

An Abridged Guide  
to the

**Vancouver  
Referencing Style**

School of Access Education

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## How to use this guide

This guide introduces the intricacies of referencing using the CQUniversity's abridged version of Vancouver style. **Part A Sections 1 to 4** offers explanations of terms and concepts that are vital for the development of your knowledge so you can become proficient at referencing.

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

### ***Finding information quickly***

1. Use the **Table of Contents** (pp iii,iv) to locate concepts of referencing and referencing examples.
2. Use the **Index** (pp 85,86) to refer to specific examples.
2. Apply **Ctrl + F** to find the relevant resource quickly.

There are subtle variations on the Vancouver style of referencing, so it is essential that you use the CQUniversity's abridged guide *Vancouver Referencing Style*.

### ***What is the purpose of this booklet?***

When writing a university assignment, there are certain referencing rules you need to follow. This booklet will explain what referencing is and how to reference using the CQUniversity Vancouver referencing style. There are other referencing styles (American Psychological Association, Turabian, and Harvard) so before you use this booklet, check your unit profile to make sure you need to use Vancouver referencing style in your assignment.

### ***What is referencing?***

There are different 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 resources 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 resources 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 research using a range of different source types (e.g., websites, 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 reference the source.

Referencing will help you:

- 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
- 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, brochures, pamphlets, newsletters
- **electronic sources** e.g., websites, videos, blogs, film clips, audio files, Moodle notes and readings
- **other sources** e.g., phone conversations, interviews
- **visuals** e.g., images, figures, tables.

### ***Five key steps to referencing***

#### **While researching and drafting**

**Step 1.** Decide which type of source you want to use, e.g., book, website, journal.

**Step 2.** Record the relevant source details, e.g., author, date, title, publisher, URL etc.

#### **In your assignment**

**Step 3.** Use the notes you have made from the sources you read to create sentences and paragraphs to provide evidence or examples that support your ideas.

**Step 4.** In text, use a sequential superscript numbered system **inserted to the right of commas and full stops, and to the left of colons and semi-colons.** Refer to Section 5 of this document for examples.

#### **At the end of the assignment**

**Step 5.** Create a reference list, which is located at the end of the piece of work. It is a list of all sources referred to in-text. Sources are listed in numerical order, in the order they are first cited in the text, and the numbers are shown in superscript. <sup>1</sup>

# Part A

There are two parts to the Vancouver system of referencing:

## 1. In-text

CQUniversity Vancouver uses a sequential superscript numbered system<sup>1</sup> of referencing to acknowledge others' works, opinions, theories or ideas that are either quoted or paraphrased. Once a source has a superscript number attached to it, subsequent citing of that source simply repeats the original superscript number.

**Note: superscript numbers are inserted to the right of commas and full stops, and to the left of colons and semi-colons.**

## 2. The Reference list

The sequential number allocated to the in-text citation is then used in the compilation of the reference list. All the resources referred to in the body of the writing are included in the reference list at the end of the assignment and are cited in the same order that they appear in the assignment. Thus, the reference list is in numerical order. All information is included in this list: author, title of publication, place, publisher, publication date, and/or retrieval information.

## Section 1: What does Vancouver referencing look like?


Referencing in the assignment	Example
<p><i>In this example of a paragraph, you can see what referencing looks like in the body of the assignment.</i></p> <p><i>Notice the inclusion of the author's name in most sentences. This is the use of author-prominent in-text referencing.</i></p> <p><i>Notice the superscript numerical citations. They are integrated into the sentences so the paragraph flows and is easy to read.</i></p> <p><b><i>Titles stated in-text use minimal capitalisation, italics, and double inverted commas.</i></b></p>	<p><b>Example of referencing using Vancouver</b></p> <p>Retired Australians have been included as a campaign target for Volunteer Tourists for several reasons. The evolution of this group makes them attractive as they have commenced planning their retirements and are trying to do the most with their lives after their retirement, including travel. Research by Gibson<sup>1</sup> on later life and retirement in the United States revealed that many of the participants experienced a feeling of more freedom to do what they want to do during retirement and later life. This is also evident in a report published by "<i>The Australian</i>"<sup>2(p29)</sup> which shows that there are a growing number of retirees who are putting on their backpacks and travelling. This point is further supported by Upe<sup>3(p3)</sup> who states that Australia has 5.5 million baby boomers, and many can travel as they are now retired. In addition, as Solomon et al.<sup>4</sup> explain, baby boomers are also much more active and physically fit than the preceding generation. These authors point out that baby boomers who are facing retirement are experiencing a shift in their retirement approach from achievement orientation to quality of life. In Australia, the 55- plus age group makes up 24 per cent of the population and they have 56 per cent of the country's net wealth.<sup>3(p3)</sup> They prefer to enjoy their retirement by spending their money rather than leaving it as an inheritance for their children.<sup>4</sup> Gibson<sup>1(p12)</sup>, citing Achkoyan and Mallon, claims that intellectual curiosity and spirituality were identified as primary motivations for travel among older people. It is evident that the over 55s have many traits that make them suitable candidates as Volunteer Tourists including their freedom, funds and a longing for education and new experiences.</p>



