

# RGIT Library Guides

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## RGIT Referencing Style Guide (American Psychological Association (APA) 6<sup>th</sup> edition)

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## **Purpose of referencing or citing information**

The purpose of referencing or citing is to acknowledge the source of an opinion or idea, theoretical knowledge, data or organisation. As we live in the information age, we must be accountable to the authors of the sources from which we obtain our data. These sources from which we take information include books, journals, DVDs, the Internet, social media, photographs, movies and tables, plus a multitude of other sources. A reference is required when we use quotes, figures, tables or structures and also when we paraphrase (put someone's ideas in words) and summarise (give someone's ideas in a brief account) information.

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The American Psychological Association (APA) Reference Style originated from psychology research and then its use spread to the health sciences and many other disciplines. It is a popular and easy way to reference information.

## Avoiding Plagiarism

It is important to reference or cite information to avoid plagiarism and make the work your own. Plagiarism encompasses the intentional application of someone else's opinions, ideas, quotes, words or concepts without appropriate acknowledgement. It is considered a **very serious misconduct** and can result in **expulsion**, so take the time to make your work your own and source wisely, that way you can pass your assignment, you will understand the core material better if it is in your own words. You really will get more out of your academic assignment, if you use other people's/organization's as a "platform" for basing your own work and ideas upon.

See RGIT's guides to **Assessment Policy and Procedure** and **Plagiarism and Cheating Policy and Procedure**:

[http://rgit.edu.au/sites/default/files/Assessment%20Policy%20and%20Procedure\\_1.pdf](http://rgit.edu.au/sites/default/files/Assessment%20Policy%20and%20Procedure_1.pdf)

<http://rgit.edu.au/sites/default/files/Plagiarism%20and%20Cheating%20Policy%20and%20Procedure.pdf>

**RGIT does not take plagiarism lightly** and you do not want to want to jeopardise your future and further possibilities, so **do not do it!**

## Difference between a reference list and a bibliography

The difference between a reference list and a bibliography is that a reference list contains all the information sources you have referred to in your academic paper, either in quotes or paraphrases. A bibliography contains all the sources you have read in regards to your academic paper, but they are not necessarily referred to in the body of the paper.

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## Components of the APA style of referencing

The APA style consists of two components; in-text referencing or in-text citation and the detailed reference list. Both of these components need to be present in your assessment piece to be correct referencing. You must give the full reference in the reference list and the in-text reference within the body of the writing for the referencing to be correct.

## In-text referencing or in-text citation

The author/organisation/corporation and date and are included in the main body of your paper/report/essay. It is referred to as in-text referencing or in-text citing. For example, here is the author and the date which the text was published (Zepeda, 2008). Often an author, year and page number is required, especially when quoting for example say (Ball, 2000, p.2).

## Use of quotation marks and in-text citation

Do not use too many words in a quote. Double quotation marks are utilised when using 40 or less words. The in-text citation should include the author/organisation from which the quotation was taken plus the year of publication and the page number(s) where the original quote was found. It is best to use your own words especially in a piece of work that does not contain that many words. Your work should contain no more than 10% of quoted words. Here is an example of a quote from Sally Zepeda's book *Professional Development; What Works*:

"Authentic learning embraces ownership, appropriateness, structure, collaboration, internalization, reflection, and motivation". (Zepeda, 2012, p. 60)

In-text citation can also be in the form of a sentence like this example from a journal article by Carina Hellqvist and Carina Berterö called 'Support supplied by Parkinson's disease specialist nurses to Parkinson's disease patients and their spouses' published in the journal *Applied Nursing Research*:

Hellqvist and Berterö (2015, p. 21) state that "PD specialist nurses can improve"

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## Quotations of 40 or more words

A block of words taken directly from a source should follow the existing protocol:

1. Take away the quotation marks
2. Indent the entire quotation 1.25 cm from the body of the piece of work (Ctrl T)
3. Use double spacing
4. Keep the size and style of font as the rest of the body of the piece of work
5. Complete an in-text citation after the final full-stop of the quote.

For example, here is a quote of more than 40 words from Kris Cole's book *Management: Theory and practice* and then the in-text citation:

When what you want differs from what someone else wants, how do you approach it? Do you want to have your way no matter what?

Would you do just about anything rather than have an open disagreement over it? Or do you want to figure out how you can both be satisfied? (Cole, 2016, p. 233).

## Quote from another author within a quote and in-text citation

When quoting from one author within a quote from another author, use single quote marks, and then cite the original author and give the citation information for the secondary source where you found the quote, for example:

"Change means leaving 'what we are' and becoming 'what we are not' Barott & Raybould (as cited in Zepeda, 2012, p. 173)

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In the reference list only use the resource from whence you found the quote, in other words, the secondary source or in the example above, Zepeda.

## Paraphrasing and in-text citation

Paraphrasing is when you read some information, in one or more sources, and instead of quoting it, you write it in your own words. You can read and paraphrase from one author or as many as you want. For example, if we were to take the quote above from Kris Cole, and then write it in our own words, we would still need to give the in-text citation of where the information came from. Here is an example of how we might paraphrase the quote above:

Are you a person who is willing to compromise with someone to ensure that each of you are happy with the result, when someone wants something different from what you want? Or would you demand your way? Or would you avoid any level of confrontation at all costs? (Cole, 2016, p. 233).

## Quoting incorrect spelling, punctuation or grammar from a unique source

If there is a quote that contains either incorrect spelling, punctuation or grammar, begin with quotation marks, italicize the error, then put *[sic]* and then either continue the quote or use quotation marks to end, then bracketed and cited. For example:

Don't start your day checking emails or attending meetings. Instead, greet your team members and think about the tasks you need to complete and your team members need to complete. Then pick a task you've been avoiding, maybe because it's difficult or dull, and do it. You'll *feel [sic]* good because it's behind you, done and dusted. Then you can get on with more enjoyable, important work. (Cole, 2016, p. 125).

