CQUniversity AUSTRALIA

ACADEMIC LEARNING CENTRE

An Abridged Guide to the

American Psychological Association (APA) Referencing Style (7th ed.)

School of Access Education

T1 2025

The CQUniversity Abridged Guide to the APA Referencing Style (author-date) is based on:

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

This document can be found on CQUniversity's referencing webpage at http://www.cqu.edu.au/referencing (*American Psychological Association Abridged Referencing Guide Term 1, 2025*).

Other information about academic writing is available via the Academic Learning Centre's Moodle site.

Maintained by School of Access Education
Edition T1 2025
Published by CQUniversity Australia
COMMONWEALTH OF AUSTRALIA

WARNING

This material has been reproduced and communicated to you by or on behalf of CQUniversity pursuant to Part VB of the Copyright Act 1968 (the Act).

The material in this communication may be subject to copyright under the Act.

Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

CQUniversity CRICOS Codes: 00219C – Qld; 01315F – NSW; 01624D – Vic.

Table of Contents

How to Use This Guide **1**

What Is the Purpose of This Booklet? *1*

What Is Referencing? *1*

Why Do I Need to Reference? *1*

What Should I Reference? *2*

Five Key Steps to Referencing **2**

Section 1: What Does Referencing Look Like? **3**

Section 2: How Do I Use Citations In-Text? **5**

How to Paraphrase *6*

How to Summarise *8*

How to Use Direct Quotations *10*

How to Introduce Quotations and Paraphrased Sentences *14*

How to Use Tables, Figures or Images *15*

Section 3: How to Create a Reference List **19**

Steps for Creating a Reference List *19*

Steps for Adding Publication Details to the Reference List *20*

Section 4: What is Academic Integrity? **30**

How Will They Know I Have Plagiarised? *30*

Steps for Avoiding Plagiarism *31*

Ethical Use of Generative AI *32*

Ethical Use of Generative AI Flowchart *33*

Referencing Generative AI Using APA Style *34*

Section 5: How to Create In-Text Citations and Reference List Items **35**

Books (Hard copy) *36*

Ebooks *42*

Journals and Magazines *44*

Hard Copy Newspaper Articles *48*

Online News Articles *48*

Reports *50*

Conference Papers *52*

Dissertation or Master's Thesis *53*

Webpage or Standalone Document on the Web *54*

Government Documents Found Online *56*
Legal Documents *60*
University-Provided Electronic and Multimedia Study Materials *64*
Specialised Sources *67*

Appendices 82

Appendix A: What Do the Terms and Abbreviations Used in This Guide Mean? .. *82*
Appendix B: Symbols and Their Use *84*
Appendix C: Acronyms and Their Use *86*
Appendix D: Initialisms and Their Use *87*
Appendix E: Abbreviations and Their Use *90*
Appendix F: Latin Words and Their Use as Abbreviations *94*
Appendix G: Referencing a Journal Article With or Without a DOI *95*
Appendix H: Check Your Reference List *96*
Appendix I: Quick Guide for Citing Multiple Authors *97*
Appendix J: Quick Guide for Referencing Multiple Authors *98*
Appendix K: Citing and Referencing Figures and Tables *99*

Index 101

How to Use This Guide

This guide introduces the intricacies of referencing using the CQUniversity's abridged version of the APA 7th Edition referencing conventions. Section 1 provides a brief overview of referencing Section 2 and 3 offers detailed explanations of terms and concepts that are vital for the development of your knowledge, so you can become proficient at APA style referencing. There are subtle variations in the APA style of referencing, and it is important for you to use the CQUniversity APA Guide's style.

Once you are familiar with some of the concepts and key words, you will find it much easier to use Section 5 of this guide, which contains examples of in-text citations and reference list items. Referencing requires attention to detail, so you will need to refer to these examples and explanations a number of times as you develop your skills.

Use these strategies to finding information quickly.

1. Use the contents page to locate concepts of referencing or source examples.
2. Use the index to find specific source examples.
3. Apply Ctrl + F and type into the search box to find information quickly.

What Is the Purpose of This Booklet?

When writing a university assignment, there are certain referencing rules you need to follow. Please note that there are other referencing styles (e.g., Harvard, Turabian, Vancouver and the Australian Guide to Legal Citation), so check your Unit Profile to confirm that the unit requires APA referencing. This booklet will explain what referencing is and show you how to reference using the CQUniversity APA referencing style.

What Is Referencing?

There are several types of university assignments (e.g., essays, oral presentations, reports, reflections, blogs, PowerPoint presentations, case studies). When you write an assignment, you will be expected to include the details of any sources that you have used in your assignment. These are called "in-text citations". A citation is located at the place where you have used someone else's words or ideas. In addition, a list of all the sources you have cited in-text is located at the end of the assignment; the list is called "references". These processes are collectively known as "referencing".

Why Do I Need to Reference?

Writing an assignment will often involve locating information from a range of different source types (e.g., webpages, journal articles, books, course readings). Each time you "borrow" ideas, data, information or illustrations from other sources to use in your assignment, you will need to cite and reference the source.

Referencing will help you to

- demonstrate your knowledge of a topic and provide evidence of scholarly research,
- give credit to the author or creator of the original source of an image, idea or piece of information, and
- avoid plagiarism and its associated penalties.

What Should I Reference?

You must cite and reference any source you use when writing an assignment even if you have just borrowed an idea or image, rather than copying exact words. This includes any of the following.

- **Hard copy:** Paper based sources, e.g., books, journal articles, newspapers, magazines, pamphlets and newsletters.
- **Electronic sources:** Online sources, e.g., webpages, videos, blogs, film clips, audio files, Moodle notes and readings.
- **Other sources:** Examples include interview transcripts and doctoral dissertations.
- **Visuals:** Examples include images, figures and tables.

Five Key Steps to Referencing

Researching	
Step 1.	Select quality sources to support your ideas e.g., book, journal, webpage.
Step 2.	Record the relevant source details: author, date, title, publisher, URL etc.
Within your assignment	
Step 3.	Use the notes you have made from the various sources to create sentences and paragraphs to provide evidence or examples to support your ideas.
Step 4.	Ensure that the author's surname and date of publication are included in-text when paraphrasing or quoting. This is called a **citation**. Make sure that the details are correct and that you follow the APA style guidelines. Page numbers are required for a direct quote.
At the end of the assignment	
Step 5.	Create a reference list. Each item in the reference list must corresponding to an in-text citation.

Section 1: What Does Referencing Look Like?

Referencing in the assignment	Example
This example paragraph shows what referencing looks like in the body of an assignment. Notice the inclusion of the author/s and year in most sentences. These are known as citations. They let the reader know the source of the information. These citations acknowledge all ideas or words that belong to another person even if it is not a direct quote. These citations are integrated into the sentences, so the paragraph flows and is easy to read. *Note.* Author surnames can be located either inside the brackets or used as part of the sentence. See section on styles of in-text citation for an explanation. See pages. 6-7. …(Clark, 2024). Clark (2024) …	There are several reasons why retired Australians have been included as a campaign target for the company Volunteer Tourists. The changing characteristics of this age group make them attractive to the tourist market as they have commenced planning their retirement to maximise their experiences (Pacheco et al., 2022). Qualitative research findings suggests that recent retirees often enjoy the freedom to explore new endeavours, including travel (Grødem & Ragni, 2022). The Australian Bureau of Statistics (ABS, 2022) indicates that Australia has approximately 4.1 million retirees. Household incomes of many of these individuals are considerably higher than previous generations (Reserve Bank of Australia, 2020). This age group is also living longer and are experiencing increased years of disability-free lives (Australian Institute of Health and Welfare [AIHW], 2020). Researchers have identified that this tourist sector is not homogeneous; however, the "authors found a shift from passive to more active [holidays] focusing on health and exercise" (Pacheco et al., 2022, p. 301). Evidence suggests that older workers are increasingly free to design their retirement to align with their aspirations of travel (Grødem & Ragni, 2022). Therefore, it is evident retirees have many traits that make them suitable candidates for Volunteer Tourists, including their freedom, funds, fitness and a longing for new experiences.

Reference list (end of the document)	Example
You will need to include a list of all the sources you have cited in your assignment. The reference list is placed at the end of the assignment on a separate page. Each item in this list will have a correlating item in the assignment body or appendices. Each reference in your list will need to be set out using APA style. **The reference list is:** • in alphabetical order; • in double line spacing; and • formatted with a hanging indent. For more guidance, see Appendix H: Check your reference list.	**References** Australian Bureau of Statistics. (2023, August 29). *Retirement and retirement intentions, Australia.* https://www.abs.gov.au/statistics/labour/employment-and-unemployment/retirement-and-retirement-intentions-australia/latest-release Australian Institute of Health and Welfare. (2023). *Older Australians.* https://www.aihw.gov.au/reports/older-people/older-australians/contents/health/health-status-and-functioning Grødem, A. S., & Ragni, H. K. (2022). Older workers imagining retirement: The collapse of agency, or freedom at last? *Ageing and Society*, *42*(10), 2304–2322. https://doi.org/10.1017/S0144686X20002044 Pacheco, A., Monis, A. I., & Silvai, O. (2022). Senior travel behavior before and after retirement. In A. Abreu, D. Liberato & J. C. Garcia Ojeda (Eds.). *Advances in tourism, technology and systems* (Vol. 293, pp. 299–309). Springer. https://doi.org/10.1007/978-981-19-1040-1_26 Reserve Bank of Australia. (2020, March 19). *Demographic trends, household finances and spending.* https://www.rba.gov.au/publications/bulletin/2020/mar/demographic-trends-household-finances-and-spending.html

Section 2: How Do I Use Citations In-Text?

Here are four key techniques you can use when you want to include other authors' ideas, words, images and data in your assignment. Have a look at the following pages for more detail on each of these techniques.

Paraphrasing	**Summarising**	**Direct quotations**	**Tables and figures**
Restate the author's ideas into your own words. Change most of the words. Some key words can be used. Attempt to change the sentence structure. A citation must be included.	Briefly summarise another author's work e.g., a whole chapter or project. A citation must be included.	Quoting an author's words exactly as they were written, using a short or long quotation. A citation must be included, e.g., author, year, and page number.	When using another author's figures, tables or data to support your own, you may copy and paste images, tables, charts and figures, but you must include your own title and a caption to cite the source. See p. 18, 63 and Appendix K.
Example 1 Adherence to hand hygiene guidelines increases to 90% when healthcare workers are exposed to audible reminders (Webster et al., 2023).	**Example 2** Attention to hand hygiene increases when healthcare workers are exposed to audible reminders (Webster et al., 2023).	**Example 3** **A short quotation:** The use of audible alerts by health care workers "may be an effective method for increasing HCW HH compliance to >90%" (Webster et al., 2023, p. 731).	**Figure 1** *CQUniversity Research Officers Collecting Water Samples.* *Note.* From *CQUni Pitching in to Help with Capricorn Coast Water Supply Study*, by CQUniversity, 2017 (https://www.cqu.edu.au/cquninews/ stories/engagement-category/2017/cquni-pitching-in-to-help-with-capricorn-coast-water-supply-study).

How to Paraphrase

Instead of quoting another author's words exactly, you may paraphrase them. To paraphrase, change most of the words. Some key words can be used. Attempt to change the sentence structure. When you use an author's ideas, but express them in different words, you are paraphrasing. Paraphrased content is not enclosed in quotation marks because it is not a word-for-word quotation. However, it is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source of the original document with an in-text citation. Failing to do so will result in plagiarism.

Many lecturers would prefer you to paraphrase or summarise an author's words rather than use a direct quotation. This is because paraphrasing requires original thought and shows that you understand the ideas and can integrate them into your work.

Steps for paraphrasing	**Examples**
1. Read the sentence that you want to paraphrase a number of times to get the meaning of the text. Once you understand it, write it in your own words. 2. Highlight any specialised technical words or specific terms. These must be included in your paraphrase, as without these words, the meaning of the paraphrase will change completely. 3. Underline any keywords that can be changed. 4. Find other words and phrases that have similar meanings that can be used to replace the keywords in the text. Use a thesaurus or dictionary to help if necessary. 5. Rewrite the ideas and reorganise the structure or order. 6. Add a lead-in phrase where the author's family name becomes part of the sentence to use an author prominent citation and the year the article was published in parentheses. *7.* Choose author prominent or information prominent style (see next page for explanation).	**Original text** …"audible alerts may be an effective method to increase healthcare worker HH compliance to ≥90%". **Paraphrase, information prominent** Adherence to hand hygiene guidelines increases to >90% when healthcare workers are exposed to audible reminders (Webster et al., 2023). **Paraphrase, author prominent** Webster et al. (2023) outline that adherence to hand hygiene guidelines increases to >90% when healthcare workers are exposed to audible reminders.

Rules for paraphrasing	Examples
• Ensure the paraphrased information supports the claim made by you as the writer. • Ensure the paraphrase is written differently from the original source. • Page numbers are not required for paraphrasing. However, for very long and complex work, a page number may be helpful for the reader to locate relevant information. • Provide a corresponding reference in the reference list at the end of the assignment to accompany each citation.	**Final version of student's work** The case study revealed that hand hygiene was an issue among health care workers and strategies were needed to increase compliance. Webster et al. (2023) indicate that adherence to hand hygiene guidelines increases to >90% when healthcare workers are exposed to audible reminders. **Reference** Webster, K. L., Bishop, S. M., Scott, L. E., Oppy, L. M., Heishman, C. R., Stevenson, G. M., & Arnold, F. W. (2023). Automated hand hygiene compliance system's audible alert reminder increases healthcare worker hand hygiene compliance. *Infection Control and Hospital Epidemiology*, *44*(5), 728–731. https://doi.org/10.1017/ice.2022.173

Styles of Citation In-Text: Author Prominent and Information Prominent

Where you place a citation depends on the emphasis you wish to apply, and it can be important to the argument you present: See Appendix I

Author Prominent - To emphasise the author's perspective, use the author's surname or organisation name at the start of the sentence.
Sherwood (2024) asserts that the use of sunscreen is a key factor in maintaining skin health.
Information prominent - To emphasise the information rather than the author, include the citation at the end of the sentence.
The use of sunscreen is a key factor in in maintaining skin health (Sherwood, 2024).

How to Summarise

Instead of quoting or paraphrasing an author's words, work or ideas, you may decide to summarise them. A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. The original idea or meaning must be maintained. Technical words remain. Summarising is useful when you use the idea expressed in the source but not the specific language. Other advantages of summarising include expressing the key point of a source in fewer words and demonstrating your understanding of the source more effectively.

Steps for summarising	**Examples**
1. Read the text several times and check the meaning of unfamiliar words. 2. Underline technical words as they should not be changed. 3. Reread the text and make notes of the main points, leaving out examples and evidence. 4. Consider the main points as a whole and your purpose for using the information. 5. Think of words or phrases which have similar meaning to those in the original text. 6. Develop an outline using short sentences written in your words. Rearrange these sentences to suit your purpose. *7.* Remind your reader that you are summarising the work of someone else by citing their name in the summary (citation).	**Example:** The use of one citation for multiple sentences. Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match the students' preferences for learning. Duverge (2016) outlines several of these preferences. Firstly, educators should appreciate that adult learners would prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. Furthermore, adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career.
Using more than one source for a paraphrase • Here is an example showing ideas from several sources combined into one summary. • Notice that a semi-colon has been used to separate each source in the citation, and the sources are ordered in alphabetical order.	A key study by Clark (2025) found that many new university students experience considerable anxiety when learning how to cope with the academic literacy demands of assignment writing, and this finding is well-supported in the literature (Brown et al., 2024; Lee & Miller, 2023; West, 2024).

Rules for Summarising	Examples – Common citation error
• **Do not** provide the same citation at the start and at the end of each sentence. Note that the sentence in bold is not referenced. • Ensure the summarised version is much shorter than the original text and that it is written in your own words. • Include citation details (author and date) for each source cited. • Page numbers are not required for paraphrasing unless otherwise specified by your lecturer. • **Do not** change the intended meaning of the original text. • **Do not** use quotation marks because it is not a direct quote. • Enter the complete source details in your reference list.	**Error:** The author of the **bold** sentence is not clear. A citation must be provided. Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match adult learners' preferences for learning. Duverge (2016) explains that adult learners would prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. **Adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career**. Providing immediate feedback regarding errors or alternate explanations to assist with learning new concepts is a strategy that enables adults to learn from misunderstandings (Duverge, 2016).

How to Use Direct Quotations

You are quoting when you use someone else's exact words in your writing. Direct quoting is one way of showing that you have gathered information from other authors to support your point of view or thesis. Do not overuse this technique. Instead, aim to paraphrase more of the words and ideas of others to show how well you understand them and can use the source to support your point of view. When you quote, you must indicate where the quotation begins and ends, and provide an in-text citation. The citation makes it clear whose words you are using and where you found them.

A general rule in academic work is that no more than 10% of an assignment should be in the form of direct quotations. You can use short quotations (fewer than 40 words) or long quotations (40 words or more).

Steps for Using Quotations	**Example**
1. Read chosen texts and form ideas about your topic. 2. Make a note of the ideas using your own words. 3. Identify sentences in a journal article to support the idea. Make a note of this. 4. Incorporate the quote into the paragraph by adding a few extra words just before the quoted words to help the quote fit smoothly into the sentence. 5. Use three dots … to indicated that words have been remove from the quote. The original meaning of the quote must be retained. 6. Citation: Provide the surname or organisation name as well as the year of publication and the page number that the quote was taken from. 7. Write the full publication details in the reference list at the end of the assignment.	Hand hygiene compliance of health care workers was low→ audible alerts increase hand hygiene compliance. → The study found that audible alerts "may be an effective method for increasing HCW HH compliance to >90%" (Webster et al., 2023, p. 731). The case study revealed that hand hygiene was an issue among health care workers and strategies were needed to increase compliance. To address this, the use of audible hand hygiene alerts may be "an effective method for increasing … compliance to >90%" (Webster et al., 2023, p. 731). **References** Webster, K. L., Bishop, S. M., Scott, L. E., Oppy, L. M., Heishman, C. R., Stevenson, G. M., & Arnold, F. W. (2023). Automated hand hygiene compliance system's audible alert reminder increases healthcare worker hand hygiene compliance. *Infection Control and Hospital Epidemiology*, *44*(5), 728–731. https://doi.org/10.1017/ice.2022.173

Rules for Short Quotations	Examples	
Short quotations should: • have fewer than 40 words, • be incorporated into your sentence smoothly without disrupting the flow of your paragraph, • be enclosed in double quotation marks, • include the page number in the citation, • have the full stop after the citation if the quotation is information prominent, • have the full stop after the page number if the citation is author prominent, and • be in the same font size as the rest of the assignment. If the text you want to quote starts with a capital letter, it is acceptable to change the upper-case letter to a lower-case letter so that it fits with the grammar of your sentence; proper nouns remain uppercase (e.g., Australia or Robert). **Do not** correct any incorrect spelling, punctuation or grammar in the original quotation; instead, insert the word *sic*, italicised and in square brackets, directly after the error in the quotation.	**Author prominent** Salson (2023) argues that "gender equality throughout an individual's formal education is an aspiration of global social justice" (p. 10). In Wilson's (2023) report "the building inspector estimated that there [*sic*] house was a fire hazard" (p. 55).	**Information prominent** It has been argued that "gender equality throughout an individual's formal education is an aspiration of global social justice" (Salson, 2023, p. 10). In the report "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2023, p. 55).