Referencing at the end of the assignment	Example
<p><i>You will need to include a list of all the sources you have cited in your assignment.</i></p> <p><i>The reference list is placed at the end of the assignment before the Appendices.</i></p> <p><i>Each numbered item in this list will correlate with its number in-text.</i></p> <p><i>Each reference in your list will need to be set out using Vancouver style.</i></p> <p><i>The reference list is:</i></p> <ul style="list-style-type: none"> <li>• <i>in numerical order</i></li> <li>• <i>in single line spacing</i></li> <li>• <i>uses single line spacing and a 3-point gap after the number. In a numbered list such as this, the 3-point gap will appear as a hanging indent for each reference (see p83)</i></li> <li>• <i>has an Enter at the end of each reference.</i></li> </ul>	<p><b>References</b></p> <ol style="list-style-type: none"> <li>1. Garcia T. Introduction to the 12-lead ECG: the art of interpretation. 2nd ed. Burlington, MA, USA: Jones &amp; Bartlett Learning; 2015</li> <li>2. Whitley AS, Sloan C, Jefferson G, Holmes K, Anderson C. Clark's pocket handbook for radiographers. 2nd ed. London, UK: Hodder Education; 2016.</li> <li>3. Morton KJ, Sorajja P, Michael L. The cardiac catheterisation handbook. 6th ed. [Internet]. Philadelphia, PA: Elsevier; 2015 [cited 2021 Dec 2]. Available from: <a href="https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=2068023&amp;pq-origsite=primo">https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=2068023&amp;pq-origsite=primo</a></li> <li>4. Halson S. Sleep in elite athletes and nutritional interventions to enhance sleep. Sports Med [Internet]. 2014 May [cited 2021 Dec 2]; 44(1):13-23. Available from: <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0</a></li> <li>5. Curry RA, Bates Tempkin B. editors. Sonography [eBook]. St Louis, MO: Elsevier; 2016 [cited 2017 Oct 23]. Available from: CQUniversity Library Search</li> <li>6. Patel N, Narasimhan E, Kennedy A. Fetal cardiac US: Techniques and normal anatomy correlated with adult CT and MR imaging. Radiographics [Internet]. 2017 Jun 2 [cited 25 Apr 2021];37(4):1290-1303. Available from: <a href="https://pubs.rsna.org/doi/full/10.1148/rg.2017160126">https://pubs.rsna.org/doi/full/10.1148/rg.2017160126</a></li> </ol>

## Section 2: How do I use references 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	Figures
<p>Paraphrasing conveys the author's idea/words indirectly.</p> <p>Using this option, you must use some of your own words <b>and</b> change the sentence structure. A citation must be included.</p>	<p>Summarising condenses another author's work, e.g., a whole chapter or project.</p>	<p>Direct quoting involves using an author's words exactly as they were written, using double quotation marks for a short or the correct Vancouver setting for a long quotation. A citation number must be included.</p>	<p>Use another author's figures and tables or their data to support your own.</p> <p>Using this option, you may copy and paste images, tables, charts, figures. Below the figure you must include a numbered figure caption, your own title, and a numerical citation.</p>
<p><b>Example 1</b></p> <p>Jones<sup>1(p3)</sup> found that significant reductions in infection rates (15%) could be achieved when nursing staff were reminded about hand hygiene.</p>	<p><b>Example 2</b></p> <p>A study by Jones<sup>1</sup> found that attention to hand hygiene by nursing staff played a significant role in infection rates.</p>	<p><b>Example 3</b></p> <p><b>A short quotation:</b></p> <p>Interventions proved successful. "Reminders to nursing staff to pay extra attention to recommended hand hygiene procedures resulted in a 15% reduction in infection rates"<sup>1(p34)</sup>.</p>	<p><b>Example 4</b></p>  <p>Figure 4. A bunch of purple grapes.<sup>2</sup></p>

## How to paraphrase

Instead of quoting another author's words exactly, you may paraphrase them. To paraphrase, you must change some of the words AND change the sentence structure. When you use an author's ideas but express them in different words, you are paraphrasing.