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## Page Numbers

A page number is required when giving a quote, referring to a diagram, table or chart. The word page is singular (p. 6) and plural (pp. 13-16) when referring to two or more pages. For example:

“Last-minute delegation and crisis delegation are doomed to failure” (Cole, 2016, p. 359).

“When delegated tasks are complicated or you are not sure the employee is completely clear about what you want, ask questions about how they would approach it, or ask for a written summary to make sure everything has sunk in” (Cole, 2016, pp. 360 – 361).

## Quoting online material that has no page numbers

When there is no page number to quote from, use paragraph numbers, for example, (Williams, 2016, para. 3). Use the abbreviation para. to indicate paragraphs.

If there are headings used, but no page numbers, use the first three or four words of that heading and put quotation marks around them, for example, (Diabetes Australia, 2015, “Type 1 Diabetes”, para. 1). For example:

“Royal Gurkhas Institute of Australia (RGIT) is a leading vocational education provider in Australia and one of Melbourne's most competitive providers of hospitality training” (RGIT, 2015, “Our Campuses”, para. 5).

## Use of ‘et al.’

- For references with two or less authors, cite each author in every in-text reference. For example:  

“Learning is a lifelong experience. At particular stages in life we need different skills and knowledge to assist the successful execution of our tasks and roles” (Lawlor & Tovey, 2011).
- For references five or less authors, cite every author in the first in-text citation and subsequent in-text citations cite only the first author followed by the et al., and the year. For example:



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“It is often said that most people hate any change that does not jingle in their pockets” (Robbins, Bergman, Stagg & Coulter, 2009, p. 474).

“Communication is the transfer and understanding of meaning” (Robbins et al., 2009, p. 376).

- For references with six or more cite the first author in the in-text citation, followed by et al., and the date. For example:

“The nose is the external opening of the respiratory system” (LeMone et al., 2014, p. 1197).

- Remember in the reference list, you have to mention all authors by their names, this is where you would mention them all, without the ‘et al.’ For example:

LeMone, P., Burke, K., Levett-Jones, T., Dwyer, T., Moxham, L., Reid-Searl, K., Berry, K., Carville, K., Hales, M., Knox, N., Luxford, Y. & Raymond, D. (2013). *Medical-surgical nursing: Critical thinking for person centred care* (2<sup>nd</sup> Australian ed.). Frenchs Forest, NSW: Pearson Australia.

## Detailed reference list

The details of the in-text referencing or in-text citing are actually given in what is referred to as a Reference List. The Reference List includes full details of all the information sources referred to in the academic piece of work and are in alphabetical order.

To reference correctly you need to know this information:

1. What are you referencing? Is it a book, an eBook, a journal article, a website, a blog, an image or something else? When you know what it is, you can use the examples offered.
2. Author
3. Year of publication of book or journal article or year of update of website or date of the blog post
4. Title of the book, journal article, webpage or other resource
5. Edition of a book

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6. Place of publication for a book
7. Publisher for a book

The following is an example of what would be in a Reference List:

## Reference List:

Zepeda, S. J. (2012). *Professional development: What works* (2<sup>nd</sup> ed.). Larchmont, NY: Eye on Education.

To see the full list of examples go to the [Examples](#) section of this document.

## Reference list requirements

1. Your reference list should appear on a new page
2. Centre the words “Reference List” and use bold font
3. Use a hanging indent throughout using **Ctrl T**
4. Use double-line spacing throughout
5. Ensure that your reference list has the authors in alphabetical order

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For example:

## Reference List

Cole, K. (2016). *Management: Theory & practice* (6<sup>th</sup> ed). South Melbourne, Victoria: Cengage Learning Australia.

Ferguson, S. (Ed.). (2011). *Libraries in the twenty-first century: Charting new directions in information services*. Wagga Wagga, NSW: Centre of Information Services.

Kotabe, M. & Helsen, K. (2015). *International marketing* (6<sup>th</sup> International Student ed.). Daryaganj, New Delhi, India: John Wiley & Sons, Singapore.

Lee, H. & Cheolil. (2012). Peer evaluation in blended team project-based learning: What do students find important? *Educational Technology & Society*, 15(4), 214-224.

LeMone, P., Burke, K., Levett-Jones, T., Dwyer, T., Moxham, L., Reid-Searl, K., Berry, K., Carville, K., Hales, M., Knox, N., Luxford, Y. & Raymond, D. (2013). *Medical-surgical nursing: Critical thinking for person centred care* (2<sup>nd</sup> Australian ed.). Frenchs Forest, NSW: Pearson Australia.

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## Use of italics

Italics are used for formal publications such as journals, books, websites, newspapers, reports etc. For informal publications such as blogs, message board posts, other social media use of italics is unnecessary.

## Capitalization

In regards to capitalization, for books, journals, book chapters, websites and reports APA uses **minimal capitalization**, but **maximal capitalization** for the title of journals or periodicals.

### Minimal capitalization

When referencing, only the first word is capitalized, despite how it is capitalized in the original title. If it does happen to contain a subtitle only capitalize the first word of the subtitle. Proper Nouns (people, places and organizations should always be capitalized). For example, the title on the book may be *Team Roles at Work* however in the referencing it would only have a capital for the first word. For example:

Belbin, R. M. (2010). *Team roles at work* (2<sup>nd</sup> ed.). London: Routledge.