<table>
<tr><th>Rules for Long Quotations</th><th colspan="2">Example</th></tr>
<tr><td>When using quotations of 40 words or more:
use them infrequently,
introduce it in your own words with the lead-in statement ending with a colon (:),
separate it from the lead-in statement and from the text that follows with Enter/Return,
do not enclose it in quotation marks,
begin each long quotation on a new line,
indent them by 1.27 cm from the left margin: (Ctrl + M) or (Shift + Ctrl + M on a Mac).
apply double line spacing,
no added space before or after the quotation.
For a long information prominent quotation, the full stop goes after the quotation and before the citation.</td><td>Information prominent
Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:

The public life is fun. It’s creative. It’s where their friends are. It’s theatre, but it’s also community: in this linked, logged world, you have a place to think out loud and be listened to, to meet strangers and go deeper with friends. (Nussbaum, 2007, p. 27)</td><td>Author prominent
Rowan (2001) summarises the effects of a limited world view when stating that:

This poses a real challenge for educators. In many cases, we are drawing on educational resources, or curriculum documents which are in themselves fairly narrow in the view of the world they represent. This helps to make this view seem natural and normal. (p. 39)

This view exemplifies the . . .</td></tr>
</table>

Rules for Long Quotations	Example	
If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots). If you need to add a word or words to a quotation, put them in square brackets [ ].	The use of emotive language can be effective in influencing audiences to believe a certain point of view: > This passage attacks everyone who opposes the introduction of identity cards on personal terms. It also makes unsubstantiated assumptions about the backgrounds and economic circumstances of opponents in order to undermine their credibility. [Therefore], the passage … demonstrates flawed reasoning. (Cottrell, 2024, p. 117)	Cottrell (2024) explains how emotive language can be used to persuade audiences: > The passage encourages complicity in the audience. By abusing opponents, the author encourages a division between in-groups, or "people like them", or "people like us". [In addition,] the passage draws on emotive subjects, referring to crime and security to win over the audience. (p. 117)

How to Introduce Quotations and Paraphrased Sentences

Verbs That Help With Author Prominent Referencing.

To assist with making citations part of your own writing and providing more information about the status of the information you are citing, you need to use signal words and phrases. Your choice of words can indicate whether the authors you are citing are presenting established findings, putting forward a case, making a suggestion or drawing conclusions. Your work may become tedious to read if every quotation or paraphrase is introduced in the same manner. Table 1 provides examples of signal words useful for integrating other authors' ideas and words into your academic writing.

Table 1

Signal Words for Use With In-text Citations

Say or Mean		**Argue**	**Explain**	**Other**
highlight	assert	dispute	describe	agree
indicate	outline	disagree	clarify	question
reveal	confirm	question	justify	recognise
support	find	debate	reason	predict
acknowledge	affirm	refute	show	identify
state	report	contend	demonstrate	theorise
emphasise	imply	hypothesise	elucidate	maintain

Generally, use present tense when referring to researched information (though there are important exceptions).

Note. If you are citing more than one author, remember to change the verb form:

One author: Smith (2023) outlines that . . .

Multiple authors: Jones et al. (2023) outline that . . .

How to Use Tables, Figures or Images

Sometimes it is useful to include reproductions or copies of items such as photos, graphs, tables, diagrams and drawings in your work. These items may be used as evidence to support academic arguments in the text. They can be used to present complex information clearly and effectively.

A table contains information that is organised using columns and rows. Figures can be maps, charts, diagrams, drawings, graphs and photographs. They must be labelled, cited and referenced, and each is done in a particular way. Tables and figures are often used in reports, but rarely appear in essays. They may be copied from another's work, adapted from one or multiple sources of information or may be data from your own research.

Steps for using tables

- Ask yourself if you need to provide exact numerical data or compare and contrast values in a table or if the trends or patterns provided by a graph would be better used in this case.
- Decide whether you need the whole table or part of the table.
- Refer to the table in the body of the report. Integrating the table as if it were a quote or part of the paragraph will assist your reader to understand why you included it.
- Label the table within the text with a number e.g., **Table 1**, **Table 2**. If the table is placed within an appendix, it takes the appendix letter and a number e.g., **Table A1**.
- If the table is required in text and does not take the whole page, place the table at either the top or bottom of the page. Add one blank double-spaced line between the table and any text to improve readability.

Example

As seen in Table 2, asylum claims in 2013-2014 dropped in both Australia and New Zealand but increased in other countries.

Table 2

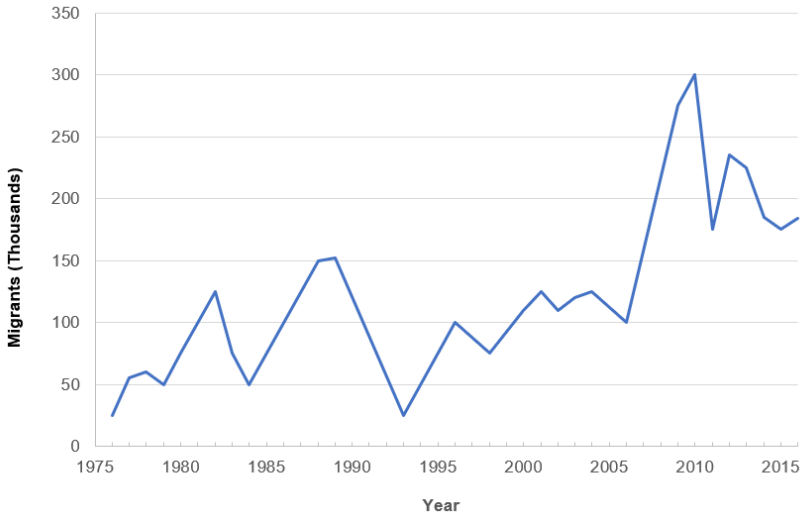
New Asylum Claims Lodged in Selected Regions by Semester 2013–2014

Regions	Semesters			% Change	
	1st 2013	2nd 2013	1st 2014	1st 2013 1st 2014	2nd 2013 1st 2014
Europe	202,200	270,600	264,000	24.40	-2.40
EU-28	176,200	220,300	216,300	22.80	-1.80
US/Canada	46,100	48,700	58,600	27.10	20.30
Japan/Rep of Korea	2,100	2,700	3,300	57.10	22.20
Australia/NZ	5,900	6,100	4,700	20.30	23 .0
Total	266,300	328,100	330,600	24.10	0.80

Note. The table shows that Europe had the highest rates of new asylum claims 2013–2014. Adapted from *World at War: UNHCR Global Trends: Forced Displacement in 2014*, by United Nations High Commissioner for Refugees, 2015 (https://www.unhcr.org/en-au/statistics/country/556725e69/unhcr-global-trends-2014.html).

Rules for using tables	Example
Above the table • Provide a table number in bold font. No italics. (e.g., **Table 1**) • Numbered in the order of appearance in the text. • The table title appears one double-spaced line below the table number. Provide a brief but descriptive title. The title is italicised, and capitalised (title case) the first letter of all major words. **Below the table** • Under the table, start with the word "*Note*" in italics followed by a full stop. Then provide a brief outline to help readers understand the table. Include any definitions of abbreviations e.g., *Note*. The table demonstrates . . . • After the outline, cite that the source is either "From" or "Adapted from" another resource: See Appendix K for specific templates, citation examples and reference list examples. • **Do not** include the original table number, heading or caption when you copy these items. The table number should be the correct number for your work.	The population increase through immigration had the biggest impact on the heavily populated states, and the Northern Territory had the smallest increase (see Table 3). **Table 3** *Number of Migrants by State and Territory 2015–16* State or territory | Migrants | % NSW | 71161 | 39.I Vic. | 65 007 | 35.7 Qld | 20 019 | 11.0 SA | 9163 | 5.0 WA | 13 640 | 7.5 Tas. | 1 143 | 0.6 NT | 420 | 0.02 ACT | 1607 | 0.09 Total (Australia) | 182 165 | 100.0 *Note.* The table demonstrates that New South Wales and Victoria had the highest rates of migration 2015–2016. Adapted from *3412.0 Migration, Australia, 2015–2016*, by Australian Bureau of Statistics, 2017 (https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/3412.0Main+Features72015-16?OpenDocument).

Note. See Appendix K for specific templates, caption examples and reference list examples.

Steps for using figures	Example
Steps for choosing to use figures are similar to those provided for tables in the previous section. Figures can be maps, charts, diagrams, drawings, graphs and photographs. Follow these rules if you copy or adapt a figure to use in your assignment (similar to the right) or an image like the one seen below. • The figure number (e.g., **Figure 2**) appears above the figure title and image in bold font. Not italics. • The figure title appears one double-spaced line below the figure number. Provide a brief but descriptive title and capitalise the figure title in italics and title case. • Make sure that copied figures are a suitable size for your reader to view. For the image portion of the figure (e.g., axis labels) use font size 8-14 points. • Under the figure, first provide a brief outline to help readers understand the figure. Include any definitions of abbreviations e.g., *Note.* This figure demonstrates… • After the outline, cite that the source is either "From" or "Adapted from" another resource: See Appendix K for specific templates, citation examples and reference list examples. • **Do not** include the original figure number, heading or caption when you copy these items. The figure number should be the correct number for your work. • Number figures in the order of appearance in the text. • Figures must be referred to in the main body of the text by their number: **Figure 2.**	It is evident that migration to Australia has increased, which is adding to the diversity of the Australian population. The Australian Bureau of Statistics (ABS, 2017) reveals that overseas migration is now the principal factor for population increase within Australia (see Figure 2). **Figure 2** *Net Overseas Migration in Australia 1976 to 2016*  *Note.* This figure demonstrates how Australian migration peeked in 2010. Adapted from *2071.0 Cultural Diversity in Australia, 2016*, by Australian Bureau of Statistics, 2017 (https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2071.0~2016~Main%20Features~Cultural%20Diversity%20Article~60).

Rules for using figures	Example
Figures, which include maps, charts, diagrams, drawings and photographs, as used in most student assignments are covered by Australian copyright laws, i.e., you do not have to pay to use the image. However, you are still required to cite each figure (below the image) and reference them in the reference list even if a figure is freely available via stack images (Shutterstock, iStock, Flickr etc.). See Appendix K for guidance on citing and referencing images. No citation or reference is required if the image clearly indicates that "no reference or attribution is needed". Simply include a figure number and figure title above the figure. No citation or reference is required for clip art or images from Microsoft Word or Microsoft PowerPoint. No citation is required if you created the image i.e., if you are the artist (photographer, painter etc.). Simply include a figure number and figure title above the figure. **Citation under image** See example citation on right: The figure is "From" a resource i.e., the figure has <u>not</u> been changed. When the figure has been adapted or changed in any way, use "Adapted from". See Appendix K for guidance on providing a citation below the figure when a figure is from a journal article, book, book chapter or webpage web. Appendix K also provides guidance on how to reference figures from different types of sources.	CQUniversity's Business graduate, Wayne Blair has an extensive list of accolades for directing Australian films. This includes the Australian box office success of *The Sapphires* in 2012 and the critically acclaimed *Firestarter,* which won the AACTA 2020 award for best documentary. Blair, as seen in the centre of Figure 3, also has an extensive repertoire of directing and acting roles in television series. **Figure 3** *Wayne Blair With Co-stars of the TV Drama Total Control* *Note*. From *Total Control, Thou Shalt Not Steal and More Lead 2025 AACTA Award Nominations*, by Styleup, 2025 (https://styleupnit.com.au/16-01-2025/15784/total-control-thou-shalt-not-steal-and-more-lead-2025-aacta-award-nominations).

Section 3: How to Create a Reference List

At the end of your assignment, you will need to include a list of all the sources you have used in your assignment. This is known as a reference list. Your reference list will need to be formatted using APA style.

This section contains some general guidelines that you will need to follow when writing your reference list. However, there are some more specific guidelines in the form of examples in Section 5 that will show you how to reference many different types of sources. There is also a Quick Guide for Referencing Multiple Authors (Appendix J).

Organising your resources is a useful skill, so as you decide what will be useful for your research and writing it is important to generate a draft reference list to avoid losing any relevant information about the source details. This process can be time consuming, but once done it provides a useful tool for developing in-text citations. Remember to check this initial list against those used in-text and remove any unused items because a reference list should only include references that have been used within your assignment. The reference list does NOT include all your background reading.

Steps for Creating a Reference List

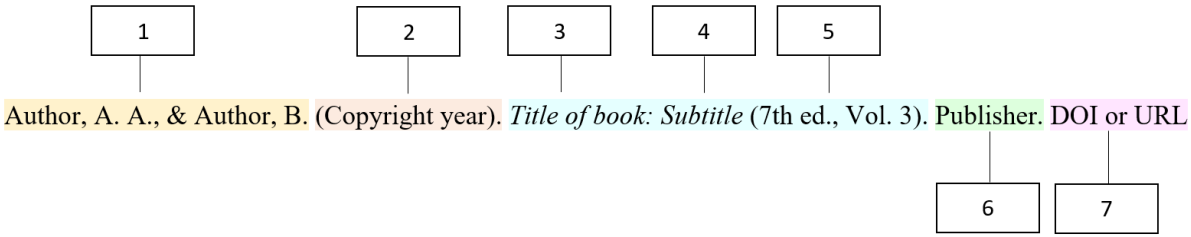
When including a source in the reference list you must provide the reader with enough information to locate that source. The following pages demonstrate how specific sources are included in the reference list. This guide does not contain an exhaustive list of examples, so at times you will need to problem solve to decide how to reference the source you used.

There are two key steps when writing your reference list:

Step 1. Find the relevant details shown in the following figures. Look at the examples that follow and in Section 5; there is a pattern to this task.

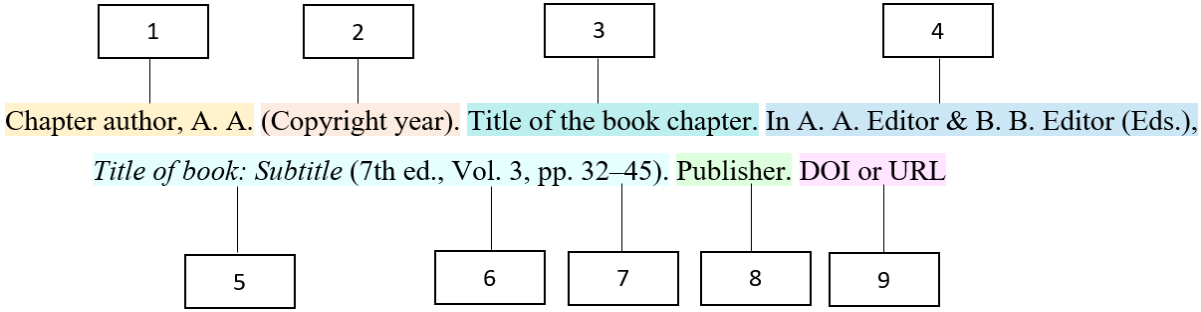
Step 2. Format the details according to APA style. Each time you gather information it is placed in a similar order in the citation.

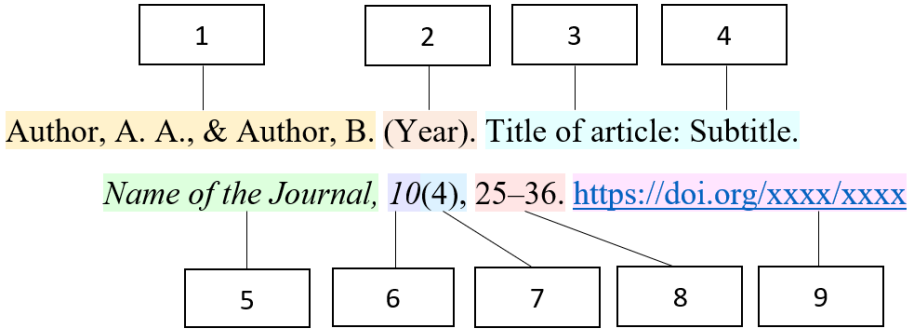
Steps for Adding Publication Details to the Reference List

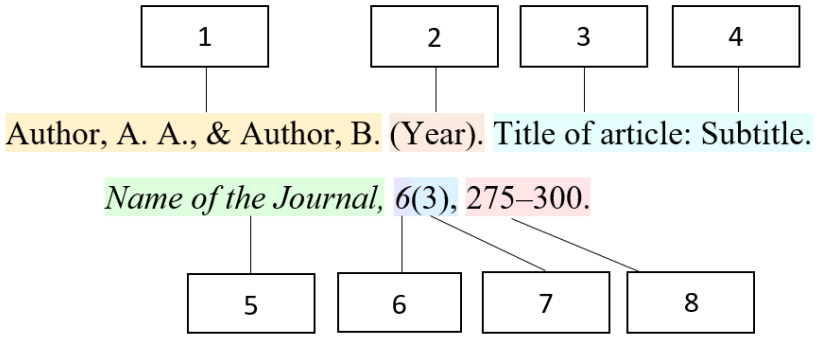
Referencing books and ebooks	**Example**
For a book or an ebook, the following elements should be presented in this order: 1. Author's surname (family name) comes first followed by a comma and then the initials. Provide a space between initials. The second initial represents the middle name. Keep the order of the authors' names. 2. Place the copyright year in parentheses followed by a full stop. 3. Title of the book is in italics and sentence case i.e., capitalise the first letter of the title and any proper nouns. End with a full stop. 4. Capitalise the first letter of any subtitle. 5. If the book has an edition or volume number, place the number in parentheses after the title. This is not in italics. If both, add edition number first and volume second, separated by a comma. 6. Publisher (No publisher location needed.) 7. Include a DOI (Digital Object Identifier) number when available: https://doi.org/10.xxxx/xxxxxxxxxxx **Do not** include a URL or database URL for ebooks found in academic databases. Include a URL for ebooks found on other websites. No URL is needed for hard copies.	 **Reference example - Hard Copy Book:** See numbers 1-6. Cottrell, S. (2024). *The study skills handbook* (6th ed.). Bloomsbury Academic. **Reference example - Ebook:** See numbers 1-7. Lauer, J. A., Vigo, A., Soucat, A., & Sassi, F. (2023). *Health taxes: Policy and practice*. World Scientific Publishing Company. https://doi.org/10.1142/Q0365

Note. The ordinal number is **not** in superscript, e.g., 4th not 4th.

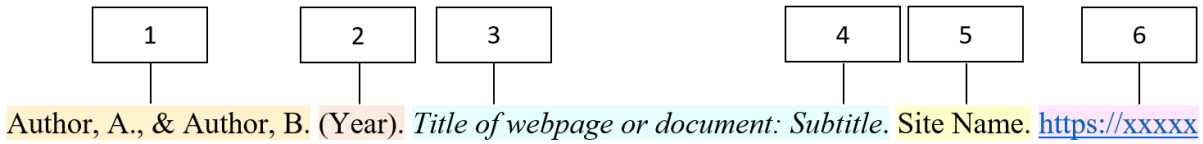
More details about the uses of abbreviations, acronyms and the technical terms used in referencing can be found in Appendices A, B, C, D, E and F.

