

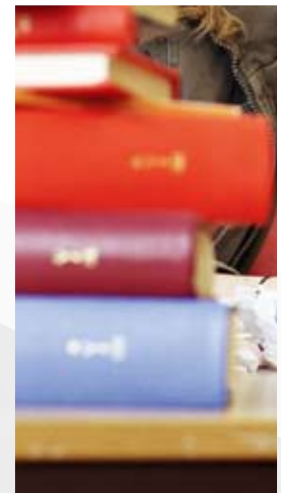
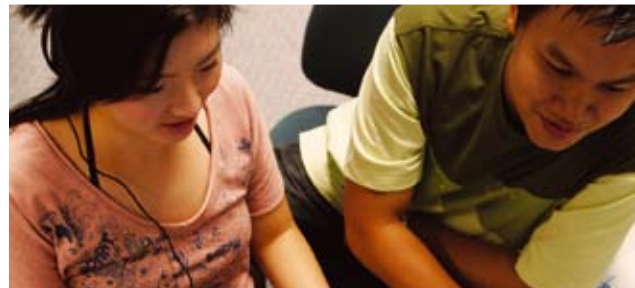


A GUIDE TO REFERENCING  
SIXTH EDITION



UNIVERSITY OF  
CANBERRA

AUSTRALIA'S CAPITAL UNIVERSITY



# A GUIDE TO REFERENCING

WITH EXAMPLES IN THE APA & HARVARD STYLES

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SIXTH EDITION

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and Academic Skills Program

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# INTRODUCTION TO THE SIXTH EDITION

As with previous editions, this sixth edition of *A guide to referencing* covers the most common problems university students encounter when referencing published and unpublished print, non-print and electronic material. It draws on the most recent editions of publications that have served as authorities for previous editions of this guide:

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

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

The Library provides 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 Faculty 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 Student Academic Integrity Policy** which is available in *UC Student Guide to Policies* at: <http://www.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 evaluate my sources?

It is very important that you evaluate the information you intend to use to ensure that it is from an authoritative source and is appropriate for your research. For more information use the guides for evaluating sources under 'Web resources'.

## HOW do I acknowledge my sources?

If your unit outline or Faculty has 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, as it does not cover referencing examples for every source. You could consult the main authority for the referencing style you are using, or apply this Guide's basic rules to construct your reference. 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:

### Print resources

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

American Psychological Association 2010, *Publication manual of the American Psychological Association*, 6th edn, APA, Washington, DC.

Burton, LJ 2010, *An interactive approach to writing essays and research reports in psychology*, 3rd edn, Wiley, Milton, Qld.

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

*MLA style manual and guide to scholarly publishing* 2008, 3rd edn, Modern Language Association of America, New York.

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

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

Turabian, KL 2007, *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers*, 7th edn, rev. Wayne C. Booth et al., University of Chicago Press.

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

### Web resources

American Psychological Association's *APA Style Help*, <http://www.apastyle.org/apa-style-help.aspx>

American Psychological Association's *Frequently asked questions*, <http://www.apastyle.org/learn/faqs/index.aspx>

Diana Hacker's *Research and Documentation Online*, <http://www.dianahacker.com/resdoc/>

Central Queensland University's *Referencing styles*, <http://facultysite.cqu.edu.au/FCWViewer/view.do?page=3955>

Monash University Library's *Citing and referencing tutorials*, <http://www.lib.monash.edu.au/tutorials/citing/>

University of Maryland University College Library's *APA citation examples* (based on 6th ed.) <http://www.umuc.edu/library/guides/apa.shtml>

University of Southern Queensland Library's *Referencing guides*, <http://www.usq.edu.au/library/help/referencing/>

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

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

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

University of Canberra Library's *PILOT, Module 6: Use your information appropriately*, <http://www.canberra.edu.au/pilot/module6/index.html>

### The following are useful guides for evaluating sources:

University of California Berkeley Library's *Critical Evaluation of Resources*, <http://www.lib.berkeley.edu/instruct/guides/evaluation.html>

University of Canberra Library's *PILOT, Module 3: Evaluate your resources*, [http://www.canberra.edu.au/pilot/module3/3\\_3/index.html](http://www.canberra.edu.au/pilot/module3/3_3/index.html)

# AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING STYLE

These examples are based on the following publication:

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

More information is available from: <http://www.apastyle.org/apa-style-help.aspx>

IN-TEXT REFERENCE	REFERENCE LIST
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## BOOKS

