

USQ APA 7 Referencing Guide

University of Southern Queensland

Disclaimer

This USQ APA 7 referencing guide is based on the following manual:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

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About this Guide

Welcome to the USQ APA 7 Referencing Guide.

This guide is the official USQ APA 7 Referencing Guide and is based on the following manual:

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

The aim of this guide is to provide basic referencing information only. Refer to the *Publication manual of the American Psychological Association* (7th ed.) for more comprehensive information and consult your course materials and your course examiner to confirm any specific referencing requirements for your course.

If you are printing or downloading the guide, check the USQ referencing website regularly to ensure that you are using the latest version.

Last updated December 2020

I

APA 7 Referencing Style Essentials

1. Fundamental Principles

In this chapter:

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APA Referencing Style

Academic conventions and copyright law require that you acknowledge when you use the ideas of others. In most cases, this means stating where (i.e. which book, journal article, website, etc.) you sourced the idea or quotation.

As a university student, you are expected to read within your subject area/s, and to refer to such writings within your assessment tasks. Referring to the writings of researchers in your subject area shows your course examiner that:

- You have studied the topic
- You are aware of current knowledge within the topic, and
- You can use the ideas of others to develop and support an argument or point of view.

It also allows your reader to locate the source should they wish to access it themselves.

To clearly differentiate your own thoughts from those of the experts whose work you are referring to, you need to provide a reference when you refer to the ideas or work of others. The reference, or citation, must follow the conventions of the referencing style stipulated by your course examiner.

Most USQ courses require you to use APA, Harvard AGPS, or AGLC. Your course materials should direct you to which one you need to use. If not, check with your course examiner.

This **APA 7** guide draws from:

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- APA Style homepage (<https://apastyle.apa.org/>).
- APA Style blog (<https://apastyle.apa.org/blog>).

The aim of this guide is to provide basic referencing information. For more detailed information about how to write, structure and publish to APA standards, refer to the Publication manual and/or the APA Style blog.

University policy mandates the use of the APA Style defined by this referencing guide.

Key terms

- **Bibliography**

A bibliography is similar to a reference list, however, it can include resources used during research that are not cited in the assignment. APA Style does not use a bibliography. Use a reference list.

- **Creative Commons (CC)**

Creative Commons (CC) is an organisation that provides alternatives to standard copyright licenses. A CC license allows creative work to be shared within specified parameters. Always check what the specific CC license allows.

- **DOI**

A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to a resource's location on the Internet. When a DOI is available, no further retrieval information is needed to locate the content.

- **et al.**

An abbreviation for 'et alii' which means *and others*.

- **Hanging indent**

APA requires the Reference list to be formatted with a hanging indent. This means that the first line of each item in the list will be set to the left margin and subsequent lines will be indented (half an inch, or five to seven spaces).

- **In-text**

Brief information about the source of your ideas. The in-text citation is provided where you used the idea, usually in the same sentence. APA Style in-text citations include the author and date of publication. Sometimes called 'citation' or 'in-text reference.'

- **Paraphrasing**

Paraphrasing is the expression of ideas and information in your own words. It involves completely altering the sentence or paragraph structure. You must acknowledge the source/s when you paraphrase.

- **Periodical**

A publication that is published at regular intervals, such as a journal, magazine, or newspaper.

- **Reference list**

The reference list is where you provide the information necessary for your reader to identify and retrieve the sources you used for your assignment. To format your reference list, follow the guidelines under the heading 'Formatting the reference list' in this guide.

- **Secondary citation**

A secondary citation is used when you cite a work that you found cited in another source, AND you cannot locate the original work. For guidelines on how to create a secondary citation see 'Authors citing other authors' under the heading 'Variations in authors/creators' in this guide.

- URL

A Uniform Resource Locator (URL) is a website address.

When to cite

You need to include a citation every time you:

- Quote directly from someone else's work
- Paraphrase someone else's ideas
- Quote directly or paraphrase from your own previous work, including an assignment
- Use an image
- Use numerical data or datasets

Citing your sources not only demonstrates that you are using the ideas from others in your field of study – and hence reading in that area – but also allows the reader to identify and locate that source for themselves.

Reference components

APA citations include four components: who, when, what, and where. These components enable the reader to locate the source.



Abbreviations

The following abbreviations may be used when referencing in APA (American Psychological Association, 2020, pp. 306-307).

Abbreviation	Book or publication part
ed.	edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)

Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (e.g. Vol. 4)
Vols.	Volumes (e.g. Vols. 1-4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement
ca.	Circa
Sr., Jr.	Senior, Junior (include only in reference list, not in-text)
...	ellipses: use in place of omitted words
para. (paras.)	paragraph (paragraphs)

Paraphrasing

Paraphrasing is when you summarise the ideas, concepts or words from the work of someone else, or from your own previous work. Changing only a few words from someone else's work does not constitute paraphrasing. Paraphrasing involves completely altering the sentence structure and rewriting the information in your own words. Refer to the resource *Developing Academic Skills: Paraphrasing and Synthesis* for more information.

When to include page numbers

According to the *Publication Manual of the American Psychological Association* (7th ed.), when paraphrasing or referring to an idea in another work, you are not required to provide a page number for paraphrased material. However, you may include page numbers when a work is particularly long and it might be useful for the reader. If you choose to include page numbers, they should appear after the year of publication, as shown in the following examples:

- Soil layers below the well tip contribute relatively little water (Kozeny, 1988, pp. 223-224).
- Kozeny (1988) found soil layers below the well tip contributed little (pp. 223-224).

Direct quotes

Quotations or quotes are when you use the **exact words** of someone else, or from your own published or unpublished work. Quotations **must** be referenced with page numbers. For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies, 1999, para. 5).

- Quotations of less than 40 words (approximately) should form part of the text and be designated with double quotation marks.
 - e.g. Students receiving “additional information literacy training achieved higher grades than students who did not attend any skills’ sessions” (Capel, 2002, p. 323).
- With quotations of 40 or more words DO NOT use quotation marks; begin the quotation on a new line

and indent it half an inch. Double-space the quotation.

Block quotation example:

A number of studies have explored the relationship between personality and culture.

Doi (1973) has postulated *amae* as a core concept of the Japanese personality. The root of this word means “sweet,” and loosely translated, *amae* refers to the passive, childlike dependence of one person on another. It is said to be rooted in mother-child relationships. (Matsumoto & Juang, 2008, p. 278)

- Quotes should be written exactly as they appear in the source (including spelling, punctuation etc).
- Do not omit or alter citations embedded within the quote.
- A citation within the direct quote is not included in your Reference list unless cited elsewhere in your work. In the example above, the 2008 publication (the source of the quote) is included in the list of references but the 1973 work mentioned within the quote is not, unless it is used as a source elsewhere in the work.

Formatting your APA paper

In general, USQ APA formatting requires work to be double-spaced including the headings, quotations, references and figure captions. Triple- or quadruple-spacing may be applied in special circumstances such as before and after displayed items. Single or one-and-a-half line spacing is never used except inside tables or figures, or as directed.

11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia or 10-point Computer Modern are all acceptable fonts in APA 7. Refer to your course outline for further advice.

In-text citation

For works with more than one author, list the author names in the order they appear in the source.

For separate works from different authors, list them alphabetically, with each separated by a semicolon. E.g. (Haddon, 1969; Larsen, 1971).

Use the author-date style method of citation for quotations (exact words of another author/creator) and paraphrasing (summarising the words and ideas of someone else).

Note: Page numbers have not been included in in-text citations for paraphrased material in this APA referencing guide. Please consult your course examiner and/or your course outline to determine whether you are required to include (or omit) page numbers for paraphrased material.

Formatting the reference list

- The reference list should include only the sources you cite in your submission.
- APA Style requires reference lists, not bibliographies.
- The reference list begins on a new page. The heading **References** is centred at the top of the page in bold type.

- **Double-space** all reference entries (Note: To reduce printing costs, reference examples shown in this guide are single spaced. The only exception to this is the Sample Reference list which is double spaced and formatted with hanging indents, as per APA requirements).
- The first line of every reference list entry should be flush left, and the second and subsequent lines should be indented half an inch (five to seven spaces).
- Hyperlinks should be live if the work will be read or published online. **Note:** Hyperlinks are live in the referencing examples shown in the web and PDF versions of the guide.
- Arrange entries in **alphabetical order** by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).
- For works with more than one author, list the author names in the order they appear in the source.
- If more than one work by an author is cited, list these by earliest publication date first.
- If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a, 1983b).
- If there is **no author**, the title moves to the author position (filed under the first significant word of the title). If the title in this instance begins with numerals, spell them out.

Where do I find the information?

If you choose to download a citation for the source you are using (e.g. from databases or software such as Endnote) be careful to check the accuracy of the citation before including it in your assignment because errors in downloaded citations are common.

Books

- The title page of a book should provide:
 - The title
 - Subtitle
 - Name of the author/s (or creator, editor, etc.)
 - Publisher's imprint (publisher's name).
- The reverse of the title page (also known as verso-title, imprint or reverse-title page) provides a lot more information, including:
 - Publisher's name
 - Name of the editor, designer, photographer, etc., as appropriate
 - Copyright notice (including the year of copyright)
 - A list of editions and reprints
 - Details of other volumes in a multi-volume work.

Journals

- The front page of a journal article should provide the information required for your citation but you may also need to look in the database entry or journal table of contents. Look for:
 - Title of the article
 - Title of the journal
 - Author/s
 - When the article was published, including the year, volume and issue numbers

- A DOI (most recently published online articles will have a doi)
- Make a note of the URL if the article does not have a DOI.
- You also need the page range: the first and last page numbers.

Internet sources

- The goals of a citation for an online source are to credit the author/creator and to enable the reader to find the material.
 - You are looking for the ‘who’ (author), ‘when’ (date) and ‘what’ (title) elements. There is no standard place on a website to locate this information.
 - For the ‘where’ element, direct readers as closely as possible to the information; whenever possible, use the URL for the exact page.
 - A URL replaces the name of the publisher typically provided for text references. For websites where information may be updated regularly, also include a retrieval statement, with date.
 - If the source undergoes regular revision, the date for the most recent update should be used.
 - It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number). This may include the format of the source.
 - For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation ‘para.’ (e.g. Broome & Davies, 1999, para. 5).
- To provide specific information from a website or web document within the text of an assignment, you must provide both an in-text citation and an entry in the reference list. Use the exact URL for the web page that has the information you are citing.
- The only time you provide the URL of the entire website is:
 - When you mention it in passing – e.g. Comprehensive information about the University of Southern Queensland can be found at the University’s website (<https://www.usq.edu.au/>). In this instance, you include an in-text citation only.
 - When the specific information you are citing is on the home page. In this instance, follow the guidelines for how to cite and reference a web page or web document.
- When citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

What if I can’t find an example of the source type I want to reference?

This referencing guide includes examples for a wide range of source types however it does not provide an example for every different source type that you may need to reference. If you are unable to find an example for the source type, you need to:

- Think about your source type. Are there a few different types it might possibly be but you’re not sure which of those it actually is? If so, have a look at the guidelines for each of the different types it *might* be. The guidelines for creating the citation might be the same.
 - E.g. The guidelines for how to reference a web page and how to reference a web document are the same.
- Consider combining different elements from more than one example within the guide.
 - E.g. To cite a newspaper article where you do not know who the author is, you will have to follow guidelines for both of the following:

- No author, in the Author Variations section
- Newspaper article.