Referencing a chapter in an edited book.	**Example**
For a chapter in a book or an ebook, the following elements should be presented in this order: 1. Chapter author's surname (family name) followed by a comma and then the initials. 2. Place the copyright year in parentheses followed by a full stop. 3. Title of the book chapter in sentence case i.e., capitalise the first letter of the title and any proper nouns. End with a full stop. 4. Editors' initials followed by surname. Place (Ed.) for one editor and (Eds.) for multiple editors after the editors' names. 5. Title of book in sentence case and in italics. 6. If the book has an edition or volume number, place the number in parentheses after the title. This is not in italics. If both, add edition number first and volume second, separated by a comma. 7. Page range of the chapter. 8. Publisher (No publisher location needed.) 9. Include a DOI (Digital Object Identifier) number for ebooks when available: https://doi.org/10.xxxx/xxxxxxxxxxx **Do not** include a URL or database URL for ebooks in academic databases. Include a URL for ebooks found on other websites. No URLs needed for hard copies.	 **Reference example - Print:** See numbers 1-8. Hales, M. (2021). Home care. In A. Berman, G. Frandsen, S. Snyder, T. Levett-Jones, A. Berston, T. Dwyer, M. Hales, N. Harvey, T. Langtree, L. Moxham, K. Reid-Searl, F. Rolf & D. Stanley (Eds.), *Kozier and Erb's fundamentals of nursing: Concepts, process and practice* (5th Australian ed., Vol. 1, pp. 683-738). Pearson Education Australia. **Reference example - Ebook:** See numbers 1-9. Lichosik, D. (2019). Robotic surgery. In F., Charney-Sonnek & A. E., Murphy (Eds.), *Principles of nursing in oncology* (pp. 107–130). Springer. https://doi.org/10.1007/978-3-319-76457-3

Referencing journal articles with a DOI	Example
The following elements should be presented in this order: 1. Author's surname (family name) comes first followed by a comma and the initials. Provide a space between initials. Keep the order of the authors' names. 2. Place the year of publication in parentheses followed by a full stop. 3. Title of article is in sentence case i.e., capitalise the first letter of the title and first letter of proper nouns (Australia). End with a full stop. No italics. 4. Capitalise the first letter of any subtitle. 5. Title of journal in italics and title case i.e., capitalise the first letter of all major words. End with a comma. 6. Volume number in italics. 7. Issue number in parentheses. No gap. No italics. If there is no issue number, follow the volume number with a comma. 8. Include article page range, e.g., 25–45. 9. Https DOIs are hyperlinked (active, blue font and underlined). When an old DOI number is provided as doi:10.xxxx/xxxxx or http://dx.doi.org, change the DOI number to the https://doi.org/10.xxxx/xxxxxxxxxxx format.	 **Reference example** Quinlan, S., & Ryer, S. (2023). Implementing a fall prevention initiative in nurse-facilitated annual wellness visits: A quality improvement project. *Journal of Nursing Care Quality*, *38*(3), 243–250. https://doi.org/10.1097/NCQ.0000000000000690

Journal article without a DOI	Example
For a journal article that does not have a DOI (e.g., https://doi.org/10.xxxx/xx), no other URL is required when it was found in an academic database. Only include elements 1-8. See previous page for details. Examples of academic databases: APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCOhost, Google Scholar, JSTOR (excluding primary source collections), MEDLINE, Nexis Uni, Ovid, ProQuest), PubMed, ScienceDirect, Scopus and Web of Science etc. • For hard copy journals without a DOI, no URL is required. • Exceptions: Articles found in UptoDate see Section 5. • For journals articles with no DOI and not found in an academic database, include the URL location after the page numbers. See the flow chart in Appendix G to help you select the correct information when referencing your journal article.	 **Reference example** McGrath, L., Donaghue, H., & Negretti, R. (2023). Embedding students' academic writing development in early-career disciplinary lecturers' practice. *Journal of Academic Language and Learning*, *17*(1), 134–151.

Referencing a legal case	Example
For a legal case, the following elements should be presented in the following order: 1. The case name (in italics). Only the name of the first plaintiff and the first defendant should be cited. If there are multiple proceedings between the parties, include the number of proceedings in square brackets after the case name. 2. The year of case 3. The volume number 4. Reporter abbreviation 5. The starting page of the source. In addition, when referring to a specific page in the case, add a comma and the page number of the reference after the starting page e.g., 1, 5. *6.* If the country is not clear from the case name, provide the country abbreviation in parentheses after the first page number, followed by a full stop e.g., (U.K.). (Austl.).	 *Plaintiff v Defendant* (Year) Volume number REPORTER ABBREVIATION First page (Country). **In-text citation** The case of *Mabo v Queensland* (1989) establishes the authority to . . . . . . (*Mabo v Queensland*, 1989). **Reference example** *Mabo v Queensland* (1989) 166 CLR 186. *Mabo v Queensland [No. 2]* (1992) 175 CLR 1, 5.

Referencing a webpage or a standalone document on the web	Example
For information on a webpage, the following elements should be presented in the following order: 1. Name of the author or organisation or department. End with a full stop. 2. Year of publication in parentheses. The month and day can be provided if available e.g., (2023) or (2023, February) or (2023, February 25). Provide the most specific date that is available on the webpage/document. For sources with the same author and same date, order oldest to newest. When no date is provided use (n.d.). End with a full stop. 3. Title of article is in sentence case i.e., capitalise the first letter of the title and first letter of any proper nouns (Australia). End with a full stop. The title is in italics. 4. If a subtitle is present, add a colon (:) and capitalise the first letter of the subtitle. End with a full stop. 5. If the author and the site name are the same, omit the site name from the reference. See Example 1. Title case and no italics. *6.* URLs are hyperlinked (active, blue font and underlined). The words "retrieved from" are not required. On occasion a retrieval date may be required when the information is subject to change and is not archived; see Section 5 for more examples.	 **Example 1:** When the author and the site name are the same, omit site name. Department of Health and Aged Care. (2024, June 3). *Give flue to boot.* https://www.health.gov.au/influenza-vaccination/first-nations#what-is-influenza **Example 2:** When the author and site name are different, include site name. Varghese, P. N. (2024, July 31). *Independent review of commonwealth funding for strategic policy work.* Department of the Prime Minister and Cabinet. www.pmc.gov.au/resources/independent-review-commonwealth-funding-strategic-policy-work

Long URLs	**Example**
Cut and paste URLs to avoid transcript errors. **Do not** change the URL. If the URL is very long, it is acceptable to shorten a URL using URL shortening services. Ensure that it links directly to the correct location.	Australian Bureau of Statistics. (2023, December 15). *Health conditions prevalence*. https://www.abs.gov.au/statistics/health/health-conditions-and-risks/health-conditions-prevalence/2022#long-term-health-conditions

Rules for adding publication details to the reference list	**Examples**
Identify the type of resource used (e.g., webpage, book or journal etc) and then follow the guidance on how to include all the relevant publication details. See Section 3 for guidance on how to reference the four most commonly used resources: book, book chapter, journal and webpage. For guidance on how to format your reference list, see Appendix H.	**References** Australian Bureau of Statistics. (2024, September 3). *Sun protection behaviours*. https://www.abs.gov.au/statistics/health/health-conditions-and-risks/sun-protection-behaviours/nov-2023-feb-2024 Cottrell, S. (2024). *The study skills handbook* (6th ed.). Bloomsbury Academic. Kong, S. T., & Stocco, C. S. (2022). Teaching study skills to college students using checklist training. *Behavioral Interventions, 37*(4), 1149–1165. https://doi.org/10.1002/bin.1897

Rules about authors' names	Examples
• In the reference list, the surname of each author must be spelt correctly, and all other names are to be presented as initials. • Therefore, it is important to identify the author's surname. In the examples provided, "Cottrell" is always the surname, and other names need to be presented as initials. • When an author has two or more initials, the second or third initial represents the middle names. • Titles such as Doctor or Professor are not included.	Stella Cottrell = Cottrell, S. Cottrell, Stella = Cottrell, S. Stella Maria Cottrell = Cottrell, S. M. Stella M. Cottrell = Cottrell, S. M.

Rules for using capitalisation in a reference list
Sentence Case
• For sentence case, capitalise the first letter in the first word; all other words are in lower case. The exceptions are names or proper nouns (e.g., Australia). • Within a reference list, the title of a book, journal article, webpage or standalone document is in sentence case regardless of how the titles is capitalised in the original. See example below. If the title contains a colon, the first letter after the colon is capitalised.
Title case
• For title case, capitalise the first letter of all major words. Do not capitalise articles, (i.e., "the", "a", "an") prepositions (e.g., "for", "on", "off", "in") or short conjunctions (e.g., "and", "but", "or"). Capitalise the first letter of the word "the" if it is the first word in the title. Capitalise the first letter of any preposition which has of four or more letters (e.g., "With", "Between", "From"). • Journal names, businesses and organisations require title case (capitalise the first letter of all major words).

Rules and examples for capitalising titles in text and in a reference list	Examples
Standalone document A standalone document is a book, ebook, report, dissertation, thesis, film, video, podcast, TV series, YouTube video, artwork, map, music album and unpublished manuscript. **In-text capitalisation:** Use italics and title case (Capitalise all major words.) **Reference list:** Italics and sentence case (Capitalise the first letter of the title and the first letter of any proper nouns.) See Section 5 for referencing a book, ebook, podcast, YouTube etc.	**In-text capitalisation** The statistics from *The National Report on Schooling in Australia 2022* indicate that… (Australian Curriculum, Assessment and Reporting Authority [ACARA], 2018). **Reference example: Report** Australian Curriculum, Assessment and Reporting Authority. (2022). *The national report on schooling in Australia 2022*. https://www.acara.edu.au/reporting/national-report-on-schooling-in-australia/national-report-on-schooling-in-australia-2022

Rules and examples for capitalising titles in text and in a reference list	Examples
Part of a greater whole An item in a greater whole is a journal article, book chapter, ebook chapter, newspaper article, magazine article, blog post, television episode, webisode, webpage, tweet, Facebook update, encyclopaedia entry, Wikipedia entry, dictionary entry and song. **Capitalisation in-text:** Inside double quotation marks, title case (Capitalise all major words). Avoid including the whole title of a document such as a journal article unless absolutely necessary. **Reference list:** No quotation marks, sentence case (Capitalise the first letter of the title and the first letter of any proper nouns and adjectives: Australia, Australian.). *Note*. See Section 5 for guidance on how to reference a book chapter, ebook chapter, newspaper article, tweet etc.	**In-text capitalisation: Television Episode** The *Mystery Road* episode "The Truth" explores themes of . . . (McGregor & Perkins, 2018). **Reference example: Television Episode** McGregor, S (Writer), & Perkins, R (Director). (2018, July 1). The truth (Season 1, Episode 6) [TV series episode]. In J. Sen, I (Executive producer), *Mystery Road*. Bunya Productions & Golden Road Productions.

Section 4: What is Academic Integrity*?*

Incorrect referencing techniques (even if they are innocent mistakes) can lead to problems with "plagiarism". The word "plagiarism" comes from the Latin word "plagiarius" which means "kidnapper". Plagiarism is "the process of taking another person's work, ideas, or words, and using them as if they were your own" (McMillan Dictionary, n.d.). In other words, you would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them in your paragraphs, even if you have paraphrased. This includes using another student's work or your own previously submitted work, without acknowledging or citing it. Always act with integrity and use correct referencing techniques to make sure you do not accidentally plagiarise someone else's work. Plagiarism is considered serious misconduct and must always be avoided. You should avoid plagiarism and report it because:

- plagiarism is unethical,
- plagiarism does not allow you to develop as an academic writer, and
- plagiarism attracts severe penalties.

How Will They Know I Have Plagiarised?

While enrolled at CQUni, each time you upload an assignment it is processed through the *Turnitin* program. This is a program that checks for similarity between your work and others; therefore, it identifies possible plagiarism in your assignment. You can learn to use *Turnitin* to check your assignment for accidental plagiarism before you submit your final copy to your lecturer. Watch the video**:**
https://www.youtube.com/watch?v=44n03oRjwCg&feature=youtu.be

If it seems you have plagiarised, you will be sent an email to advise you that plagiarism has been detected in your assignment. You will need to answer the email and explain what happened. You may also be required to attend some academic integrity training. You may face severe academic penalties, including possibly failing and being withdrawn from the course.

Steps for Avoiding Plagiarism

1. Record the sources you use.	*Before beginning to take notes from any source, record all the bibliographic information.*
2. Take careful notes.	Take carefully written notes. Develop a system to distinguish between what you have copied directly from the source, (directly quoted) what you have put into your own words (paraphrased or summarised) and your comments about the information in that source.
3. Paraphrase appropriately.	Change words and structure of the original work keeping only technical words the same.
4. Use in-text citations in every written draft.	Get into the habit of including citations in-text (author, date) as you write each draft of your assignment.
5. Keep your work secure.	Avoid sharing paper or electronic drafts of your work with other students.
6. Use Turnitin to check for text matching on assignment drafts.	You can use the *Turnitin* software to check your draft assignment for evidence of matching text before submission.

Ethical Use of Generative AI

Generative AI models such as Copilot and ChatGPT draw from a wide range of Internet sources to respond to questions or prompts from the user. These models can be used as supplementary resources to aid in idea development while still upholding the values of Academic Integrity. Generative AI models may help you to start your research or reading on a topic by suggesting keywords, search terms, brainstorming, or generating ideas.

Use caution when using Generative AI for academic assignments

Information provided by Generative AI is not always current, correctly referenced or completely accurate. AI material is not a peer reviewed or a primary source. For most of your academic work, it is crucial to engage with primary academic sources directly to support your arguments and claims. Primary sources are typically original documents or data such as:

- journal articles reporting new research or findings,
- books or book chapters,
- recorded or published interviews, speeches, oral histories,
- case law, legislation, regulations, constitutions,
- government documents, research reports, statistical data.

You must verify any AI-generated content by using reliable sources; therefore, search for a scholarly, reputable source to read and improve your knowledge and understanding. It is best to paraphrase or quote from those articles ensuring you acknowledge the source.

Avoid breaches of academic integrity

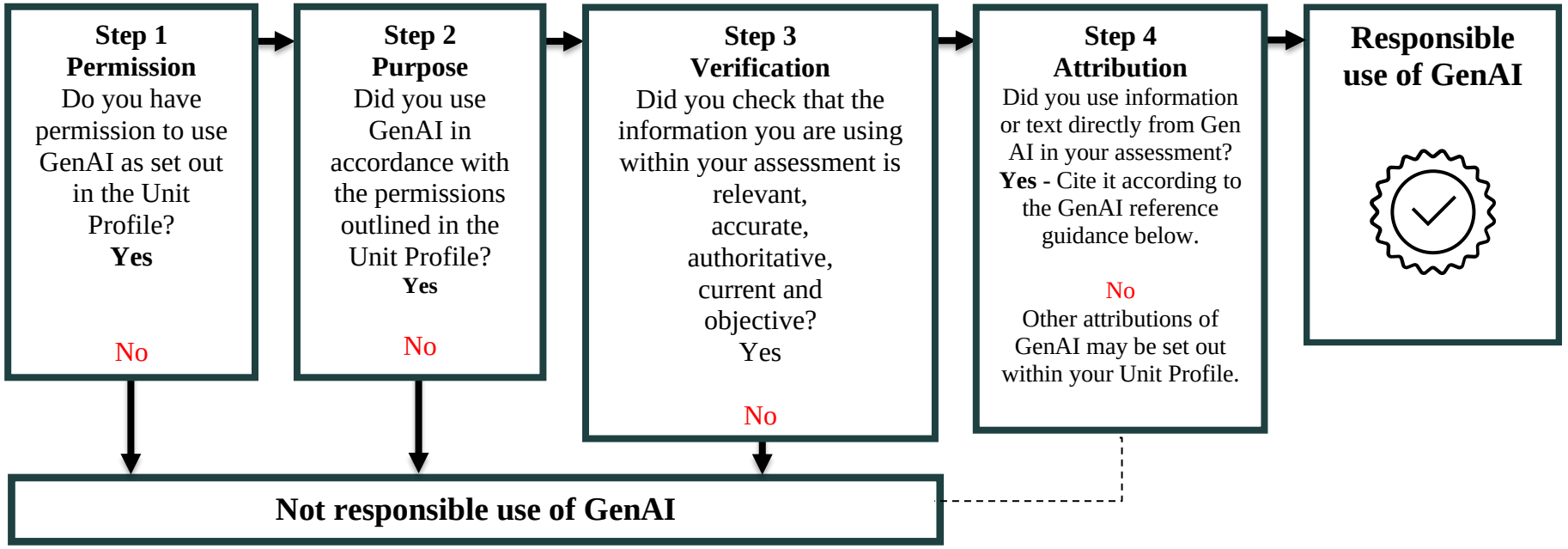
Be informed about the requirements for using Generative AI in your assignments.

- Check the assignment information, your unit profile and speak to unit coordinators to determine whether you are permitted to use AI. Some assessments do not permit the use of AI tools, while others may allow it with some limitations.
- Follow the requirements about providing a statement or declaration that outlines the AI tools used in the assessment.
- If instructed to do so, appropriately acknowledge ALL content generated by AI with an in-text citation. Failure to appropriately acknowledge AI can result in a breach of academic integrity.

Ethical Use of Generative AI Flowchart

Note. Be aware that GenAI is not a primary source.

GenAI is best used for tasks such as brainstorming and generating ideas. Use the flowchart below as a guide for engaging with Gen AI.

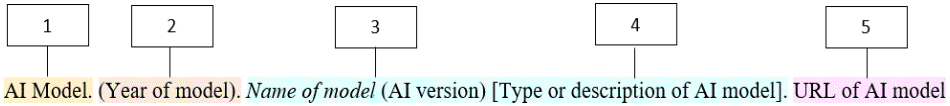


Reach out to your lecturers and the Academic Learning Centre (ALC) if you need further guidance using GenAI tools as part of your work, research, and studies.

Book into a free, one-on-one appointment or workshop (on-campus or online) with a friendly ALC adviser for more advice.

Referencing Generative AI Using APA Style

The APA Style Blog recommends that when using text generated from AI models, the writer should include an in-text citation and a reference in the reference list. The format is based on the Mobile App template in Section 5.

Referencing steps	Example
In-text citation Although GenAI results cannot be accessed by other readers, it should still be cited with an author (e.g., OpenAI or another GenAI models such at Copilot) and date (i.e. the year of the version used). OpenAI (2025) … **Note:** Provide the exact words of the prompt that was used, and the response as per the example (no page or paragraph numbers required).	**In-text citation** When prompted with "Do we only use 10% of our brain?" the ChatGPT-generated text indicated that contrary to popular belief, "there is no large, unused portion of the brain. The brain is a highly complex organ, and different regions are responsible for various cognitive functions" (OpenAI, 2024).
Reference Although GenAI results cannot be accessed by other readers, it should be included in the reference list. 1. **Author**: Include the GenAI model e.g., OpenAI. 2. **Date:** Include the year of the version used. 3. **Model name and version:** The model serves as the title and is italic. The version number is in parentheses after the title, not in italics. 4. Include the words "Large language model" in square brackets. Bracketed text briefly describes the kind of model. Therefore, other descriptions may be necessary for other GenAI models. 5. Use the URL that links directly to the page where you can access the model. Therefore, another URLs may be required for other GenAI models.	**Reference list**  **Example** OpenAI. (2024). ChatGPT (Feb 13 version) [Large language model]. https://chat.openai.com/chat Microsoft. (2024). Copilot (Feb 9 version) [Large language model]. https://copilot.microsoft.com/

Section 5: How to Create In-Text Citations and Reference List Items

This Abridged Guide to the APA Referencing Style (7th ed.) provides referencing guidance about how to cite specific sources in the text of your assignment (in-text citations) and in the reference list. However, this guide does not contain an exhaustive list of examples, so it may be necessary to examine more than one example or a combination of examples to identify the best way to reference a specific item. Sometimes you need to problem solve to decide how to reference the item you have used.

When adding a reference to the reference list, you must provide the reader with enough information to enable them to locate the source. The following specific examples of referencing, and the examples provided in Section 3, will help you to work out what kind of information you need to collect about your source. Find one of the examples in this guide similar to your source and gather similar information for your reference. Then if you are still unsure, you can ask the Academic Learning Centre (ALC) to assist you. Look out for ALC workshops or book an ALC appointment.