<p><b>One author – in-text reference placement</b></p> <p><b>Note:</b> 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><b>‘Information prominent’ (the author’s name is within parentheses):</b> The conclusion reached in a recent study (Cochrane, 2007) was that...</p> <p><b>OR</b></p> <p><b>‘Author prominent’ (the author’s name is outside the parentheses):</b> Cochrane (2007) concluded that...</p>	<p>Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i>. Malden, MA: Blackwell Publishing.</p>
<p><b>One author – when fewer than 40 words are quoted</b></p> <p>Include the material in the paragraph and include specific page number/s.</p> <p>Use <b>double quotation marks</b> to show the exact words.</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><b>OR</b></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><b>One author – when 40 or more words are quoted</b></p> <p>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><b>Omit</b> the quotation marks.</p> <p>Use <b>double spacing</b> for both your text and the indented quote.</p> <p>Make sure the quote is <b>exactly</b> 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 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><b>Two authors</b></p>	<p>When considering context and communication Littlejohn and Foss (2005) maintained that...</p>	<p>Littlejohn, S. W., &amp; Foss, K. A. (2005). <i>Theories of human communication</i> (8th ed.). Southbank, Australia: Thomas Wadsworth.</p>
<p><b>Three to five authors – when reference to specific page/s required</b></p> <p>For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.</p>	<p>A recent study (Duffy, Deakin, Wieniawa-Narkiewicz, &amp; Wilson, 2001, p. 20) concluded that...</p> <p><b>Subsequent in-text reference/s:</b> (Duffy et al., 2001, p. 20)</p>	<p>Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., &amp; Wilson, K. (2001). <i>Guide to writing in biomedical sciences</i>. Australia: University of Canberra.</p>
<p><b>Several works by same author, same year</b></p> <p>Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.</p>	<p>Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference...</p> <p>"Educational change" has taken on a new meaning in recent years (Fullan, 1996b) ...</p>	<p>Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i>. New York, NY: Kluwer Academic Publishers.</p> <p>Fullan, M. (1996b). <i>The new meaning of educational change</i>. London, England: Cassell.</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Several authors, different years, referred to collectively in your work</b></p> <p>List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.</p> <p>Separate each reference with a semicolon.</p>	<p>The cyclical process (Carr &amp; Kemmis, 1986; Dick, 2000; Kemmis &amp; McTaggart, 1988; Maclsaac, 1995) suggests...</p>	<p>Carr, W., &amp; Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i>. London, England: Falmer Press.</p> <p>Dick, B. (2000). <i>A beginner's guide to action research</i>. Retrieved from <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p> <p>Kemmis, S., &amp; McTaggart, R. (Eds.). (1988). <i>The action research planner</i> (3rd ed.). Melbourne, Australia: Deakin University.</p> <p>Maclsaac, D. (1995). <i>An introduction to action research</i>. Retrieved from <a href="http://physicsed.buffalostate.edu/danowner/actionrsch.html">http://physicsed.buffalostate.edu/danowner/actionrsch.html</a></p>
<p><b>E-Book – online book</b></p> <p>- If the URL leads to information about how to obtain the book, use "Available from" instead of "Retrieved from".</p> <p>- If there is a DOI (digital object identifier), include it instead of the 'Retrieved from' statement. A DOI is a unique, permanent identifier assigned to many electronic documents.</p>	<p>We found helpful information about deaf children (Niemann, Greenstein, &amp; David, 2004) that meant we could...</p> <p>Schiraldi (2001) offers solutions to PTSD.</p>	<p>Niemann, S., Greenstein, D., &amp; David, D. (2004). <i>Helping children who are deaf: Family and community support for children who do not hear well</i>. Retrieved from <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a></p> <p>Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722</p>
<p><b>Citing a source within a source</b></p> <p>When citing a source you haven't read yourself, but which is referred to in a source you have read.</p>	<p>Lilly (as cited in Maxwell, 1999, p. 25) stated that "...".</p> <p><b>OR</b></p> <p>Lilly's 1980 study (as cited in Maxwell, 1999, p. 25) found that...</p>	<p>Maxwell, F. (1999). <i>Phonology</i>. San Francisco, CA: Brooks Cole.</p>
<p><b>Chapter in edited book</b></p>	<p>A discussion about Australia's place in today's world (Richards, 1997) included reference to...</p> <p><b>OR</b></p> <p>Richards (1997) proposed that...</p>	<p>Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). North Ryde, Australia: Century.</p>
<p><b>Brochure – author is also publisher</b></p>	<p>The security of personal information is addressed in the TransACT brochure (TransACT, n.d.)</p>	<p>TransACT. (n.d.). <i>Guide to equipment and service</i> [Brochure]. Canberra, Australia: Author.</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Editor</b>	In discussing best practice, Zairi (1999) identified...  <b>OR</b> Best practice indicators in management have been identified (Zairi, 1999) and...	Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i> . Oxford, England: Butterworth-Heinemann.
<b>Compiler, or Reviser, or Translator</b> 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...  <b>OR</b> 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, England: Phoenix House. (Original work published 1991).
<b>No author or editor</b> - Use the title in the position of the author. - The title may be shortened to the main title (omitting the sub-title) or the first few words of the title.	Macroeconomics considers prices and quantities ( <i>Macroeconomics, prices and quantities</i> , 1983, pp. 43-57), so it is important to...	<i>Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun</i> . (1983). Oxford, England: Blackwell.
<b>Approximate date of publication</b>	Other academics, such as Smythe [ca. 2007] have provided more up-to-date information confirming that...	Smythe, V. [ca. 2007]. <i>Ant colonies: How they communicate</i> . Canberra, Australia: Emu Press.
<b>No date of publication</b>	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, England: Tower Publishing.
<b>Corporate author – when the author is also the publisher</b> - Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references.	A recent study (Australian Institute of Health and Welfare [AIHW], 2009) highlighted ...  <b>Subsequent in-text reference/s:</b> The AIHW (2009) found that...	Australian Institute of Health and Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Corporate author – commissioned reports</b>	The report prepared by the South Australian Centre for Economic Studies (2009) was discussed.	South Australian Centre for Economic Studies. (2009). <i>Local government's current and potential role in water management and conservation: Final report</i> . Commissioned by the Local Government Association of South Australia. Adelaide, Australia: Author.
<b>Second or later edition</b>	Peters (2001, p. 6) argued that "..."	Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Brisbane, Australia: Macmillan.
<b>Multi-volume work</b>	Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in...  <b>OR</b> 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, NY: St. Martins.  Clark, C. M. H. (1978). <i>A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888</i> . Australia: Melbourne University Press.

## JOURNAL, NEWSPAPER & NEWSLETTER ARTICLES

<b>Journal article with one author – separated paging (paginated by issue)</b>  - If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List.	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.
<b>Journal article with two authors – continuous paging throughout a volume.</b>  - If the journal volume page numbers run continuously throughout the year, regardless of issue number, do <b>not</b> include the issue number in your Reference List entry.	Kramer and Bloggs (2002) stipulated in their latest article...  <b>OR</b> 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.



	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Journal article with three to five authors</b></p> <p>For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.</p>	<p>A recent study to investigate the effects of an organisational stress management program on employees (Elo, Ervasti, Kuosma, &amp; Mattila, 2008) concluded that...</p> <p><b>Subsequent in-text reference/s:</b> (Elo et al., 2008, p. 11)</p>	<p>Elo, A., Ervasti, J., Kuosma, E., &amp; Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of Occupational Health Psychology</i>, 13(1), 10-23.</p>
<p><b>Article in online journal with six or seven authors</b></p> <ul style="list-style-type: none"> <li>- Give the first author's family name followed by 'et al.' for all in-text references.</li> <li>- Use a DOI (digital object identifier) if one is assigned instead of the 'Retrieved from' statement.</li> </ul>	<p>A simple ALMA is described in a recent study (Restouin et al., 2009).</p>	<p>Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., &amp; Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. <i>BioTechniques</i>, 47, 871-875. Retrieved from <a href="http://www.biotechniques.com/BiotechniquesJournal/">http://www.biotechniques.com/BiotechniquesJournal/</a></p>
<p><b>Journal or magazine article with no volume or issue number</b></p>	<p>Wychick and Thompson (2005) foreshadow that scam will still be enticing...</p> <p><b>OR</b></p> <p>An interesting approach to scam (Wychick &amp; Thompson, 2005) suggested that...</p>	<p>Wychick, J., &amp; Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i>, 54-60.</p>
<p><b>Journal article retrieved from a database - with a DOI (Digital Object Identifier)</b></p> <p>A DOI is a unique, permanent identifier assigned to articles in many databases. <b>Always</b> include the DOI if one is provided (usually in the article's full-text, abstract or database record). If there is a DOI, no other retrieval information is necessary.</p>	<p>A study examining priming (Johns &amp; Mewhort, 2009) discovered ...</p>	<p>Johns, E., &amp; Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i>, 35, 1162-1174. doi: 10.1037/a0016372</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Journal article retrieved from a database - without a DOI</b></p> <p>- If there is no DOI, do a Web search to locate the URL of the journal's home page &amp; include it in the Reference List. The journal URL can sometimes be found in the database record or in the full text view of the article.</p> <p>- If the online article is ONLY available from a database (e.g. for discontinued journals where the journal home page doesn't exist), include the entry page URL of the database where it was found. Give the database name if not in the URL.</p>	<p>The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)...</p>	<p>Ramalho, M., Da Silva, G., &amp; Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i>, 9(2), 189-195. Retrieved from <a href="http://www.sbmp.org.br/cbab">http://www.sbmp.org.br/cbab</a></p>
<p><b>Book review in a journal</b></p>	<p>In his review of Thomas Samaras' latest book, Marson (2009) identifies...</p>	<p>Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i>, by T. Samaras]. <i>Public Health Nutrition</i>, 12, 1299-1300. doi:10.1017/S1368980009990656</p>
<p><b>Newspaper article – with an author</b></p>	<p>The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).</p>	<p>Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i>, p. 11.</p>
<p><b>Newspaper article – without an author</b></p>	<p>The redesign of the internet ("Internet pioneer", 2007) is said to...</p>	<p>Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i>, p. 15.</p>
<p><b>Newspaper article retrieved from a database</b></p> <p>Do a Web search to locate the URL of the newspaper's home page &amp; include it in the Reference List.</p>	<p>In an attempt to save the tiger, Darby (2002) provided...</p>	<p>Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i>. Retrieved from <a href="http://www.smh.com.au">http://www.smh.com.au</a></p>
<p><b>Article in an online newsletter</b></p>	<p>Australia's casualty rate was almost 65 per cent - the highest in the British Empire ("Australians and the Western Front", 2009)</p>	<p>Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i>. Retrieved from <a href="http://www.cultureandrecreation.gov.au/newsletter/">http://www.cultureandrecreation.gov.au/newsletter/</a></p>