### Maximal capitalization

When referencing articles in journals or periodicals, all beginning and major words of the journal title are capitalized such as *The Age, The Health Information Management Journal, Australian Journal of Advanced Nursing* etc. Here is an example:

Lee, H. & Cheolil. (2012). Peer evaluation in blended team project-based learning: What do students find important? *Educational Technology & Society*, 15(4), 214-224.

## Author variations

<b>Book: Two authors</b>	(Katzenbach & Smith, 2003)	Katzenbach, J.R., & Smith, D. K. (2015). <i>The wisdom of teams: Creating high-performance organizations</i> (2 <sup>nd</sup> ed.). Boston, Massachusetts: Harvard Business Review Press.
<b>Book: 3-5 authors</b>	First citation: (Moyle, Parker & Bramble, 2014) Subsequent citations: (Moyle, et al., 2014).	Moyle, W., Parker D., & Bramble, M. (2014). <i>Care of older adults: A strengths-based approach</i> . Port Melbourne, Victoria: Cambridge University Press.
<b>Book: 6 or more authors</b>	(LeMone et. al., 2013)	LeMone, P., Burke, K., Levett-Jones, T., Dwyer, T., Moxham, L., Reid-Searl, K., Berry, K., Carville, K., Hales, M., Knox, N., Luxford, Y. & Raymond, D. (2013). <i>Medical-surgical nursing: Critical thinking for person centred care</i> (2nd Australian ed.). Frenchs Forest, NSW: Pearson Australia.
<b>Book: No author</b>	( <i>Calling Maggie May</i> , 2015)	<i>Calling Maggie May</i> . (2015). New York: Simon and Schuster Inc.
<b>Book: Editor</b>	(Ferguson, 2011)	Ferguson, S. (Ed.). (2011). <i>Libraries in the twenty-first century: Charting new directions in information services</i> . Wagga Wagga, NSW: Centre of Information Services.
<b>Book: 2 or more editors</b>	(Zhang & Zheng, 2009)	Zhang, X. & Zheng, Y. (Eds.). (2009). <i>China's information and communications technology revolution: Social changes and state responses</i> , NY: Routledge Taylor and Francis.
<b>Book: Organisation, corporate or no author</b>	(Oxford University Press, 1999)	Oxford University Press. (1999). <i>Oxford the Australian combined dictionary &amp; thesaurus</i> . South Melbourne: Oxford University Press.

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<b>Book: Different works by same author in same year</b>	(Kotler & Keller, 2012a)	Kotler, P., & Keller, K. (2012a). <i>A framework for marketing management</i> (5 <sup>th</sup> ed.). Boston: Prentice Hall.
	(Kotler & Keller, 2012b)	Kotler, P., & Keller, K. (2012b). <i>Marketing management</i> (14 <sup>th</sup> Global ed.). Harlow, Essex: Pearson Education.
<b>Journal Article: Two authors</b>	(Nordqvist & Aygören, 2015)	Nordqvist, M., & Aygören, H. (2015). Gender, ethnicity and identity work in the family business. <i>European Journal of International Management</i> , 9(2), 160-178.
<b>Journal Article: 3-5 authors</b>	First citation all authors: (Chell, Spence, Perrini & Harris, 2016) Subsequent citations: (Chell et al., 2016)	Chell, E., Spence, L., Perrini, F., & Harris, J. (2016). Social entrepreneurship and business ethics: Does social equal ethical? <i>Journal of Business Ethics</i> , 133(4), 619-625.
<b>Journal Article: 6 or more authors</b>	(Österlund Efraimsson et al., 2015)	Österlund Efraimsson, E., Klang, B., Ehrenberg, A., Larsson, K., Fossum, B., & Olai, L. (2015). Nurses' and patients' communication in smoking cessation at nurse-led COPD clinics in primary health care. <i>European Clinical Respiratory Journal</i> , 2, 27915.

## Editions

The first edition of a book has no mention of which edition it is. For all other editions, there is the number of the edition in brackets

<b>Book: Different editions</b>	(Zepeda, 2012)	Zepeda, S. J. (2012). <i>Professional development: What works</i> . (2 <sup>nd</sup> ed.). Larchmont, NY: Eye on Education.
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## Place of publication information

For publication in the US, UK and Australia, mention the city and state. For all other countries specify city, state and country if possible. For example:

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Cole, K. (2016). *Management: Theory & practice* (6<sup>th</sup> ed). South Melbourne, Victoria: Cengage Learning Australia.

Kotabe, M. & Helsen, K. (2015). *International marketing* (6<sup>th</sup> International Student ed.). Daryaganj, New Delhi, India: John Wiley & Sons, Singapore.

## Publication variations

Sometimes there is no date or place of publication shown for the resource which is being referenced. These examples show as many of these unusual variations as possible.

When a website is likely to change, or you are unsure of whether it may change, provide a retrieval date. For assignments and reports, it is a good idea to provide a retrieval date in case the site is not there when your teacher marks your assessment or a reader reads your report.

<b>Web page: No date</b>	UAEInteract, n.d.)	UAEInteract. (n.d.). <i>Traditional architecture</i> . Retrieved on October 11, 2016, from <a href="http://www.uaeinteract.com/culture/architecture.asp">http://www.uaeinteract.com/culture/architecture.asp</a>
<b>Journal article online: Advance publication</b>	(Rudoler, et al., 2015)	Rudoler D., Deber, R., Barnsley, J., Glazier, R.H., Rohit, Dass, A. & Laporte, A. Paying for primary care: factors associated with physician self-selection into payment models. <i>Health Economics</i> . Forthcoming 2015.
<b>Journal article online: in preprint archive</b>	(Gabora, in press)	Gabora, Dr. Liane, M. (2005). Creative thought as a non-Darwinian evolutionary process (In Press), Retrieved October 7, 2016, from <a href="http://cogprints.org/4647/1/ct.htm">http://cogprints.org/4647/1/ct.htm</a> .
<b>Journal article submitted for publication</b>	(Suddendorf, 1997)	Suddendorf, T. (1997). Children's understanding of the relation between delayed video representation and current reality: A test for self-awareness? Manuscript submitted for publication.