ALC Services	ALC Workshops	ALC Appointments
The ALC offers a range of support services. If you require more assistance with referencing or other academic skills, attend any of the ALC workshop or book an appointment. See terms and conditions. If you have another enquiry, please email alc-advice@cqu.edu.au for assistance.	View all ALC workshops. https://interact.cqu.edu.au/s/alc/events (Available to all students)	Book an ALC Appointment. https://interact.cqu.edu.au/s/alc (Available to students within their first eight units or with a referral from a lecturer after completing eight units.)

Books (Hard copy)

	In-text citation examples	Model to follow in the reference list
One author Include the author's family name and the year of publication.	Davis (2022) outlines three . . . … (Davis, 2022).	Davies, M. (2022). *Study skills for international postgraduates* (2nd ed.). Bloomsbury Academic.
Two authors For citations, only use an ampersand (&) when the authors' names are given within parentheses in-text. Use 'and' when the authors' names are incorporated in the text. For the reference list, use & between the last two authors' names.	Pears and Sheilds (2022) outline . . . . . . (Pears & Sheilds, 2022).	Pears, R., & Shields, G. (2022). *Cite them right: The essential referencing guide* (12th ed.). Bloomsbury Publishing.
Three to twenty authors **In-text citation** Include the first author's surname followed by "et al." (meaning "and others") and the year. **Reference list** Include the family names and initials of ALL the authors. Separate the authors with commas and use an ampersand (&) before the last author.	Auer et al. (2022) . . . . . . (Auer et al., 2022).	Auer, M. E., Pester, A., & May, D. (2022). *Learning with technologies and technologies in learning: Experience, trends and challenges in higher education* (Vol. 456). Springer International Publishing.

Twenty-one or more authors **In-text citation** Include the first author's surname followed by "et al." (meaning "and others") and the year. **Reference list** If there are 21 or more authors, provide the names of the first 19 authors followed by an ellipsis (three full stops) and the name of the last author/editor, without the use of an ampersand. See Appendix J for guidance on how to reference multiple authors in a reference list.	Allen et al. (2020) maintain that . . . . . . (Allen et al., 2020).	Allen, A., Brown, B., Clarke, C., Donne, D., East, E., Fox, F., Greene, G., Holcroft, H., Imhoff, I., Jasper, J., Kirk, K., Lovett, L., Masuda, M., Newbury, N., Oddfellow, O., Papadopoulos, P., Quilleran, Q., Rhodes, R., Smith, S., Thomas, T., … Zhang, Z. (2020). *How the alphabet has shaped our brains*. Welle Redde.
Multiple works by the same author, published in different years **In-text citation** When including two works by the same author in the same parentheses, place them in chronological order according to the date of publication (i.e., oldest to newest). A source with no date (n.d.) will be listed after the source with the date.	Brown (2014, 2015) . . . . . . (Brown, 2014, 2015).	Brown, M. (2014). *Wipeout water world: An accounting practice set using MYOB AccountRight version 19*. Pearson Education. Brown, M. (2015). *Pedro's Pizzas: An accounting practice set using MYOB AccountRight version 19*. Pearson Education.

Multiple works by same author/s, same year **In-text citation** When including multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) next to the year. The letters relate to the alphabetical order of the titles. **Reference list** Letters should also be included next to the year.	Ahmed (2013b) indicates that the Punjab Province … Ahmed (2013a) recounts that the Pakistan army were called to restore order in the Punjab province.	Ahmed, I. (2013a). *The Pakistan garrison state: Origins, evolutions, consequences (1947–2011)* (1st ed.). Oxford University Press. Ahmed, I. (2013b). *The Punjab partitioned and cleansed*. Rupa Publications India.
Works by different authors with the same family name, same year **In-text citation** If there are two or more authors with the same surname, include the first author's initials in all in text citations, even if the year of publication differs. **Reference list** Be sure to place these sources in alphabetical order according to their surname and then according to their first initial and finally the date.	The role that humankind plays in shaping . . . (A. Jones, 2012). G. Jones (2012) highlights the importance of sustainability in the management of certain environments.	Jones, A. (2012). *Human geography: The basics*. Routledge. Jones, G. (2012). C*urrent research in sustainability.* Tilde Publishing.

No author but an authoring body (institution, corporation or other *organisation)*	… (World Health Organization [WHO], 2024).	World Health Organization. (2024, August 7). *The top 10 causes of death.* https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death
Source within a source: Secondary source When referring to an author (primary source) read in another publication (secondary source). *Note.* Use secondary sources sparingly. Only use when the original work is not in print, unavailable, or not available in English. Try to find and use the primary source if possible. **In-text citation** First, cite the original source of the idea (primary reference) and follow this with the source in which you found it (secondary source). **Reference list** Only include reference for the secondary source (i.e., the source you actually read).	Traynor (2018, as cited in Foster et al., 2023) highlights that low institutional funding can lead to a reduction in working conditions. Low institutional funding can lead to a reduction in working conditions (Traynor, 2018, as cited in Foster et al., 2023).	Foster, K., Evans, A., & Alexander, L. (2023). Grace under pressure: Mental health nurses' stories of resilience in practice. *International Journal of Mental Health Nursing*, *32*(3), 866–874. https://doi.org/10.1111/inm.13130

Referring to two primary sources within the one secondary source Use secondary sources sparingly. Only use when the original work is not in print, unavailable, or not available in English. Try to find and use the primary source if possible.	Thoughtful listening enhances a patient's sense of humility (Gunasekara et al., 2014; Shattell et al., 2006, as cited in Evans et al., 2016).	Evans, K., Nizette, D., & O'Brien, A. (2016). *Psychiatric and mental health nursing* (4th ed.). Elsevier.
No date can be established Use this infrequently.	Lansdown (n.d.) found …	Lansdown, M. (n.d.). *Bridging courses*. CQUniversity.
Several sources are cited at once **Do not** overdo this. Alphabetise according to the name of the first author in each source. Use semicolons to separate sources. List each author as a separate entry in the reference list. Paraphrasing is essential in order to cite the essence of what the authors all agree upon.	Research suggests . . . (Jones et al., 2017; McCrae & Nolan, 2016). Recent studies (Jones et al., 2017*;* McCrae & Nolan, 2016) support . . . Jones et al. (2017) and McCrae and Nolan (2016) agree that . . .	Jones, J. S., Rogers, V. L., & Fitzpatrick, J. J. (2017). *Psychiatric mental health nursing: An interpersonal approach* (2nd ed.). Springer Publishing Company. McCrae, N., & Nolan, P. (2016). *The story of nursing in British mental hospitals: Echoes from the corridors*. Routledge.
Second or later edition **Reference list** If it is not the original work or first edition, include the number and the abbreviation 'ed.' after the title in parentheses.	Mentors have multiple roles, but "the core of mentoring is partnership" (Evans et al., 2016, p. 43).	Evans, K., Nizette, D., & O'Brien, A. (2016). *Psychiatric and mental health nursing* (4th ed.). Elsevier.

Edited book A book which includes chapters written by different authors. *Note*. When referencing one chapter from an edited book, reference it as a "chapter in an edited book". See below.	Daly and Jackson (2021) indicate that … … (Daly & Jackson, 2021).	Daly, J., & Jackson, D. (Eds.). (2021). *Contexts of nursing: An introduction* (6th ed.). Elsevier.
Chapter in an edited book **In-text citation** The author of the chapter is used for the citations. **Reference list** See Section 3 for full details.	Grehan (2021) argues . . . . . . (Grehan, 2021).	Grehan, M. (2021). Visioning the future by knowing the past. In J. Daly, S. & D. Jackson (Eds.), *Contexts of nursing: An introduction* (6th ed., pp. 23–41). Elsevier.
One volume of multi-volume work *Note*. For subsequent citations only use the acronym and the date: WHO (2013) ….	World Health Organization (WHO, 2013) outlines that . . . . . . (World Health Organization [WHO], 2013).	World Health Organization. (2013). *Manual of diagnostic ultrasound* (2nd ed., Vol. 2). https://apps.who.int/iris/bitstream/handle/10665/43881/ 9789241547451_eng.pdf?sequence=1
One issue or volume in an edited series	Body image is influenced by complex factors (Healey, 2014).	Healey, J. (Ed.). (2014). *Issues in society*: *Positive body image* (Vol. 372). Spinney Press.

Ebooks

	In-text citation examples	Model to follow in the reference list
Ebook available on the web **In-text citation** For direct quote in ebooks, use an approach that best helps the reader to find the quotation: • (Author, date, p. 3) • (Author, date, Chapter or section name, para. 3) • (Author, date, "Shortened chapter or section name", para. 3) **Reference list** Include the author, date, book title, publisher and a DOI or publisher URL. If the ebook has no DOI and is found in an academic database, no URL is needed.	Štumpf (2017) defines . . . . . . (Štumpf, 2017). Koutoukidis et al. (2016) propose . . . … (Koutoukidis et al., 2016).	Štumpf, M. (2017). *Electromagnetic reciprocity in antenna theory*. IEEE Press. https://doi.org/10.1002/9781119466420 Koutoukidis, G., Stainton, K., & Hughson, J. (2016). *Tabbner's nursing care: Theory and practice* (7th ed.). Elsevier.
Ebook chapter available on the web	Piirto (2016) … … (Piirto, 2016).	Piirto, J. (2016). The five core attitudes and seven I's of the creative process. In R. A., Beghetto & J. C., Kaufman (Eds.), *Nurturing creativity in the classroom* (2nd ed., pp. 131–161). Cambridge University Press. https://doi.org/10.1017/9781316212899.011

	In-text citation examples	Model to follow in the reference list
Ebook available via ACQUIRE **Reference list** If the ebook is only found in ACQUIRE, use the database URL. If the ebook is widely available in academic databases, no URL is needed.	Guo (2016) outlines that the main categories of differential equations . . . … (Guo, 2016).	Guo, W. (2016). *Advanced mathematics for engineering and applied sciences* (3rd ed.). Pearson.
Diagnostic and Statistical Manual of Mental Disorders (DSM) *Note.* For subsequent citation, only use the acronym: APA (2022) … . . . (APA, 2022).	American Psychiatric Association (APA, 2022) . . . . . . (American Psychiatric Association [APA], 2022).	American Psychiatric Association. (2022). *Diagnostic and Statistical Manual of Mental Disorders* (5th ed., Rev ed.). https://doi/book/10.1176/appi.books.9780890425787

Journals and Magazines

Each reference includes the following details in this order: author's surname, author's initial(s), year of publication, article title (sentence case), name of journal (in italics and title case), volume number (in italics), issue number (in parentheses), page range and a DOI if available. The volume number, issue number and page range are usually printed at the top of the article above the abstract. This information can also be found in the footers of the pages.

Use the DOI flow chart to help select the correct information to form a complete reference for your selected journal article: See Appendix G.

	In-text citation examples	**Model to follow in the reference list**
Journal article with a DOI See Section 3 for a full explanation of what to include in a journal reference with a DOI. Include a DOI (Digital Object Identifier) for all journals that have one. Https DOIs are hyperlinked (active, blue font and underlined). When an old DOI number is provided as doi:10.xxxx/xxxxx or http://dx.doi.org, change the DOI number to the https://doi.org/10.xxxx/xxxxx format. This allows the reader to directly access the journal. DOIs can often be found on the front page of the article. If you cannot find the DOI, check with https://www.crossref.org/	Junget al. (2023) claim . . . . . . (Jung et al., 2023). Pakulska and Religioni (2023) state . . . . . . (Pakulska & Religioni, 2023).	Jung, H. H., Kim, H. J., & Fredriksen-Goldsen, K. (2023). Identifying latent patterns and predictors of health behaviors and healthcare barriers among LGBT older adults. *Prevention Science*, *24*(6), 1115–1127. https://doi.org/10.1007/s11121-023-01494-5 Pakulska, T., & Religioni, U. (2023). Implementation of technology in healthcare entities: Barriers and success factors. *Journal of Medical Economics*, *26*(1), 821–823. https://doi.org/10.1080/13696998.2023.2226537

Journal article without a DOI See Section 3 for a full explanation of what to include in a journal reference without a DOI. **Example 1**. For journals retrieved from academic databases, no URL is required. Examples of academic databases: APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCOhost, Google Scholar, JSTOR (excluding primary source collections), MEDLINE, Nexis Uni, Ovid, ProQuest), PubMed, ScienceDirect, Scopus and Web of Science. **Exception** **Example 2**: Most journal articles do not require a retrieval date; however, on rare occasions, an article may need a retrieval date if it is retrieved from a database where the article is periodically updated. See UpToDate example. If the journal does not have a DOI and it is not retrieved from an academic database, include a URL that provides a direct link to the cited work. See Appendix I for citing multiple authors. See Appendix J for referencing multiple authors.	**Example 1** Ashton-Hay and Chanock (2023) state . . . (Ashton-Hay & Chanock, 2023). **Example 2** Stein and Taylor (2019) claim that . . . . . (Stein & Taylor, 2019).	**Example 1** Ashton-Hay, S, & Chanock, K. (2023). How managers influence learning advisers' communications with lecturers and students. *Journal of Academic Language and Learning, 17*(1), 40–68. **Example 2 (exception to rule)** Stein, M. B., & Taylor, C. T. (2019). Approach to treating social anxiety disorder in adults. *UpToDate*. Retrieved September 13, 2019, from https://www.uptodate.com/contents/approach-to-treating-social-anxiety-disorder-in-adults?search=Approach%20to%20treating%20social%20anxiety%20disorder%20in%20adults&source=search_result&selectedTitle=1~150&usage_type=default&display_rank=1

	In-text citation examples	Model to follow in the reference list
Hard copy journal without a DOI Most journal articles are now accessed online. No DOI URL is needed for hard copy journals.	Darvin and Norton (2015) propose . . . Research suggests that identity is . . . (Darvin & Norton, 2015).	Darvin, R., & Norton, B. (2015). Identity and a model of investment in applied linguistics. *Annual Review of Applied Linguistics, 35*, 36–56.
Missing volume or issue number If a journal does not have a volume number, simply include the issue number in italics followed by a comma. If both the volume and issue number are not provided, omit these elements from the reference.	Sanchiz et al. (2017) . . . . . . (Sanchiz et al., 2017).	Sanchiz, M., Chevalier, A., & Amadieu, F. (2017). How do older and young adults start searching for information? *Computers in Human Behavior*, *72*, 67–78. https://doi.org/10.1016/j.chb.2017.02.038
Systematic review Cochrane Database of Systematic Reviews or JBI Database of Systematic Reviews and Implementation Reports, cite as per examples below i.e., replace the journal name with the database name. If a systematic review is found in a journal, such as JBI Evidence Synthesis, reference it as a journal with a DOI or journal without a DOI.		
Cochrane Database of Systematic Reviews Articles from the Cochrane Database of Systematic Reviews are only available in that database. Therefore, use the database name in place of the journal name as seen in example. Provide the author, date, article name, database name and DOI.	Gallagher et al. (2019) claim . . . . . . (Gallagher et al., 2019).	Gallagher, M., Jones, D. J., & Bell-Syer, S. V. (2019). Prophylactic antibiotics to prevent surgical site infection after breast cancer surgery. *Cochrane Database of Systematic Reviews*. https://doi.org/10.1002/14651858.CD005360.pub5

	In-text citation examples	Model to follow in the reference list
JBI Database of Systematic Reviews and Implementation Reports The database name is in the place of the journal name.	Starnes et al. (2019) … … (Starnes et al., 2019).	Starnes, E., Palokas, M., & Hinton, E. (2019). Nurse-initiated spontaneous breathing trials in adult intensive care unit patients: A scoping review. *JBI Database of Systematic Reviews and Implementation Reports, 17*(11), 2248–2264. https://doi.org/10. 11124/JBISRIR-2017-00402
JBI Evidence Synthesis Reference as a journal article with a DOI. The same formatting applies to the journal JBI Evidence Implementation.	Dunlop et al. (2023) . . . . . . (Dunlop et al., 2023).	Dunlop, E., Pham, N. M., Van Hoang, D., Kalmpourtzidou, A., & Black, L. J. (2023). Vitamin D status in healthy populations worldwide: A systematic review protocol. *JBI Evidence Synthesis*, *21*(9), 1888–1895. https://doi.org/10.11124/JBIES-22-00354
Online magazine article Always evaluate information found in magazines for "scholarliness"—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly sources for research. If no DOI is available, include the URL that links to the article. If no volume, issue or page number is available, omit these elements.	Enserink (2020) . . . . . . (Enserink, 2020).	Enserink, M. (2020, January 10). Study disputes carbon dioxide-fish behavior link. *Science*, *367*(6474), 128–129. https://doi.org/ 10.1126/science.367.6474.128 *Note*. Keep the original spelling of the document.

Hard Copy Newspaper Articles

	In-text citation examples	Model to follow in the reference list
Hard copy newspaper article with an author In the reference list, do not omit the word "*The*" from any newspaper's name.	Higgins (2014) suggests that "Australian diplomats played a key role" in . . . (p. 3).	Higgins, E. (2014, December 10). Consul key in China ice escape. *The Australian*, p. 3.

Online News Articles

	In-text citation examples	Model to follow in the reference list
A news article found on an online newspaper E.g., The Guardian, The Australian	Morton (2019) … . . . (Morton, 2019).	Morton, R. (2019, December 21). The long, hot summer. *The Saturday Paper*. https://www.thesaturdaypaper.com.au/news/environment/2019/12/21/the-long-hot-summer/15768468009264
A news article found on a news website E.g., ABC News, SBS News, Sky News	Kelsey-Sugg and Nobel (2020) . . . . . . (Kelsey-Sugg & Nobel, 2020).	Kelsey-Sugg, A., & Nobel, E. (2020, January 17). *Postcode prejudice is rife in Australia — and it affects rich and poor*. ABC News. https://www.abc.net.au/news/2020-01-17/postcode-stigma-and-suburb-shaming-in-australia/11802786

	In-text citation examples	Model to follow in the reference list
A news article with no author found on an online newspaper E.g., The Economist, The Guardian **In-text citation** Place short titles in the place of the author: . . . (Emission Goal, 2018). Long titles are shortened are placed in double quotation marks in the place of the author: . . . (“Greek PM Calls,” 2014). **Reference list** If there is no author, move the title to the author position.	Economists suggested that home ownership would bring economic stability (“Explaining the Failures,” 2020).	Explaining the failures of the home-ownership dream. (2020, January 21). *The Economist*. https://www.economist.com/films/2020/01/21/explaining-the-failures-of-the-home-ownership-dream
A news article with no author found on a news website Always check the validity of a site that has no author. **In-text citation** Long titles are shortened and placed in double quotation marks in the place of the author. Use title case. See section above for examples. **Reference list** If there is no author, move the title to the author position.	SBS News (“*Agriculture Business Points*,” 2020) highlights that agriculture is expecting losses within . . .	*Agriculture business points to 'extreme climatic conditions' ahead of expected losses*. (2020, January 17). SBS News. https://www.sbs.com.au/news/agriculture-business-points-to-extreme-climatic-conditions-ahead-of-expected-losses

	In-text citation examples	Model to follow in the reference list
Book review published in an online newspaper	Groskop (2020) suggests that ". . ." (para. 1).	Groskop, V. (2020, January 13). You're not listening review: Why we must listen to our opponents [Review of the book *You're not listening: What you're missing and why it matters*, by K. Murphy]. *The Guardian*. https://www.theguardian.com/books/2020/jan/13/youre-not-listening-kate-murphy-review

Reports

Use sentence case for the title of a report, but always capitalise the first letter of proper nouns.