## IN-TEXT REFERENCE

## REFERENCE LIST

## GOVERNMENT PUBLICATIONS

<p><b>Government department as author</b></p> <p>- Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references.</p>	<p>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...</p> <p><b>Subsequent in-text reference/s:</b> DOFA (2006) identified ...</p>	<p>Department of Finance and Administration. (2006). <i>Delivering Australian Government services: Managing multiple channels</i>. Canberra, Australia: Author.</p>
<p><b>Legislation</b></p>	<p>In relation to action regarding unsuitable goods, s. 74B of the Trade Practices Act (1974) states...</p>	<p>Trade Practices Act, Cth. (1974). Retrieved from <a href="http://www.comlaw.gov.au/">http://www.comlaw.gov.au/</a> <i>Note:</i> this is an example of a Commonwealth Act.</p>
<p><b>Government publication – with identifying number</b></p> <p>Includes report numbers, catalogue numbers, etc.</p>	<p>Recently released statistics from the Australian Bureau of Statistics (ABS) (2007) reveal interesting changes in Australian society.</p> <p><b>Subsequent in-text references:</b> The ABS (2007) reported that ...</p>	<p>Australian Bureau of Statistics. (2007). <i>Australian social trends</i> (Cat. no. 4102.0). Canberra, Australia: ABS.</p>
<p><b>Government report – online</b></p>	<p><b>First in-text reference:</b> A recent government report (Department of the Prime Minister and Cabinet [PM&amp;C], 2008) examines a selection of key topics ...</p> <p><b>Subsequent in-text references:</b> Families in Australia were highlighted (PM&amp;C, 2008)...</p>	<p>Department of the Prime Minister and Cabinet. (2008). <i>Families in Australia: 2008</i>. Retrieved from <a href="http://www.dpmc.gov.au/publications/families/index.cfm#contact">http://www.dpmc.gov.au/publications/families/index.cfm#contact</a></p>
<p><b>Government approved standards</b></p>	<p>...and “including data in computer systems, created or received and maintained by an organisation” (Standards Australia, 1996, p. 7) as well as...</p>	<p>Standards Australia. (1996). <i>Australian Standard AS 4390: Records Management</i>. Sydney, Australia: Author.</p>

## UNIVERSITY PROVIDED STUDY MATERIAL

## Reading bricks and E-Reserve

Hade (2002/2005, 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...

In a review of the *Freedom of Information Act 1988*, Rose (1996, p. 4) determined that...

**If you cite an item from a Reading brick, use the following style:**

Hade, D. (2005). Storyselling: Are publishers changing the way children read? In *Unit 007689 Writing for young people PG: Selected readings*. Australia: University of Canberra. (Reprinted from *The Horn Book Magazine*, 78(5), 509-517, 2002)

**If you cite an item from E-Reserve, use the following style:**

Rose, A. (1996, September). Freedom of information under review. *Canberra Bulletin of Public Administration*, 80, 4-8. Retrieved from University of Canberra E-Reserve.

## Lecture / tutorial notes, etc. – online

In examining the genre of fiction (St. Vincent Welch, 2009)...

St. Vincent Welch, S. (2009). *Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?* [Lecture PowerPoint slides]. Retrieved from <http://learnonline.canberra.edu.au/>

## OTHER SOURCES

## Blog post

The plight of the flapper skate was recently highlighted (Keim, 2009)...

- List the author's name as it is used in the posting (including nicknames)
- For a blog comment, use 'web log comment' instead of 'web log post' and include the exact title (including 'Re:' if used)

Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Web log post]. Retrieved from <http://www.wired.com/wiredscience/2009/11/extinction-error/>

## CD recording – music

Lyrics from Paul Kelly's song "From little things big things grow" (Kelly, 1997, track 10) were used in recent television advertisements.

Kelly, P. (1997). From little things big things grow. On *Songs from the south: Paul Kelly's greatest hits* [CD]. Melbourne, Australia: Mushroom Records.

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Conference or seminar papers in published proceedings – print</b></p> <p>If the paper is from a book, use the Book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format.</p>	In a paper about conservation of photographs (Edge, 1996), 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>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.
<p><b>Conference or seminar papers in published proceedings – online</b></p>	Tester (2008) points to the value of using geothermal sources for power and energy.	Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i> , Canberra, Australia: Geoscience Australia. Retrieved from <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a>
<p><b>Dictionary / Encyclopaedia – print</b></p> <p>Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List.</p>	According to one definition of "bivalence" (VandenBos, 2007, p. 123)...	VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association.
<p><b>Dictionary / Encyclopaedia – online</b></p> <p>Include information about editions, specific volume numbers or page numbers in parenthesis following the title in the Reference List.</p>	A psychological overview of ADHD (Arcus, 2001)...	Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i> . Retrieved from <a href="http://www.gale.cengage.com/">http://www.gale.cengage.com/</a>  <i>Note:</i> If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference.
<p><b>Discussion group, list, etc. – online</b></p>	There are strongly held views about knowledge management (Weidner, 2007) and from personal experience...	Weidner, D. (2007, June 11). KM reducing in popularity [Discussion list message]. Retrieved from <a href="http://actkm.org/mailman/listinfo/actkm_actkm.org">http://actkm.org/mailman/listinfo/actkm_actkm.org</a>
<p><b>DVD / Videorecording</b></p>	Jane Austen's world came alive in <i>Sense and sensibility</i> (Lee, 1995)	Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.
<p><b>Email – NEVER cite addresses without permission of the owner of the address</b></p>	Ms Coleman (personal communication, July 11, 2007) provided details in an email and we acted on that information.	<b>Not included in Reference List.</b>  Treat as personal communication and cite in-text only.

