considered at a meeting held on...	CHL Consulting Co. Ltd. 2003 (unpub.), 'A tourism development strategy for North Tipperary' [Draft report], commissioned by North Tipperary County Council et al., October, pp. 1-63.
Second, or later edition	Peters (2001, p. 6) argued that '...'	Peters, T 2001, <i>The elements of counselling</i> , 2nd edn, Macmillan, Brisbane, Qld.
Multi-volume work with a finite number of volumes	There is much to learn about these writers (Inge, Duke & Bryer 1978, p. 27) which results in... OR There's so much to learn about our country (Clark 1978, p. 42) that we kept returning to...	Inge, MT, Duke, M & Bryer, JR (eds.) 1978, <i>Black American writers: bibliographical essays</i> , vols 1-2, St Martins, New York. Clark, CMH 1978, <i>A history of Australia, the earth abideth forever 1851-1888</i> , vol. 4, Melbourne University Press, Melbourne.
Multi-volume work produced over a number of years	Psychology had always interested us and the science behind it (Koch 1959-1963, p. 19) which meant that... OR The terms used in sports medicine became clearer (Dirix, Knuttgen & Tittel 1988-, p. 14) and...	Koch, S (ed.) 1959-1963, <i>Psychology: a study of science</i> , vols 1-6, McGraw Hill, New York. Dirix, A, Knuttgen, HG & Tittel, K 1988-, <i>The encyclopaedia of sports medicine</i> , Blackwell Scientific, Oxford.

JOURNALS

Article with one or more authors, and continuous paging	Kramer and Bloggs (2002) stipulated in their latest article... OR This article on art (Kramer & Bloggs 2002) stipulated that...	Kramer, E & Bloggs, T 2002, 'On quality in art and art therapy', <i>American Journal of Art Therapy</i> , vol. 40, pp. 218-31.
Article with one or more authors, and separated paging	In an earlier article, it was proposed (Jackson 2007)...	Jackson, A 2007, 'New approaches to drug therapy', <i>Psychology Today and Tomorrow</i> , vol. 27, no. 1, pp. 54-9.

	In-text reference	Reference list
Article in journal with no volume or issue number	Wychick and Thompson (2005) foreshadow that scam will still be enticing... OR In an interesting approach to scam (Wychick & Thompson 2005, p. 54) suggested that...	Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?', <i>AustraliaToday</i> , 24 November, pp. 54-60.
Article in online journal or magazine	Hundy and Cameron (2004) discuss the risk factors associated with infectious disease in their recent article ...	Hundy, R & Cameron, S 2004, 'Risk factors for sporadic human infection', <i>Journal of Communicable Diseases Australia</i> , vol. 28, no. 1, viewed 2 December 2005, http://pandora.nla.gov.au/pan/10754/20040610/www.cda.gov.au/pubs/cdi/cdicur.htm .
Article retrieved from a database	An important finding (Meyer & Block 1992) was that... OR It was suggested by Meyer and Block (1992) that...	Meyer, A & Block, K 1992, 'The tip of the tongue phenomenon: blocking or partial activation?', <i>Memory & Cognition</i> , vol. 20, pp. 715-26, viewed 26 August 2006 from PsycARTICLES database.

GOVERNMENT PUBLICATIONS – PRINT & ELECTRONIC

Government department as author	The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA] 2006) presents Australian Government agencies with... Subsequent in-text reference/s: ... [DOFA 2006] identified...	Department of Finance and Administration (DOFA) 2006, <i>Delivering Australian Government services: managing multiple channels</i> , DOFA, Canberra.
Government legislation	First in-text reference: ...and referred to in the <i>Privacy Act 1988</i> ... Subsequent in-text reference/s: ...and the eleven principles in the Privacy Act give...	Include reference to legislation (e.g. Acts of Parliament, Regulations and Ordinances) in a separate list headed 'Legislation' and only if it is required by your Lecturer or is essential to a better understanding of the subject matter of your assignment.
Government publication, with identifying number	A recent government survey (Department of Foreign Affairs and Trade [DFAT] 2005) reported that... <i>Subsequent entries use only the acronym.</i>	Department of Foreign Affairs and Trade (DFAT) 2005, <i>Education without borders</i> , cat. no. 1314.9, DFAT, Canberra.
Government report, with identifying report number	In identifying the importance of access to information (Administrative Review Council [ARC] 1998) noted that... OR The Administrative Review Council (ARC) (1998, p. 15) noted that...	Administrative Review Council (ARC) 1998, <i>The contracting out of government services: report to the Attorney-General</i> (Report no. 42, August 1998), ARC, Barton, ACT.