	In-text citation examples	Model to follow in the reference list
Report (hard copy, individual author/s)	Fredericks et al. (2016) indicate that . . . . . (Fredericks et al., 2016).	Fredericks, B. L., Longbottom, M., McPhail-Bell, K., & Worner, F. (2016). *Dead or deadly report: Waminda Aboriginal women's health service.* CQUniversity.
Report (online, individual author/s) **Reference list** If the author of the report is not the publisher, identify the publisher after the title of the report.	Pickin and Macklin (2024) identify that… … (Pickin & Macklin, 2024).	Pickin, J., & Macklin, J. (2024, January 20). *National waste and resource recovery report 2024*. Department of Climate

	In-text citation examples	Model to follow in the reference list
		Change, Energy, the Environment and Water. www.dcceew.gov.au/sites/default/files/documents/national-waste-and-resource-recovery-report-2024.pdf
Report (online, corporate author) **In-text citation** Write the corporate author in full the first time of use. Follow it with an acronym if you intend to use the source again. See examples. **Reference list** If the author of the report is the same as the publisher, omit the publisher from the reference.	**First time** World Health Organization (WHO, 2024) . . . . . . (World Health Organization [WHO], 2024). **Subsequent times** WHO (2024) . . . … (WHO, 2024).	World Health Organization. (2024, February 3). *Global vaccine market report 2024*. https://www.who.int/publications/i/item/10.2471-B09198
Government report (online, department as author) **Reference list** If the author of the report is the same as the publisher, omit the publisher from the reference.	Department of Health (2024) . . . … (Department of Health, 2024).	Department of Health. (2024). A*nnual report 2023-2024*. https://www.health.qld.gov.au/researchreports/reports/departmental/annual-report
Government report (online, individual author/s) **Reference list** If the author of the report is not the publisher, identify the publisher after the title of the report.	Pickin and Macklin (2024) identify that… … (Pickin & Macklin, 2024).	Pickin, J., & Macklin, J. (2024, January 20). *National waste and resource recovery report 2024*. Department of Climate Change, Energy, the Environment and

	In-text citation examples	Model to follow in the reference list
		Water. www.dcceew.gov.au/sites/default/files/documents/national-waste-and-resource-recovery-report-2024.pdf

Conference Papers

If the year the paper was presented differs from the year it was published, give the year of publication.

	In-text citation examples	Model to follow in the reference list
Conference sessions and presentations **Reference list** **Types of contributions:** [Conference session]. [Paper presentation]. [Poster presentation].	Clarkson (2024) highlights. . . … (Clarkson, 2024).	Clarkson, D. (2024, July 1–3). *Economy of scale: Embedding academic skills to ensure equity* [Conference session]. Student Success Conference 2024, Melbourne, Vic, Australia. https://unistars.org/docs/STUDENTSUCCESSPROGRAM2024.pdf

	In-text citation examples	Model to follow in the reference list
Symposium contribution	Smallwood (2019) . . . . . . (Smallwood, 2019).	Smallwood, G. (2019, September 18-19). *Closing the gap between Indigenous and non-Indigenous Australians.* In L. Sinclair (Chair), *Thinking innovatively in collaborative health care practice* [Symposium]. CQU Noosa Institute - Wide Bay Health Symposium, Bundaberg, QLD, Australia. http://bit.ly/33l3fZ1

Dissertation or Master's Thesis

Unpublished doctoral dissertation or master's thesis For unpublished master's thesis, replace [Unpublished doctoral dissertation] *with* [Unpublished master's thesis].	In her thesis, Olaithe (2014) examines the relationship between . . . . . . (Olaithe, 2014).	Olaithe, M. (2014). *Neurocognitive disturbance in obstructive sleep apnoea: Mechanisms of harm* [Unpublished doctoral dissertation]. University of Western Australia.
Doctoral dissertation or master's thesis (Available online via a commercial database) For a master's thesis, replace [Doctoral dissertation, Name of Institution Awarding the Degree] with [Master's thesis, Name of Institution Awarding the Degree].	Finn (2018) concludes that " . . . " (p. 9). " . . . " (Finn, 2018, p. 9).	Finn, C. B. (2018). *Learning to learn with gradients* (Publication No. 10930398) [Doctoral dissertation, Berkeley]. ProQuest Dissertations and Theses database.

Webpage or Standalone Document on the Web

Include the following details in this order: author's surname, author's initial(s), year, title of document or webpage, site name (if different from author) and finally the web address. Remember, for online sources, the author is not always a person. Instead, it could be an organisation, a company, a government department, etc. URLs should be hyperlinked (Active, blue font and underlined).

For in-text citations, write the organisation's name in full followed by the acronym in parentheses for the first in-text citation. Subsequent in-text citations only use the acronym. See examples below. In addition, see Appendices C to E for more detail about abbreviations and acronyms.

	In-text citation examples	**Model to follow in the reference list**
Standalone document on the web This includes PDFs and Word documents. See Section 3 for extra guidance. **In-text citation** When mentioning the title of a standalone document (e.g., a report) use title case and italics. **Reference list** Year of publication on the web in parentheses. The month and day can be provided if available e.g., (2023, February 25) or (2023, February) or (2023). Provide the most specific date that is available. For sources with the same author and different date, order oldest to newest. Use (n.d.). if no date is provided. End with a full stop. URLs in a reference list should link directly to the text were possible. URLs are hyperlinked (blue, active and underlined). Very long URL can be shortened using a using URL shortening service. Ensure that it links directly to the correct location.	The *Australian Early Development Census National Report 2021* indicates that child participation rate in 2020. . . (Australian Early Development Census [AEDC], 2022). **First citation** *The ICN Code of Ethics for Nurses* outlines that nurses' behaviour should enhance the public perception of the profession (International Council of Nurses [ICN], 2021). **Subsequent citations** . . . (ICN, 2021).	Australian Early Development Census. (2022). *Australian early development census national report 2021*. https://www.aedc.gov.au/resources/detail/2021-aedc-national-report International Council of Nurses. (2021). *The ICN code of ethics for nurses.* https://www.icn.ch/sites/default/files/2023-06/ICN_Code-of-Ethics_EN_Web.pdf

	In-text citation examples	Model to follow in the reference list
Information on a webpage **In-text citation** Note 1. If the webpage provides information via both the PDF and HTML, it is easier to quote the page number on a PDF document. Note 2. When quoting online information, use the page numbers. If page numbers are not provided, use paragraph numbers. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. See notes on paragraph numbers in Appendix E and the JBI example. **References list** **Date:** Provide the most specific date available e.g., (2023, February 25) or (2023, February) or (2023). For sources with the same author and different date, order oldest to newest. Use (n.d.). if no date is provided. The **title** is in sentence case and italics. Site name: When the **site name** is different from the author, include the site name: See Example 2. **URL**: link directly to the text were possible. URLs are hyperlinked (blue, active and underlined).	**First citation** Consent strategies … (Department of Education [DoE], 2023). **Subsequent citations** . . . (DoE, 2019). Vandelanotte (2024) . . . . . . (Vandelanotte, 2024).	Department of Education. (2023, September 13). *Consent and respectful relationships education (CRRE).* https://www.education.gov.au/schooling/support-school-students/consent-and-respectful-relationships-education-crre Vandelanotte, C. (2024, January 16). *Thinking of using an activity tracker to achieve your exercise goals? Here's where it can help – and where it probably won't.* The Conversation. https://theconversation.com/thinking-of-using-an-activity-tracker-to-achieve-your-exercise-goals-heres-where-it-can-help-and-where-it-probably-wont-219235
Information on the web with no date The copyright date often found at the bottom of the webpage is not necessarily the date of publication. Proceed with caution when a source does not provide a publication date. Use infrequently.	There are five key factors in wound assessment: tissue type, wound exudate, peri-wound condition, pain level and size (Ausmed, n.d.).	Ausmed. (n.d.). *Wound care*: *A guide to practice for healthcare professional.* https://www.ausmed.com.au/guides/wound-care

Government Documents Found Online

Give the organisation's name in full the first time, followed by the abbreviation in parentheses. Use only the abbreviation in subsequent citations.

	In-text citation examples	Model to follow in the reference list
Standalone document or webpage from a government website **In-text citation** When mentioning the title of a standalone document such as a report, use title case and italics within the body of the text. **Reference list** Use the government department or agency as **author** when there are no individual authors. When there are multiple levels of government, use the most specific agency as possible i.e., Queensland Health rather than Queensland Government. **Date**: Provide the most specific date available e.g., (2023, February 25) or (2023, February) or (2023). For sources with the same author and different date, order oldest to newest. Use (n.d.). if no date is provided. The **title** of a downloaded document within a reference list is in sentence case i.e., only capitalise the first letter of the first word and the first letter of any proper nouns (Australia). Indicate a **subtitle** with a colon and capitalise the first letter after the colon i.e., *Title: Subtitle*. If the author is different from the **site name**, include the site name after the title: title case not in italics.	Queensland Health (2023) . . . . . . (Queensland Health, 2023). The *Integrated Team Care Program Implementation Guidelines* document identifies that community liaison is a key factor in . . . (Department of Health and Aged Care, 2019). . . . (Queensland Curriculum & Assessment Authority [QCAA], 2024). (QCAA, 2024).	Queensland Health. (2023, September 19). *Listeria and listeriosis.* https://www.health.qld.gov.au/news-events/news/listeria-listeriosis-what-you-need-to-know-food-poisoning Department of Health and Aged Care. (2019, April). *Integrated team care program implementation guidelines*. https://www.health.gov.au/resources/publications/integrated-team-care-program-implementation-guidelines?language=en Queensland Curriculum & Assessment Authority. (2024, January 18). *1.4 equity in education.* https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/1-senior-schooling-qld/1.4-equity-education

	In-text citation examples	Model to follow in the reference list
Australian Bureau of Statistics webpage **In-text citations** When quoting online information, use the paragraph number if a page number is not provided. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. **Reference list** Reference an ABS page as a webpage. The catalogue number may no longer provided for most ABS pages. When a catalogue number is provided, include the catalogue number after the title e.g. (cat. no. 3301. 0). See examples.	**First citation** The Australian Bureau of Statistics (ABS, 2020) indicates that . . . OR … (Australian Bureau of Statistics [ABS], 2020). **Subsequent citations** ABS (2020) … … (ABS, 2020).	Australian Bureau of Statistics. (2020, May 13). *Mental health and experiences of homelessness*. https://www.abs.gov.au/statistics/health/mental-health/mental-health-and-experiences-homelessness/2014 Australian Bureau of Statistics. (2020, December 11). *ABS corporate plan, 2020-2021* (cat. no. 1005.0). https://www.abs.gov.au/AUSSTATS/abs@.nsf/productsbyCatalogue/ED09CF8070B516CCCA25863B00040961?OpenDocument
Australian Bureau of Statistics -Data cube The ABS provides static data cubes as Excel workbooks. **Reference list** Author, year of publication, title in italics/sentence case, include version number in parentheses after the title if provided, the words Data cube in square brackets after the title. See Section 5 to reference data cubes which are not found on the Australian Bureau of Statistics website.	The Australian Bureau of Statistics (ABS, 2020) indicates that . . . … (Australian Bureau of Statistics [ABS], 2020).	Australian Bureau of Statistics. (2020). *Victims of crime, Australia* [Data cube]. https://www.abs.gov.au/statistics/labour/earnings-and-work-hours/average-weekly-earnings-australia/may-2020

	In-text citation examples	Model to follow in the reference list
Australian Bureau of Statistics -Data set The ABS provides data sets which are updated regularly. Therefore, a retrieval date is required. If there is a last updated date, use that year and a retrieval date. If there is no date, use n.d. and add a retrieval date. **Reference list** Author, year of publication, title in italics/sentence case - include version number in parentheses after the title if provided and the words "Data set" in square brackets after the title. See Section 5 to reference data sets not found on the ABS website.	The Australian Bureau of Statistics (ABS, n.d.) indicates that . . .	Australian Bureau of Statistics. (n.d.). *Population estimates by statistical geography, 2001 to 2019* [Data set]. ABS.Stat. Retrieved, February 3, 2021, from http://stat.data.abs.gov.au/Index.aspx?DataSetCode=ABS_ANNUAL_ERP_ASGS2016
Government press releases	**First citation** . . . (Commonwealth Scientific and Industrial Research Organisation [CSIRO], 2019). **Subsequent citations** …(CSIRO, 2019).	Commonwealth Scientific and Industrial Research Organisation. (2019, December 12). *World's largest machine learning conference comes to Australia* [Press release]. https://www.csiro.au/en /News/News-releases/2019/Worlds-largest-machine-learning-conference-comes-to-Australia
Fact sheet	The Department of Health (2015) identifies key strategies in the prevention of tick bites.	Department of Health. (2015, November 25). *Tick bite prevention* [Fact sheet]. https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-tick-bite-prevention.htm

	In-text citation examples	Model to follow in the reference list
Webpages from the same author, same year **Reference list** Provide the most specific date available e.g., (2021, February 25) or (2021, February) or (2021). When the year, month and day are provided, order each source in accordance with the date. Place the oldest date first. Include a letter (starting with a) next to the year of the first reference to indicate the difference between the references. See example. When the month and day are not available. Include the year and then order the references in accordance with webpage title (alphabetically). Place a letter after the year for each reference (2021a). Proper nouns in the webpage title are capitalised: names of places, people etc. For multiple sources with the same author and no date, place a letter to differentiate e.g., (n.d. -a).	Queensland Health (2020a) … . . . (Queensland Health, 2020a). Queensland Health (2020b) . . . . . . (Queensland Health, 2020b).	Queensland Health. (2020a, September 11). *Hand sanitisers* [Fact sheet]. https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/resources/fact-sheet-hand-sanitisers Queensland Health. (2020b, December 4). *Immunisation saves lives* [Fact sheet]. https://www.qld.gov.au/health/conditions/immunisation/translated-fact-sheets/ immunisation-saves-lives-translated-fact-sheets
Patents **In-text citation** Provide the inventor's name and the issue date. **Reference list** Provide the inventor's name, date, name of patent, IP number in parentheses, IP Australia and URL.	Carroll (2017) formalised and protected the solar pool heater . . . . . . (Carroll, 2017).	Carroll, P. (2017). *Solar pool heater* (2017904561). IP Australia. http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2017904561

Legal Documents

As per the APA (7th ed.) Manual, consult the Bluebook for more guidance on constructing reference list entries for legal sources. In-text citation examples follow the rules set out in the APA (7th ed.) Manual. The Bluebook A uniform system of citation available via the ALC reading list.

	In-text citation examples	Model to follow in the reference list
Act, Bill or Regulation **In-text citation** The title of the act, bill or regulation replaces the author's name. **Reference list** The year is included in the title. **Act**: *Title is in italics.* **Bill:** Title is not in italics. **Regulation**: *Title is in italics.* When referring to the act or bill as a whole or citing multiple sections in text, do not provide the section numbers in the reference list. For more information about how to identify the section numbers in an Act: Click here. Always check with your lecturer.	**Act** The Trade Practices Act (1947) . . . . . . (Trade Practices Act, 1947). **Bill** The Climate Change and Greenhouse Gas Reduction (Principal Target) Amendment Bill (2018) aims to . . . **Regulations** The Family Law Regulation (1984) underpins . . . . . . (Family Law Regulation, 1984).	**Act** *Trade Practices Act 1947* (Cth) § 2 (Austl.). https://www.legislation.gov.au/Details/C2010C00426 **Bill** Climate Change and Greenhouse Gas Reduction (Principal Target) Amendment Bill 2018 (Cth) (Austl.). https://www.legislation.act.gov.au/b/db_60088 **Regulations** *Family Law Regulation 1984* (Cth) reg 20(3) (Austl.). https://www.legislation.gov.au/Details/F2017C00645

	In-text citation examples	Model to follow in the reference list
Legal case See example in Section 3 for more details. **In-text citation** The case name replaces the author's name. **Reference List** Include the number of proceedings in square brackets after the case name if there are multiple proceedings between parties.	The case of *Mabo v Queensland* (1992) establishes the authority . . . . . . (*Mabo v Queensland,* 1992).	*Mabo v Queensland [No. 2]* (1992) 175 CLR 1.
Legislation and regulation abbreviations Many abbreviations are used when citing legal documents. See common abbreviations above or an explanation of the abbreviations in Appendix E. **Common abbreviations** Section(s) § or §§ Chapter(s) ch or chs Schedule(s) sch or schs Rule(s) r or rr Regulation(s) reg or regs	When citing government legal or standards documents, use the abbreviation such as s or ss for pinpoint references. **In-text citation** In § 4 of the Copyright Act (1968), several . . . … (Copyright Act, 1968, §§ 4–7).	

	In-text citation examples	Model to follow in the reference list
Standards Standards are documents with specifications, procedures and guidelines that aim to ensure products, services and systems are safe, consistent and reliable. They are based on industrial, scientific and consumer experience. **In-text citation** Please note that the name of an organisation or document should be written in full the first time you use it, followed by the relevant acronym. Thereafter, use only the acronym. *Note.* Titles of documents are written in title case and in italics. **Reference list** For hard copy versions, replace the URL with the publisher, as seen in book example in Section 3. Use the last updated date or revised date if there are multiple dates.	The Australian Standard 4685.0:2017 provides guidance on the development, installation, inspection, maintenance and operation of playgrounds (Standards Australia, 2017). Standard 1, Action 1.9 of the *National Safety and Quality Health Service Standards* places an importance on reporting to governing bodies in a timely manner (Australian Commission on Safety and Quality in Health Care [ACSQHC], 2021). The *Australian Professional Standards for Teachers* (APST) Standard 1.2 highlights the importance of knowing how students learn (Australian Institute for Teaching and School Leadership [AITSL], 2022).	Standards Australia. (2017). *Playground equipment and surfacing – Part 0: Development, installation, inspection, maintenance and operation* (AS 4685.0:2017). https://www.standards.org.au/standards-catalogue/sa-snz/consumer/cs-005/as--4685-dot-0-colon-2017 Australian Commission on Safety and Quality in Health Care. (2021, May). *National safety and quality health service standards* (2nd ed.). https://www.safetyandquality.gov.au/publications-and-resources/resource-library/national-safety-and-quality-health-service-standards-second-edition Australian Institute for Teaching and School Leadership. (2022). *Australian professional standards for teachers: All career stages.* https://www.aitsl.edu.au/standards

	In-text citation examples	Model to follow in the reference list
Government debates recorded in Hansard	Nicole Flint, Member for Boothby, move to "level . . ." (Commonwealth, 2017, p. 2490). The Honourable Anastasia Palaszczuk outlined commitments to Queensland's "…" **(**Queensland Parliament, 2017, p. 3332).	Commonwealth, *Parliamentary Debates*, House of Representatives, 20 March 2017, 2490 (Nicole Flint, Member for Boothby). https://parlinfo.aph.gov.au/parlInfo/download/chamber/hansardr/8f5fce8e-c3b9-4c68-a24f-a6b51d0b7f9/toc_pdf/ House%20of%20Representatives_2017_03_20_4846_Official.pdf;fileType=application%2Fpdf Queensland Parliament, *Record of Proceedings*, 26 October 2017, 3332 (Hon. Anastasia Palaszczuk, Queensland Premier) (Austl.). https://www. parliament.qld.gov.au/documents/hansard/2017/2017_10_26_WEEKLY.pdf
Coroner's report	The inquest findings from the State Coroner, Mr Michael Barnes, highlight that . . . (Office of the State Coroner, 2011). The inquest findings highlight . . . (Office of the State Coroner, 2011).	Office of the State Coroner. (2011). *Inquest into the death of Ryan Charles Saunders* (COR 4449/07(0)). Queensland Courts. https://www.courts.qld.gov.au/__data/assets/pdf_file/0004/107536/cif-saunders-rc-20111007.pdf

University-Provided Electronic and Multimedia Study Materials

Suggested texts such as journal articles, book chapters or webpages should be cited and referenced as an original source; see section related to books, book chapters, journals, ebooks etc.). CQUniversity provided study materials such as Study Guides may also be referenced; see section below. However, try to source published or reputable resource material where possible. The sources below should not be used too frequently. Other sources that you have located while researching are more suitable.