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Facebook update</b></p> <p>List the author's name as it is written (including nicknames).</p>	<p>\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009a)</p>	<p>Rudd, K. (2009a, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from <a href="http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf">http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf</a></p> <p><i>Note:</i> 2009a is used as there is another example in this guide by the same author published in the same year.</p>
<p><b>Figure, Table, Graph, Map or Chart</b></p> <p>Cite each of these as you would for a book.</p> <p>Include, in square brackets, the type of entry immediately after the title:</p> <p>[Figure]. [Table]. [Map]. [Graph]. [Chart].</p>	<p><b>Graph</b></p> <p>The internal processes were well described (Kaplan &amp; Norton, 2004) which led to...</p> <p><b>Map</b></p> <p>To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...</p>	<p><b>Graph</b></p> <p>Kaplan, R. S., &amp; Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School.</p> <p><b>Map</b></p> <p>Geoscience Australia [NATMAP] (Cartographer). (2004). <i>ACT region, New South Wales and Australian Capital Territory</i> [Map]. Canberra, Australia: Author.</p>
<p><b>Image – online</b></p>	<p>The effective use of light in Monet's 'Haystacks' (Monet, 1890)...</p>	<p>Monet, C. (1890). <i>Haystacks, midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from <a href="http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG</a></p>
<p><b>Interview – on radio</b></p>	<p>In a recent interview with the Prime Minister (Mitchell, 2009),...</p>	<p>Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.</p>
<p><b>Interview – on television</b></p>	<p>He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and...</p>	<p>Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i>. [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.</p>
<p><b>Motion picture (movie)</b></p>	<p>Jackson and Pyke (2003) provide evidence that belief in a world...</p>	<p>Jackson, P. (Director), &amp; Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films.</p> <p><i>Note:</i> Give the country where the movie was made – not the city.</p>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Personal communication</b> Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.	J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area.	<b>Not included in Reference List. Cite in-text only.</b>
<b>Podcast (audio)</b>	Listening to the news on my MP3 player (Nolan, 2007) was a new experience and I decided...	Nolan, T. (Presenter). (2007, April 28). <i>AM: News &amp; current affairs</i> [Audio podcast]. Retrieved from <a href="http://abc.net.au/news/subscribe/amrss.sml">http://abc.net.au/news/subscribe/amrss.sml</a>
<b>Radio program - broadcast</b>	When discussing how people write about music, Koval (2009)...	Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. Melbourne, Australia: ABC Radio National.
<b>Radio program - transcript</b>	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. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from <a href="http://www.abc.net.au/ra/innovations/stories/s1302318.htm">http://www.abc.net.au/ra/innovations/stories/s1302318.htm</a>
<b>Speech</b>	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, Australia.
<b>Speech - online</b>	In her ANZAC Day speech (Clark, 2007), the Prime Minister of New Zealand referred to...	Clark, H. (2007, April 25). <i>Prime Minister's 2007 Anzac Day message</i> . Retrieved from <a href="http://www.anzac.govt.nz">http://www.anzac.govt.nz</a>
<b>Television advertisement</b>	The problems of teenage anxiety were graphically captured (Beyondblue, 2009)...	Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra, Australia: WIN TV.
<b>Television program - broadcast</b>	Examining future plans for Canberra's city area (Kimball, 2009)...	Kimball, C. (Presenter). (2009, September 4). <i>Stateline</i> [Television broadcast]. Canberra, Australia: ABC TV.  <b>Always check the television station's website and use the transcript, if one is available, for direct quotes.</b>
<b>Television program - transcript</b>	Cyclones often affect Australia, especially in the north (McLaughlin, 2004) and it is worthwhile...	McLaughlin, M. (Presenter). (2004, November 7). Cyclone Tracy. In <i>Rewind</i> [Television program] [Transcript]. Sydney, Australia: ABC TV. Retrieved from <a href="http://www.abc.net.au/tv/rewind/txt/s1233697.htm">http://www.abc.net.au/tv/rewind/txt/s1233697.htm</a>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Thesis or Dissertation – print</b>	The extent to which nutrients are important is demonstrated by Brown (2001, p. 252)...	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, Australia.
<b>Thesis or Dissertation – retrieved from a database</b>	Socha (2010) examined the reliability and validity of course forms.	Socha, A. (2010). <i>Students' assessments of instruction: A validity study</i> (Masters thesis). Available from Proquest Dissertations and Theses database. (AAT 1462244)  <i>Note:</i> End the reference with the unique number for the thesis/dissertation which begins with 'AAT' or 'UMI'. This number can be found in the results list or in the record for the item under "Publication Number".
<b>Thesis or Dissertation – retrieved from the web</b>	A study linking clubs with learning (McCaffrey, 2008)...	McCaffrey, J. (2008). <i>The extent to which clubs are perceived as learning organisations</i> (Doctoral thesis, University of Canberra, Australia). Retrieved from <a href="http://erl.canberra.edu.au/public/ad-AUC20081205.095000/">http://erl.canberra.edu.au/public/ad-AUC20081205.095000/</a>
<b>Video blog post</b>	The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009b),...	Rudd, K. (2009b, September 29). Update on new G20 arrangements [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=i8ldJ-0S5rs">http://www.youtube.com/watch?v=i8ldJ-0S5rs</a>  <i>Note:</i> 2009b is used as there is another example in this guide by the same author published in the same year.
<b>Web document – dated &amp; author or sponsor given</b>	An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> . Retrieved from the Reserve Bank of Australia website: <a href="http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html">http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</a>
<b>Web document – author or sponsor given but not dated</b>	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO, n.d.).	Commonwealth Scientific and Industrial Research Organisation. (n.d.). <i>Reducing Australia's greenhouse emissions factsheet</i> . Retrieved from <a href="http://www.csiro.au/resources/ps282.html">http://www.csiro.au/resources/ps282.html</a>



	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>Web source with no page numbers</b></p> <p><i>Include in in-text references:</i></p> <ul style="list-style-type: none"> <li>- A paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible); OR</li> <li>- A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in double quotation marks.</li> </ul>	<p>Copyright ownership of "lecture notes created as part of a lecturer's employment at the university" (University of Canberra, 2009, "University material", para. 2)...</p> <p><i>Note:</i> the heading of the section was "University material – who owns copyright?"</p>	<p>University of Canberra. (2009). <i>Copyright guide</i>. [Version 13 – 22 January]. Retrieved from <a href="http://www.canberra.edu.au/copyright/guide#heading14">http://www.canberra.edu.au/copyright/guide#heading14</a></p>
<p><b>Website – entire website</b></p>	<p>The new website of the Department of Education, Employment and Workplace Relations (<a href="http://www.deewr.gov.au">http://www.deewr.gov.au</a>) includes useful information on current government education policy.</p>	<p><b>Not included in Reference list.</b></p>
<p><b>Wiki</b></p> <p>Include the date retrieved, as the information is likely to change in these sources.</p>	<p>The role of media corporations in the media literacy movement is discussed ("Great debates in media literacy", n.d.)</p>	<p>Great debates in media literacy: Theory and practice of media literacy. (n.d.). In <i>Wikiversity</i>. Retrieved October 27, 2009, from <a href="http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy">http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy</a></p>