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## DOI – What is it?

Many eBooks and electronic editions of journals now have a Digital Object Identifier or DOI. This number can always find the resource even if a website address changes. If a resource has both a DOI and a website address, it is preferable to use the DOI.

These DOI all begin with the number 10, containing both a string of numbers and letters identifying a document and should be given at the end of a reference source. It may appear as doi:10xxxx/xxxxxxxxxx or http://dx.doi.org/xxxxxxxxxx

For example:

Motohashi, K. (2015). *Global business strategy: Multinational corporations venturing into emerging markets*. doi: 10.1007/978-4-431-55468-4

## Journal articles and periodicals

Journals articles or periodicals require the following:

- Surname and initials of the author(s)
- Year of publication
- Title of article
- Title of journals in italics
- Volume number in italics
- Issue number in brackets (or another identifier) not in italics
- Page number(s) (beginning and ending) not in italics

## Journal article with a DOI

The Digital Object Identifier or DOI stands instead of the website address so that the journal article is always available, for example:



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Williams, B., Boyle, M., Brightwell, R., Devenish, S., Hartley, P., McCall, M., McMullen, P., Munro, G., O'Meara, P. & Webb, V. (2012). An assessment of undergraduate paramedic students' empathy levels. *International Journal of Medical Education*, 3, 98-102. doi.10.5116/ijime.4fba.9190.

or this form of the DOI <http://dx.doi.org/xxxxxxxxxx> in this example:

Makary, M. & Daniel, M. (2016). Medical error – the third leading cause of death in the US. *The British Medical Journal*, 353, 2139. doi: <http://dx.doi.org/10.1136/bmj.i2139>

## Online journal article from a database with no DOI

If you find a journal from a database without the DOI, cite the URL at the end or the particular database, from which you obtained the journal.

Centers for Disease Control and Prevention. (2012). Guidelines for safe work practices in human and animal medical diagnostic laboratories: Recommendations of a CDC-convened, biosafety blue ribbon panel. *Morbidity and Mortality Weekly Report*, 61 (Suppl), 1-102. Retrieved September 16, 2016, from [https://www.cmich.edu/office\\_provost/ORGS/Lab\\_Safety/Documents/CDC%20Guidelines%20for%20Safe%20Work%20Practices%20in%20Human%20and%20Animal%20Medical%20Diagnostic%20Laboratories%2010612.pdf](https://www.cmich.edu/office_provost/ORGS/Lab_Safety/Documents/CDC%20Guidelines%20for%20Safe%20Work%20Practices%20in%20Human%20and%20Animal%20Medical%20Diagnostic%20Laboratories%2010612.pdf)

## Using URL references

When using URL references ensure the address is not underlined, for example, does not contain a hyperlink. As URLs can change it is wise to ensure that you include the date on which you sourced the site. For example:

Royal Gurkhas Institute of Technology. (2015). *Advanced Diploma of Business*. Retrieved September 23, 2016, from <http://rgit.edu.au/courses/business-management/advanced-diploma-business>

If you are giving an in-text reference to a quote from a section of the page above which has no numbers, refer to the paragraph. For example:

(Royal Gurkhas Institute of Technology, 2015, para. 4).

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## Blog posts and other informal works

When referencing informal works, such as a blog, the title is not italicized and the full date is used. For example:

Maisie. (2016, August 25). People don't understand how hard it is to live with anxiety [Web log post]. Retrieved October 11, 2016, from <http://www.time-to-change.org.uk/blog/people-dont-understand-how-hard-it-live-anxiety>

## Unpublished sources, course materials and personal communications

It is best to use published sources of information. Check with your lecturer or tutor if unsure, they will put you on the right track.

Your course materials can be quoted in an answer to a question in your assessment. To do so, they need an in-text citation and an entry in the References list. For example:

“To ensure consistency and a standard organisational style, standard text should be used in documents” (Aspire Training & Consulting, 2015).

Aspire Training & Consulting. (2015). *BSBADM506 Manage business document design and development: Learner guide* (Aspire version 1.1). Retrieved October 10, 2016, from [http://myconnectshop.campion.com.au/ebookreader/launchbook.htm?id=7881&userType=VEVBQ0hFUg&\\_=1475730611295](http://myconnectshop.campion.com.au/ebookreader/launchbook.htm?id=7881&userType=VEVBQ0hFUg&_=1475730611295)

Personal communications include all untraceable forms including conversations, text messages and unpublished interviews, memos and letters. They do not require an entry in the references section but do need to be acknowledged as an in-text citation. For example:

The results were positive (Ellie Carlton, personal communication, October 6, 2016).

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## Appendices

An appendix is singular, whilst Appendices is plural and if there is one, or more than one, they go at the very back of your assessment piece. If there is more than one, call it Appendix A (Table A1 would be contained here and Figure A1 etc. would belong to Appendix A), Appendix B and so on.

## Referencing a source not covered by the APA

There may be some occasions where this style does not comprehensively cover every source of information you may want to cite and reference, so either go to your tutor or lecturer, or see the APA website <https://www.ukessays.com/referencing/apa/generator/> or do a little investigation yourself on APA style guides. As long as you can back up why you referenced your information this way, there should not be a problem, but consult your tutor or lecturer first and then use this source.