Additional help

Contact the Library or consult the following:

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Call number 808.06615 PUB

- APA Style homepage: (<https://apastyle.apa.org/>)
- APA Style blog (<https://apastyle.apa.org/blog/>).

While the Library is not responsible for checking lists of references we can refer you to our referencing guides and the published manuals listed to help you ensure the accuracy of your referencing.

II

Reference and in-text citation examples

2. Variations in authors/creators

This chapter includes guidelines for how to complete the author-date part of both the in-text and reference list citation for a variety of different author types and combinations. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide, depending on the source type of the material.

In this chapter:

Single author	Different authors with same surname
Two authors	Author as publisher
Three to twenty authors	Acknowledging translators, compilers, editors, revisers or illustrators
Twenty-one or more authors	Edited book/collection
Unknown author	Authors citing other authors (secondary citations)
Corporate (group) author	Titles such as Junior, Senior, Fourth
Multiple works by same author	Author name spelling

1. SINGLE AUTHOR

- Include the author surname and the year of publication in every in-text citation.

In-text

(Author Surname, Year)

Examples:

The environmental aspects of... (Calder, 2009).

Calder (2009) states that ...

Reference

Author Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

Example:

Calder, A. (2009). *Compliance for green IT: A pocket guide*. IT Governance.

2. TWO AUTHORS

- Include both author surnames and the year of publication in every in-text citation.
- Cite the authors in the order they appear in the source.
- Use '&' when in brackets and in the Reference list. Use 'and' in running text.

In-text
<p>(Author A Surname & Author B Surname, Year)</p> <p>Examples:</p> <p>The research challenges... (Bernstein & Tiegerman, 1989).</p> <p>Bernstein and Tiegerman (1989) have illustrated...</p>
Reference
<p>Author A Surname, Initial., & Author B Surname, Initial. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Example:</p> <p>Bernstein, D. K., & Tiegerman, E. (1989). <i>Language and communication disorders in children</i> (2nd ed.). Merrill.</p>
3. THREE TO TWENTY AUTHORS
<ul style="list-style-type: none"> • Provide the first author surname only, followed by “et al.” and year of publication for every in-text citation. • Include all author surnames and initials in the Reference list • Cite the authors in the order they appear in the source.
In-text
<p>(Author A Surname et al., Year)</p> <p>Example:</p> <p>(Curwen et al., 2000)</p>
Reference
<p>Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., & Author E Surname, Initial. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>*Note: Authors A-E are presented above. If the source you need to cite has more than five authors, follow the format above and continue to add as many author names as required, up to twenty (i.e. Authors F-T).</p> <p>Example:</p> <p>Curwen, B., Palmer, S., & Ruddell, P. (2000). <i>Brief cognitive behaviour therapy</i>. Sage.</p>
4. TWENTY-ONE OR MORE AUTHORS
<ul style="list-style-type: none"> • Provide the first author surname only, followed by “et al.” and year of publication for every in-text citation. • For the Reference list, include the first nineteen author names, followed by an ellipses (...) and then the final author’s name. • Cite the authors in the order they appear in the source.

In-text
<p>(First Author Surname et al., Year)</p> <p>Examples:</p> <p>Oliveros et al. (2019) discussed ...</p> <p>Strategies aimed ... (Oliveros et al., 2019).</p>
Reference
<p>Author A Surname, Initial., Author B Surname, Initial., Author C Surname, Initial., Author D Surname, Initial., Author E Surname, Initial., Author F Surname, Initial., Author G Surname, Initial., Author H Surname, Initial., Author I Surname, Initial., Author J Surname, Initial., Author K Surname, Initial., Author L Surname, Initial., Author M Surname, Initial., Author N Surname, Initial., Author O Surname, Initial., Author P Surname, Initial., Author Q Surname, Initial., Author R Surname, Initial., Author S Surname, Initial., ... Author (Final) Surname, Initial. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Examples:</p> <p>Oliveros, C. H., Field, D. J., Ksepka, D. T., Barker, F. K., Aleixo, A., Andersen, M. J., Alstrom, P., Benz, B. W., Braun, E. L., Braun, M. J., Bravo, G. A., Brumfield, R. T., Chesser, R. T., Claramunt, S., Cracraft, J., Cuervo, A. M., Derryberry, E. P., Glenn, T. C., Harvey, M. G., ... Faircloth, B. C. (2019). Earth history and the passerine superradiation. <i>Proceedings of the National Academy of Sciences of the United States</i>, 116(16), 7916-7925. https://doi.org/10.1073/pnas.1813206116</p>
5. UNKNOWN AUTHOR
<p>a) Anonymous</p> <ul style="list-style-type: none"> • If the work is signed ‘Anonymous’, treat it as if ‘Anonymous’ is the author’s true name. This is the only time Anonymous should be used. <p>b) No author/editor</p> <ul style="list-style-type: none"> • Move the title to the author position. In text, use the first few words of the title, or the whole title if short. • If the title of the work is italicised in the reference list, italicise the title in-text. If the title is not italicised in the reference list, use double quotation marks around the title in-text and use title case.
In-text
<p>a) (Anonymous, Year)</p> <p>b) (<i>Title (shortened)</i>, Year)</p> <p>“Title (shortened),” Year</p> <p>Examples:</p> <p>a) ... as was argued (Anonymous, 1996).</p> <p>b) These effects can be seen in ... (<i>Psychological effects</i>, 1999).</p> <p><i>Psychological effects</i> (1999) illustrated that ...</p> <p>The case aligns with ... (“Psychotherapy,” 2019).</p>

Reference
<p>a) Anonymous. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>b) Title/Title. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Examples:</p> <p>a) Anonymous. (1996). <i>Primary colors: A novel of politics</i>. Random House.</p> <p>b) <i>Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called “designer drugs”</i>. (1999). Chelsea House.</p> <p>Psychotherapy. (2019). In <i>Wikipedia</i>. https://en.wikipedia.org/wiki/Psychotherapy</p>
6. CORPORATE (GROUP) AUTHOR
<ul style="list-style-type: none"> • Spell out all Corporate (Group) author names in full in the reference list entry. • Abbreviations can be used in-text. Use the full Group Author name the first time in-text, followed by the abbreviation. Abbreviate the name for second and subsequent in-text citations (refer to example ‘c’). • If a group author name consists of multiple levels of Government agencies, provide only the most specific level in the reference list entry. • If individual author names appear on the title or cover page of the work, treat them as the author and use the Group name in the source element of the reference list entry.
In-text
<p>(Organisation, Year)</p> <p>Examples:</p> <p>a) Church laws would show ... (Church of England, 1877).</p> <p>b) Nicotine has been shown ... (Office of the Surgeon General, 1988).</p> <p>c) Australian Bureau of Statistics (ABS, 2008) released ... (first citation in-text)</p> <p>ABS (2008) information ... (second and subsequent citations)</p>
Reference
<p>Organisation Name. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Examples:</p> <p>a) Church of England. (1877). <i>The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877: With notes</i> (Talbot Collection of British Pamphlets). https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11</p> <p>b) Office of the Surgeon General. (1988). <i>The health consequence of smoking: Nicotine addiction: A report of the Surgeon General</i> (DHHS Publication No. (CDC) 88-8406). Centre for Health Promotion and Education, Office of Smoking and Health. https://profiles.nlm.nih.gov/spotlight/nn/catalog/nlm:nlmuid-101584932X437-doc</p> <p>c) Australian Bureau of Statistics. (2016). <i>Research and experimental development, higher education organisations, Australia</i> (Catalogue No. 8111.0). https://www.abs.gov.au/ausstats/abs@.nsf/mf/8111.0</p>

7. MULTIPLE WORKS BY SAME AUTHOR
<ul style="list-style-type: none"> • Arrange dates in order (oldest to newest) in the Reference list. • Use suffixes after the year when there are multiple publications from the same year. The suffixes are assigned in the reference list where these kinds of references are listed in alphabetical order by title (article, chapter or complete work). • Only use the year and the suffix in the in-text citation, even when the reference list entry has a more specific date (e.g. Year and season).
In-text
<p>Example:</p> <p>Studies suggest ... (Clark, 2006a, Clark, 2006b, Clark, 2008).</p>
Reference
<p>Example:</p> <p>Clark, A. (2006a, Autumn). Flying the flag for mainstream Australia. <i>Griffith Review</i>, (11), 53-59.</p> <p>Clark, A. (2006b). <i>Teaching the nation: Politics and pedagogy in Australian history</i>. Melbourne University Press.</p> <p>Clark, A. (2008). <i>History's children: History wars in the classroom</i>. UNSW Press.</p>
8. DIFFERENT AUTHORS WITH SAME SURNAME
<p>a) Co-authors – if co-authors share the same surname, use the standard author-date method of citation in-text.</p> <p>b) Separate works – if the authors of separate works share the same surname, use the authors' initials in-text.</p>
In-text
<p>a) A study found that ... (Goldenberg & Goldenberg, 2013).</p> <p>Goldenberg and Goldenberg (2013) found ...</p> <p>b) M. Reynolds (2012) states ... but others disagree (H. Reynolds, 1987).</p>
Reference
<p>a) Goldenberg, H., & Goldenberg, I. (2013). <i>Family therapy: An overview</i> (8th ed.). BrooksCole, Cengage Learning.</p> <p>b) Reynolds, H. (1987). <i>Frontier</i>. Allen & Unwin.</p> <p>Reynolds, M. (2012). <i>Hemingway: The 1930s through the final years</i>. W. W. Norton & Co.</p>
9. AUTHOR AS PUBLISHER
<ul style="list-style-type: none"> • If the author of a work is also the publisher, omit the name from the publisher element of the reference list entry.

In-text
<p>(Author Surname/Organisation, Year)</p> <p>Example:</p> <p>(American Psychiatric Association, 2001)</p>
Reference
<p>Author Surname/Organisation, Initial. (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Example:</p> <p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). https://doi.org/10.1176/appi.books.9780890425596</p>
10. ACKNOWLEDGING TRANSLATORS, COMPILERS, EDITORS, REVISERS, OR ILLUSTRATORS
<ul style="list-style-type: none"> • If the author's role remains of primary importance, editors, compilers, revisers, translators, or illustrators can also be acknowledged. Use abbreviations such as Ed., Comp., Rev., Trans., Illus.
In-text
<p>(Author Surname, Year)</p> <p>Example:</p> <p>Research in the field of environmental psychology... (Levy-Leboyer, 1979/1982).</p>
Reference
<p>Author Surname, Initial. (Year). <i>Title</i>. (Initial. Surname, Role). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Example:</p> <p>Levy-Leboyer, C. (1982). <i>Psychology and environment</i> (D. Cantor & I. Griffiths, Trans.). Sage. (Original work published 1979).</p>
11. EDITED BOOK/COLLECTION
In-text
<p>(Editor Surname, Year)</p> <p>Example:</p> <p>Roy (2006) states that ...</p>
Reference
<p>Editor Surname, Initial. (Ed.). (Year). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Example:</p>

Roy, M. J. (Ed.). (2006). *Novel approaches to the diagnosis and treatment of posttraumatic stress disorder* (NATO Security Through Science Series). IOS Press.