A paraphrased item 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 like the original text and that you acknowledge the source of the original document with a reference. 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 you understand the ideas and can integrate them into your work.

Steps for paraphrasing	Examples
<ol style="list-style-type: none"> <li>1. Read the sentence you want to paraphrase several times to get the meaning of the text. Once you understand it, write it in your own words.</li> <li>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.</li> <li>3. Underline any keywords that can be changed.</li> <li>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 need be.</li> <li>5. Rewrite the ideas and reorganise the structure or order.</li> <li>6. Add a lead in phrase where the author's family name becomes part of the sentence to use an author prominent citation.</li> <li>7. Choose author prominent or information prominent style (see next page for explanation).</li> </ol>	<p><b>Original text</b></p> <p>“Recent audit data has revealed that the hand hygiene (HH) rates of Australian medical students is [sic] suboptimal”.<sup>71(p1)</sup></p>
	<p><b>Author prominent</b></p> <p>Kaur et al.<sup>71</sup> found that the most common approaches to teaching hand hygiene (HH) to Australian medical students were ineffective.</p>
	<p><b>Information prominent</b></p> <p>Studies of the hand hygiene (HH) teaching strategies used to teach Australian medical students, utilised by many Australian training providers, indicate that the current teaching strategies are proving ineffective.<sup>71</sup></p>

Rules for paraphrasing	Examples
<ul style="list-style-type: none"> <li>• <i>The paraphrased information supports the claim made by the writer.</i></li> <li>• <i>The paraphrase must be different from the original source.</i></li> <li>• <i>Page numbers are required if referring to specific information.</i></li> <li>• <i>The citation must have a corresponding citation and number in the reference list at the end of the assignment.</i></li> <li>• <i>Use the NCBI abbreviation for the journal:</i>  <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></li> </ul>	<p><b>Final version of student's work</b></p> <p>Hand hygiene (HH) strategies are a vital component of instruction for Australian medical students. Kaur et al.<sup>71</sup> found that HH techniques used by Australian medical students were inadequate.</p> <p><b>Reference</b></p> <p>71. Kaur R, Razee H, Seale H. Exploring the approaches used to teach concepts of hand hygiene to Australian medical students. <i>J Infect Prev [Internet]</i> 2015 [cited 2018 Jan 30];16(4):1-14. Available from: <a href="http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer">http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer</a></p>

### **In-Text Citation: Author prominent and information prominent**

Where you place citations depends on the emphasis you wish to apply and can be important to the argument you present.

#### **Author prominent**

When you want to emphasise the author, then you use the author's name as part of your sentence. The citation and the paraphrase would start something like this:

Sherwood<sup>3</sup> concludes that ...

#### **Information prominent**

When you want to emphasise the information from an author, then your citation becomes information prominent. The citation will appear at the end of a sentence. The citation and the paraphrase will look something like this:

... as evidenced from a recent Australian study.<sup>4</sup>

## 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 want to use the idea expressed in the source but not the specific language. Other advantages of paraphrasing and 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
<ol style="list-style-type: none"> <li>1. <i>Read the text carefully. Check the meaning of terms you do not understand.</i></li> <li>2. <i>Underline technical and specialised words that may be used remembering that they should not be changed.</i></li> <li>3. <i>Reread the text and make notes of the main points.</i></li> <li>4. <i>Consider the main points as a whole and your purpose for using the information.</i></li> <li>5. <i>Think of words or phrases which have similar meaning to those in the original text.</i></li> <li>6. <i>Do not change key words or specialised vocabulary for the subject.</i></li> <li>7. <i>Develop an outline using short sentences written in your words. Remind your reader that you are summarising the work of someone else by using their name in the summary (citation).</i></li> </ol>	<ul style="list-style-type: none"> <li>• Read and re-read</li> <li>• Underline specific language you need to retain</li> <li>• Make notes</li> </ul> <p>Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match the student's preferences for learning. Duverge<sup>11</sup> outlines a number of these. Firstly, adult learners 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.</p>
<p><b>Note:</b> <i>Here is an example showing ideas from several sources combined into one summary. Notice that a comma has been used to separate each source in the citation and they are numbered in the order that they are cited.</i></p>	<p>A key study by Lee<sup>7</sup> 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.<sup>7,8,9</sup></p>