## Referencing Examples

Here are examples of some of the various sources of data and how they are referenced, as an in-text citation, and as a part of a Reference List. The list is not all encompassing, so you may have to seek advice or go to an alternative APA style guide such as Citewrite from Queensland University of Technology <http://www.citewrite.qut.edu.au/cite/qutcite.jsp#apa-works>.

## Books and eBooks

Material Type	In-Text Citation	Reference List & Notes
<b>Book: Single author</b>	(Zepeda, 2012)	Zepeda, S. J. (2008). <i>Professional development: What works</i> . Larchmont, NY: Eye on Education.
<b>Book: Chapter [i.e. Article] in edited book</b>	(Zhenzhi & Mei, 2009, p. 36)	Zhenzhi, G., & Mei, W. (2009). Dancing thumbs: Mobile telephony in contemporary China. In X. Zhang & Y. Zheng. (Eds.). <i>China's information and communications technology revolution: Social changes and state responses</i> . (pp. 34-51). NY: Routledge Taylor and Francis.

<b>eBook: Entire book</b>	(Altman, Butler & Shern, 2016)	Altman, S., Butler, A., & Shern, L. (2016). <i>Assessing progress on the institute of medicine report the future of nursing</i> . [National Academies Press]. Retrieved October 7, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:alma7169978440002351">http://primo.unilinc.edu.au/RGI:RGI_ALL:alma7169978440002351</a>
<b>eBook: Entire book with a DOI</b>	(Motohashi, 2015)	Motohashi, K. (2015). <i>Global business strategy</i> . Springer Japan. <a href="https://dx.doi.org/10.1007/978-4-431-55468-4">https://dx.doi.org/10.1007/978-4-431-55468-4</a>
<b>eBook: Chapter within an eBook</b>	(Fejes & Andersson, 2015)	Fejes, A., & Andersson, P. (2015). Recognition of prior learning within elderly care work. In Bohlinger, S., Haake, U., Jorgensen, C., Toiviainen, H., & Wallo, A. (Eds.). <i>Working and learning in times of uncertainty: Challenges to adult, professional and vocational education</i> (pp. 145-156). Cambridge: Cambridge University Press. Retrieved October 7, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_swepuboi%3ADiVA.org%3Aliu-120817">http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_swepuboi%3ADiVA.org%3Aliu-120817</a>
<b>Reference book (Dictionary or Encyclopaedia): Entry</b>	(Hornby et al., 2015)	Hornby, A., Bradbery, J., Deuter, M., Hancock, M., Ashby, M. (2015). Oxford advanced learner's dictionary of current English (9 <sup>th</sup> ed). Oxford: Oxford University Press.
<b>e-Reference book: Entry</b>	(European Commission & Directorate-General for Communication, 2015)	European Commission & Directorate-General for Communication. (2015). <i>Languages take you further</i> . Retrieved October 7, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_eu_bkvtls000323518">http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_eu_bkvtls000323518</a>

## Journal Articles

Material Type	In-Text Citation	Reference List & Notes
<b>Journal Article in print: Single author</b>	(Wenzhong, 2015)	Wenzhong, Z. (2015). Review on CSR issues based on value chain model and its implications. <i>Journal of Applied Sciences</i> , 15(4), 626-632.
<b>Journal article online: Two authors</b>	(Hellqvist & Berterö, 2015, p. 87)	Hellqvist, C., & Berterö, C. (2015). Support supplied by Parkinson's disease specialist nurses to Parkinson's disease patients and their spouses. <i>Applied Nursing Research</i> , 28(2), 86-91. Retrieved October 7, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_divaliu-117171">http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_divaliu-117171</a>
<b>Journal article online: With DOI</b>	(Higgs, 2016)	Higgs, J. (2016). Schizophrenia. <i>BJPsych Bulletin</i> , 40(2), 111-111. doi: 10.1192/pb.bp.114.050328
<b>Journal article online: Website address – no DOI</b>	(Faertes, 2015)	Faertes, D. (2015). Reliability of supply chains and business continuity management. <i>Procedia Computer Science</i> , 55, 1400-1409. Retrieved October 7, 2016, from <a href="http://www.sciencedirect.com/science/article/pii/S1877050915016051">http://www.sciencedirect.com/science/article/pii/S1877050915016051</a>

## Web Sources:

Material Type	In-Text Citation	Reference List & Notes
<b>Web page: Corporate author</b>	(Diabetes Australia, 2015)	Diabetes Australia. (2015). <i>Living with diabetes: Just been diagnosed</i> . Retrieved October 11, 2016, from <a href="https://www.diabetesaustralia.com.au/just-been-diagnosed">https://www.diabetesaustralia.com.au/just-been-diagnosed</a>