12. AUTHORS CITING OTHER AUTHORS (SECONDARY CITATIONS)

- You must acknowledge both the primary and secondary source of information in-text. To do this, include the primary source first and then insert the words 'as cited in' before the secondary source (the secondary source is the one you are reading).
- In the Reference list, cite the secondary source only.

In-text

Examples:

Kelley (1978) stated ... (as cited in Cauvin, 2018).

Public history refers to ... (Kelley, 1978, as cited in Cauvin, 2018).

Reference

Author Surname, Initial. (Year). *See guidelines for appropriate source type to complete citation.*

Example:

Cauvin, T. (2018). The rise of public history: An international perspective. *Historia Critica*, 68, 3-26.
<https://doi.org/10.7440/histcrit68.2018.01>

13. TITLES SUCH AS JUNIOR, SENIOR, FOURTH

- The title is not included in-text. Include the title in the reference list.
- Use the following abbreviations:
 - Sr for Senior
 - Jr for Junior
 - II for Second
 - III for Third, and so on.

In-text

Example:

Selling properties ... (Grau, 2016).

Reference

Example:

Grau, D., Sr. (2016). *Buying, selling, and valuing financial practices: the FP transitions M&A guide*. Wiley.

14. AUTHOR NAME SPELLING

- a) When **author given names** are hyphenated, include a period after the first initial, followed by a hyphen and the second initial (with no spaces between these elements).
- b) When **author surnames** are hyphenated (e.g. Garcia-Duque), write them as they appear on the source.
- c) Two-part **author surnames** are also written as they appear on the source work.

In-text

Examples:

- a) Classroom teaching ... (Chang et al. 2020).
- b) The relationship between ... (Florez et al. 2019).
- c) Van de Poll (2013) warns that ...

Reference

Examples:

- a) Chang, C.-J., Liu, C.-C., Wen, C.-T., Tseng, L.-W., Chang, H.-Y., Chang, M.-H., Fan Chiang, S.-H., & Yang, C.-W. (2020). The impact of light-weight inquiry with computer simulations on science learning in classrooms. *Computers & Education*. Advance online publication. <https://doi.org/10.1016/j.compedu.2019.103770>
- b) Florez, D., Garcia-Duque, C. E., & Osorio, J. C. (2019). Is technology (still) applied science? *Technology in Society*. Advance online publication. <https://doi.org/10.1016/j.techsoc.2019.101193>
- c) Van de Poll, E. (2013). *Europe and the gospel: Past influences, current developments, mission challenges*. Versita.

3. Variations in dates, editions, titles, DOIs and web addresses/URLs

This chapter includes guidelines for how to complete the part of the citation relating to dates, editions, titles, DOIs and web addresses. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide.

In this chapter:

Specific dates

Titles

No publication date

DOIs and URLs

Editions

1. SPECIFIC DATES

- a) **Year** – use only the year for books, journals and audiovisual material.
 - b) **Including the month or season** – if a journal or newsletter does not use volume numbers, include the month or season in the reference list entry.
 - c) **Including the day** – for dailies and weeklies, include the day in the reference list entry.
- In-text, provide the year only, even when specific dates are provided in the reference list entry.

In-text

(Author Surname, Year)

Examples:

- a) The environmental aspects of ... (Calder, 2009).
- b) Increased government support ... (Clark, 2006).
- c) In the 1960s ... (USQ, 2017).

Reference

- a) Author Surname, Initial. (Year). *Title*. Publisher.
 - b) Author Surname, Initial. (Year, Month/Season). *Title*. Publisher.
 - c) Author Surname, Initial. (Year, Month Day). *Title*. Publisher.
- #### Examples:
- a) Calder, A. (2009). *Compliance for a green IT: A pocket guide*. IT Governance.
 - b) Clark, A. (2006, Autumn). Flying the flag for mainstream Australia. *Griffith Review*, (11), 53-59.
 - c) USQ [@usqedu]. (2017, August 17). #throwbackthursday to study in the 60's and life before the internet [Photograph]. Instagram. <https://www.instagram.com/p/BX4V9BIDKqu/>

2. NO PUBLICATION DATE
<p>a) If the source does not include a date of publication, use n.d. in place of the year, which means ‘no date’.</p> <p>b) When the year is not known but can be reliably estimated, use ‘ca.’ (the abbreviation for circa) before the date and use square brackets in the Reference list.</p>
In-text
<p>a) (Author, n.d.)</p> <p>b) (Author, Estimated Year)</p> <p>Example:</p> <p>a) Free copyright licenses ... (Creative Commons, n.d.).</p> <p>b) Lloyd Webber’s (ca. 1970) musical ...</p>
Reference
<p>a) Author Surname, Initial. (n.d.). <i>See guidelines for appropriate source type to complete citation.</i></p> <p>b) Author Surname, Initial. [ca. Estimated Year]. <i>See guidelines for appropriate source type to complete citation.</i></p> <p>Example:</p> <p>a) Creative Commons. (n.d.). <i>Share your work.</i> https://creativecommons.org/share-your-work/</p> <p>b) Lloyd Webber, A. [ca. 1970]. <i>Jesus Christ superstar.</i> Leeds Music.</p>
3. EDITIONS
<ul style="list-style-type: none"> For 2nd or later editions, include the edition number after the title, in brackets.
In-text
<p>(Author Surname, Year)</p> <p>Example:</p> <p>The American Psychiatric Association (2001) states ...</p>
Reference
<p>Author Surname/Organisation, Initial. (Year). <i>Title</i> (Edition). Publisher.</p> <p>Example:</p> <p>American Psychiatric Association. (2001). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). https://doi.org/10.1176/appi.books.9780890425596</p>
4. TITLES

- If a title has two subtitles, use a colon between the title and subtitle and between the subtitle and the second subtitle.
- In the reference list, italicise the title of works that stand alone (e.g. books, e-books, reports, webpages). Do not italicise the title of works that are part of a greater whole (e.g. journal articles, book chapters, newspaper articles).

In-text

(Author Surname, Year)

Example:

Church laws would show ... (Church of England, 1877).

Reference

Author Surname/Organisation, Initial. (Year). Article title: Subtitle: Second subtitle. *See guidelines for appropriate source type to complete citation.*

Example:

Church of England. Archdeaconry of Maidstone. (1877). *The church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in May 1877: With notes* (Talbot Collection of British Pamphlets).
<https://babel.hathitrust.org/cgi/pt?id=uiuo.ark:/13960/t0qr5116j&view=1up&seq=11>

5. DOIs and URLs

a) **DOI** – when a DOI is available, no further retrieval information is required. The doi should be in URL format: <https://doi.org.xxx>, with no full stop.

b) **No DOI** – if you obtained the article through a USQ database, treat the article as if it were a print version: no URL required.

c) **No DOI**, if you did not obtain the article via a USQ database, include the direct URL to the article, if available.

In-text

(Author Surname, Year)

Examples:

a) A study states that ... (Radford, 2001).

b) MacLean (2014) states that ...

c) The survey found ... (Brooks, 2002).

Reference

a) Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range. <https://doi.org.xxx>

b) Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range.

c) Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range. URL

Examples:

a) Radford, M. (2001). Aesthetic and religious awareness among pupils: Similarities and differences. *British Journal of Music Education*, *18*, 151-159. <https://doi.org/10.1017/S0265051701000249>

b) MacLean, M. (2014). Truth and reality in screening sports' pasts: Sports films, public history and truthfulness. *Journal of Sport History*, *41*(1), 47-54.

c) Brooks, R. G., Walsh, M., Mardon, R. E., Lewis, M., & Clawson, A. (2002). The roles of nature and nurture in the recruitment and retention of primary care physicians in rural areas: A review of the literature. *Academic Medicine*, *77*(8), 790-798. <https://tinyurl.com/yceskbbxb>

4. Books, journal articles, newspaper articles

In this chapter:

Books

Chapter in edited books including dictionaries and encyclopedias

Journal articles, newspaper articles, magazine articles

1. BOOKS

a) **Print**

b) **Online (DOI)** – if a DOI is available, always use the DOI.

c) **Online (no DOI)** – if you obtained access via a USQ database, treat it like a print version (no URL). Otherwise, use the URL.

d) **E-book on an eReader** i.e. Kindle, Nook, Sony Reader. In the reference list, do **not** include the format, platform or device. The only exception to this is you include the format (i.e. Ebook) when the content differs from the book or audiobook, or if you quote from the ebook. In the source element of the reference, include the publisher name and the DOI (preference) or URL (i.e. where you downloaded the book from).

e) **Musical score**

In-text

(Author Surname, Year)

Examples:

a) Abbott (2008) states ...

b) A multidisciplinary approach ... (Radanovic & Mansur, 2011).

c) Film has its own conventions (Hughes-Warrington, 2007).

d) Durant and Durant (2012) discuss ...

e) In Lloyd Webber's (ca. 1970) musical ...

Reference

a) Author Surname, Initial. (Year). *Title* (Edition). Publisher.

b) Author Surname, Initial. (Year). *Title*. Publisher Name. <https://doi.org.xxx>

c) Author Surname, Initial. (Year). *Title*. Publisher Name. URL

d) Author Surname, Initial. (Year). *Title* [Version]. <https://doi.org.xxx> / URL / Publisher.

e) Composer Surname, Initial. (Year). *Title*. Publisher.

Examples:

a) Abbott, H. P. (2008). *The Cambridge introduction to narrative* (2nd ed.). Cambridge University Press.

- b) Radanovic, M., & Mansur, L. L. (2011). *Language disturbances in adulthood: New advances from the neurolinguistics perspective*. Bentham Books. <https://doi.org/10.2174/97816080510831110101>
- c) Hughes-Warrington, M. (2007). *History goes to the movies: Studying history on film*. EPDF.PUB. <https://epdf.pub/history-goes-to-the-movies-studying-history-on-film.html>
- d) Durant, W., & Durant, A. (2012). *The lessons of history*. Simon & Schuster. <https://www.amazon.com.au/Lessons-History-Will-Durant-ebook/dp/B008GUIEYU>
- e) Lloyd Webber, A. [ca. 1970]. *Jesus Christ superstar*. Leeds Music.

2. CHAPTER IN EDITED BOOKS, INCLUDING DICTIONARIES AND ENCYCLOPEDIAS

- a) **Print**
- b) **Online** – individual chapters may have their own DOI.
- c) **Article from encyclopedia**

In-text

(Chapter Author Surname, Year)

Examples:

- a) Morgan (1999) describes ...
- b) Jacobs and Hall (2002) consider the task ...
- c) The field of adult education ... (Rubenson, 2010).

Reference

Chapter Author Surname, Initial. (Year). Title of chapter or entry. In Author/Editor Initial. Surname (Role abbrev.), *Title of book* (pp. Page Range of Chapter). Publisher. DOI/URL

OR

Subject / Term. (Year). *Source Title*. URL

Examples:

- a) Morgan, H. (1999). Nine years war. In W. J. McCormack (Ed.), *The Blackwell companion to modern Irish culture* (pp. 428-430). Blackwell Publishers.
- b) Jacobs, G. M., & Hall, S. (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). Cambridge University Press. <https://doi.org/10.1017/CBO9780511667190.009>
- c) Rubenson, K. (2010). Adult education overview. In P. Peterson, E. Baker, & B. McGaw (Eds.), *International Encyclopedia of Education* (3rd ed., Vol. 1, pp. 1-11). Elsevier.