	In-text citation examples	**Model to follow in the reference list**
Lecture notes available on CQUniversity e-Units (Moodle) If the notes are available to the audience you are writing for, cite and reference as indicated. If the work is for professional publication, cite the sources as personal communication. **Reference list** For sites which require a "log in", the URL should be the homepage or log in URL.	Smith (2023) outlines three . . .	Smith, A. (2023, February 14). *Title of notes* [Lecture notes]. CQU Moodle. https://moodle.cqu.edu.au *Note.* The title may include the unit code: Week or module: Title of document.
PowerPoint presentation on Moodle When referencing a PowerPoint widely available on the web, see specialised sources section. When quoting, provide the slide number instead of the page number. A slide number is not required for a paraphrase.	. . . (Smith, 2023). ". . ." (Smith, 2023, Slide 4).	Smith. A. (2023, January 23). *Title of PowerPoint* [PowerPoint slides]. CQU Moodle. https://moodle.cqu.edu.au *Note.* The title may include the unit code: Week or module: Title of document.

	In-text citation examples	Model to follow in the reference list
Discussion board message posted to Moodle Cite Moodle posts as personal communication.	According to T. Brown (personal communication, January 6, 2020), . . .	n/a
Echo360 presentation or video on Moodle Cite as CQUniversity created Echo360 presentations or videos as per example. Videos created outside the university (TED talks, YouTube, Videos podcasts etc.) are cited and referenced as per example in specialised sources. **In-text citation** When quoting information from video, provide a time stamp for the start of the quotation e.g., 2:12. No time stamp is needed when paraphrasing.	. . . (Smith, 2023). ". . ." (Smith, 2023, 2:14).	Smith, A. (2023, January 23). *Title of Echo360 or video* [Video]. CQU Moodle. https://moodle.cqu.edu.au *Note.* The title may include the unit code: Week or module: Title of document.
Personal communication E.g., emails, text messages, online chats, direct messages, personal interviews (not research interviews), phone conversations, live speech and unrecorded classroom lectures. Personal communication is cited in-text, but not included in the reference list.	Associate Professor A. Ambrosetti (personal communication, December 5, 2022) outlined the key . . . *Note.* Do not use personal communication for quotes (APA, 2020, p. 260).	n/a n/a

	In-text citation examples	Model to follow in the reference list
RHD Students: See pp. 259-261 of the APA (7th ed.) Publication Manual for guidance on quoting research participants.		
Source referred to in a study guide: Secondary source *Warning:* Only use this type of referencing if the original cannot be found. Use secondary sources sparingly. **In-text citation** First cite the original source of the idea (primary source) and follow this with the source from which you read it (secondary source). **Reference list** Reference the author of the study guide. This might be CQUniversity or the unit coordinator. The title of the study guide is written as it appears on the front of the document. It might also include the term date.	Brown et al. (2021, as cited in Heidke, 2024) warn . . . . . . (Brown et al., 2021, as cited in Heidke, 2024).	Heidke, P. (2024). *NURS12165 evidence informed nursing practice: Study guide Term 1 2024*. CQU Moodle https://moodle.cqu.edu.au

Specialised Sources

	In-text citation examples	Model to follow in the reference list
An artistic work (e.g., painting, photograph) If you **have included** an image in your work (i.e., a copy of the image), you are required to number, title, cite and reference the image. Go to Section 2: Tables and figures and see Appendix K for assistance with citing figures. If you have **not** included the image in your work, but you had discussed the image, cite and reference the image as shown in the examples provided. **Reference list** • Where no author details have been provided, place the title of the work in the author/artist position (sentence case). See Example 2. • Insert square brackets after the title to list the type of artistic work e.g., photograph, sculpture, painting etc. See Example 3. • When there is no given title, provide a brief description of the work in square brackets in place of the title e.g., [A photograph of...]. See Example 4.	McCurry (1985) captures the . . . *Love is in the Air* (2003) depicts . . . Barak (1880) depicts the ceremony through vivid use of . . . Lorenzo (2018) captures the depersonalised plight of refugees living in difficult circumstances.	McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic. https://www.nationalgeographic.com/news/2016/10/afghan-girl-sharbat-gula-arrested/ *Love is in the air* [Image]. (2003). Hexagon Gallery. https://hexagongallery.com/catalog/artist/banksy/love-is-in-the-air/ Barak, W. (1880). *Ceremony with rainbow serpent* [Painting]. National Gallery of Victoria, Melbourne, Australia. https://www.ngv.vic.gov.au/explore/collection/work/1753/ Lorenzo, T. (2018). [Photograph of a Yemen woman stands in roofless house]. The Pulitzer Prizes. https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post

	In-text citation examples	Model to follow in the reference list
Audiobook Add the word Audiobook in square brackets after the book title. If the date of digitalisation was different from the recording date, give the date of the original recording in parentheses (round brackets) after the URL.	Starting a budget can seem overwhelming; however, the right tips can provide significant savings (Pape, 2018).	Pape, S. (2018). *The barefoot investor: The only money guide you'll ever need* [Audiobook]. Audible. https://www.audible. com.au/pd/The-Barefoot-InvestorAudiobook/B072JX1MH6?qid=1581399943&sr=1-1&pf_rd_p=771c6463-05d7-4981-1
Audio podcast episode A podcast is a digital source in the form of an audio or video file which can be download from the web. **In-text citation** For a quote of an audio or video podcast, provide the time at the start of the quotation e.g., 2:12. No time needed for paraphrasing. **Reference list** The host is the author. Year, month day. Provide the name of the program. Then identify the type of audio podcast episode in square brackets after the program title. Then provide program, followed by the site name and URL.	Therefore, "mitochondria are the so-called powerhouses of our cells" (Kruszelnicki, 2017, 0:48).	Kruszelnicki, K. (Host). (2017, November 21). Mitochondria: Fiery powerhouses [Audio podcast episode]. In *Great Moment in Science*. ABC Radio National. https://www.abc.net.au/radionational/programs/greatmomentsinscience/mitochondria-fiery-powerhouses/9158506

	In-text citation examples	Model to follow in the reference list
Blog	Singh (2019) suggests . . . . . . (Singh, 2019).	Singh, S. (2019, December 9). Help refugee students transition to tertiary ed and everyone wins. *Australian Association for Research in Education.* https://www.aare.edu.au/blog/?p=4978
Data cube Information in a data cube is likely to be updated regularly. Therefore, add a retrieval date. If there is a last updated date, use that year and a retrieval date. If there is no date, use n.d. and add a retrieval date. Include a version number in parentheses after the title if provided; add the words Data cube in square brackets after the title.	Department of Education (n.d.) . . . . . . (Department of Education, n.d.).	Department of Education. (n.d.). *Enrolment count by citizenship category* [Data cube]. uCube. Retrieved, October 20, 2023, from http://highereducationstatistics.education.gov.au/
Data set For data sets with a DOI, include the DOI. For data sets without a DOI, include the direct URL instead.	Walsh et al. (2012) demonstrate that . . . . . . (Walsh et al., 2012).	Walsh, K., Payne, A., Subedi, P., & Anderson, N. (2012). *Mango fruit on tree image collection* [Data set]. aCQUIRe. https://doi.org/10.4226/145/59c9b2448242c

	In-text citation examples	Model to follow in the reference list
Dictionary (hard copy - authors/editors)	The Gibson walking splint . . . (Harris et al., 2014).	Harris, P., Nagy, S., & Vardaxis, N. (Eds.). (2014). *Mosby's dictionary of medicine, nursing & health professions* (3rd ANZ ed.). Elsevier.
Dictionary entry (online) Use n.d. as the year of publication for work that is not archived and is continuously updated. Add a retrieval date instead. For multiple entries of the same author with no date, letter each entry: (n.d. -a) (n.d. -b).	Quinine is defined as . . . (McMillan Dictionary, n.d.).	McMillan Dictionary. (n.d.). Quinine. *In McMillan Dictionary*. Retrieved January 22, 2020, from https://www.macmillandictionary.com/dictionary/british/quinine
Encyclopaedia (hard copy - author/editor)	Stage actors require a broad range of skills to use in theatre (Williams, 2015).	Williams, S. (Ed.). (2015). *The Cambridge encyclopaedia of stage actors and acting.* Cambridge University Press.
Encyclopaedia entry (online - author/editor) Use updated date when provided. When no date is provided and the content is continuously changing, use a retrieval date and use n.d. for the date of publication as seen below. For multiple entries of the same author with no date, letter each entry: (n.d. -a) (n.d. -b). Use sentence case for the title of the entry i.e., capitalise the first letter of the title and the first letter of any proper nouns.	Mitchell (2023) highlights that … … (Mitchell, 2023).	Mitchell, C.W. (2023). Australian literature. In *Encyclopaedia Britannica Online.* Encyclopaedia Britannica. https://www.britannica.com/art/Australian-literature

	In-text citation examples	Model to follow in the reference list
Encyclopaedia entry (online – group author) When content is continuously changing, include a retrieval date. For multiple entries of the same author with no date, letter each entry: (n.d. -a) (n.d. -b).	Encyclopedia.com (n.d.) indicates that handwashing is a vital factor in avoiding the spread of infection.	Encyclopedia.com. (n.d.). Hand washing. In *Encyclopedia.com.* Retrieved April 14, 2020, from https://www.encyclopedia.com/media/educational-magazines/handwashing
Facebook post or page To reference a **Facebook update,** write status update in square brackets after the update title. This format can be used for other social media services: LinkedIn etc. To reference a **Facebook page,** write Facebook page in square brackets after the word timeline. Use n.d. for Facebook page date; however, add retrieval date.	Plans to automate essay scoring have not been implemented (ABC News, 2018). Gates (n.d.) explores the themes of female identity and . . .	ABC News. (2018, January 29). *Robot marking of NAPLAN tests scrapped* [Status update]. Facebook. https://www.facebook.com/abcnews.au/posts/10158046171864988 Gates, M. (n.d.). *Timeline* [Facebook page]. Facebook. Retrieved January 15, 2020, from https://www.facebook.com/melindagates/
Film or video	In the film *Ride It Like a Girl*, Griffiths (2019) celebrates diversity by . . . Key features of the teaching style include . . . (Blake Education, 2009).	Griffiths, R. (Director). (2019). *Ride it like a girl* [Film]. Transmission Films. Blake Education. (2009). *Go facts: Natural disasters* [DVD]. Teacher Superstore. https://www.teachersuperstore.

	In-text citation examples	Model to follow in the reference list
		com.au/go-facts-natural-disasters-dvd-video
Forum post (not Moodle) Also consider examples for blogs, X (formerly named Twitter) and Facebook post. When the username and real name are known, provide the real name followed by the username in square brackets. *Note.* Unit forums on Moodle should be cited as personal communication; see section University-provided electronic and multimedia study materials.	National Aeronautical and Space Administration (2020) offers an opportunity for anyone to discuss historical spaceflights.	National Aeronautical and Space Administration [nasa]. (2020, February 11). *Historical spaceflight: Missions that were, or will never be.* [Online forum post]. NASA Spaceflight. https://forum.nasaspaceflight.com/
Historical source on the web **Citation** When quoting, include the page number or paragraph number. **Reference list** When there is no given title, provide a brief description of the work in square brackets in place of the title. See second example. For religious work, ancient Greek or Roman work, see Chapter 10 of the APA Manual on the ALC e-reading list.	**Diary** Nightingale (1896) identified washing habits as . . . **Letter** Nightingale (1860) indicates the relationship between clean air and patient health.	Nightingale, F. (1896). *Children's watch: Victoria* [Diary]. British Library. https://www.bl.uk/learning/timeline/item106505.html Nightingale, F. (1860). [Letter from Florence Nightingale describing the benefits of clean air]. British Library. https://www.bl.uk/collection-items/letter-from-florence-nightingale-describing-the-benefits-of-clean-air

	In-text citation examples	Model to follow in the reference list
JBI Evidence summary JBI Evidence Summaries are referenced as a document on the web. For evidence summaries found in a journal, reference it as a journal article. **Reference list** URLs in a reference list should link directly to the text were possible. URLs are hyperlinked (blue, active and underlined). When the author is different from the site name, include the site name after the title and [Evidence summary].	Marin (2020) … . . . (Marin, 2020).	Marin, T. (2020, March 23). *Hand hygiene in hospitals: Alcohol-based solutions* [Evidence summary]. The Joanna Briggs Institute. https://jbi.global/sites/default/files/2020-03/0671%20Hand%20Hygiene%20in%20Hospitals_ES-2.pdf
JBI Recommended practice When the author and the site name are the same, omit the site name in the reference, as seen in example provided.	**First citation** . . . (Joanna Briggs Institute [JBI], 2020). **Subsequent citations** . . . (JBI, 2020).	Joanna Briggs Institute. (2020, March 5). *Basic hand hygiene: Health professionals* [Recommended practice]. https://jbi.global/sites/default/files/2020-03/8-RP%20%26%20ES%20Handwash%20-%202020.pdf

	In-text citation examples	Model to follow in the reference list
Map When you **have included a copy** of the map, go to Section 3 for guidance on how to title, cite and reference a figure: Also see Appendix K for citation templates. When you **have not included a copy** of the map, but you are just discussing its contents, cite and reference as per examples provided. When a map is continuously changing (e.g., Google Maps), it may not have a title, so include a description of the map in square brackets and include a retrieval date. See second example. *Note. When* including the image in text or in an appendix, see section on tables and figures about how to cite the image: See Appendix K.	**First citation** . . . (Department of Natural Resources and Mines [DNRME], 2019). **Subsequent citations** … (NRME, 2019). The duration between Brisbane and Sydney can vary from 10 hours 10 minutes to 14 hours 17 minutes, depending on the mode of transportation (google, n.d.).	Department of Natural Resources and Mines. (2019). *Queensland globe watercourse identification map* [Map]. https://qldglobe.information.qld.gov.au/qldglobe/public/watercourse-identification-map-2 Google. (n.d.). [Google Maps directions for transport from Brisbane to Sydney]. Retrieved February 12, 2020, from https://www.google.com/maps/@-27.4642284,153.0019474,12z
MIMS **In-text citation** For multiple entries of the same author with no date, letter each entry: (n.d. -a) (n.d. -b). **Reference list** Change three parts of the reference: 1. medication name 2. retrieval date 3. URL.	Keflex is . . . (MIMS Australia, n.d.).	MIMS Australia. (n.d.). Keflex. In *MIMS Online.* Retrieved February 3, 2020, from https://www.mimsonline.com.au/Search/AbbrPI.aspx?ModuleName=Product%20Info&searchKeyword=Keflex&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=8630001_2

	In-text citation examples	Model to follow in the reference list
Mobile App If you are not paraphrasing or quoting from the app, but just mentioning it in-text, you do not need to cite and reference it. Provide the software name and version. However, when paraphrasing or quoting from the app, cite and reference it.	**Not quoted or paraphrased** Data sets were analysed with IBM SPSS Statistics (Version 25). **Quoting or paraphrasing** Skyscape (2023) …	Skyscape. (2023). *Skyscape medical library* (Version 3.4.4) [Mobile app]. App Store. https://apps.apple.com/au/app/skyscape-medical-library/id818609413
Musical score **Reference list** For additional detail, use square brackets to indicate the score type (e.g., orchestral score).	The score by Bock (1964) . . .	Bock, J. (1964). *Fiddler on the roof* [Vocal score]. Warner Chappell.
Pamphlet or brochure **Reference list** Place the word pamphlet or brochure in square brackets after the title. When no date is provided, add n.d. for the date of publication.	**First citation** … (Joanna Briggs Institute [JBI], n.d.). **Subsequent citations** … (JBI, n.d.).	Joanna Briggs Institute. (n.d.). *Injections* [Pamphlet]. http://connect.jbiconnectplus.org/ViewPdf.aspx?0=13&1=9
Personal communication E.g., emails, text messages, online chats, direct messages, personal interviews (not research interviews), phone conversations, live speech and unrecorded classroom lectures. Personal communication is cited in-text, but not included in the reference list. For quoting research participants, see below.	Associate Professor A. Ambrosetti (personal communication, December 5, 2022) outlined the key . . . *Note.* Do not use personal communication for quotes (APA, 2020, p. 260).	n/a

	In-text citation examples	Model to follow in the reference list
RHD Students: See pp. 259-261 of the APA (7th ed.) Publication Manual for guidance on quoting research participants.		
PowerPoint (not in Moodle) If date of publication is not present on the slides, click the file tab to locate the date. When quoting, provide the slide number instead of the page number.	. . . (Queensland Department of Education, 2018). ". . ." (Queensland Department of Education, 2018, Slide 2).	Queensland Department of Education. (2018). *Infection control* [PowerPoint slides]. http://education.qld.gov.au/health/safety/hazards/infection.html
Radio transcript from a webpage If it is not evident from the title of the transcript, use square brackets to include a description of form [Podcast transcript], [Speech transcript], [Interview transcript] etc.	Psychiatrist, Dr Iain McGilchrist suggests that only 2% of neurons in each hemisphere of the brain cross (Malcolm, 2017).	Malcolm, L. (Host). (2017, November 26). *All in the mind: The divided brain* [Podcast transcript]. ABC Radio National. https://www.abc.net.au/radionational/programs/allinthemind/the-divided-brain/8895804
Shakespeare Provide the original publication date and the edited publication date. For play quotations, cite the act, scene and line.	. . . (Shakespeare, 1603/2018). Shakespeare (1603/2018) . . . ". . ." (Shakespeare, 1603/2018, 3.1.57).	Shakespeare, W. (2018). *Hamlet* (A. B. Braunmuller, Ed.). Penguin Classics. (Original work published 1603).
Software packages	. . . (Web of Science Group, 2020).	Web of Science Group. (2020). *EndNote* (Version X9) [Computer software]. http://endnote.com

	In-text citation examples	Model to follow in the reference list
Song It is not necessary to include how you listened to the song (e.g., streaming on Spotify, iTunes, Amazon Music, Pandora, Tidal, on CD). However, include a URL if it is the only location the song is available. If the song has no album, remove that part of the reference.	Australian lyricists, such as Odette, directly tackle issues relating to relationship dynamics. In her lyrics, Brighton (2018) reflects on . . .	Brighton, O. (2018). Take it to the heart [Song]. On *To a Stranger*. EMI Recorded Music Australia.
StatPearls The reference follows the same pattern as the UpToDate journal as seen on page 41.	Fernandez and Munir (2022). highlight the importance of … … (Fernandez & Munir, 2022).	Fernandez, J. V., & Munir, A. (2022). Anatomy, hand positioning. *StatPearls*. Retrieved August 25, 2022, from https://www.ncbi.nlm.nih.gov/books/NBK537117/
Tables and figures If you **have included a copy** of a table or figure (image, map, painting etc.) in your assignment, go to Section 3: Tables and figures for guidance on how to number, title, cite and reference a copy of a table or figure. If you **have not included a copy** of a table or figure, but you have discussed the contents of the table or figure, cite and refence it as seen in the example provided. See Section 3 for more instructions.	McCurry (1985) captures . . .	McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic. https://www.nationalgeographic.com/news/2016/10/afghan-girl-sharbat-gula-arrested/

	In-text citation examples	Model to follow in the reference list
TED talk When the TED talk comes from the TED website, identify the author as the speaker. Where possible, find the TED talk from the TED website. When the talk is only found on YouTube, see YouTube example.	Shareif (2019) outlines that national and global issues are as important as family or interpersonal issues.	Sharief, H. (2019, July). *How to use family dinner to teach politics* [Video]. TED Conferences. https://www.ted.com/talks/hajer_sharief_how_to_use_family_dinner_to_teach_politics
Television advertisement For YouTube videos, the person or organisation who uploaded the video is credited even if they did not create the work. When the author is different form the site name, include the site name before the URL.	. . . (Them Advertising, 2015).	Them Advertising. (2015, November 30). *Pope products: The better way to water* [Video]. YouTube. https://www.youtube.com/watch?v=dvlV8x05EZ4
Television episode or webisode In-text tip: Place the name of the episode in double quotation marks but the TV series name in italics when referring to them in the body of the text. If a broadcast transcript is available, reference sources as a television transcript. Transcripts from programs such as Australian Story are available online. See "television transcript" for referencing guidance.	The *Mystery Road* episode "The Truth" explores themes of . . . (McGregor & Perkins, 2018).	McGregor, S. (Writer), & Perkins, R. (Director). (2018, July 1). The truth (Season 1, Episode 6) [TV series episode]. In I. Sen, (Executive producer), *Mystery Road*. Bunya Productions & Golden Road Productions.