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<b>Fact sheet</b>	(Australian Human Rights Commission, 2009)	Australian Human Rights Commission. (2009). <i>Good practice, good business: fact sheet 3: The Australian mining and resource sector and human rights</i> [Fact sheet]. Retrieved October 11, 2016, from <a href="https://www.humanrights.gov.au/sites/default/files/content/pdf/human_rights/corporate_social_responsibility/factsheet3.pdf">https://www.humanrights.gov.au/sites/default/files/content/pdf/human_rights/corporate_social_responsibility/factsheet3.pdf</a>
<b>Discussion Forum / Blog</b>	(Maisie, 2016, para. 6)	Maisie. (2016, August 25). People don't understand how hard it is to live with anxiety [Web log post]. Retrieved October 11, 2016, from <a href="http://www.time-to-change.org.uk/blog/people-dont-understand-how-hard-it-live-anxiety">http://www.time-to-change.org.uk/blog/people-dont-understand-how-hard-it-live-anxiety</a>
<b>Wiki</b>	(Geo-Wiki.org, 2016.)	Geo-Wiki.org. (2016). <i>Engaging citizens in environmental monitoring: Get involved now</i> . Retrieved on August 26, 2016, from <a href="http://www.geo-wiki.org">www.geo-wiki.org</a>
<b>Audio podcast</b>	(O'Neill, 2016)	O'Neill, O. (2016). A point of view, after the vote [Audio podcast]. Retrieved November 29, 2016, from <a href="http://www.bbc.co.uk/programmes/articles/2CK7XGqZlqPDjMJ8dbXSGd/a-point-of-view-after-the-vote">http://www.bbc.co.uk/programmes/articles/2CK7XGqZlqPDjMJ8dbXSGd/a-point-of-view-after-the-vote</a>
<b>Video podcast</b>	(ABC, 2016)	ABC. (2016, November 1). <i>Catalyst: Medicinal cannabis</i> [Video podcast]. Retrieved November 29, 2016, from <a href="http://www.abc.net.au/catalyst/stories/4563676.htm">http://www.abc.net.au/catalyst/stories/4563676.htm</a>
<b>YouTube video</b>	(Harvard Extension School, 2013)	Harvard Extension School. (2013, March 27). How to ACE an interview: 5 tips from a Harvard Career Advisor [Video file]. Retrieved November 29, 2016 from <a href="https://www.youtube.com/watch?v=DHDjrj0_bMQ0">https://www.youtube.com/watch?v=DHDjrj0_bMQ0</a>

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## Social Media

Material Type	In-Text Citation	Reference List & Notes
<b>Twitter</b>	(WebMD, 2016)	WebMD. (2016, November 27). People with Alzheimer's disease may be able to improve their memory by taking probiotics, according to new study: <a href="http://wb.md/2fkG2yL">http://wb.md/2fkG2yL</a> [Tweet]. Retrieved November 29, 2016, from <a href="https://twitter.com/i/streams/category/793184767470669830?lang=en">https://twitter.com/i/streams/category/793184767470669830?lang=en</a>
<b>Facebook</b>	(RGIT Australia, 2016)	RGIT Australia. (2016, November 20). Graduation 2016 — at Ibis Melbourne. [Facebook post]. Retrieved November 29, 2016, from <a href="https://www.facebook.com/rgitaus">https://www.facebook.com/rgitaus</a>
<b>Message boards</b>	(Chris B, 2015)	Chris B. (2015, December 15). Before starting a new thread...have you tried the search function? [Online forum comment]. Retrieved November 29, 2016, from <a href="https://www.beyondblue.org.au/get-support/online-forums/welcome-and-orientation/before-starting-a-new-thread-have-you-tried-the-search-function">https://www.beyondblue.org.au/get-support/online-forums/welcome-and-orientation/before-starting-a-new-thread-have-you-tried-the-search-function</a>

## Images

Material Type	In-Text Citation	Reference List & Notes
<b>Image: Print</b>	(Grace, 1965, p. 45)	Grace, J. (1965). <i>Frances and the leaping fairy</i> [Photograph]. Bradford, UK: National Museum Film and Photography.

<b>Image: Online</b>	(Ellis, 2012)	Ellis, P. (2012). <i>Katherine Hepburn</i> [Image]. Retrieved October 11, 2016, from <a href="https://www.flickr.com/photos/hytam/7878804312/in/photolist-d1dW2E-9RqPxJ-6hERrh-pAhDj5-6rKVTR-pkR3XK-3MoAAA-njW2oC-pkPmwP-bLUg5Z-fj8iwF-7b2gcz-9r7rtz-9ro5QR-5bavHg-71NSqb-5jAUys-gQ9WEG-5dwm9P-2N744F-pkQwQb-6uRy41-dzErxk-zy69jx-7d25UW-bmHize-5cczXa-64RFUx-9zvJEB-hUXAb-aacaR8-3hFSQihfJAGd-frwBJG-pCinMW-bQszN8-9r7rpB-j7XcXJ-pkR3Ut-aaxkvj-7RWroA-m3PznR-4w8hqR-6QiHMM-5ZQD7V-9r7rsi-ecNQZ5-7cTh6A-g73cQ6-GSbWo">https://www.flickr.com/photos/hytam/7878804312/in/photolist-d1dW2E-9RqPxJ-6hERrh-pAhDj5-6rKVTR-pkR3XK-3MoAAA-njW2oC-pkPmwP-bLUg5Z-fj8iwF-7b2gcz-9r7rtz-9ro5QR-5bavHg-71NSqb-5jAUys-gQ9WEG-5dwm9P-2N744F-pkQwQb-6uRy41-dzErxk-zy69jx-7d25UW-bmHize-5cczXa-64RFUx-9zvJEB-hUXAb-aacaR8-3hFSQihfJAGd-frwBJG-pCinMW-bQszN8-9r7rpB-j7XcXJ-pkR3Ut-aaxkvj-7RWroA-m3PznR-4w8hqR-6QiHMM-5ZQD7V-9r7rsi-ecNQZ5-7cTh6A-g73cQ6-GSbWo</a>
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## Conference Proceedings