	In-text reference	Reference list
Government report (common title/ acronym must also be added)	A government report (Australian Greenhouse Office in Department of the Environment & Heritage [AGO in DEH] 2005) found that... <i>Subsequent entries use only the acronym.</i>	Australian Greenhouse Office in the Department of the Environment and Heritage 2005, <i>Tracking to the Kyoto target</i> , Australian Government Publishing Service, Canberra.
Government Standards	...and 'including data in computer systems, created or received and maintained by an organisation' (Australian Standard AS4390: Records Management 1996, p. 7) as well as...	Standards Association of Australia 1996, <i>Australian Standard AS4390: Records Management</i> , Standards Australia, Homebush, NSW.

UNIVERSITY PROVIDED STUDY MATERIALS, GUIDES, NOTES AND BOOKS OF READINGS – PRINT & ELECTRONIC

Book of readings and E-reserve	<p>Hade (2002, p. 509) quoted Tom Engelhardt to support his view that we shouldn't take Engelhardt's comments about reading being 'harmful to your kids' and went on to explain...</p> <p>In a review of the <i>Freedom of Information Act 1988</i>, Rose (1996, p. 4) determined that...</p>	<p>Material available in Books of readings and on E-reserve is usually only available to students enrolled in a specific unit. Check with your Lecturer to get access to these sources.</p> <p>If you cite an item from a Book of Readings, use the following style:</p> <p>Hade, D 2002, Storyselling: are publishers changing the way children read?, <i>The Horn Book Magazine</i>, vol. 78, no. 5, pp. 509-17, Book of readings distributed in unit 007689 <i>Writing for young people PG</i>, University of Canberra, ACT.</p> <p>If you cite an item from E-reserve, use the following style:</p> <p>Rose, A 1996, Freedom of information under review, <i>Canberra Bulletin of Public Administration</i>, vol. 80, September, pp. 4-8, E-reserve item available in unit 005705 <i>Knowledge Management for eBusiness M</i>, University of Canberra, ACT.</p>
Lecture notes – electronic	Examples given from experience in the construction industry (Benton 2006) provided...	Benton, E 2006, Building: bust or boom, Lecture notes (electronic), City University, Brisbane, Qld, 1 September.
Lecture notes – unpublished	It is predicted that community development has elements that enhance leadership (Klein 2005).	Klein, S 2005, Community participation, Lecture notes distributed in the course <i>CD1206 Associated leadership</i> , 12 December 2005, University of Canberra, ACT.
Study Guide – printed Include page numbers when material is quoted directly	<p>First in-text reference: In reviewing the steps involved in processing passengers, the unit Customs Management Theory & Practice 2 [CMT&P2] (2007) identifies...</p> <p>OR Processing passengers on arrival involves a series of steps (Customs Management Theory & Practice 2 [CMT&P2] 2007) which...</p> <p>Subsequent in-text reference/s: The next requirement identified in the series of steps (CMT&P2 2007) is...</p>	Widdowson, D, Holloway, S & Murray, A 2007, <i>006341 Customs management theory & practice 2: study guide</i> , Centre for Customs & Excise Studies, University of Canberra, ACT.