	In-text citation examples	Model to follow in the reference list
Television transcript	The Australian Story *Out of the Woods* reveals how Gregory Smith . . . (Gorman & Clark, 2019).	Gorman, V., & Clark, M. (Producers). (2019, December 12). *Australian story: Out of the woods* [Program transcript]. ABC. https://www.abc.net.au/austory/out-of-the-woods/11790238
Traditional Knowledge or Oral Traditions of Indigenous Peoples The way Oral Traditions or Oral Histories are cited and referenced depends on how the information has been recorded. If the information has been recorded through retrievable means (video, audio, transcripts, book etc.), cite the information as per source. Work with First Nations peoples to ensure the material is appropriate to publish (APA, 2020). **In-text citation** For non-retrievable information, cite as personal communication. Provide enough detail in-text to describe the content and context of the information. **Reference list** For non-retrievable information, no reference list entry is required. ***RHD Students****:* See pp. 259-261 of the APA (7th ed.) Publication Manual for guidance on quoting research participants.	We spoke with Jade Gould (The Butchulla people, lives on K'gari, Queensland, Australia, personal communication, January 2020) about traditional plant knowledge passed down to her by her mother. Jade described . . .	No reference list entry required.

	In-text citation examples	Model to follow in the reference list
Twitter *(Renamed X)* Give the "Tweeter's" name, if known, followed by their screen name in square brackets. If the "Tweeter's" name is not known, use their screen name instead. In this case, no square brackets are needed e.g., CQUniversity (2020, March 1).	Gillard (2019) acknowledges the . . .	Gillard, J. [@JuliaGillard]. (2019, December 9). *To everyone caught up in the terrible events on Whakaari Island - victims, family, friends, colleagues, and rescuers - my thoughts are with you* [Tweet]. Twitter. https://twitter.com/JuliaGillard?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor
Unpublished manuscript [Unpublished manuscript] [Manuscript in preparation] [Manuscript submitted for publication]	Clarkson (2023) indicates that there is a link between undergraduate grades and the mode in which academic literacy support is offered.	Clarkson, D. (2023). *Multi-modal learning matters to students from low socioeconomic backgrounds* [Manuscript in preparation]. School of Access Education, CQUniversity.
Wikipedia entry **In-text Citation** Use title case for the entry as seen in example. **Reference list** Use the topic title as author. Use sentence case for the topic.	"Needs Assessment" (2020) is . . . . . . ("Needs Assessment," 2020).	Needs assessment. (2020, January 13). In *Wikipedia*. https://psychology.wikia.org/wiki/Needs_assessment

	In-text citation examples	Model to follow in the reference list
YouTube or another streaming video platform Where possible, try to locate the video file from a reputable host site. See video podcast example. **Citation** When the speaker of a presentation is not listed as the author, the presenter's name can be included in the sentence: Smith identifies three key issues with family structures today (Clark, 2023). **Reference list** Credit the person who posted as the author. Provide the real name in the following format: Author, A. A., followed by the username inside parentheses (if available e.g., Fogarty, M. (Grammar Girl). Only include the username, without parentheses, if the person's real name is unavailable.	Emma Nehrenheim highlights that effective planning … (TED, 2023).	TED. (2023, July). *The powerful possibilities of recycling the world's batteries* [Video]. YouTube. https://www.ted.com/talks/emma_nehrenheim_the_powerful_possibilities_of_recycling_the_world_s_batteries Nursing Media CQU. (2019, June 3). *Nurse 2 (grumpy nurse)* [Video]. YouTube. https://www.youtube.com/watch?v=Kfw63dx9XWM

Appendices

Appendix A: What Do the Terms and Abbreviations Used in This Guide Mean?

Key terms	Explanation
Appendix	An appendix (single) or appendices (multiple) is placed after the reference list. Each appendix is on a new page. The word "Appendix" is in the centre and bold with an identifying capital letter e.g., **Appendix A**. Each appendix is placed in order that they appear in the text. When referring to information contained in an Appendix, write a sentence clearly stating where that information can be found. Example: The survey used can be found in Appendix A. You can also use referencing brackets (parentheses) to direct the reader to the information (see Appendix A). For guidance on how to refer to a table placed in an appendix, see Section 2: How to use tables and figures.
Author	The person, group or organisation that created the source. There may be single or multiple authors; or single or multiple editors; or organisations may be credited as authors rather than specific individuals. If the source has no designated author, you may use the title in place of the author.
Bibliography	A complete list of all sources consulted when preparing a piece of work, whether cited in-text or not. It records the full publication details of each source in the same way as for a reference list. Use a bibliography only if specifically requested to do so.
Copy or reproduce	Inserting an image, figure or table from a source into your own work without modifying it in any way. If you reproduce a table or figure within your work, you should label appropriately. See section on tables and figures and Appendix K.
Ebook (ebook)	An ebook is an electronic version of a hard copy book that can be downloaded. However, printed copies may not exist, and the ebook may be the only version of the text. You may find a complete book or chapters of the ebook. Some of these are free, but others must be bought from publishers or suppliers.
In-text citation or in-text referencing	This is an acknowledgement of any paraphrased or quoted information used within an assignment. It is a record of the author, date of publication and sometimes page number of any sources used. Use surnames for in-text citations (no initials). The position of the in-text citation varies depending on whether you use author

Key terms	Explanation
	prominent or information prominent citations. An essay with few or no citations will be a cause of concern, and it may indicate plagiarism or limited research. See Section 2.
Journal article	Journals are collections of articles that are published on a regular basis to report current research within a discipline. Journals are sometimes referred to as magazines, periodicals or serials.
Paraphrase	Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text citation to show that the material comes from another source. "Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one …[to] help interested readers locate the relevant passage within a long or complex work" (APA, 2020, p. 269). Check with your lecturer for their preference around the inclusion of page numbers when paraphrasing and summarising.
Quotation	A direct quotation is the exact reproduction of someone's words. A quote is marked with double quotation marks or other special formatting. It requires a citation. See Section 2: How to use direct quotes.
Reference list	The complete list of all sources paraphrased or quoted used in your work. The reference list appears at the end of your work. It records the full publication details of each source, and it is arranged in alphabetical order. Every in-text citation should appear in the reference list, and every item in the reference list should be mentioned at least once in the assignment. Additionally, the citations that appear in the text must have the same spellings and dates as the ones in the reference list. See Appendix H for a checklist.
Source	The place where the information was found. Source type refers to whether the source is a book, article, webpage etc. and whether it is a hard copy or electronic. Referencing rules differ for each source type.
Summary	A brief account of another person's ideas or research in your own words. A summary of a work or section of a work, or a general reference to someone's work or ideas, requires a citation.
URL	This is the abbreviation for Uniform Resource Locator (URL). It also known as the web address. The URL should link directly to the text were possible. URLs are hyperlinked (blue, active and underlined). A very long URL can be shortened using a URL shortening service. Ensure that it links directly to the correct location.

Appendix B: Symbols and Their Use

Symbol	Use in citations and references
& (Ampersand) The ampersand is used to abbreviate "and" between authors' names in information prominent citations and in the reference list. However, use the word *"and"* when providing an author prominent in-text citation with two or more authors. *Note.* See Appendix I for citing multiple authors and Appendix J for referencing multiple authors.	**Citations** . . . (Smith & Jones, 2025). Smith and Jones (2025) define equality as … **Reference** Smith, N., & Jones, B. (2025). *Title: Subtitle.* Publisher.
( ) (Round brackets: parentheses) Round brackets, known as parentheses, come in pairs and contain material that help clarify a point, but often indicate the information within is less important than surrounding information.	Parentheses are used to enclose a citation. The use of parentheses (a word or phrase inserted) for other purposes should be avoided in academic writing. Use wording to show the value of a piece of text rather than using parentheses. If something is not important enough to include in the main text, consider leaving it out completely.
[ ] (Square brackets in a citation) **Example 1:** For information prominent citations, use square brackets within parentheses when adding an acronym or initialisms to your writing for the first time. **Example 2:** Use square brackets when adding extra words to quotations that help the reader to understand the meaning. This is useful when you need to fit a quotation into your own sentence correctly. When editing quotations, avoid changing the quotation's meaning. **Example 3:** Square brackets are also used with sic to indicate that a spelling error was present in the original text.	**Example 1** Children require … (World Health Organization [WHO], 2025). **Example 2** In fact, Cobras (2023) asserts that listening "is the fundamental skill upon which all conflict resolution depends . . . [and play a key role] in guiding positive outcomes between two or more parties" (p. 124). **Example 3** In the report, "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2023, p. 55).

Symbol	Use in citations and references
[ ] (Square brackets in a reference list) Square brackets are sometimes placed after a title to indicate the type of resource it is when it sits outside the typical academic peer-reviewed literature (e.g., Evidence summary, Audio podcast, Tweet) See Section 5 for individual resources.	**Reference example** Kruszelnicki, K. (Host). (2017, November 21). Mitochondria: Fiery powerhouses [Audio podcast episode]. In *Great Moment in Science*. ABC Radio National. https://www.abc.net.au/radionational/programs/greatmomentsinscience/mitochondria-fiery-powerhouses/9158506 **Examples include** Audiobook Audio podcase episode Blog Brochure ca. Computer software Conference session Doctoral dissertation, Name of Institution Awarding the Degree Evidence summary Facebook page Fact sheet Film Interview transcript Legal case number of proceedings Lecture notes Manuscript in preparation Manuscript submitted for publication Master's thesis, Name of Institution Awarding the Degree Mobile app Online forum post Painting Pamphlet Paper presentation. Photograph Podcast transcript Poster presentation PowerPoint slides Press release Recommended practice Sculpture Speech transcript Status update Symposium TV Series episode Tweet Unpublished doctoral dissertation Unpublished manuscript Unpublished master's thesis Video Video file Video podcase Vocal score/ Orchestral score

Appendix C: Acronyms and Their Use

Acronyms	Examples
Acronyms are words formed from the first letter of each word in a long name. These can then be said as a word. You must not create an acronym of your own. Use the existing ones that are recognised, for example, Technical and Further Education (TAFE) or Queensland and Northern Territory Aerial Services Ltd (QANTAS). ***In-text citation*** The first time you include a name that you want to shorten to an acronym or initialism, type the name in full and then type the acronym or initialism in parentheses after it. After that, the acronym may replace the full name or phrase. Always use the full name or phrase in the abstract section of your document. **Reference list** Do not include the acronym or initialism after the organisation name within a reference unless it is part of the official name.	**An author prominent in-text citation (i.e., citation at the start of a sentence)** **First time** The World Health Organization (WHO, 2024) defines physical activity as … **Subsequent times** WHO (2024) indicates that … **An information prominent in-text citation (i.e., citation at the end of a sentence)** **First time** Older adults … (World Health Organization [WHO], 2024). **Subsequent times** Physical activity provides … (WHO, 2024). **Reference list example** World Health Organization. (2024, June 26). *Physical activity*. https://www.who.int/news-room/fact-sheets/detail/physical-activity *Note.* Do not change the spelling of the author.

Appendix D: Initialisms and Their Use

Initialisms	Examples
Initialisms are a series of capital letters made up of the initial letters of a series of words. Initialisms cannot be said as a word; for example: USA (initialism for United States of America) or NLA (initialism for National Library of Australia) The first time an initialism is used, give the full name or phrase followed by the initialism in parentheses. After that, the initialism may be used in place of the full name or phrase. Always use the full name or phrase in the abstract in your assignment.	In academic writing, initialisms are introduced in the same way as acronyms. **An author prominent in-text citation** The Australian Bureau of Statistics (ABS, 2019) defines disability as a restriction to daily activities which last for at least six months or more. **An information prominent in-text citation** . . . (Australian Bureau of Statistics [ABS], 2019). **Reference example** Australian Bureau of Statistics. (2019, October 24). *Disability, ageing and carers, Australia: Summary of findings*. https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/latest-release
DOI (Digital Object Identifier) Many journal articles and online documents are assigned a DOI. It is a unique string of letters and numbers that identifies a document. All DOIs begin with the number 10 and can often be found on the first page of a journal article, or in the database information. If a DOI is provided, it should be included at the end of the reference. DOIs should be in the https://doi.org/10.xxxx/x format even if it is presented as doi:10.xxxx/xxxx. DOIs are hyperlinked (active, blue font and underlined).	Zhou, M., Ramírez, A. S., Chittamuru, D., Schillinger, D., & Ha, S. (2023). Testing the effectiveness of narrative messages using critical health communication. *Journal of Communication in Healthcare*, *16*(2), 139–146. https://doi.org/10.1080/17538068.2023.2189363

Initialisms	Examples
n.d. (no date) Used when no publication year is found. Look carefully for publication dates as they can be hard to find on web sites. You may find the date by checking for a copyright link.	**Citation** Lansdown (n.d.) found that ". . ." (p. 13). **Reference** Lansdown, M. (n.d.). *Bridging courses.* CQUniversity.
p. (single page) **Quotation** Page numbers are required when directly quoting. If the page number is not available, use a paragraph number. When there are no paragraph numbers, provide the closest heading as well as the number of paragraphs following it. For examples, see section below on the use of paragraph numbers. **Paraphrasing** Page numbers are not required for paraphrasing unless otherwise specified by your lecturer.	**Citation: Quotation** Priest (2025) indicates that "20% of . . ." (p. 4). Research suggests that ". . ." (Priest, 2025, p. 4). **Citation: Paraphrase** Priest (2025) outlines that . . . . . . (Priest, 2025).

Initialisms	Examples
pp. (multiple pages) **In-text citation** Use pp. when referring to a quote or data from multiple pages. Use a comma between numbers for pages that are not in sequence. **Reference list** The use of p. and pp. is not required when referring to whole books, journal articles or webpages. However, pp. may be used when referring to a chapter in a book. See "Chapter in an edited book".	**Citation: Quotation** ". . ." (Llias, 2025, pp. 511–512). ". . ." (Owen, 2025, pp. 1, 4 & 6). **Reference list examples** **Journal** Spreen, T. L., & Gerrish, E. (2022). Taxes and tax-exempt bonds: A literature review. *Journal of Economic Surveys*, *36*(4), 767–808. https://doi.org/10.1111/joes.12464 **Chapter in an edited book** Grehan, M. (2021). Visioning the future by knowing the past. In J. Daly, S. & D. Jackson (Eds.), *Contexts of nursing: An introduction* (6th ed., pp. 23–41). Elsevier.
reg or **regs (regulation or regulations)** To aid your reader to locate the specific information that you cited, you should provide the unit or division.	In the text of your work, you should write: The Copyright Regulations (2017, regs 18–19) indicate . . . If it is at the beginning of the sentence, you should write: Regulation 18 of the Copyright Regulations (2017) . . .
§ or §§ (section or sections in legal documents) To help your reader locate the specific section or subsection that your information comes from, you should give a pinpoint reference to the relevant section or subsection.	In the text of your work, you should write: The Civil Proceedings Act (2011, § 7) outlines . . . Unless it is at the beginning of the sentence, for example: Section 7 of the Civil Proceedings Act (2011) outlines . . .

Appendix E: Abbreviations and Their Use

An abbreviation is a shortened form of a word. Words can be shortened in a number of ways, including omitting parts of the interior of the word, or cutting off the end of a word. If the end of the word is removed to create an abbreviation, then a full stop is added. If the interior of the word is removed, leaving the last letter; no full stop is needed. Here are examples.

Abbreviations in references	Examples
cat. no. (catalogue number) A catalogue number is used to identify an item in a record. It is used for tracking purposes.	Australian Bureau of Statistics. (2020, December 11). *ABS corporate plan, 2020-2021* (cat. no. 1005.0). https://www.abs.gov.au/AUSSTATS/abs@.nsf/productsbyCatalogue/ED09CF8070B516CCCA25863B00040961?OpenDocument
ca. (circa) From Latin meaning 'around' or 'about'. Used when we can only approximate the publishing date. Square brackets are placed around the approximate date instead of parentheses. This approximation may be made by looking at the latest entry in the reference list of the source.	**Citation** … (Aristotle, ca. 350 B.C.E./1994). Aristotle (ca. 350 B.C.E./1994) . . . **Reference example** Aristotle. (1994). *Politics*. (B. Jowett, Trans.). The Internet Classics Archive. http://classics.mit.edu/Aristotle/politics.html (Original work published ca. 3500 B.C.E.)
Comp. (compiler) The person who assembles a training or educational package is called a compiler.	Use the same format as for an edited book but use (comp.) instead of (Ed.).

Abbreviations in references	Examples
e (eLocator or article number) If a journal article does not provide a page range, use an eLocator or article number.	Sands, M., & Aunger, R. (2020). Determinants of hand hygiene compliance among nurses in US hospitals: A formative research study. *PLOS ONE, 15*(4), Article e0230573. https://doi.org/10.1371/journal.pone.0230573
Ed. or Eds. (editor or editors) One editor: (Ed.) More than one editor (Eds.) *Note.* When referring to one chapter in an edited work, reference the chapter as a "Chapter in an edited book". See Section 3. Do not use Ed. for in-text citations.	**Citation** Berman et al. (2021) outline that the skills of clinical nursing are … **Reference list example** Berman, A. S., Snyder, S., Levett-Jones, T., & Burton, T., Harvey, N. (Eds.). (2021). *Skills in clinical nursing* (2nd ed.). Pearson Australia.
ed. (edition) When books are revised and issued a second or third time (or more), publishers show the difference between versions by indicating the edition. This is necessary as the editions differ from one another as each version has different information.	Wilson, J. (2019). *Infection control in clinical practice* (3rd ed.). Elsevier Health Sciences.
Journal titles These may be abbreviated in catalogues when they are very long and sometimes an initialism is used. It is recommended that you locate and use the full name of the journal in your reference list. See also information about initialisms above.	BMJ or Br Med J *British Medical Journal*

Abbreviations in references	Examples
para. (paragraph number) If the page number is not available, use a paragraph number. When there is no paragraph number, provide the closest heading as well as the number of paragraphs following it. • Short headings remain the same + paragraph number • Long headings are shortened and placed in double quotation marks + paragraph number.	**Quotation of information without page numbers.** **Paragraph number** "State and federal approaches to disaster management are failing, as there are inadequate laws and policies to fund government agencies and compensate victims" (Sydney Environment Institute, 2020, para. 1.). **Short headings remain the same + paragraph number** Data indicates that "one in four people in Australia (26%) were born overseas" (Australian Bureau of Statistics [ABS], 2016, The population of Australia is 24.4 million, para. 4). **Long headings are shortened + paragraph number** The 2016 census revealed that "more than one in five Australians (21%) spoke a language besides English at home" (ABS, 2016, "More than one in five," para. 1). (**Original heading**: "More than one in five of us speak a language other than English at home")

Abbreviations in references	Examples
Vol. or **Vols. (volume or volumes)** Book: Sometimes books are one part of a set or series. Each book in the set or series is labelled a volume. Journals: Journals publish a set number of volumes each year, so volume numbers are used to identify in which volume an article appears. However, do not include the words "Vol." or "Vols." when referencing journals. Place the journal volume number in italics after the journal title. If the journal does not use volume numbers but gives the season or the month, include the season or the month after the publication year.	**Book** Auer, M. E., Pester, A., & May, D. (2022). *Learning with technologies and technologies in learning: Experience, trends and challenges in higher education* (Vol. 456). Springer International Publishing. **Journal** Spreen, T. L., & Gerrish, E. (2022). Taxes and tax-exempt bonds: A literature review. *Journal of Economic Surveys, 36*(4), 767–808. https://doi.org/10.1111/joes.12464 Webber, M. (2024, November). Narrabri farming family joins the biodiversity project. *Australian Landcare*, 12–15. https://landcareaustralia.org.au/wp-content/uploads/2024/11/FA-Landcare-in-Focus-Magazine.pdf

Appendix F: Latin Words and Their Use as Abbreviations

Latin words and their abbreviations. Are used in academic writing at times but they should be kept to a minimum and used inside parentheses. Below are examples of Latin words (or their abbreviations), used inside parentheses when citing in text or in the reference list.