## 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

- Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), *The Gale encyclopedia of psychology*. Retrieved from <http://www.gale.cengage.com/>
- Australian Bureau of Statistics. (2007). *Australian social trends* (Cat. no. 4102.0). Canberra, Australia: ABS.
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- Australians and the Western Front. (2009, November). *Ozculture newsletter*. Retrieved from <http://www.cultureandrecreation.gov.au/newsletter/>
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- Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. *Sydney Morning Herald*. Retrieved from <http://www.smh.com.au>
- Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In *Enough Rope with Andrew Denton*. [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
- Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.
- Department of the Prime Minister and Cabinet. (2008). *Families in Australia: 2008*. Retrieved from <http://www.dpmc.gov.au/publications/families/index.cfm#contact>
- Dick, B. (2000). *A beginner's guide to action research*. Retrieved from <http://www.scu.edu.au/schools/gcm/ar/arp/guide.html>
- Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). *Guide to writing in biomedical sciences*. Australia: University of Canberra.
- Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), *Proceedings of the Conference on Research Techniques in Photographic Conservation* (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.
- Elo, A., Ervasti, J., Kuosma, E., & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. *Journal of Occupational Health Psychology, 13*(1), 10-23.
- Finkelman, A. W. (2006). *Leadership and management in nursing*. Upper Saddle River, NJ: Pearson Prentice Hall.
- Fullan, M. (1996a). Leadership for change. In *International handbook for educational leadership and administration*. New York, NY: Kluwer Academic Publishers.
- Fullan, M. (1996b). *The new meaning of educational change*. London, England: Cassell.
- Gaarder, J. (1994). *Sophie's world: A novel about the history of philosophy* (P. Møller, Trans.). London, England: Phoenix House. (Original work published 1991).
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## 'HARVARD' AUTHOR-DATE REFERENCING STYLE

These examples are based on the following publication:

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

Please note: some examples have been adapted from the guidelines in the publication above.

### IN-TEXT REFERENCE

### REFERENCE LIST

#### BOOKS

##### One author – in-text reference placement

**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'.

##### 'Information prominent' (the author's name is within parentheses):

The conclusion reached in a recent study (Cochrane 2007) was that...

**OR**

##### 'Author prominent' (the author's name is outside the parentheses):

Cochrane (2007) concluded that...

Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.

##### One author – when fewer than 30 words are quoted

Include the material in the paragraph, and include specific page number/s

Use **single quotation marks** to show the exact words

An interesting view was expressed that 'the connection of high profile developments to their surrounding environment has increasingly been questioned' (Cochrane 2007, p. 117).

**OR**

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'.

Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>One author – when 30 or more words are quoted</b></p> <p>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 quotation marks</p> <p>Use <b>double spacing</b> for your text and <b>single spacing</b> for the indented quote</p> <p>Make sure the quote is <b>exactly</b> 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>Finkelman, AW 2006, <i>Leadership and management in nursing</i>, Pearson Hall, Upper Saddle River, NJ.</p>
<p><b>Two or three authors</b></p>	<p>When considering context and communication Littlejohn and Foss (2005) maintained that...</p>	<p>Littlejohn, SW &amp; Foss, KA 2005, <i>Theories of human communication</i>, 8th edn, Thomas Wadsworth, Southbank, Vic.</p>
<p><b>More than three authors – when reference to specific page/s required</b></p> <p>For in-text references, use the first author's family name followed by 'et al.'</p> <p>Use all names in the Reference List</p>	<p>A recent study (Duffy et al. 2001, p. 20) concluded that...</p> <p><b>OR</b></p> <p>Duffy et al. (2001, p. 20) concluded that...</p>	<p>Duffy, A, Deakin, V, Wieniawa-Narkiewicz, E &amp; Wilson, K 2001, <i>Guide to writing in biomedical sciences</i>, University of Canberra.</p>
<p><b>Several works by same author, same year</b></p> <p>Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.</p>	<p>Leadership and change in schools have been major topics of discussion for several years (Fullan 1996a, 1996b) and this conference...</p> <p>'Educational change' has taken on a new meaning in recent years (Fullan 1996b)...</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><b>Several authors, different years, referred to collectively in your work</b></p> <p>List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.</p> <p>Separate references with a semi-colon.</p>	<p>The cyclical process (Carr &amp; Kemmis 1986; Dick 2000; eds Kemmis &amp; McTaggart 1988; MacIsaac 1995) suggests...</p>	<p>Carr, W &amp; Kemmis, S 1986, <i>Becoming critical: education knowledge and action research</i>, Falmer Press, London.</p> <p>Dick, B 2000, <i>A beginner's guide to action research</i>, viewed 3 June 2004, <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p> <p>Kemmis, S &amp; McTaggart, R (eds) 1988, <i>The action research planner</i>, 3rd edn, Deakin University, Melbourne.</p> <p>MacIsaac, D 1995, <i>An introduction to action research</i>, viewed 28 May 2004, <a href="http://physicsed.buffalostate.edu/danowner/actionrsch.html">http://physicsed.buffalostate.edu/danowner/actionrsch.html</a></p>
<p><b>E-Book – online book</b></p>	<p>We found helpful information about deaf children (Niemann, Greenstein &amp; David 2004) that meant we could...</p>	<p>Niemann, S, Greenstein, D &amp; 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, viewed 11 June 2007, <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a></p>
<p><b>Citing a source within a source</b></p> <p>When citing a source you haven't read yourself, but which is referred to in a source you have read.</p>	<p>Lilly (cited in Maxwell 1999, p. 25) stated that '...':</p> <p><b>OR</b></p> <p>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><b>Chapter in edited book</b></p>	<p>A discussion about Australia's place in today's world (Richards 1997) included reference to...</p>	<p>Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), <i>Australia in a global world</i>, Century, North Ryde, NSW.</p>
<p><b>Brochure – author is also publisher</b></p>	<p>The security of personal information is addressed in the TransACT brochure (TransACT, n.d.).</p>	<p>TransACT n.d., <i>Guide to equipment and services</i>, brochure, TransACT, Canberra.</p>
<p><b>Editor</b></p> <p>For one editor, use the abbreviation (ed.); for more than one editor, use the abbreviation (eds)</p>	<p><i>Best practice: process innovation management</i>, edited by Zairi (1999) provided useful steps to identify...</p> <p><b>OR</b></p> <p>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>
<p><b>Compiler, or Reviser, or Translator</b></p> <p>Use the following abbreviations comp. rev. trans.</p>	<p>This novel by Gaarder (1994) provides an appealing approach to...</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>