	In-text reference	Reference list
Study material on CD-ROM	One of the best parts of learning how to write for young people is using the interactive CD that accompanies the study guide (Alderman 2007).	Alderman, B 2007, CD, <i>Writing for young people PG</i> , University of Canberra, ACT.
Tutorial notes – unpublished	Included in the list of attributes considered essential (Art Conservation 2006) were...	Defining works of art, <i>Unit 009876 Art conservation</i> (unpub. tutorial handout, 26 October 2006), University of Canberra, ACT.
Tutorial presentation – by student	The inclusion of tables showing the increase in home ownership in Ms D Southerland's tutorial presentation on 15 May 2007, confirmed... Treat as personal communication unless directed otherwise by your Lecturer or Tutor.	Not included in Reference list.
Thesis or Dissertation	The extent to which nutrients are important (Brown 2001, p. 252) is demonstrated...	Brown, G 2001, 'Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream', Doctoral thesis, University of Canberra.
Thesis or dissertation abstracted in <i>Dissertation Abstracts International</i> (print or electronic)	An interesting proposition about children, their academic achievement and parents' perceptions (Hood 2001) led to...	Hood, J 2000, 'An investigation of the relationship between parents' perceptions of parental involvement and the academic achievement of their children', <i>Dissertation Abstracts International</i> , vol. 62, no. 12A.

SPECIALISED SOURCES – PRINT & ELECTRONIC

Audio cassette	When learning Italian language, listening to the third audio cassette (Buongiorno Italia 1984) helped with...	BBC Books 1984, audiotope, <i>Buongiorno Italia! A BBC course for beginners in Italian: 3: programmes 15-20</i> , BBC Worldwide Publishing, London.
Brochure – author is also publisher	The security of personal information is addressed in the TransACT brochure...	TransACT n.d., <i>Guide to equipment and services</i> , TransACT, Canberra, ACT.
CD or DVD video recording	We hired 'Sense and sensibility' (Columbia TriStar n.d.) and settled down to our evening movie.	<i>Sense and sensibility</i> n.d., DVD video recording, Columbia TriStar Home Video, Australia.
CD recording – music	Everyone enjoyed listening to 'Sea pictures' (Elgar 1981) especially as it was the anniversary of his birth.	Elgar, E 1981, CD, 'Sea pictures', <i>Elgar: Symphony no. 2 in E flat; Sea pictures</i> , EMI, London.
Conference or seminar papers in published proceedings	In a paper about conservation of photographs (Edge 1996, pp. 97-100), the proposition that...	Edge, M 1996, 'Lifetime prediction: fact or fancy?', in MS Koch, T Padfield, JS Johnsen & UB Kejser (eds.), <i>Proceedings of the Research Techniques in Photographic Conservation Conference, Copenhagen 14-19 May 1995</i> , Royal Danish Academy of Fine Arts, Copenhagen, pp. 97-100.

	In-text reference	Reference list
Conference or seminar papers in proceedings published on a website	A technical approach to electronic transactional evidence (Carruthers-Taylor 2000, pp. 75-83) that could be...	Carruthers-Taylor, N 2000, 'Capturing electronic transactional evidence: a technical solution', in A Eccleston (ed.), <i>eBusiness transactions: providing accountability through effective recordkeeping: Proceedings of a seminar conducted by the ACT Branch of the Records Management Association of Australia (RMAA), 21-22 March 2000</i> , RMAA, Canberra, viewed 3 November 2006, http://www.rmaa.org.au/ .
Dictionary	The Macquarie Dictionary defines the term 'golden fleece' as...	<i>Macquarie: Australia's national dictionary: concise dictionary</i> 2006, 4th edn, Macquarie Dictionary Publishers, University of Sydney, Sydney, NSW.
Document on the World Wide Web – dated and author or sponsor given	Sofer (1996) states that ... OR Art therapists are part of a global community (Sofer 1996)...	Sofer, D 1996, <i>Art therapy on the web</i> , viewed 7 December 2005, http://www.sofer.com/art-therapy/intro.html . <i>Note that web addresses are not underlined.</i>
Document on the World Wide Web – author or sponsor given but not dated	Department of Sustainability and Environment (DSE n.d.) has recommended three major regional action plans to maintain water reserves. <i>Subsequent entries use only the acronym.</i>	Department of Sustainability and Environment n.d., <i>Regional action plans</i> , viewed 2 December 2005, http://www.dse.vic.gov.au/DSE/wcmn202.nsf/LinkView .
Email – NEVER cite addresses without permission of the owner of the address	Ms Coleman provided details in an email on 11 July 2007.	Usually, no entry in Reference list. Only included if permission to include the address has been granted, and if it is considered helpful to your reader. If included, this is the format to use in the Reference list: Coleman, M 2007, email, 11 July, mcoleman@hometown.com.au.
Encyclopaedia	A picture of a beautifully decorated double manual harpsichord (<i>Larousse encyclopaedia of music</i> 1971, p. 166) shows...	Hindley, G (ed.) 1971, <i>The Larousse encyclopaedia of music</i> , Chancellor, London.
Encyclopaedia – online	Climate change is a major topic of conversation these days and the study of 'climatology has developed along two main lines: regional climatology and physical climatology' (climatology 2007) ...	climatology 2007, in <i>Encyclopaedia Britannica</i> , viewed 22 June 2007, Encyclopaedia Britannica Online, http://www.search.eb.com/eb/article-9024388 .