3. JOURNAL ARTICLES, NEWSPAPER ARTICLES, MAGAZINE ARTICLES

- Include the issue number where available.
- If the publication does not use volume, issue or page numbers, omit this information from the reference.
- For daily or weekly publications, include the day in the reference.

a) **Print journal**

b) **Online journal** – include a doi if available. If no doi, and the article was obtained using USQ databases, treat as from a print journal. Otherwise, include URL.

c) **Print newspaper** – provide the page number/s at the end of the reference.

d) **Online newspaper**

e) **Magazine**

f) **Reviews and peer commentary** – identify the type of medium being reviewed in square brackets. If the details of the item being reviewed are clear from the title of the review, no additional explanatory information is needed. If the review is untitled, use the bracketed information as the title.

g) **Abstract**

h) **Advance online publication**

In-text

(Author Surname, Year).

Examples:

- Coltheart and Prior (2006) discussed ...
- MacLean (2014) states that ...
- Murray (2001) stated ...
- ... was recently discovered ... (Conor, 2018).
- The frogs are ... (Beemster, 2008).
- Boyd (2010) reviewed Carey's ...
- Pedder and Opfer (2010) state that ...
- Dieckleemann et al. (2011) argues

Reference

Author Surname, Initial. (Year). Article title. *Journal Title*, *Volume Number*(Issue Number), Page Range.

Examples:

- Coltheart, M., & Prior, M. (2006). Learning to read in Australia. *Australian Journal of Learning Disabilities*, *11*, 157-164.
- MacLean, M. (2014). Truth and reality in screening sports' pasts: Sports films, public history and truthfulness. *Journal of Sport History*, *41*(1), 47-54.
- Murray, E. (2001, May 9). Refugee crisis! [Letter to the editor]. *Weekend Australian*, A13.
- Conor, L. (2018, November 6). Found: the earliest European image of Aboriginal Australians. *The Conversation*. <https://theconversation.com/found-the-earliest-european-image-of-aboriginal-australians-106176>

- e) Beemster, M. (2008, December). Saving the Southern Bell Frog. *Australian Landcare*, 27-29.
- f) Boyd, W. (2010, July 18). Man as an island [Review of the book *William Golding*, by J. Carey]. *The New York Times*. <http://www.nytimes.com/>
- g) Pedder, D., & Opfer, V. D. (2010). Planning and organization of teachers' continuous professional development in schools in England [Abstract]. *Curriculum Journal*, 21, 433-452. <https://doi.org/10.1080/09585176.2010.529652>
- h) Dieckleemann, S., Buchel, C., Born, J., & Rasch, B. (2011). Labile or stable: Opposing consequences for memory when reactivated during waking and sleep. *Nature Neuroscience*. Advance online publication. <http://doi.org/10.1038/nn.2744>

5. Web documents, websites and other electronic media

In this chapter:

[Website home page](#)

[Web document](#)

[Web page](#)

[Wiki](#)

The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.

When citing Internet sources, observe the following guidelines:

- Follow previous sections for format of who (author), when (date) and what (title) elements.
- For the ‘where’ element, direct readers as closely as possible to the information; whenever possible, reference specific documents rather than the home or menu pages.
- The author of a website is usually the person or organisation responsible for the site.
- Include retrieval dates only when the source material is likely to change over time (e.g. Facebook page, Twitter profile, a Google Map) and the webpage is not archived.
- If the source undergoes regular revision, the date for the most recent update should be used.
- It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number).
- The medium or format can be entered after the title (before the full stop) in square brackets.
- When using direct quotes for sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation ‘para.’ (e.g. Broome & Davies, 1999, para. 5). Alternatively, provide a heading or section name, or a heading or section name with a paragraph number.
- When you are referring to specific information from a web page or web document within the text of an assignment, you must provide an author-date citation. If you are citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document. If you cite information from more than one page within the same website, you will need to create a separate item in your reference list for each page.
- If you are mentioning a website in passing, you do not need to include an entry in the reference list. Give the website name in-text, and include the URL in parentheses, rather than the usual author-date component.

1. WEBSITE HOME PAGE

a) **Mentioning website in passing** – In-text, include the website name. Provide the URL in parentheses. A reference list entry is not required.

b) **Mentioning specific information available on the home page.** If the information is likely or intended to change, include the date you retrieved the information. If the author name and the website name are the same, omit the website name from the reference list entry.

In-text

Examples:

- a) Comprehensive information about the University of Southern Queensland can be found on the University's website (<https://www.usq.edu.au/>).
- b) USQ offers flexible study options (USQ, 2019).

Reference

- a) No entry in the reference list
- b) Author Surname/Organisation, Initial. (Year). *Title of work*. Website Name. Retrieved Month Day, Year, from URL

Examples:

- a) No entry in the reference list
- b) University of Southern Queensland. (2019). Retrieved September 9, 2019, from <https://www.usq.edu.au>

2. WEB PAGE

- Use this example for pages within a website
- Include a retrieval date only if the information is likely or intended to change over time.
- If the author name and the website name are the same, omit the website name from the reference list entry.

In-text

(Author Surname, Year)

Example:

Project work challenges (University of Southern Queensland, 2020).

Reference

Author Surname/Organisation, Initial. (Year). *Title of the work*. Website Name. Retrieved Month Day, Year, from URL

Example:

University of Southern Queensland. (2020). *Overcoming project management pitfalls*.
<https://www.usq.edu.au/research/regional-community-economic-development/project-management-pitfalls>

3. WEB DOCUMENT

- Treat the same as a web page.
- If there is a document number (i.e. for a report), and it is not formally a part of the title, it can be included after the title, within parentheses. Do not use italics for a document number.

In-text

(Author Surname, Year)

Example:

Many students ... (Hillman, 2005).

Teacher registration ... (Queensland College of Teachers, 2017).

Reference

Author Surname, Initial. (Year). *Title of the work*. Website Name. URL

Example:

Hillman, K. (2005). *The first year experience: The transition from secondary school to university and TAFE in Australia* (Research Report 40). Australian Council for Educational Research.
https://research.acer.edu.au/cgi/viewcontent.cgi?article=1043&context=lsay_research

Queensland College of Teachers. (2017). *Professional boundaries: A guideline for Queensland teachers*.
<https://www.qct.edu.au/pdf/Professional%20Boundaries%20-%20A%20Guideline%20for%20Queensland%20Teachers.pdf>

4. WIKI

- Long topic titles can be shortened in the in-text citation.
- In-text, use double quotation marks around the Title of Wiki Topic.
- If an archived version of a wiki page is available (as is the case with Wikipedia pages) cite the archived version (no retrieval date is required). If there is no archived version of the wiki page you are citing, include the URL and the date you retrieved the information.

In-text

("Title of Wiki Topic," Year)

Example:

The Pemberton arrived ... ("Irish Famine Orphan Immigration," 2014).

Reference

Title of Wiki Topic. (Year, Month Day). In *Title of Wiki*. Retrieved Month Day, Year from URL

Example:

Irish Famine Orphan Immigration. (2014, June 20). In *PROV Wiki*.
http://wiki.prov.vic.gov.au/index.php?title=Irish_Famine_Orphan_Immigration&oldid=166067

6. Government publications

In this chapter:

Reports

Australian Bureau of Statistics

1. REPORTS

- Follow guidelines for Corporate (Group) Author and for Books, with the inclusion of a Report or Reference Number if available.
- For reports prepared for the government department, include individual author names **only when** they are included on the cover or title page. In this instance, include them as authors and the government department as the publisher (unless stated otherwise).
- If the author name and the publisher name are the same, omit the publisher name from the reference list entry.

In-text

(Government Department Name/Author Surname, Year)

Examples:

Higher education has ... (Commonwealth Department of Education, Science and Training, 2002).

Recreational hunting... (RM Consulting Group, 2019).

Reference

Government Department Name. (Year). *Title of report* (Reference Number). Publisher Name. DOI/URL

Examples:

Commonwealth Department of Education, Science and Training. (2002). *Striving for quality: Learning, teaching and scholarship* (DEST no. 6891.HERC02A).

RM Consulting Group (2019). *Economic and social impacts of recreational hunting and shooting: Final report*. Australian Government Department of Health. <https://www1.health.gov.au/internet/main/publishing.nsf/Content/economic-and-social-impacts-of-recreational-hunting-and-shooting>

2. AUSTRALIAN BUREAU OF STATISTICS

- Follow guidelines for Corporate (Group) Author

In-text

(Australian Bureau of Statistics, Year).

Example:

Of the total ... (Australian Bureau of Statistics, 2016).

Reference

Australian Bureau of Statistics. (Year). *Title* (Catalogue Number). URL

Example:

Australian Bureau of Statistics. (2016). *Research and experimental development, higher education organisations, Australia* (Catalogue No. 8111.0). <https://www.abs.gov.au/ausstats/abs@.nsf/mf/8111.0>

7. Social media and blogs

In this chapter:

- Retain any nonstandard spelling and capitalisation in the post and include hashtags and emojis.
- Make a note of any audiovisual material included in the post (e.g. photographs, videos) in square brackets after the title.

In this chapter:

[Blog post](#)

[Instagram](#)

[Blog post comment](#)

[Twitter](#)

[Facebook](#)

1. BLOG POST

- If you are unable to locate the author's name, use their handle/account name.

In-text

(Author Surname/Alias, Year)

Example:

Sinnamon (2019) states that ...

Reference

Author Surname/Alias, Initial. (Year, Month Day). Title of post. *Title of Blog*. URL

Example:

Sinnamon, M. (2019, May 30). More historical Toowoomba newspapers now available via Trove. *SL Blogs*. <http://blogs.slq.qld.gov.au/jol/2019/05/30/more-historical-toowoomba-newspapers-now-available-via-trove/>

2. BLOG POST COMMENT

- The author is the person who left the blog post comment. If you are unable to locate the author's name, use their handle/account name.
- Where possible, provide the URL that will lead the reader directly to the blog post comment.

In-text

(Author Surname/Alias, Year)

Example:

Others agree ... (Marin, 2019).

Reference

Author Surname/Alias, Initial. (Year, Month Day). Up to the first 20 words of the comment [Comment on the blog post "Blog post title"]. *Title of Blog*. URL

Example:

Marin. (2019, May 6). Thank you, Michael, for your PSA [Comment on the blog post "Feel a neck lump? See your doctor"]. *Mdbcancerjourney*. <https://mdbcancerjourney.com/2019/05/06/feel-a-neck-lump-see-your-doctor/#comment-2063>

3. FACEBOOK

- If you are unable to locate the author's name, use their handle/account name.
- Note any audiovisual material included in the post (e.g. photographs, videos) in square brackets after the title.

In-text

(Author Surname, Year)

Example:

In a recent announcement ... (Gillard, 2011).