	IN-TEXT REFERENCE	REFERENCE LIST
<p><b>No author or editor</b></p> <ul style="list-style-type: none"> <li>- Use the title in the 'author' position.</li> <li>- The title may be shortened to the main title (omitting the sub-title) or the first few words of the title.</li> </ul>	<p>Macroeconomics considers prices and quantities (<i>Macroeconomics, prices and quantities</i> 1983, pp. 43-57), so it is important to...</p>	<p><i>Macroeconomics, prices and quantities: essays in memory of Arthur M Okun</i> 1983, Blackwell, Oxford.</p>
<p><b>Approximate date of publication</b></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.</p>
<p><b>No date of publication</b></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><b>Corporate author – when the author is also the publisher</b></p> <p>For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.</p>	<p>A recent study (Australian Institute of Health and Welfare [AIHW] 2009) highlighted ...</p> <p><b>Subsequent in-text reference/s:</b> The AIHW (2009) found that...</p>	<p>Australian Institute of Health and Welfare 2009, <i>Indigenous housing needs 2009: a multi-measure needs model</i>, AIHW cat. no. HOU 214, AIHW, Canberra.</p>
<p><b>Corporate author – commissioned reports</b></p>	<p>The report prepared for the Local Government Association of South Australia (2009) was discussed and...</p>	<p>Local Government Association of South Australia 2009, <i>Local government's current and potential role in water management and conservation: final report</i>, prepared by the South Australian Centre for Economic Studies, SACES, Adelaide.</p>
<p><b>Second or later edition</b></p>	<p>Peters (2001, p. 6) argued that '...'</p>	<p>Peters, T 2001, <i>The elements of counselling</i>, 2nd edn, Macmillan, Brisbane.</p>
<p><b>Multi-volume work</b></p>	<p>There is much to learn about these writers (Inge, Duke &amp; Bryer 1978, p. 27) which results in...</p> <p><b>OR</b></p> <p>There's so much to learn about our country (Clark 1978, p. 42) that we kept returning to...</p>	<p>Inge, MT, Duke, M &amp; Bryer, JR (eds) 1978, <i>Black American writers: bibliographical essays</i>, vols 1 &amp; 2, St Martins, New York.</p> <p>Clark, CMH 1978, <i>A history of Australia</i>, vol. 4, <i>The earth abideth for ever, 1851-1888</i>, Melbourne University Press.</p>



## IN-TEXT REFERENCE

## REFERENCE LIST

## JOURNAL, NEWSPAPER &amp; NEWSLETTER ARTICLES

**Journal article with one author  
– separated paging (paginated by issue)**

If each issue of a journal begins on page 1, include the issue number.

In an earlier article, it was proposed (Jackson 2007)...

Jackson, A 2007, 'New approaches to drug therapy', *Psychology Today and Tomorrow*, vol. 27, no. 1, pp. 54-9.

**Journal article with two or three authors  
– continuous paging throughout a volume**

If the journal volume page numbers run continuously throughout the year, regardless of issue number, do not include the issue number in your Reference List entry.

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', *American Journal of Art Therapy*, vol. 40, pp. 218-31.

**Journal article with more than three authors**

For all in-text references, give the first author's family name, followed by 'et al.'

A recent study to investigate the effects of an organisational stress management program on employees (Elo et al. 2008, p. 11) concluded that...

Elo, A, Ervasti, J, Kuosma, E & Mattila, P 2008, 'Evaluation of an organizational stress management program in a municipal public works organization', *Journal of Occupational Health Psychology*, vol. 13, no. 1, pp. 10-23.

**Journal or magazine article with no volume  
or issue number**

Wychick and Thompson (2005) foreshadow that scam will still be enticing...

**OR**

An interesting approach to scam (Wychick & Thompson 2005) suggested that...

Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?', *AustraliaToday*, 24 November, pp. 54-60.

**Article in online journal or magazine**

An article linking ethical behaviour and religion (Noor 2008)...

Noor, A 2008, 'Ethics, religion and good governance', *JOAAG: Journal of Administration & Governance*, vol. 3, no. 2, pp. 62-77, viewed 17 November 2009, [http://www.joaag.com/Home\\_Page.php](http://www.joaag.com/Home_Page.php)

**Journal article retrieved from a database**

A study examining priming (Johns & Mewhort 2009) discovered ...

Johns, E & Mewhort, D 2009, 'Test sequence priming in recognition memory', *Journal of Experimental Psychology: Learning, Memory and Cognition*, vol. 35, pp. 1162-74, viewed 20 November 2009, PsycARTICLES database.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Book review in a journal</b>	In his review of Thomas Samaras' latest book, Marson (2009) identifies...	Marson, SM 2009, 'How big should we be? A Herculean task accomplished', review of <i>Human body size and the laws of scaling: physiological, performance, growth, longevity and ecological ramification</i> , by T Samaras, <i>Public Health Nutrition</i> , vol. 12, pp. 1299–300, viewed 20 November 2009, EBSCO EJS database.
<b>Newspaper article – with an author</b>	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.
<b>Newspaper article – without an author</b>	The redesign of the internet (' <i>Internet pioneer</i> ' 2007) is said to...	'Internet pioneer to oversee network redesign' 2007, <i>Canberra Times</i> , 28 May, p. 15.
<b>Newspaper article retrieved from a database</b>	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, viewed 10 May 2006, Factiva database.
<b>Online newspaper or newsletter article</b>	Clark (2003) referred specifically 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, <a href="http://www.canberratimes.com.au">http://www.canberratimes.com.au</a>