	In-text reference	Reference list
<p>Figure, Table, Graph, Map or Chart</p> <p>Cite each of these as you would for a book.</p> <p>Include the type of entry immediately after the year, e.g. figure, table, graph, map, chart</p> <p>BUT if the item itself is numbered in the original work, omit the type and include the graph, table, figure or chart and its number in the list of References, as shown in this example</p>	<p>Figure: The internal processes were well described (Kaplan & Norton 2004, p. 48) which led to...</p> <p>Map: To locate a property just outside Canberra, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...</p>	<p>Figure: Kaplan, RS & Norton, DP 2004, Figure 2.7, Internal processes deliver value over different time horizons, <i>Strategy maps: converting intangible assets into tangible outcomes</i>, Harvard Business School, Boston.</p> <p>Map: Geoscience Australia (NATMAP) 2004, <i>New South Wales and Australian Capital Territory: ACT Region</i>, 1st edn, GEOCAT 61614, Geoscience Australia, Canberra.</p>
Handbook – author identified	In chairing a well-run meeting an understanding of the process is essential (Bentley 1970) and to this end...	Bentley, CF 1970, <i>Handbook for chairmen and secretaries: a guide to meetings and management of clubs, societies and associations</i> , Reed, Sydney, NSW.
Handbook – corporate author	Email is now the communication tool of choice (Kana 2000)...	Kana 2000, <i>Email for business handbook</i> , TMTE Group, Sydney, NSW.
Handbook – online – corporate author or sponsor	As part of an undergraduate study program, a three-year sequence of Japanese language would lead to a Diploma in Languages (University of Canberra Handbook online) which would enhance my job opportunities.	University of Canberra 2007, <i>Handbook</i> , viewed 6 June 2007, http://www.canberra.edu.au/courses/ .
Interview – on radio	In an interview, Margaret Throsby commented that Elgar, the composer, (<i>Mornings with Margaret Throsby</i> 2007) was...	<i>Mornings with Margaret Throsby</i> 2007, radio program, ABC Radio, Sydney, 5 June.
Interview – on television	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (<i>Enough rope with Andrew Denton</i> 2006) and...	<i>Enough rope with Andrew Denton</i> 2006, television series, Australian Broadcasting Corporation, Sydney, 25 September. Interview with Raelene Boyle.
Motion picture (movie)	The evidence (<i>The lord of the rings</i> 2003) that belief in a world...	<i>The lord of the rings</i> 2003, motion picture, Imagine Films, Auckland, NZ. S Pyke, Producer; P Jackson, Director.
Newsletter	Even early guidelines for digital publishing (Publishing in the digital age 1998, p. 2) suggested that...	'Publishing in the digital age' 1998, <i>ProActive</i> , vol. 180, no. 2, June.
Newspaper article – if authorship is evident	The notion of a Bill of Rights (Waterford 2007) may be...	Waterford, J 2007, 'Bill of Rights gets it wrong', <i>Canberra Times</i> , 30 May, p. 11.