Latin words	Example in citation or reference list
et al. abbreviation for "et alia" meaning "and others" When a work has three or more authors, only use the surname of the first author, followed by et al. There should always be a full stop after "et al." as the end of the word has been removed to create an abbreviation.	**In-text citation** . . . (Schönhärl et al., 2023). **Reference example** Schönhärl, K., Hürlimann, G., & Rohde, D. (Eds.). (2023). *Histories of tax evasion, avoidance and resistance* (1st ed.). Taylor & Francis.
Sic means 'thus' or 'so' Used in a quotation, in italics and in square brackets. It indicates that the word directly before it is an error that appeared in the original text. This is to preserve the authenticity of the quotation. This error may be an incorrect spelling, punctuation or grammar. *Note.* The square brackets are not italicised.	In the report, "the building inspector estimated that there [*sic*] house was a fire hazard" (Wilson, 2023, p. 55).
Circa means 'around' or 'about' It is abbreviated to ca. Used when an approximate publishing date is available. Place square brackets around the approximate date instead of parentheses. This approximation may be made by looking at the latest entry in the reference list of the source you are using.	Aristotle. (1994). *Politics*. (B. Jowett, Trans.). The Internet Classics Archive. http://classics.mit.edu/Aristotle/politics.html (Original work published ca. 3500 B.C.E.)

Appendix G: Referencing a Journal Article With or Without a DOI

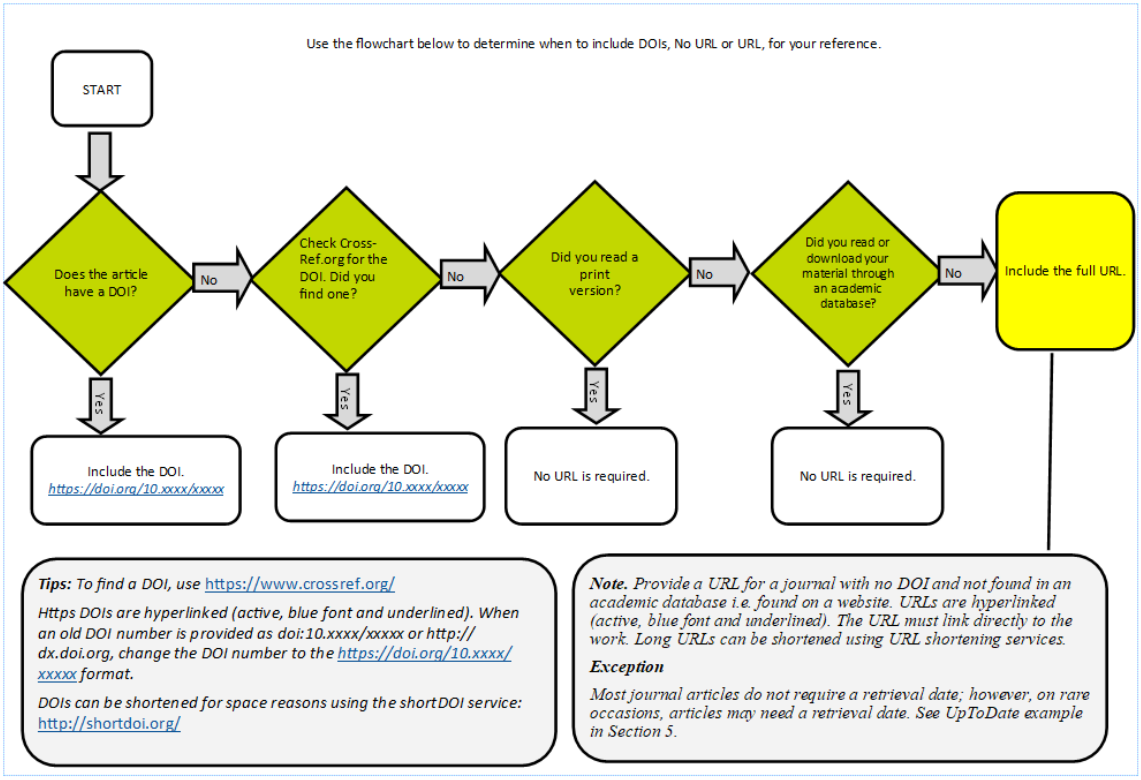
When referencing a journal article, it can be difficult to know what information to include to form a complete reference. Use the Figure 4 flow chart below to clarify whether to include a DOI, no URL or a URL at the end of the reference.

Note 1. If a journal article does not have a DOI number, no URL is needed if it is found in an academic database. Examples of academic databases: APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCOhost, Google Scholar, JSTOR (excluding primary source collections), MEDLINE, Nexis Uni, Ovid, ProQuest), PubMed, ScienceDirect, Scopus and Web of Science etc.

Note 2. Most journal articles do not require a retrieval date; however, on rare occasions, articles may need a retrieval date if they are retrieved from databases where articles are periodically updated. These articles/journals often have editors. See UpToDate example in Section 5.

Figure 4

DOI Flow Chart for Journal Articles



Note. A flow chart to help students reference a journal article.

Appendix H: Check Your Reference List

Check	Key point
	The reference list begins on a new page. It should be the last page of your assignment; however, the appendices go after the reference list.
	Margins are set at least 2.54 cm top and bottom and left and right.
	Font style and size is same as for the rest of the assignment: Times New Roman 12 pt.
	Line spacing in the reference list is double line.
	The title is **References** and it is in bold, centred, and has the same font style and size as the document.
	The reference list is aligned with the left margin.
	All lines after the first line of each entry should be indented half an inch (1.27cm) from the left margin. This is called a hanging indentation.
	A blank line space is **not** used after each reference.
	Numbers, letters and bullet points are not used to indicate new references.
	The reference list is arranged in alphabetical order according to the first author's surname (family name). The surname must be written in full and initials are used to represent given names.
	References by the same author in different years should be ordered by year. Place the oldest work first.
	References which have the same author and same year of publication are listed alphabetically according to the title of the book/article, and a lower-case letter is added to the date: Example - Education Queensland. (2023a). Education Queensland. (2023b). Add a letter to both the reference and the in-text citation.
	If there is no author or authoring body (institution, corporation or other organisation), the reference is listed alphabetically according to the title of the article. If a source is authored by an organisation rather than an individual, it is listed alphabetically according to the organisation's name. For example: Education Queensland.
	URLs are hyperlinked (active, blue font and underlined).
	Cut and paste URLs to avoid transcript errors. Do not change the URL. If the URL is very long, it is acceptable to shorten a URL using URL shortening services. Ensure that it links directly to the correct location.
	Any reference that starts with a number precedes the alphabetical listing and is listed numerically, for example, 3D Networks. (2022). *Delivering on . . .* will appear before Anderson, J. (2023) . . .
	Every in-text citation appears in the reference list, and every item in the reference list is to be mentioned at least once in the assignment. Additionally, the citations that appear in the assignment itself must have the same spelling and dates as the ones in the reference list. Do not change the spelling. **Exception**: Personal communication may be included in-text; however, it does not need to be included in the reference list.

Appendix I: Quick Guide for Citing Multiple Authors

Type of Citation	**Author prominent citation** (i.e., at the start of the sentence)	**Information prominent citation** (i.e., at the end of the sentence)
One work by one author	Luna (2025) . . .	. . . (Luna, 2025).
One work by two authors	Walker and Allen (2024) . . .	. . . (Walker & Allen, 2024).
One work by three or more authors	Wiskunde et al. (2025) . . .	. . . (Wiskunde et al., 2025).
Use of page numbers for quotes	Smith (2024) ". . ." (p. 5).	". . ." (Smith, 2024, p. 5).
Secondary resource	Yan (2019, as cited in Lin, 2025)	. . . (Yan, 2019, as cited in Lin, 2025).
Two sources for one citation	Clark (2024) and Hent (2025) . . .	. . . (Clark, 2024; Hent, 2025).
No date	Smith (n.d.) . . .	. . . (Smith, n.d.).
Group author		
Group author (no acronym)	CQUniversity (2025) . . .	. . . (CQUniversity, 2025).
Group author (with acronym)	**First citation** World Wildlife Fund (WWF, 2025) **Subsequent citations** WWF (2025) . . .	**First citation** . . . (World Wildlife Fund [WWF], 2025). **Subsequent citations** . . . (WWF, 2025).
• Write the whole group name only once in-text. Include an abbreviation directly after the group name. For subsequent citations only use the abbreviation. See examples above. • Do not create your own abbreviations. Only use recognised abbreviations.		

Note. How to cite multiple authors in-text. Adapted from *Publication Manual of the American Psychological Association* (7th ed., p. 266), by American Psychological Association, 2020, Author.

Appendix J: Quick Guide for Referencing Multiple Authors

Number of authors	**Reference List**
One author	Walk, B. (2025).
For 2 to 20 authors, include all surnames and initials. Use a comma and an ampersand symbol (&) before the last author.	Walker, A. E., & Li, S. (2025).
When there are 21 or more authors, provide the first 19 authors followed by ellipsis and the final author. No ampersand is required.	West, B., Anderson, M., Yaylor, P., Wang, L., Singh, P., Garcia, L., Moore, U., Santos, E., Tanaka, S., Zhang, I., Lee, P., Yang, R., Kumar, B., Xu, A., Martinez, R., Wilson, V., Kim, L. J., Clark, G., Teller, E., . . . Bunt, A. (2025).
Authoring body (no acronym or initialisation is required for the reference list).	**Correct**: National Institute of Mental Health. (2025). **Incorrect**: National Institute of Mental Health (NIMH). (2025). *Note*. Do not change the spelling of the author.
Use an ampersand (&) to separate two corporate authors.	American Psychological Association & National Institute of Health. (2024).

Appendix K: Citing and Referencing Figures and Tables

When including a figure (image or graph) or a table into an assignment, provide source details below the figure or table. Use the templates below to assist you. The source details should also be included in the reference list. For more details on how to label your tables and figures see Section 2: How to use tables, figures and images.

Caption templates and examples for tables and figures

- Identify which type of **source** you took your figure or table from
- Choose the correct **template** (journal article, book, book chapter and webpage). If the table or figure has not been adapted, use the word *from*. If the table or figure has been adapted, use the phrase *adapted from*.
- The **examples** below simply demonstrate how to use the template.
- The **reference list example** indicates how to reference the figure or table in a reference list.

Source type	Templates and examples
Journal article, magazine, newspaper or blog	
Template	From [or Adapted from] "Title of Article," by A. N. Author and C. O. Author, year, *Title of Journal, Volume*(issue), p. xx (https://doi.org/10.xxxx/xxxx).
Example	From "Social Media: A Contextual Framework to Guide Research and Practice," by L. A. McFarland and R. E. Ployhart, 2015, *Journal of Applied Psychology, 100*(6), p. 1656 (https://doi.org/10.1037/a0039244).
Reference list example	McFarland, L. A., & Ployhart, R. E. (2015). Social media: A contextual framework to guide research and practice. *Journal of Applied Psychology, 100*(6), 1653–1677. https://doi.org/10.1037/a0039244
Book	
Template	From [or Adapted from] *Title of Book* (any edition or volume information, p. xxx), by A. N. Author and C. O. Author, year, Publisher (https://doi.org/10.xxxx/xxxx).
Example	Adapted from *Managing Therapy-Interfering Behavior: Strategies From Dialectical Behavior Therapy* (p. 172), by A. L. Chapman and M. Z. Rosenthal, 2016, American Psychological Association (http://dx.doi.org/10.1037/14752-001).
Reference list example	Chapman, A. L., & Rosenthal, M. Z. (2016). *Managing therapy-interfering behavior: Strategies from dialectical behavior therapy.* American Psychological Association. http://dx.doi.org/10.1037/14752-001

Source type	Templates and examples
Edited book chapter	
Template	From [or Adapted from] "Title of Chapter," by A. N. Author and C. O. Author, in A. N. Editor (Ed.), *Title of Book* (any edition or volume information, p. xxx), year, Publisher. *Note. Provide a DOI in parentheses if available as per example above.*
Example	From "The Cortex: Regulation of Sensory and Emotional Experience," by D. Christian, in N. Hass-Cohen and R. Carr (Eds.), *Art Therapy and Clinical Neuroscience* (p. 63), 2008, Jessica Kingsley.
Reference list example	Christian, D. (2008). The cortex: Regulation of sensory and emotional experience. In N. Hass-Cohen & R. Carr (Eds.), *Art therapy and clinical neuroscience* (pp. 62–75). Jessica Kingsley.
Webpage or standalone document on the web	
Template	From [or Adapted from/Data in column 1 are from] *Title of Web Document*, by A. N. Author and C. O. Author, year (https://xxxxxxxx).
Example	From *Nutrition, Physical Activity and Obesity: Data, Trends and Maps*, by Centers for Disease Control and Prevention, 2015 (https://www.cdc.gov/nccdphp/dnpao/data-trends-maps/).
Reference list example	Centers for Disease Control and Prevention. (2015). *Nutrition, physical activity and obesity: Data, trends and maps.* https://www.cdc.gov/nccdphp/dnpao/data-trends-maps/

Note. Table with templates, copyright examples and reference entries for figures and tables reproduced from journal articles, books, book chapters and webpage. Adapted from *Publication manual of the American Psychological Association* (7th ed., p. 391), by American Psychological Association, 2020 (https://doi.org/10.1037/0000165-000).

Note to academics and RHD Students. Please be aware that an extended copyright caption for tables and figures will be required for academic publishing (APA, 2020, p. 391).

Index

Abbreviations **90**

Academic Integrity **30**
Have I plagiarised? *30*
Steps for Avoiding Plagiarism *31*
Use of Generative AI *32*

Acronyms **86**

Appendices **82**

Books (Hard copy) **20, 36**
Chapter in an edited book *21, 41*
Edited book *41*
Editions *40*
Multiple sources for one idea *40*
Multiple works same author, published in different years *37*
Multiple works same author, same year ... *38*
No author but an authoring body *39*
No date can be established *40*
One author *36*
One issue or volume in an edited series ... *41*
One volume of multi-volume work *41*
Source within a source:Secondary source *39*
Two authors *36*
Two primary sources within the one secondary source *40*
Works by different authors with the same family name and same year *38*

Conference papers **52**
Conference sessions and presentations *52*

Diagnostic and Statistical Manual of Mental Disorders **43**

Dissertation or master's thesis **53**
Unpublished thesis *53*

Ebooks **20, 21**
Ebook available on the web *42*
Ebook available via ACQUIRE *43*
Ebook chapter available on the web *42*

Generative AI **32**
Ethical Use of Generative AI *32*
Ethical Use of Generative AI Flowchart .. *33*
Referencing Generative AI Using APA Style *34*

Government documents found online **56**
Australian Bureau of Statistics data cube *57*
Australian Bureau of Statistics data set ... *58*
Australian Bureau of Statistics webpage . *57*
Fact sheet *58*
Press releases *58*
Same author, same year *59*
Standalone document *56*
Webpage *56*

Initialisms **87**

Journals and magazines **44**
eLocator or article number *91*
Hard copy journal without a DOI *46*
Hard copy with no volume or issue number *46*
Journal article with a DOI *22, 44*
Journal article without a DOI *23, 45*
Online magazine *47*

Key terms **82**

Latin words **94**

Legal documents **60**
Coroner's report *63*
Hansard *63*
Legal case *24, 61*
Legislation (Act, Bill, Regulation) *60*
Standards *62*

Multiple authors **98**
Citing *97*
Referencing *98*

News articles 48
Hard copy 48
Online news website 48
Online newspaper 48

Page numbers
Article number 91
Book chapter 21
eLocator 91
Journal article 22
Long quotes 12
Paraphrasing 7
Quote for multiple pages 89
Quote for single page 88
Short quotes 11

Paraphrasing 6
Rules 7
Steps 6

Quick Guide
Check your reference list 96
Citing and referencing figures and tables 99
Citing multiple authors 97
Referencing multiple authors 98

Quotations 10
Long 12
Page numbers 88
Paragraph numbers 88
Short 11
Steps 10

Reference list 19, 96
Authors' names 27
Books 20
Captialisation and italics 27
Document on the web 25
Journal article without a DOI 23
Journal articles with a DOI 22
Legal case 24
Long URL 26
Publication details 26
Webpage 25

Reports 50
Government, with individual authors 51
Hard copy 50
Online Government, with corporate author 51
Online with individual authors 50

Specialised sources 67
Artistic work 67
Audio podcast episode 68
Audiobook 68
Blog 69
Book review 50
Brochure 75
Data cube 69
Data set 69
Dictionary (Hard copy) 70
Dictionary (online) 70
Encyclopaedia (Hard copy - author/editor) 70
Encyclopaedia (Online) 70, 71
Facebook post or page 71
Film or movie 71
Forum post (not Moodle) 72
Historical source on the web 72
Images 67
JBI Evidence summary 73
JBI Recommended practice 73
Map 74
Musical score 75
Painting 67
Pamphlet 75
Photographs 67
PowerPoint (not in Moodle) 76
Radio transcript from a webpage 76
Shakespeare 76
Software packages 76
Song 77
Tables and figures 77
TED talk 78
Television advertisement 78
Television episode or webisode 78
Television transcript 79

Traditional Knowledge or Oral Traditions of Indigenous Peoples *79*
Twitter *80*
Unpublished manuscript *80*
Wiki *80*
YouTube—with creator's name *81*

Styles of citation in-text **7**
Author prominent *7*
Information prominent *7*
Multiple sources for one idea *8*
Quick guide to citing multiple authors *97*

Summarising **8**
Rules *9*
Steps *8*

Symbols **84**

Symposium contribution **53**

Systematic review **46**
Cochrane Database of Systematic Reviews *46*
JBI Database of Systematic Reviews and Implementation Reports *47*
JBI Evidence Synthesis *47*

Tables and figures **15**
Citing and referencing *99*
Figures *17, 18*
Photograph *67*
Tables *15, 16*

Turnitin **30**

University-provided electronic and multimedia study materials **64**
Discussion board message posted to Moodle *65*
Echo360 presentation or video on Moodle *65*
Lecture notes available on CQUniversity e-Units (Moodle) *64*
Personal communication *65, 75*
PowerPoint presentation on Moodle *64*
Source in study guide
Secondary source 66
Unit notes on Moodle *64*

Webpage or standalone document **25, 54**
Document on the web *54*
No date *55*
Page numbers *55*
Paragraph numbers *55*