## GOVERNMENT PUBLICATIONS

<p><b>Government department as author</b></p> <p>For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.</p>	<p>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...</p> <p><b>Subsequent in-text reference/s:</b> DOFA (2006) identified...</p>	<p>Department of Finance and Administration 2006, <i>Delivering Australian Government services: managing multiple channels</i>, DOFA, Canberra.</p>
<p><b>Legislation</b></p>	<p><b>First in-text reference:</b> In relation to action regarding unsuitable goods, s. 74B of the <i>Trade Practices Act 1974</i> states...</p> <p><b>Subsequent in-text reference/s:</b> According to the Trade Practices Act...</p>	<p><b>Include references to legislation (e.g. Acts of Parliament, Regulations and Ordinances) in the Reference List only if it is important to a better understanding of your assignment or is required by your lecturer.</b></p> <p><i>Trade Practices Act 1974</i> (Cwlth), viewed 20 November 2009, <a href="http://www.comlaw.gov.au/">http://www.comlaw.gov.au/</a></p>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Government publication – with identifying number</b>	<p>Recently released statistics from the Australian Bureau of Statistics (ABS 2007) reveal interesting changes in Australian society.</p> <p><b>Subsequent in-text reference/s:</b> The ABS (2007) reported that ...</p>	Australian Bureau of Statistics 2007, <i>Australian social trends</i> , cat. no. 4102.0, ABS, Canberra.
<b>Government report – online</b>	<p>A recent government report (Department of the Prime Minister and Cabinet [PM&amp;C] 2008) examines a selection of key topics ...</p> <p><b>Subsequent in-text reference/s:</b> Families in Australia were highlighted (PM&amp;C 2008)...</p>	Department of the Prime Minister and Cabinet 2008, <i>Families in Australia: 2008</i> , viewed 20 November 2009, <a href="http://www.dpmc.gov.au/publications/families/index.cfm#contact">http://www.dpmc.gov.au/publications/families/index.cfm#contact</a>
<b>Government approved standards</b>	<p>...and 'including data in computer systems, created or received and maintained by an organisation' (Standards Australia 1996, p. 7) as well as...</p>	Standards Australia 1996, <i>Australian Standard AS4390: Records Management</i> , Standards Australia, Sydney.

## UNIVERSITY PROVIDED STUDY MATERIAL

<b>Reading bricks and E-Reserve</b>	<p>Hade (2002, p. 509) quoted Tom Engelhardt to support his view that we shouldn't take seriously 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><b>If you cite an item from a Reading brick, use the following style:</b> Hade, D 2002, 'Storyselling: are publishers changing the way children read?', <i>The Horn Book Magazine</i>, vol. 78, no. 5, pp. 509-17, in <i>Unit 007689, Writing for young people PG: selected readings</i> 2005, University of Canberra.</p> <p><b>If you cite an item from E-Reserve, use the following style:</b> Rose, A 1996, 'Freedom of information under review', <i>Canberra Bulletin of Public Administration</i>, vol. 80, September, pp. 4-8, viewed 6 June 2007, University of Canberra E-Reserve.</p>
<b>Lecture / tutorial notes, etc. – online</b>	In examining the genre of fiction (St. Vincent Welch 2009)...	St. Vincent Welch, S 2009, <i>Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?</i> , lecture PowerPoint slides, viewed 20 November 2009, <a href="http://learnonline.canberra.edu.au/">http://learnonline.canberra.edu.au/</a>

## IN-TEXT REFERENCE

## REFERENCE LIST

## OTHER SOURCES

**Blog post**

- List the author's name as it is used in the posting (including nicknames)
- For a blog comment, use 'web log comment' instead of 'web log post' and include the exact title (including 'Re:' if used)

The plight of the flapper skate was recently highlighted (Keim 2009)...

Keim, B 2009, 'ID error leaves fish at edge of extinction', *Wired Science blog*, web log post, 18 November, viewed 20 November 2009, <http://www.wired.com/wiredscience/2009/11/extinction-error>

**CD recording – music**

Lyrics from Paul Kelly's song 'From little things big things grow' (1997) were used in recent television advertisements.

'From little things big things grow' 1997, on *Songs from the south: Paul Kelly's greatest hits*, CD, Mushroom Records, Melbourne. Written and performed by Paul Kelly.

**Conference or seminar papers in published proceedings – print**

In a paper about conservation of photographs (Edge 1996), the proposition that...

Edge, M 1996, 'Lifetime prediction: fact or fancy?', in MS Koch, T Padfield, JS Johnsen & UB Kejser (eds), *Proceedings of the Research techniques in photographic conservation conference*, Royal Danish Academy of Fine Arts, Copenhagen, pp. 97-100.

**Conference or seminar papers in published proceedings – online**

Tester (2008) points to the value of using geothermal sources for power and energy.

Tester, JW 2008, 'The future of geothermal energy as a major global energy supplier', in H Gurgenci & AR Budd (eds), *Proceedings of the Sir Mark Oliphant International frontiers of science and technology Australian geothermal energy conference*, Geoscience Australia, Canberra, viewed 5 January 2010, [http://www.ga.gov.au/image\\_cache/GA11825.pdf](http://www.ga.gov.au/image_cache/GA11825.pdf)

**Dictionary / Encyclopaedia – print**

According to one definition of 'bivalence' (VandenBos 2007, p. 123)...

VandenBos, GR (ed.) 2007, *APA dictionary of psychology*, American Psychological Association, Washington, DC.

**Dictionary / Encyclopaedia – online**

A psychological overview of ADHD (Arcus 2001)...

Arcus, D 2001, 'Attention deficit / hyperactivity disorder (ADHD)', in B Strickland (ed.), *The Gale encyclopedia of psychology*, viewed 21 November 2009, Oxford Reference Online database.

**Discussion group, list, etc. – online**

There are strongly held views about knowledge management (Weidner 2007) and from personal experience...

Weidner, D 2007, 'KM reducing in popularity', discussion list message, 11 June, ActKM, viewed 11 June, [http://actkm.org/mailman/listinfo/actkm\\_actkm.org](http://actkm.org/mailman/listinfo/actkm_actkm.org)

	IN-TEXT REFERENCE	REFERENCE LIST
<b>DVD / Videorecording</b>	Jane Austen's world came alive in <i>Sense and sensibility</i> (1995).	<i>Sense and sensibility</i> 1995, DVD, Columbia TriStar Home Video, Australia. Directed by Ang Lee.
<b>Email – NEVER cite addresses without permission of the owner of the address</b>	Ms Coleman provided details in an email on 11 July 2007.	<b>Usually, no entry in Reference List.</b> <b>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:</b> Coleman, M 2007, email, 11 July, mcoleman@hometown.com.au
<b>Facebook update</b>	\$52 million will be provided to deploy Australian civilian troops (Rudd 2009a)...	Rudd, K 2009a, 'Australian civilian corps to help in crises', <i>Kevin Rudd and Labor</i> , Facebook update, 24 October, viewed 20 November 2009, <a href="http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf">http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf</a> <i>Note:</i> 2009a is used as there is another example in this guide by the same author published in the same year.
<b>Figure, Table, Graph, Map or Chart</b>	<b>Graph</b> Cite each of these as you would for a book. Include the type of entry immediately after the title, e.g. figure, table, graph, map, chart  <b>Map</b> To locate a property just outside Canberra, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...	<b>Graph</b> Kaplan, RS & Norton, DP 2004, 'Internal processes deliver value over different time horizons', graph, in <i>Strategy maps: converting intangible assets into tangible outcomes</i> , Harvard Business School, Boston, MA, p. 48  <b>Map</b> Geoscience Australia [NATMAP] 2004, <i>ACT region, New South Wales and Australian Capital Territory</i> , map, Geoscience Australia, Canberra.
<b>Image – online</b>	The effective use of light in Monet's 'Haystacks' (Monet 1890)...	Monet, C 1890, <i>Haystacks, midday</i> , painting, National Gallery of Australia, Canberra, viewed 18 November 2009, <a href="http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG</a>
<b>Interview – on radio</b>	In a recent interview with the Prime Minister, ( <i>Mornings with Neil Mitchell</i> 2009)...	<i>Mornings with Neil Mitchell</i> 2009, radio broadcast, Radio 3AW, Melbourne, 16 October. Interview with the Prime Minister, Kevin Rudd.
<b>Interview – on television</b>	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 broadcast, Australian Broadcasting Corporation, Sydney, 25 September. Interview with Raelene Boyle.
<b>Motion picture (movie)</b>	The evidence ( <i>The lord of the rings</i> 2003) that belief in a world...	<i>The lord of the rings: the return of the king</i> 2003, motion picture, Imagine Films, Auckland, NZ. Produced by Steve Pyke; directed by Peter Jackson.