Reference

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). *Content or caption of the post* (up to 20 words) [Format]. Website Name. URL

Example:

Gillard, J. (2011, November 11). *The PM has announced the Labor Government is prepared to provide over \$2 billion* [Status update]. Facebook. <https://www.facebook.com/juliagillard/posts/263639040354656>

4. INSTAGRAM

- If you are unable to locate the author's name, use their handle/account name.

In-text

(Author Surname, Year)

Example:

In the 60s ... (USQ, 2017).

Reference

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). *Content or caption of the post* (up to 20 words) [Format]. Website Name. URL

Example:

USQ [@usqedu]. (2017, August 17). *#throwbackthursday to study in the 60's and life before the internet.* [Photograph]. Instagram. <https://www.instagram.com/p/BX4V9BIDKqu/>

5. TWITTER

- If you are unable to locate the author's name, use their handle/account name.

In-text

(Author Surname, Year)

Example:

According to Pietsch (2018) ...

Reference

Author Surname, Initial [Account Name/Handle]. (Year, Month Day). *Content or caption of the post* (up to 20 words) [Format]. Website Name. URL

Example:

Regional Universities Network [RegUniNet]. (2019, December 18). *On International #MigrantsDay, let's recognize @usqedu's Niloofar Vaghefi* [Image attached] [Tweet]. Twitter.
https://twitter.com/search?q=%23agriculture&src=trend_click&pt=1207061955900407808

8. Legislation and legal authorities

In this chapter:

- Legislation (includes Acts and Bills)
- Legal authorities (Cases)
- Treaties and International Conventions

- The following examples are for the Australian jurisdiction only. For more comprehensive information and other jurisdictions, see the *Bluebook*:

Columbia Law Review Association, Harvard Law Review Association, University of Pennsylvania Law Review & Yale Law Journal. (2015). *The bluebook: A uniform system of citation* (20th ed.). Harvard Law Review Association.

- Use the following Australian jurisdiction abbreviations:

Jurisdiction	Abbreviation
Commonwealth	Cth
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

1. LEGISLATION: INCLUDES ACTS AND BILLS

- a) **Acts** – italicise the title of the Act.
- b) **Bills** – do not italicise the title.

In-text

- a) *Title of the Act Year* (Jurisdiction Abbreviation)
- b) Title of Bill Year (Jurisdiction Abbreviation)

Example:

- a) ... according to s 15 of the *Anti-Discrimination Act 1991* (Qld).

b) The Interactive Gambling Bill 2001 (Cth) ...

Reference

- a) *Title of the Act Year* (Jurisdiction Abbreviation) Subdivision (if relevant) (Country Abbreviation).
 b) Title of the Bill Year (Jurisdiction Abbreviation) Subdivision (if relevant) (Country Abbreviation).

Examples:

- a) *Anti-Discrimination Act 1991* (Qld) s 15 (Austl.).
 b) Interactive Gambling Bill 2001 (Cth) cl 5 (Austl.).

2. LEGAL AUTHORITIES (CASES)

In-text

(Case Party v Case Party, Year)

Case Party v Case Party (Year)

Example:

In *Mabo v Queensland* (1988), it was argued that ...

Reference

Case Party v Case Party (Year) Volume Number Reporter Abbreviation First Page (Country Abbreviation).

Note: The addition of a URL at the end of the citation if the case was retrieved online is optional.

Example:

Mabo v Queensland (1988) 166 CLR 186 (Austl.).

3. TREATIES AND INTERNATIONAL CONVENTIONS

- In the reference list, include the name of the treaty or convention, the date of signing or approval, and URL.

In-text

(Name of Treaty or Convention, Year) OR

Name of Treaty or Convention (Year)

Example:

(United Nations Convention on the Rights of the Child, 1989)

United Nations Convention on the Rights of the Child (1989)

Reference

Name of Treaty or Convention, Month Day, Year, URL

Example:

United Nations Convention on the Rights of the Child, November 20, 1989, <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

9. Non-government reports

In this chapter:

[Non-government reports](#)

Treat reports as books or web documents, and include a report number where available.

1. NON-GOVERNMENT REPORTS
<ul style="list-style-type: none">• Follow guidelines for Corporate (Group) Author, and for Books, with the inclusion of a Report or Reference Number if available.• For online reports, identify the publisher in the source element of the reference unless the publisher is also identified as the author.<ol style="list-style-type: none">a) Businessb) Society, group or committeec) Technical or research report
In-text
<p>(Author Surname/Organisation, Year)</p> <p>Examples:</p> <ol style="list-style-type: none">a) Revenue was ... (BHP Billiton, 2018).b) Emergency services ... (Beyond Blue Ltd., 2018).c) Aslin and Russell (2008) state that ...
Reference
<p>Author Surname/Organisation, Initial. (Year). <i>Title</i> (Report no.). Publisher Name. https://doi.org.xxx / URL</p> <p>Examples:</p> <ol style="list-style-type: none">a) BHP Billiton. (2018). <i>BHP annual report 2018</i>. https://www.bhp.com/-/media/documents/investors/annual-reports/2018/bhpannualreport2018.pdfb) Beyond Blue Ltd. (2018). <i>Answering the call national survey: Beyond Blue's national mental health and wellbeing study of police and emergency services: Final report</i>. http://resources.beyondblue.org.au/prism/file?token=BL/1898c) Aslin, H., & Russell, J. (2008). <i>Social impacts of drought: Review of literature</i>. Australian Bureau of Agriculture and Resource Economics and Sciences. https://www.agriculture.gov.au/sites/default/files/abares/documents/socimpctdroughtlitrev2008-1.0.0.pdf

10. Standards and patents

In this chapter:

[Standards](#)

[Patents](#)

1. STANDARDS
In-text
<p>(Name of Standards Organisation, Year)</p> <p>Example:</p> <p>Dimensional requirements ... (Standards Australia & Standards New Zealand, 2018).</p>
Reference
<p>Name of Standards Organisation. (Year). <i>Title of standard</i> (Standard number). Database Name. URL</p> <p>Example:</p> <p>Standards Australia & Standards New Zealand. (2018). <i>Office desks, office workstations and tables intended to be used as office desks: Mechanical, dimensional and general requirements and test methods</i> (AS/NZS 4442:2018). Standards Online Premium. https://www.saiglobal.com/online/</p>
2. PATENTS
In-text
<p>(Inventor, Year of Issue)</p> <p>Example:</p> <p>The invention ... (Vandenbossche, 1977).</p>
Reference
<p>Inventor Surname, Inventor Initial. (Year of Issue). <i>Patent title</i> (Patent No). Issuing Patent Office. URL.</p> <p>Example:</p> <p>Vandenbossche, B. E. (1977). <i>Solar heater panel array securing apparatus</i> (Australian Patent No. 81947/75). IP Australia. http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=1975081947</p>

11. Conference papers and proceedings

In this chapter:

[Published papers](#)

[Unpublished papers](#)

- When citing from a one-off proceeding, use the same format as for a book or book chapter.
- For regularly published proceedings use the same format as journal articles.

1. PUBLISHED PAPERS
<ul style="list-style-type: none">• Capitalise the names of symposia, conferences, and meetings.<ol style="list-style-type: none">a) One-offb) Regularly published
In-text
<p>(Author Surname, Year)</p> <p>Examples:</p> <ol style="list-style-type: none">a) Information literacy can be ... (Hughes, 2002).b) Connectivity exists for ... (Kozkovski & Van Strien, 2009).
Reference
<ol style="list-style-type: none">a) Author Surname, Initial. (Year). Article title. In Editor Initial. Surname (Role abbrev.), <i>Conference Proceedings Title</i> (pp. Page Range). Publisher.b) Author Surname, Initial. (Year). Article title. <i>Conference Proceedings Title, Volume Number</i>(Issue Number), Page Range. https://doi.org.xxx / URL <p>Examples:</p> <ol style="list-style-type: none">a) Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. Macpherson, & D. Orr (Eds.), <i>International Lifelong Learning Conference: Refereed papers from the 2nd International Lifelong Learning Conference</i> (pp. 208-213). Central Queensland University Press.b) Kozkovski, O., & Van Strien, S. (2009). Local connectivity and quasi-conformal rigidity of non-renormalizable polynomials. <i>Proceedings of the London Mathematical Society</i>, 99, 275-296. https://doi.org/10.1112/plms/pdn055
2. UNPUBLISHED PAPERS
<ul style="list-style-type: none">• The date provided in the reference list entry should be the full date range of the conference rather than the specific date the paper was presented.

In-text
<p>(Author Surname, Year)</p> <p>Example:</p> <p>... job strains were ... (Liu et al., 2008).</p>
Reference
<p>Author Surname, Initial. (Year, Month, Date Range). <i>Paper title</i> [Format]. Conference Title, Conference Location. DOI/URL</p> <p>Example:</p> <p>Liu, C., Wu, D., Fan, J., & Nauta, M. M. (2008, November, 12-14). <i>Does job complexity predict job strains?</i> [Paper presentation]. 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.</p>

12. Theses and dissertations

In this chapter:

[Theses and dissertations](#)

1. THESES AND DISSERTATIONS
<p>a) Unpublished</p> <p>b) Published – retrieved from a database</p> <p>c) Published – retrieved from the web</p>
<p>In-text</p> <p>(Author Surname, Year)</p> <p>Example:</p> <p>a) In his data structures thesis ... (Swinton, 1984).</p> <p>b) In a recent study ... (Murray, 2008).</p> <p>c) Recent studies (McDonald, 2007) suggest ...</p>
<p>Reference</p> <p>a) Author Surname, Initial. (Year). <i>Title of thesis/dissertation</i> [Unpublished doctoral dissertation/Master’s thesis]. Name of Institution issuing degree.</p> <p>b) Author Surname, Initial. (Year). <i>Title of thesis/dissertation</i> [Doctoral dissertation/Master’s thesis, Institution issuing degree]. Database Name.</p> <p>c) Author Surname, Initial. (Year). <i>Title of thesis/dissertation</i> [Doctoral dissertation/Master’s thesis, Institution issuing degree]. Archive Name. URL</p> <p>Example:</p> <p>a) Swinton, M. A. (1984). <i>Family stress in phenylketonuria</i> [Unpublished master’s thesis]. University of Auckland.</p> <p>b) Murray, B. P. (2008). <i>Prior knowledge, two teaching approaches for metacognition: Main idea and summarization strategies in reading</i> (AAT 3302116) [Doctoral dissertation, Fordham University]. ProQuest Dissertations & Theses.</p> <p>c) McDonald, J. (2007). <i>The role of online discussion forums in supporting learning in higher education</i> [Doctoral dissertation, University of Southern Queensland]. USQ ePrints. https://eprints.usq.edu.au/3588/2/McDonald_2007_whole.pdf</p>

13. Audiovisual material

In this chapter:

Film

TV or radio

Audio

- Indicate the format in square brackets (e.g. Film, TV series episode, Podcast, Artwork, Photograph.)