Material Type	In-Text Citation	Reference List & Notes
<b>Paper in conference proceedings in print</b>	(Arrowsmith, et al., 2013)	Arrowsmith, C., Bellman, C., Cartwright, W., Jones, S., & Shortis, M. (2013). <i>Issues in geospatial science education in Australian universities: Developing approaches for the curriculum</i> . Melbourne: School of Mathematical and Geospatial Sciences RMIT University Melbourne.
<b>Paper in conference proceedings published and online</b>	(Reuters, 2014)	Barry, C., Hogan, M., & Torres, A. (2010, September). <i>A study of opacity in web design practices</i> . Cork, Ireland: Irish Academy of Management. Paper presented at 13th Irish Academy of Management Annual Conference. Retrieved October 21, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_aran10379/1379">http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_aran10379/1379</a>
<b>Conference papers: Unpublished found online</b>	(Mannan, Khurana & Khan, 2012)	Mannan, B., Khurana, S., & Khan, J. (2012, October). <i>Information technology: A green supply chain enabler</i> . Paper presented at National conference on emerging paradigms in marketing, New Delhi. Retrieved October 21, 2016, from <a href="http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_datacite8746629">http://primo.unilinc.edu.au/RGI:RGI_ALL:TN_datacite8746629</a>



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## Reports

Material Type	In-Text Citation	Reference List & Notes
<b>Government reports</b>	(Commonwealth Department of Health and Ageing Office for Aboriginal and Torres Strait Islander Health, 2002)	Indigenous Nursing Education Working Group, Commonwealth Department of Health and Ageing Office for Aboriginal and Torres Strait Islander Health. (2002). ' <i>Getting em n keepin em</i> ': Retrieved October 21, 2016, from the Australian Government Department of Health website <a href="http://www.health.gov.au/internet/main/publishing.nsf/Content/health-oatsih-pubs-gettinem.htm1">http://www.health.gov.au/internet/main/publishing.nsf/Content/health-oatsih-pubs-gettinem.htm1</a>
<b>Non-government reports</b>	(Bebczuk & Cavallo, 2015)	Bebczuk, R., & Cavallo, E. (2015). <i>Is business saving really none of our business?</i> Retrieved October 21, 2016, from Inter-American Development Bank website <a href="https://publications.iadb.org/document.cfm?id=38909179">https://publications.iadb.org/document.cfm?id=38909179</a>

## Newspapers

Material Type	In-Text Citation	Reference List & Notes
<b>Newspaper article in print</b>	(Crowe, 2016)	Crowe, D. (2016, August 25). Sending 'complacency' slammed: Morrison's warning on tax divide: PM's new super obstacle. <i>The Australian</i> , p.1.
<b>Newspaper article: No author</b>	"Amazon flooded with fakes," 2016)	Amazon flooded with fakes: Apple. (2016, October 21). <i>The Australian</i> . Retrieved October 21, 2016, from <a href="http://www.theaustralian.com.au/">http://www.theaustralian.com.au/</a>
<b>Newspaper article online: Electronic database</b>	(O'Leary, 2006)	O'Leary, C. (2006, June 29). Landmark study to aid push for public smoking ban. <i>The West Australian</i> , pp. 14. Retrieved from Factiva.

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<b>Newspaper article online: freely available on the web</b>	(Kermond, 2016)	Kermond, C. (2016, August 26). Melbourne Day 2016: Could be the world's most liveable city be even better? <i>The Age</i> . Retrieved October 21, 2016, from <a href="http://www.theage.com.au/entertainment/melbourne-day-2016-could-the-worlds-most-liveable-city-be-even-better-20160818-gqvbg5.html">http://www.theage.com.au/entertainment/melbourne-day-2016-could-the-worlds-most-liveable-city-be-even-better-20160818-gqvbg5.html</a>
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## Standards, Patents & Legislation

Material Type	In-Text Citation	Reference List & Notes
<b>Standard: Print</b>	(Standards Australia, 2012)	Standards Australia. (2012). <i>AS 2828.1—2012 Australian Records Health Records</i> . Sydney, NSW: SAI Global Limited.
<b>Standard online: Electronic database</b>	(Australian & New Zealand Food Standards, 2015)	Australian & New Zealand Food Standards. (2015). <i>Standard 3.2.2 – Food Safety Practices and General Requirements</i> . Retrieved November 29, 2016, from <a href="http://www.foodstandards.gov.au/industry/safetystandards/safetypractices/Pages/default.aspx">http://www.foodstandards.gov.au/industry/safetystandards/safetypractices/Pages/default.aspx</a>
<b>Patent</b>	(U.S. Patent No.0197,571, 2011)	Sanati, M. (2011). <i>Method and arrangement for detecting particles</i> . U.S Patent No.0197,571, 2011.
<b>Patent online: Electronic databases</b>	(Capitol Information Group, 2003)	Capitol Information Group. (2003). <i>Clean Water Report</i> . Patent. U.S. – Calgon Carbon Corp. Retrieved from Gale Academic OneFile & Gale Expanded Academic.
<b>Legislation</b>	Business Names Registration Act (2011 s. 6.2))	Business Names Registration Act 2011 (Cth). s. 6.2. Retrieved November 29, 2016, from <a href="https://www.legislation.gov.au/Details/F2015L01156">https://www.legislation.gov.au/Details/F2015L01156</a>  Here 's' is for the section and use either 'Cth' for Commonwealth or State for the type of legislation

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## Multimedia formats and software

Material Type	In-Text Citation	Reference List & Notes
<b>Films or video recordings and DVDs of films</b>	(Bevan, Fellner, Webster & Wright, 2006)	Bevan, T., Fellner, E., & Webster, P. (Producers), & Wright, J. (Director). (2006). <i>Pride and prejudice</i> [DVD]. Australia: Universal Pictures.
<b>Television Program</b>	ABC (2016)	ABC. (2016, November 17). "Apples and onions". In <i>The Cook and the Chef</i> . [Television broadcast]. Sydney, NSW: ABC Television.
<b>Software</b>	(Odem & Wilkins, 2014)	Odom, W. & Wilkins, S. (2014). <i>Cisco CCNA routing and switching 200-120: Network simulator</i> . Boston: Pearson.