	In-text reference	Reference list
Newspaper article – if authorship is not obvious	The redesign of the internet... (<i>Canberra Times</i> 2007) is said to...	'Internet pioneer to oversee network redesign' 2007, <i>Canberra Times</i> , 28 May, p. 15.
Newspaper article retrieved from a database	In an attempt to save the tiger, Darby (2002) provided...	Darby, A 2002, 'Rarest tiger skin: a rugged survivor', <i>Sydney Morning Herald</i> , 20 August, electronic version, retrieved 20 May 2006 from Factiva database.
Newspaper or newsletter article retrieved from a website - retrieved from an online newspaper or online newsletter	Clark (2003) referred specifically to... <i>OR</i> Clark (2003) refers to...	Clark, E 2003, 'Enforcement, not shortage of laws, at the heart of spam's virulent growth', <i>Canberra Times</i> , 13 July, viewed 25 July 2003, http://www.canberratimes.com.au .
Online discussion groups	There are strongly held views about knowledge management (Weidner 11 June 2007) and from personal experience...	Weidner, D 2007, 'KM reducing in popularity', discussion list, 11 June, ActKM, viewed 11 June, http://actkm.org/mailman/listinfo/actkm_actkm.org .
Personal communication	J. Francis (personal communication, 6 August 2007) was able to confirm that the floods had not reached their area.	Not included in Reference list. Cite in text only.
Podcast (audio) or Vodcast (video podcast)	Listening to the news on my MP3 player (<i>AM: news & current affairs</i> 2007) was a new experience and I decided...	<i>AM: news & current affairs</i> 2007, radio program, ABC Radio, Sydney, 23 April, podcast downloaded 28 May 2007, http://abc.net.au/news/subscribe/amrss.sml .
Portal with no author and no date – including a blog	Drought, then flood; we searched for something about water conservation (Water Conservation Portal 2007) which...	Water Conservation Portal n.d., blog, 'Water news: world running out of water', viewed 11 June 2007, http://www.waterconserve.info/ .
Professional website	We found out about the uniform for Radford College (http://www.radford.com.au/enrolments/College_Uniform.html), after which we...	Not included in Reference list.
Radio broadcast	Listening to a wide selection of classic music (<i>Afternoons with Emma Ayres</i> 2007) is a joy that brings...	<i>Afternoons with Emma Ayres</i> 2007, radio program, ABC Classic FM Radio, Sydney, 17 May.
Radio program – transcript	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall 2005) which...	Mascall, S 2005, radio program, 'Are we hardwired for creativity?', The nature of innovation (transcript), Radio Australia, Melbourne, 14 February, viewed 6 June 2007, http://www.abc.net.au/ra/innovations/stories/s1302318.htm .

	In-text reference	Reference list
Speech	Amongst the views expressed about war and peace (Hodson 2000) were...	Hodson, A 2000, 'Peace in today's world', Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, NSW, 11 November.
Speech – available online	In her ANZAC Day speech, the Prime Minister of New Zealand (Clark, 2007) referred to...	Clark, H 2007, 'Prime Minister's 2007 Anzac Day message', 25 April, viewed 5 June 2007, http://www.anzac.govt.nz .
Television advertisement	ICT as a career is part of the Australian Computer Society's (ACS) TV advertising campaign to promote the profession (ACS 2007).	Australian Computer Society 2007, <i>ICT professionals shaping our future</i> , television advertisement, ACS, Canberra, ACT.
Television broadcast	The <i>TODAY</i> show (Channel 9 2007) often includes interesting health topics such as the item on food allergies...	'Deadly food allergies' 2007, <i>TODAY</i> , television broadcast, Channel 9, Sydney, 18 June, viewed 26 June 2007, http://today.ninemsn.com.au/article.aspx?id=273569 . Always check the television station's website and use the transcript, if one is available, for direct quotes.
Television program – transcript	Cyclones often affect Australia, especially in the north (Cyclone Tracy 2004) and it is worthwhile...	McLaughlin, M 2004, television program, 'Cyclone Tracy', (transcript), ABC TV, Sydney, 7 November, viewed 21 May 2007, http://www.abc.net.au/tv/rewind/txt/s1233697.htm .
Video recording	Visual creativity in <i>Three coins</i> (Jones & Dam 1970) allows the viewer...	<i>Three coins</i> 1970, video recording, Toshiba Classical Film and Video, Rome. S Jones, Producer; F Dam, Director.
Work of art	This beautiful rendition of Dewi Srikandi and R. Harjuno (Subari 1982) is an example of the talent of artists in Indonesia and...	Subari 1982, pencil on linen, Dewi Srikandi & R Harjuno, private collection, Canberra, ACT.

Sample Reference List - Harvard

The examples provided for the 'Harvard' Australian author-date referencing style would look like the following entries in a Reference list.

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