1. FILM
<p>a) Film – treat the director as author. If the director is unknown, credit someone in a similar role (e.g. producer).</p> <p>b) Streaming video – treat the individual or the group who uploaded the video as the author. The format in the reference list entry is given as ‘video’ rather than ‘streaming video.’</p> <p>c) YouTube – treat the individual or the group who uploaded the video as the author.</p> <p>To include a direct quote from an audiovisual source, provide a time stamp for the place in the film or streaming video etc. that the quote begins (refer to example ‘b’)</p>
In-text
<p>(Producer Surname, Year)</p> <p>Examples:</p> <p>a) The film’s central thesis ... (Howard, 2001).</p> <p>b) The documentary profiles ... (Paor & Thompson, 2018, 1:36).</p> <p>c) Long-term memory is ... (PsychExamReview, 2017).</p>
Reference
<p>Director Surname, Initial (Role). (Year). <i>Title</i> [Format]. Studio / URL</p> <p>Examples:</p> <p>a) Howard, R. (Director). (2011). <i>A beautiful mind</i> [Film]. Universal Studios.</p> <p>b) Paor, B., & Thompson, J. (Directors). (2018). <i>Robert Scheer: Above the fold: A profile of a legendary journalist</i> [Video]. Kanopy. https://www.kanopy.com/</p> <p>c) PsychExamReview. (2017, March 5). <i>Long-term memory (Intro Psych tutorial #73)</i> [Video]. YouTube. https://www.youtube.com/watch?v=WK4TeETxwdM</p>
2. TV OR RADIO
<p>a) Program</p>

b) **Series** – if the series is broadcast over a number of years, include this information in the date element of your reference list entry (e.g. 2010-2013).

c) **Single episode in series** – each separate episode of a TV or Radio series will have its own title (similar to each chapter in an edited book). Include the Director and Writer in the author element of your reference list entry (or similar roles if these aren't available).

In-text

(Author Surname, Year)

Examples:

a) Julie Bishop stated ... (*The Project*, 2019).

b) (Gunton, 2009)

c) The Queen was portrayed... (Caron & Morgan, 2019).

Reference

a) Author Surname, Initial. (Role). (Date Aired Year, Month Day). *Title* [Format]. TV Network.

b) Author Surname, Initial. (Role). (Year). *Title of series* [TV series]. TV Network.

c) Author Surname, Initial. (Role). (Date Aired Year, Month Day). Title of episode (Season No., Episode No.) [TV series episode]. In Author Initial. Surname (Role), *Title of series*. Production Company.

Examples:

a) *The Project*. (2019, June 20). <https://10play.com.au/theproject>

b) Gunton, M. (Executive Producer). (2009). *Life* [TV series]. BBC Natural History Unit.
<https://www.bbc.co.uk/programmes/b00lbpcy>

c) Caron, B. (Director), & Morgan, P. (Writer). (2019, November 17). Bubbikins. (Season 3, Episode 4) [TV series episode]. In B. Caron, P. Martin, S. Daldry, J. Jarrold, P. Lowhorpe, S. Donovan, J. Hobbs, & C. Schwochow (Directors), *The Crown*. Left Bank Pictures; Sony Pictures Television Production UK.

3. AUDIO

a) **Podcast episode** – include the host in the Author element of your reference list entry. Include the episode number after the title, if available. For video podcast use [Video podcast] as the format.

b) **Recording from a music album – classical work**. Include the composer name as the author. In the reference list, add the name of the artist who recorded the track after the title in square brackets. Add the year the track was composed at the end of the reference if different from the publication date of the track.

c) **Recording from a music album – other recordings**. Include the recording artist name as the author for tracks that are not classical works. In the reference list, add the format 'song' after the title in square brackets.

In-text

a) (Author Surname, Year)

b) (Composer Surname, Year of Composition/Publication Year)

c) (Recording Artist Surname, Year)

Examples:

- a) The main factors ... (Seega & Swan, 2008)
- b) Mozart's serenade ... (Mozart, 1787/2001)
- c) "Bird on the wire" ... (Barnes & Cassar-Daley, 2005)

Reference

- a) Author Surname, Initial. (Role). (Year, Month Day). Title of podcast episode (Podcast Episode Number) [Format]. In *Title of Podcast*. Production Company. URL
- b) Composer Surname, Initial. (Year). Title of recording [Song recorded by Artist Name (if different from Composer)]. On *Title of Album*. Music Label. (Year of Composition)
- c) Recording Artist Surname, Initial. (Year). Title of recording [Song]. On *Title of Album*. Music Label.

Examples:

- a) Swan, N. (Host). (2008, September 15). Closing the gap in a generation [Audio podcast episode]. In *Health Report*. ABC. <https://www.abc.net.au/radionational/programs/healthreport/closing-the-gap-in-a-generation/3184854>
- b) Mozart, W. A. (2001). Serenade in G, K.525 "Eine kleine Nachtmusik" – 1. Allegro [Song recorded by Academy of St. Martin in the Fields and Sir Neville Marriner]. On *Essential Mozart: 32 of his greatest masterpieces*. Decca. (Original work published 1787).
- c) Barnes, J., & Cassar-Daley, T. (2005). Bird on the wire [Song]. On *Double Happiness*. Liberation Music.

14. Images including tables, figures, graphs, maps, charts and datasets

In this chapter:

Fair dealing (copyrighted)	Image (figure/table) you created yourself
Reproducing with permission	Personal photograph
Creative Commons (CC) licence	Online photograph
Presentation slides	

- When referencing an image, treat it as you would a direct quote and include the page number/s. If you are mentioning an image but not reproducing or adapting it in your paper, follow the referencing guidelines for the type of source the image is displayed in.
- If you are reproducing or adapting an image, you have the right to use copyrighted material in assignments, theses and other coursework, under the Fair Dealing provision of the Copyright Act. Fair Dealing allows you to copy ‘reasonable portions’ of material for research, study, criticism or review.
- If you wish to use more than a reasonable portion of a copyrighted work, you must obtain written permission from the copyright owner.
- Reproduced or adapted images must be accompanied by a copyright statement. The statement will vary slightly dependent on the type of source, but in general, the information should appear in the following order
 - Title, author, year of publication, source, year or copyright, name of copyright holder (permission statement if necessary).
- Include a reference list entry for the source of the image.
- If you are unable to determine whether an image is copyrighted, assume that it is.
- In the text of your assignment, refer to tables and figures by their number (e.g. As shown in Table 7, the confidence limits...). Images are numbered in the order in which they are first mentioned in text.
- Images are numbered with the word ‘Table’ or ‘Figure’, followed by the table or figure number (in bold type and set flush left). The table or figure title is presented in italics and title case one double spaced line under the Table/Figure number.
- For Researchers who have questions about reproducing or adapting images or tables for inclusion in publications, please contact your Research Librarian at ResearchSupportTeam@usq.edu.au

1. FAIR DEALING (COPYRIGHTED)

- a) **Book**
- b) **Journal article**
- c) **Website**

- The medium or format can be entered after the title (before the full stop) in square brackets (for an example, see ‘Presentation Slides’ below).
- Place the copyright statement:
 - at the end of the table note if the image is a table

- at the end of the figure caption if the image is a figure
- at the bottom of a slide in a PowerPoint presentation

In-text

- a) From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Publisher (DOI or URL). Copyright Year by Copyright Holder First Name Surname.
- b) From [or Adapted from/Data in column 1 are from] “Title of Article,” by Author Initial. Surname, Year, *Title of Journal*, Volume(Issue), p. Page Number (DOI or URL). Copyright Year by Copyright Holder First Name Surname.
- c) From [or Adapted from/Data in column 1 are from] *Title of Web Page*, by Author Initial. Surname, Year, Website Name (DOI or URL). Copyright Year by Copyright Holder First Name Surname.

Examples:

- a) From *Research Basics: Design to Data Analysis in 6 Steps* (p. 69), by J. V. Spickard, 2017, SAGE (<https://us.sagepub.com/en-us/nam/research-basics/book244998>). Copyright 2017 by SAGE Publications.
- b) From “Beyond the ANZAC Spirit: Commemorating Civilian Experience of War,” by A. Atkinson-Phillips, 2018, *Studies in Western Australian History*, 32, p. 142. Copyright 2018 by Alison Atkinson-Phillips.
- c) From *50 Meticulous Style Guides Every Startup Should See Before Launching*, by M. Stribley, n.d., Canva (<https://www.canva.com/learn/50-meticulous-style-guides-every-startup-see-launching/>). Copyright 2015 by Amanda Michiru.

Reference

Reference as usual for the source type where the image was taken.

Examples:

- a) Spickard, J. V. (2017). *Research basics: Design to data analysis in 6 steps*. SAGE.
- b) Atkinson-Phillips, A. (2018). Beyond the ANZAC spirit: Commemorating civilian experience of war. *Studies in Western Australian History*, 32, 135-147.
- c) Stribley, M. (n.d.). *50 meticulous style guides every startup should see before launching*. Canva. <https://www.canva.com/learn/50-meticulous-style-guides-every-startup-see-launching/>

2. REPRODUCING WITH PERMISSION

- Follow guidelines as above, but include a permission statement, and comply with any attribution request from the copyright holder.
- Only include a permissions statement if permission was sought and granted.

In-text

From [or Adapted from/Data in column 1 are from] *Title of Book* (Edition or Volume, p. Page Number), by Author Initial. Surname, Year, Publisher (DOI or URL). Copyright Year by Copyright Holder First Name Surname. Reprinted/Adapted with permission.

Example:

From *Research Basics: Design to Data Analysis in 6 Steps* (p. 69), by J. V. Spickard, 2017, SAGE (<https://us.sagepub.com/en-us/nam/research-basics/book244998>). Copyright 2017 by SAGE Publications. Reprinted with permission.

Reference

Reference as usual for the source type where the image was taken.

Example:

Spickard, J. V. (2017) *Research basics: Design to data analysis in 6 steps*. SAGE.

3. CREATIVE COMMONS (CC) LICENCE

In-text

- Follow guidelines as above for the appropriate source type, up to (not including) the Copyright statement. Instead of the Copyright statement, provide the Creative Commons license abbreviation.

Example:

From *National Drug Strategy 2017-2026*, by Commonwealth Department of Health, 2017 (<https://beta.health.gov.au/resources/publications/national-drug-strategy-2017-2026>). CC BY-4.0.

Reference

Example:

Commonwealth Department of Health. (2017). *National drug strategy 2017-2016*. <https://beta.health.gov.au/resources/publications/national-drug-strategy-2017-2026>

4. PRESENTATION SLIDES

In-text

(Author Surname/Organisation, Year)

Example:

Correct usage ... (OWL at Purdue University, n.d.).

Reference

Author Surname/Organisation, Author Initial. (Year). *Title* [Slide format]. Publisher. URL

Example:

OWL at Purdue University. (n.d.). *Conquering the comma* [PowerPoint slides]. https://owl.purdue.edu/owl/general_writing/punctuation/conquering_the_comma_presentation.html

5. IMAGE (FIGURE/TABLE) YOU CREATED YOURSELF

In-text

- Your in-text citation consists of providing an accurate and detailed description of the image, usually in the form of a title.

Example:

Table 1

Differences Between Investor and Grower Perspectives

Reference

- You do not need an entry in the reference list, but you must include detailed information with the image in-text.

6. PERSONAL PHOTOGRAPH

In-text

(Photographer Initial. Surname, personal photograph, Month Day, Year)

Example:

(M. A. Toby, personal photograph, May 2, 1987)

Reference

- A personal photograph is a form of Personal Communication and does not require an entry in the Reference List.