## Tables & Figures

Material Type	In-Text Citation	Reference List & Notes
<b>All or part of a table, figure, or data used in text: from a print journal</b>	Table 1: Participants demographics (N=78) by Williams et al, 2012, <i>International Journal of Medical Education</i> , 3, p 100.	Williams, B., Boyle, M., Brightwell, R., Devenish, S., Hartley, P., McCall, M., McMullen, P., Munro, G., O'Meara, P., & Webb, V. (2012). An assessment of undergraduate paramedic students' empathy levels. <i>International Journal of Medical Education</i> , 3, pp. 98-102, doi: 10.5116/ijme.4fba.9190
<b>All or part of a table, figure, or data used in text: from a book</b>	Figure 2.1 Adapted from "Traditional pyramid of management levels," by Cole, K, 2010, <i>Management: theory and practice</i> , p 45.	Cole, K. (2010). <i>Management: theory and practice</i> . Frenchs Forest, NSW: Pearson Australia.

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<b>All or part of a table, figure, or data used in text: from the web</b>	(Job vacancies, total and private sector – trend by Australian Bureau of Statistics, 2016).	Australian Bureau of Statistics. (2016). <i>Job Vacancies, Australia, August 2016, No. 6354.0</i> . Retrieved December 13, 2016, from <a href="http://www.abs.gov.au/ausstats/abs@.nsf/0/542E47978ED4A955CA2572AC0018067C?Opendocument">http://www.abs.gov.au/ausstats/abs@.nsf/0/542E47978ED4A955CA2572AC0018067C?Opendocument</a>
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## Course materials and personal communication

Material Type	In-Text Citation	Reference List & Notes
<b>Course learner guide etc</b>	(Aspire Training & Consulting, 2015).	Aspire Training & Consulting. (2015). <i>BSBADM506 Manage business document design and development: Learner guide</i> (Aspire version 1.1). Retrieved October 10, 2016, from <a href="http://myconnectshop.campion.com.au/ebookreader/launchbook.htm?id=7881&amp;userType=VEVBQ0hFUg&amp;_=1475730611295">http://myconnectshop.campion.com.au/ebookreader/launchbook.htm?id=7881&amp;userType=VEVBQ0hFUg&amp;_=1475730611295</a>
<b>Personal communication</b>	(Ellie Carlton, personal communication, October 6, 2016).	No entry required as untraceable source.

## Music resources

Material Type	In-Text Citation	Reference List & Notes
<b>Liner notes from a sound recording</b>	(Hogwood, 1976)	Byrd, W. (Composer) & Hodgwood, C. (Liner notes). (1976). <i>My Ladye Nevells booke</i> [CD]. UK: l'Oiseau-Lyre.

<b>Sound recording: CD</b>	(Fitzgerald, et al., 1995)	Fitzgerald, E. (Singer), Holiday, B. (Singer), Horne, L. (Singer), Washington, D. (Singer), Vaughan, S. (Singer), Simone, N. (Singer), Lincoln, A. (Singer), & Lorne, S. (Singer). (1995). <i>Great ladies of jazz</i> . US: Rebound Records.
<b>Track from a sound recording</b>	(Lennon, 1997, track 1)	Lennon, J. (Singer - songwriter and Producer). (1997). Imagine. On <i>Lennon Legend: The very best of John Lennon</i> . Australia: EMI Records.
<b>Track from a sound recording: online</b>	(Lennon, Imagine, 1997)	Lennon, J. (Singer - songwriter and Producer). (1997). Imagine. On <i>Lennon Legend: The very best of John Lennon</i> . Australia: EMI Records. Retrieved December 13, 2016, from <a href="https://www.youtube.com/watch?v=_PI8G75_v1w">https://www.youtube.com/watch?v=_PI8G75_v1w</a>

## Theses

Material Type	In-Text Citation	Reference List & Notes
<b>Thesis online: Electronic database</b>	(Bari, 2006)	Bari, M. (2006). <i>A distributed conceptual model for stream salinity generation processes: A systematic data-based approach</i> . Retrieved from Australasian Digital Theses Program (WU2006.0058).
<b>Thesis online: institutional repository</b>	(Anneli, 2012)	Anneli, B. (2012). Doctoral Thesis on Lithuanian Proverbs. <i>Folklore: Electronic Journal of Folklore</i> , 52. Retrieved from the Central and Eastern Online Library (C.E.E.O.L.).

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## Multiple citations in the same parentheses

Material Type	In-Text Citation	Reference List & Notes
<b>Multiple citations in one parentheses reference</b>	(Zepeda, 2008; Katzenbach & Smith, 2003)	Katzenbach, J., R. & Smith, D. K. (2003). <i>The wisdom of teams: Creating high-performance organizations</i> . NY: Harper Business Essentials.  Zepeda, S. J. (2008). <i>Professional development: What works</i> . Larchmont, NY: Eye on Education.

## Citing information that someone else has cited

Material Type	In-Text Citation	Reference List & Notes
<b>Secondary citations</b>	Chalmers (as cited in Polgar & Thomas, 2000) argued that ...	Polgar, S., & Thomas, S. (2000). <i>Introduction to research in the health sciences</i> . (4 <sup>th</sup> Ed.). Sydney: Churchill/Livingstone.

For more information, see the:

American Psychological Association (2016). *APA Style*. Retrieved September 15, 2016, from <http://www.apastyle.org/index.aspx>

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC : American Psychological Association.