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Personal communication</b> Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference list.	J. Francis (personal communication, 6 August 2007) was able to confirm that the floods had not reached their area.	<b>Not included in Reference List. Cite in-text only.</b>
<b>Podcast (Audio)</b>	Listening to the news on my MP3 player ( <i>AM: news &amp; current affairs</i> 2007) was a new experience and I decided...	<i>AM: news &amp; current affairs</i> 2007, audio podcast, ABC Radio, Sydney, 28 April, accessed 28 May 2007, <a href="http://abc.net.au/news/subscribe/amrss.sml">http://abc.net.au/news/subscribe/amrss.sml</a>
<b>Radio program – broadcast</b>	When discussing how people write about music ( <i>The Book Show</i> 2009)...	<i>The Book Show</i> 2009, radio broadcast, ABC Radio National, Melbourne, 19 November.
<b>Radio program – transcript</b>	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews ('Are we hardwired for creativity?' 2005) which...	'Are we hardwired for creativity?' 2005, <i>Innovations</i> , radio program transcript, Radio Australia, Melbourne, 14 February, viewed 6 June 2007, <a href="http://www.abc.net.au/ra/innovations/stories/s1302318.htm">http://www.abc.net.au/ra/innovations/stories/s1302318.htm</a> Interview with Edward de Bono.
<b>Speech</b>	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.
<b>Speech – online</b>	In her ANZAC Day speech (Clark 2007), the Prime Minister of New Zealand referred to...	Clark, H 2007, 'Prime Minister's 2007 Anzac Day message', 25 April, viewed 5 June 2007, <a href="http://www.anzac.govt.nz">http://www.anzac.govt.nz</a>
<b>Television advertisement</b>	The problems of teenage anxiety were graphically captured ( <i>Beyondblue</i> 2009)...	<i>Beyondblue</i> 2009, <i>Beyondblue: anxiety</i> , television advertisement, WIN TV, Canberra, 29 November.
<b>Television program – broadcast</b>	Examining future plans for Canberra's city area ( <i>Stateline</i> 2009)...	<i>Stateline</i> 2009, television broadcast, ABC TV, Canberra, 4 September. Presented by Chris Kimball. <b>Always check the television station's website and use the transcript, if one is available, for direct quotes.</b>
<b>Television program – transcript</b>	Cyclones often affect Australia, especially in the north ('Cyclone Tracy' 2004) and it is worthwhile...	'Cyclone Tracy' 2004, <i>Rewind</i> , television program transcript, ABC TV, Sydney, 7 November, viewed 21 May 2007, <a href="http://www.abc.net.au/tv/rewind/txt/s1233697.htm">http://www.abc.net.au/tv/rewind/txt/s1233697.htm</a>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Thesis or Dissertation – print</b>	The extent to which nutrients are important is demonstrated by Brown (2001, p. 252)...	Brown, G 2001, 'Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream', PhD thesis, University of Canberra.
<b>Thesis or Dissertation – retrieved from a database</b>	Socha (2010) examined the reliability and validity of course forms.	Socha, A 2010, 'Students' assessments of instruction: a validity study', Masters thesis, viewed 20 November 2009, Proquest Dissertations and Theses database.
<b>Thesis or Dissertation – retrieved from the web</b>	A study linking clubs with learning (McCaffrey 2008)...	McCaffrey, J 2008, 'The extent to which clubs are perceived as learning organisations', PhD thesis, Australasian Digital Theses Program, viewed 2 November 2009, <a href="http://erl.canberra.edu.au/public/adl-AUC20081205.095000/">http://erl.canberra.edu.au/public/adl-AUC20081205.095000/</a>
<b>Video blog post</b>	The Prime Minister, speaking about Australia's role in the G20 forum (Rudd 2009b),...	Rudd, K 2009b, <i>Update on new G20 arrangements</i> , online video, 29 September, viewed 20 November 2009, <a href="http://www.youtube.com/watch?v=i8ldJ-0S5rs">http://www.youtube.com/watch?v=i8ldJ-0S5rs</a>  <i>Note:</i> 2009b is used as there is another example in this guide by the same author published in the same year.
<b>Web document – dated &amp; author or sponsor given</b>	An RBA paper (Simon, Smith & West 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J, Smith, K & West, T 2009, <i>Price incentives and consumer payment behaviour</i> , Reserve Bank of Australia, Sydney, viewed 24 November 2009, <a href="http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html">http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</a>
<b>Web document – author or sponsor given but not dated</b>	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO n.d.).	Commonwealth Scientific and Industrial Research Organisation n.d., <i>Reducing Australia's greenhouse emissions factsheet</i> , CSIRO, Canberra, viewed 21 November 2009, <a href="http://www.csiro.au/resources/ps282.html">http://www.csiro.au/resources/ps282.html</a>
<b>Web source with no page numbers</b> <i>Include in in-text references:</i> - A paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible); OR - A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in single quotation marks.	Copyright ownership of 'lecture notes created as part of a lecturer's employment at the university' (University of Canberra 2009, 'University material', para. 2)..  <i>Note:</i> the heading of the section was 'University material – who owns copyright?'	University of Canberra 2009, <i>Copyright guide</i> , version 13 - 22 January, University of Canberra, viewed 23 November 2009, <a href="http://www.canberra.edu.au/copyright/guide#heading14">http://www.canberra.edu.au/copyright/guide#heading14</a>

	IN-TEXT REFERENCE	REFERENCE LIST
<b>Website – entire website</b>	The new website of the Department of Education, Employment and Workplace Relations (DEEWR 2009) includes useful information on current government education policy.	Department of Education, Employment and Workplace Relations 2009, DEEWR, Canberra, viewed 21 November 2009, <a href="http://www.deewr.gov.au/">http://www.deewr.gov.au/</a>
<b>Wiki</b>	The role of media corporations in the media literacy movement is discussed ('Great debates' n.d.)	'Great debates in media literacy: theory and practice of media literacy' n.d., <i>Wikiversity</i> , wiki article, viewed October 27 2009, <a href="http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy">http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy</a>



## 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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