7. ONLINE PHOTOGRAPH

In-text

- Follow guidelines above if reproducing image.
- Otherwise:

(Photographer Surname, Year)

Example:

The photograph depicts ... (Schmidt, 1947).

Reference

Photographer Surname, Initial. (Year, Month Day). *Title* [Photograph]. Website where photo was retrieved.
URL

Example:

Schmidt, K. (1947). *Waterford Ferry after the 1947 floods* [Photograph]. Logan City Council Libraries.
https://logan.bibliocommons.com/item/show/492574098?active_tab=content_advisory

15. Computer software and apps

In this chapter:

[Computer programs or software](#)

[Apps](#)

- If you mention **standard** software, programming languages or apps (but do not quote or paraphrase from them) provide the name of the software (and the version number if helpful) in-text. Reference list entries are not required.
- If you mention **specialised** software, programming languages or apps which your audience is unlikely to be familiar with, include an in-text citation and reference list entry.
- If you quote or paraphrase from any software (**standard or specialised**) or apps, provide an in-text citation and a reference list entry.

1. COMPUTER PROGRAMS OR SOFTWARE
<ul style="list-style-type: none">• Italicise the name of computer software or programming languages in the reference list entry. Do not italicise them in-text.
In-text
(Author Surname/Organisation, Year) Example: ClinTools statistical software ... (Devilley, 2005).
Reference
Author Surname/Organisation, Initial. (Year). <i>Title</i> (Version) [Computer Software/Language/Program]. Publisher. URL Example: Devilley, G. J. (2005). <i>ClinTools Software for Windows</i> (Version 4) [Computer program]. Psytek. http://www.clintools.com/
2. APPS
<ul style="list-style-type: none">• For apps where the information you are using is built in to the app, use the example here.• For apps that merely provide access to external information (e.g. Spotify), follow guidelines for the type of source being accessed (e.g. audio).• Italicise the name of apps in the reference list entry. Do not italicise them in-text.
In-text

(Author Surname, Year)

Example:

3D Engineering Animations + can be used ... (Kokare, 2019).

Reference

Author Surname/Organisation, Initial. (Year). *Title* (Version) [Mobile app]. Site where app was downloaded.
URL

Example:

Kokare, V. (2019). *3D Engineering Animations +* (Version 4.4) [Mobile app]. Google Play Store.
<https://play.google.com/store/apps/details?id=com.vaibhavkokare.thirddimension&hl=en>

16. Personal communications

In this chapter:

[Personal communications](#)

- Personal communications may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, posts or updates from social media accounts that are not publicly accessible, or photographs, images, tables or data that you created yourself.
- Personal communications are usually non-recoverable from the reader's perspective and are not to be included in the Reference List, but should be cited in-text as they are referred to.
- Give the initials as well as the surname of the communicator, and provide as exact a date as possible.
- Lecture notes are treated as personal communication if they are unpublished (i.e. not copied and distributed in print or on the Internet with the instructor's permission).

1. PERSONAL COMMUNICATIONS
a) General b) Photograph
In-text
(Correspondent Initial. Surname, personal communication, Month Day, Year) Examples: a) O. Sorenson (personal communication, May 29, 2018) b) (M. A. Toby, personal photograph, May 2, 1987)
Reference
No entry.

17. Pamphlet/brochure/fact sheet

In this chapter:

[Pamphlet/brochure/fact sheet](#)

1. PAMPHLET/BROCHURE/FACT SHEET

a) Pamphlet or brochure

b) Fact sheet

In-text

(Author Surname/Organisation, Year)

Examples:

a) The program is available ... (USQ, 2019).

b) The Anti-Discrimination Board of NSW (2017) outline ...

Reference

Author Surname/Organisation, Initial. (Year). *Title* [Format]. Website Name. URL

Examples:

a) University of Southern Queensland. (2019). *Accelerated entry pathways program (AEPP) – AEPP* [Brochure]. <https://www.usq.edu.au/handbook/2019/pdfs/AEPP.pdf>

b) Anti-Discrimination Board of NSW. (2017). *Unfair treatment: Your rights* [Fact sheet]. https://www.antidiscrimination.justice.nsw.gov.au/Documents/unfair_treatment_Oct2017.pdf

18. Indigenous materials

Consultation with University stakeholders is currently underway to discuss the inclusion of Indigenous works in our USQ referencing guides. The purpose of this consultation will be to show respect to Aboriginal and Torres Strait Islander cultural beliefs and practices and to develop referencing examples that give proper credit and acknowledgment to Indigenous people for their role in the development of Indigenous cultural material. If you need assistance to reference Indigenous works prior to the inclusion of examples in the USQ referencing guides, please contact the Library.

19. USQ teaching materials

In this chapter:

[Lecture notes and handouts](#)

[Other online course material](#)

[Customised publications](#)

[Online course reading](#)

[Recorded lecture](#)

[Online forum or discussion group](#)

StudyDesk resources:

- When citing books, book chapters, journal articles, webpages and other resources that can be accessed independently of the StudyDesk platform (e.g. by members of the public), follow the guidelines for the particular reference type in other areas of this guide.
- When citing resources that can **only** be accessed by USQ staff and students on StudyDesk, follow the guidelines for the reference type in other areas of this guide. However, include the StudyDesk homepage URL in the source component of the reference list entry. For example, to cite a PowerPoint slide available only on StudyDesk, construct your reference list entry using the example in the 'Presentation Slides' area of this guide and include the StudyDesk homepage URL as the final component of your reference list entry.

1. LECTURE NOTES AND HANDOUTS
<ul style="list-style-type: none">• These are treated like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or online with the instructor's permission.• If author's name is unknown, move the title to the author position and italicise the title in-text.
In-text
<p>(Faculty/Author Surname, Year)</p> <p>(<i>Document Title</i>, Year)</p> <p>Examples:</p> <p>The financial focus of ... (Lewis, 2011).</p> <p>(<i>EDC1300 Course Notes</i>, 2011)</p>
Reference
<p>Faculty/Author Surname, Initial. (Year). <i>Document title</i>. Name of Site. URL of StudyDesk homepage.</p> <p>Example:</p> <p>Lewis, M. (2011, April 12). <i>EDC1300 Perspectives in education: Course notes</i> [Lecture notes]. USQStudyDesk. https://usqstudydesk.usq.edu.au/</p> <p><i>EDC1300 Perspectives in education: Course notes</i> [Lecture notes]. (2011). USQStudyDesk. https://usqstudydesk.usq.edu.au/</p>

2. CUSTOMISED PUBLICATIONS
<ul style="list-style-type: none"> • In-text, give the year of the original source first, followed by the year of the custom publication (separated by a slash). • In the reference list entry, give details of the custom publication first, followed by the original source in parentheses. • When using page numbers, use the page numbers of the book of readings.
In-text
<p>(Author Surname/Organisation, Year)</p> <p>Example:</p> <p>The staff resource ... (Mishkin & Eakins, 2012/2012).</p>
Reference
<p>Author Surname/Organisation, Initial. (Year). Reading Title. In Editor Initial. Editor Surname (Role), <i>Course publication title</i> (Edition, pp. Page range). Publisher. (Reprinted from <i>Source title</i>, Edition, pp. Page Range, Source Publisher).</p> <p>Example:</p> <p>Mishkin, F. S., & Eakins, S. G. (2012). Overview of the financial system. In D. Pensiero & G. Adkins (Comps.), <i>FIN8201 Finance for executives</i> (pp. 55-75). Pearson Australia. (Reprinted from <i>Financial markets and institutions</i>, 7th ed., pp. 55-75, by F. S. Mishkin & S. G. Eakins, 2012, Pearson Education).</p>
3. RECORDED LECTURE
<ul style="list-style-type: none"> • Follow guidelines for citing a podcast.
In-text
<p>(Author Surname, Year)</p> <p>Example:</p> <p>Reading strategies.... (Petersen, 2011).</p>
Reference
<p>Author Surname, Initial. (Role). (Year, Month Day). <i>Title of podcast</i> [Format]. Site Name. URL</p> <p>Example:</p> <p>Petersen, S. (Host). (2011, August 15). <i>Classroom reading pedagogy: Reading strategies</i> [Video podcast]. USQStudyDesk. https://usqstudydesk.usq.edu.au/</p>
4. OTHER ONLINE COURSE MATERIAL
<ul style="list-style-type: none"> • Identify the source type and follow guidelines for that type.

5. ONLINE COURSE READING

- a) When citing **course readings that can be accessed independently of the StudyDesk platform** (e.g. by members of the public), follow the guidelines for the particular reference type in other areas of this guide.
- b) When citing **resources that can only be accessed by USQ staff and students on StudyDesk**, follow the guidelines for the reference type in other areas of this guide. However, include the StudyDesk homepage URL in the source component of the reference list entry.

In-text

(Author Surname, Year)

Example:

- a) The key to finding hope ... (Bolles, 2013).
- a) A study states that ... (Radford, 2001).
- b) The tripartite model ... (Lynch, 2019).

Reference

Identify the source type and follow guidelines for that type.

Examples:

- a) Bolles, R. N. (2013). *What color is your parachute?: A practical manual for job-hunters and career-changers*. Ten Speed Press.
- a) Radford, M. (2001). Aesthetic and religious awareness among pupils: Similarities and differences. *British Journal of Music Education*, 18(2), 151-159. <https://doi.org/10.1017/S0265051701000249>
- b) Lynch, B. (2019). *MGT1000 Organisation behaviour and management: Lecture 01.02 an introduction to self-management* [PowerPoint slides]. USQStudyDesk. <https://usqstudydesk.usq.edu.au/>

6. ONLINE FORUM OR DISCUSSION GROUP

- If a full name is not available, use the account name.

In-text

(Author Surname, Year)

Example:

Smith (2018) suggests ...

Reference

Author Surname, Initial. (Year, Month Day). *Title of post* [Online forum]. Name of Site. URL of StudyDesk homepage.

Example:

Smith, J. (2018, April 1). *Module 2 discussion* [Online forum]. USQStudyDesk.
<https://usqstudydesk.usq.edu.au/>

20. Other

In this chapter:

Interview	Realia
Press release	Australian Curriculum
Speech	Birth, death and marriage certificates
Manuscripts	Artwork
Your own previous assignment	

1. INTERVIEW

Identify the type of source and follow guidelines for citing that type (e.g. if the interview was recorded and saved as a podcast, cite it as you would a podcast).

- a) **Transcript of recorded interview (recording not accessible)** – use date transcript created.
- b) **Recorded and available in Archive**
- c) **Personal** – if non-recoverable for the reader, treat as a personal communication.

In-text

(Interviewee Surname, Year)

Examples:

- a) Schooling in the 30s ... (Gammage, 1983).
- b) Nicholas-Borg (1991) states ...
- c) O. Sorenson (personal communication, May 29, 2018)

Reference

- a) Interviewee Surname, Initial. (Year, Month Day). *Title* [Format]. Name of Collection/Series (Reference number). Name of Repository: Location.
 - b) Interviewee Surname, Initial. (Year, Month Day). *Title* [Format]. Name of Repository, Location.
- Examples:**
- a) Gammage, H. (1983, July 27). *Helen Gammage interviewed by Bill Gammage for the Australia 1938 oral history project* [Interview transcript]. Australia 1938 Oral History Project (ORAL TRC 2404 Int. no. 1150). National Library of Australia, Canberra, ACT, Australia.
 - b) Nicholas-Borg, M. (1991, December 22). *Manwel Nicholas-Borg interviewed by Barry York for the Maltese Australian folklife and social history project* [Interview]. National Library of Australia, Canberra, ACT, Australia.
- c) No entry

2. PRESS RELEASE
In-text
<p>(Surname, Year)</p> <p>Example:</p> <p>The plan provides ... (Morrison & Hunt, 2019).</p>
Reference
<p>Author Surname, Initial. (Year, Month Day). <i>Title</i> [Press release]. Publisher. DOI/URL</p> <p>Example:</p> <p>Morrison, S., & Hunt, G. (2019, April 10). <i>Boosting health services in Tasmania</i> [Press release]. Australian Government Department of the Prime Minister and Cabinet. https://www.pm.gov.au/media/boosting-health-services-tasmania</p>
3. SPEECH
<ul style="list-style-type: none"> For a speech you attended, with no available recording/ transcript, reference as a personal communication. Otherwise, determine the source type you are referring to and follow guidelines for referencing the source.
In-text
<p>(Author Surname, Year)</p> <p>Example:</p> <p>The Prime Minister stated ... (Morrison, 2019).</p>
Reference
<p>Author Surname, Initial. (Year). <i>Title of work where speech is from</i>. Publisher. DOI/URL</p> <p>Example:</p> <p>Morrison, S. (2019, February 14). <i>Statement to the House of Representatives: Closing the gap 2019</i> [Speech transcript]. Australian Government Department of the Prime Minister and Cabinet. https://www.pm.gov.au/media/statement-house-representatives-closing-gap-2019</p>
4. MANUSCRIPTS
<p>a) Unpublished manuscript – include the Department name and the University name if available.</p> <p>b) Manuscript in an archive/repository</p> <ul style="list-style-type: none"> Follow up on these if practical to ensure you are referring to the most current version, possibly the final publication.
In-text

(Author Surname, Year)

Example:

- a) Sports equipment was found ... (Geisel, n.d.).
- b) As discussed in Nicholas-Borg (1969) ...

Reference

- a) Author Surname, Initial. (Year). *Title*. [Unpublished manuscript / Manuscript submitted for publication / Manuscript in preparation]. Institution/University Department Name, Institution/University Name.
- b) Author Surname, Initial. (Year). *Title*. Database Name/Archive Name. DOI/URL

Example:

- a) Geisel, T. S. (n.d.). *All sorts of sports*. [Unpublished manuscript].
- b) Nicholas-Borg, M. (1969). *Papers of Manwel Nicholas-Borg, 1969-1991* (MS 8348) [Manuscript]. National Library of Australia.

5. YOUR OWN PREVIOUS ASSIGNMENT

In-text

(Your Surname, Year)

Example:

Smith (2018) states that ...

Reference

Your Surname, Initial. (Year). *Title of assignment*. [Unpublished manuscript]. Institution/University Department Name, Institution/University Name.

Example:

Smith, J. (2018). *MGT1000 Organisational behaviour and management: Assignment 1*. [Unpublished manuscript]. School of Management and Enterprise, University of Southern Queensland.

6. REALIA

- Follow guidelines for books, but use appropriate format in square brackets.
- For unknown author, a shortened title can be used in-text.
- In-text, use title case for the title.
 - a) **Game**
 - b) **Flashcard**
 - c) **Realia**

In-text

(Author Surname, Year)

OR

(*Title*, Year)

Examples:

- a) Activities such as ... (*Fractions are as Easy*, 1985).
- b) Puzzles develop logical thinking ... (*Zupelz – Orange*, n.d.).
- c) Hands-on activities ... (*Measuring Cylinders*, n.d.).

Reference

Author Surname/Organisation, Initial. (Year). *Title* [Format]. Producer.

OR

Title [Format]. (Year). Producer.

Examples:

- a) *Fractions are as easy as pie: A game of common fractions* [Game]. (1985). Media materials.
- b) *Zupelz – orange: Stimulating logical thinking: one puzzle at a time* [Flashcard]. (n.d.). Origo Education.
- c) *Measuring cylinders* [Realia]. (n.d.). Gradplex.

7. AUSTRALIAN CURRICULUM ON THE ACARA WEBSITE

- Follow guidelines for Corporate (Group) Author
- Use the abbreviation n.d. if there is no date of publication associated with the content you are citing. Do not use the copyright date provided in the footer of the webpage as this may not relate to the actual content you are citing.
- In the reference list entry, include a description of the source in square brackets after the title.
- Australian Curriculum can be generated on the ACARA website as a webpage (i.e. HTML format) or as a PDF document.
 - If you generate curriculum in HTML format:
 - the title in your reference list entry should include ‘Australian curriculum’ followed by the Subject Area and Year Level.
 - include the full URL in the source component of your reference list entry or a shortened URL.
 - If you generate curriculum in PDF format:
 - the title in your reference list entry should include ‘Australian curriculum’ followed by the Subject Area, Year Levels, Units (if applicable) and Curriculum Elements you selected to generate the curriculum.
 - In the source component of your reference list entry, use the URL in the address bar on the ACARA website (i.e. <https://www.australiancurriculum.edu.au/download?view=f10>)
- Include a retrieval date because Australian curriculum is likely to change over time and is unarchived. A retrieval date indicates to the reader that the version they access may be different to the version you viewed.

In-text

Example:

The Australian Curriculum, Assessment and Reporting Authority (ACARA, 2017) describes.... (**first citation**)

OR

... (Australian Curriculum, Assessment and Reporting Authority [ACARA], 2017) (**first citation**)

... (ACARA, 2017) (**subsequent citations**)

Reference

Example:

Organisation Name. (Year). *Title* [Description]. Retrieved Month Day, Year, from URL.

Webpage/HTML format:

Australian Curriculum Assessment and Reporting Authority. (n.d.). *Australian curriculum: English: Foundation to year 10 curriculum* [Curriculum Document]. Retrieved September 15, 2020, from <https://bit.ly/31IfCyd>

PDF format:

Australian Curriculum Assessment and Reporting Authority. (n.d.). *Australian curriculum: Mathematics: Senior secondary curriculum: Unit 4: Global transformations: All curriculum elements* [Curriculum Document]. Retrieved September 15, 2020, from <https://www.australiancurriculum.edu.au/download?view=f10>

8. BIRTH, DEATH AND MARRIAGE CERTIFICATES

a) Obtained from the holding Repository directly

b) Obtained from a subscription database

- Description of source should be as accurate as possible so that the reader may locate the same copy you are citing.
- Common examples for 'description of source' include:
 - certified copy
 - digital download
 - digitised copy
 - index
 - user-generated tree
 - database entry

In-text

Example:

a) James was born in Mulgrave ("James Allister," 1866).

b) They married in 1877 ("Owen Johnson and Elizabeth Raymen," 1877).

Reference

"Person's Full Name". (Year of event). *Birth/Death/Marriage certificate of person's Full Name/s, Month Day Year of event* (Reference number, Location of Register if different from Location of your source) [Description of source]. Site Name. DOI/URL

Examples:

a) "James Allister". (1866). *Birth certificate of James Allister, January 27 1866* (Registration no. 16901/1866) [Digital download]. Births Deaths and Marriages Victoria. <https://my.rio.bdm.vic.gov.au/efamily-history/5e12f7e75dd90523336dac5f/results?q=efamily>

- b) "Owen Johnson and Elizabeth Raymen". (1877). *Marriage certificate of Owen Johnson and Elizabeth Raymen, February 11 1877* (p78/jn1/085, London Metropolitan Archives) [Index]. Ancestry. <https://www.ancestry.com/>

9. ARTWORK

a) In gallery

b) In exhibition

- Unless it is an important part of your discussion, a simple description, such as painting, installation, or sculpture is adequate. Dimensions and/or specifics of materials are not required.

In-text

(Artist Surname, Year)

Example:

a) In *The Cypriot* (Dobel, 1940) ...

b) *Time* (Andrew, 2012) is an example ...

Reference

a) Artist Surname, Initial. (Year). *Title of artwork* [Description]. Name of Gallery, Gallery Location.

b) Artist Surname, Initial. (Year). *Title of artwork* [Description]. Name of Gallery, Gallery Location.

Example:

a) Dobel, W. (1940). *The Cypriot* [oil on canvas]. Queensland Art Gallery, Brisbane.

b) Andrew, B. (2012). *Time* [Mixed media print]. Queensland Art Gallery and Gallery of Modern Art, Brisbane.

21. Sample reference list

A sample reference list is presented below to demonstrate the format of a reference list in APA 7 style. For specific guidelines on preparing a reference list, refer to the section 'Formatting the reference list' in Chapter 1 of this guide.

References

- Australian Bureau of Statistics. (2016). *Research and experimental development, higher education organisations, Australia* (Catalogue No. 8111.0). <https://www.abs.gov.au/ausstats/abs@.nsf/mf/8111.0>
- Bernstein, D. K., & Tiegerman, E. (1989). *Language and communication disorders in children* (2nd ed.). Merrill.
- Commonwealth Department of Education, Science and Training. (2002). *Striving for quality: Learning, teaching and scholarship* (DEST no. 6891.HERC02A).
- Hughes-Warrington, M. (2007). *History goes to the movies: Studying history on film*. EPDF.PUB.
<https://epdf.pub/history-goes-to-the-movies-studying-history-on-film.html>
- Jacobs, G. M., & Hall, S. (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). Cambridge University Press. <https://doi.org/10.1017/CBO9780511667190.009>
- Lewis, M. (2011, April 12). *EDC1300 Perspectives in education: Course notes* [Lecture notes]. USQStudyDesk. <https://usqstudydesk.usq.edu.au/>
- Oliveros, C. H., Field, D. J., Ksepka, D. T., Barker, F. K., Aleixo, A., Andersen, M. J., Alstrom, P., Benz, B. W., Braun, E. L., Braun, M. J., Bravo, G. A., Brumfield, R. T., Chesser, R. T., Claramunt, S., Cracraft, J., Cuervo, A. M., Derryberry, E. P., Glenn, T. C., Harvey, M. G., ... Faircloth, B. C. (2019). Earth history and the passerine superradiation. *Proceedings of the National Academy of Sciences of the United States*, *116*(16), 7916-7925. <https://doi.org/10.1073/pnas.1813206116>
- "Owen Johnson and Elizabeth Raymen". (1877). *Marriage certificate of Owen Johnson and Elizabeth*

Raymen, February 11 1877 (p78/jn1/085, London Metropolitan Archives) [Index]. Ancestry.

<https://www.ancestry.com/>

Petersen, S. (2011). *Classroom reading pedagogy: Reading strategies* [Video podcast]. USQStudyDesk.

<https://usqstudydesk.usq.edu.au/>

PsychExamReview. (2017, March 5). *Long-term memory (Intro Psych tutorial #73)* [Video]. YouTube.

<https://www.youtube.com/watch?v=WK4TeETxwdM>