Rules for summarising	Examples
<ul style="list-style-type: none"> <li>• <i>Don't just give one citation at the start and one at the end of the paraphrasing as this student has done. As a result, sentence in the example in bold is not clearly referenced.</i></li> <li>• <i>Ensure the summarised version is much shorter than the original text and that it is written in your own words.</i></li> <li>• <i>Include a citation number for each source cited.</i></li> <li>• <i>Provide a page number when referring to a specific statistic.</i></li> <li>• <i>Use citations correctly so it is obvious which parts of your paragraph are summaries of other authors' ideas and which parts are your own ideas.</i></li> <li>• <i>Don't change the intended meaning of the original text.</i></li> <li>• <i>Don't use quotation marks because this is not a direct quote.</i></li> <li>• <i>Enter the complete source details in your reference list.</i></li> </ul>	<p>In this example, the source of the <b>bold</b> sentence is not clearly referenced. The student should repeat the citation after it.</p> <p>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<sup>11</sup> explains that adult learners would prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. <b>Adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career.</b> Providing immediate feedback regarding errors, or alternate explanations to assist with learning new concepts are strategies that enable adults to learn from misunderstandings.<sup>11</sup></p>
Rules for using capitalisation in-text	Examples of titles in-text
<p>In-text, use double inverted commas, minimal capitalisation <b>and</b> italics when presenting titles and subtitles of books or other publications.</p>	<ol style="list-style-type: none"> <li>1. A report published by "<i>The Australian</i>"<sup>2(p29)</sup> shows that there are a growing number of retirees who are putting on their backpacks and travelling.</li> <li>2. The text entitled "<i>Clinical guide to ultrasonography</i>"<sup>1</sup> was published in 2004.</li> </ol>

## How to use direct quotations

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.

You are quoting when you use someone else's exact words in your writing. When you quote, you must indicate where the quotation begins and ends, and provide an in-text reference. The citation makes it is clear whose words you are using and where you found them.

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

Steps for using quotations	Example
<ol style="list-style-type: none"> <li>1. <i>Read chosen texts and form ideas about your topic.</i></li> <li>2. <i>Make a note of the ideas using your own words.</i></li> <li>3. <i>Identify sentences in a journal article to support the idea. Make a note of this.</i></li> <li>4. <i>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.</i></li> <li>5. <i>Provide the page that the quote was taken from in brackets along with the author's family name and year of publication.</i></li> <li>6. <i>Write the full citation in the reference list. The page that the quote was taken from is given along with the year.</i></li> </ol>	<p>Hand hygiene (HH) of Australian medical students has become the focus of policy change in medical schools. "Recent audit data has revealed that the hand hygiene (HH) rates of Australian medical students is [sic] suboptimal"<sup>71(p1)</sup>. Skills stations and case scenarios are "the most commonly reported approaches currently used to teach students about HH"<sup>(p34)</sup>. These methods of teaching are practised by current medical training providers.</p> <p>71. Kaur R, Razee H, Seale H. Exploring the approaches used to teach concepts of hand hygiene to Australian medical students. <i>J Infect Prev</i> [Internet] 2015 [cited 2018 Jan 30];16(4):1-14. Available from: <a href="http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer">http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer</a></p> <p><b>Note:</b> Use the NCBI abbreviation for the journal:  <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></p>

Rules for short quotations	Examples	
<p><i>Short quotations should:</i></p> <ul style="list-style-type: none"> <li>• <i>have fewer than four lines</i></li> <li>• <i>be incorporated into your sentence smoothly without disrupting the flow of your paragraph</i></li> <li>• <i>be enclosed in double quotation marks</i></li> <li>• <i>include the page number in the citation</i></li> <li>• <i>have the full stop after the citation if the quotation is information prominent</i></li> <li>• <i>have the full stop after the quotation if the citation is author prominent</i></li> <li>• <i>be in the same font size as the rest of the assignment.</i></li> </ul> <p><i>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 unless the word is a proper noun (i.e., Australia or Robert).</i></p> <p><b>Do not</b> correct any incorrect spelling, punctuation, or grammar in the original quotation; instead, insert [sic], italicised and in square brackets, directly after the error in the quotation.</p>	<p><b>Author prominent</b></p> <p>Unterhalter<sup>21(p5)</sup> argues that “gender equality in schooling is an aspiration of global social justice”.</p>	<p><b>Information prominent</b></p> <p>It has been argued that “gender equality in schooling is an aspiration of global social justice”<sup>21(p5)</sup>.</p>
	<p>In Wilson’s<sup>22(p32)</sup> report “the building inspector estimated that there [sic] house was a fire hazard”.</p>	<p>In his report “the building inspector estimated that there [sic] house was a fire hazard”<sup>22(p32)</sup>.</p>



Rules for long quotations	Example	
<p><i>When using quotations of more than four lines:</i></p> <ul style="list-style-type: none"> <li>• use them infrequently</li> <li>• introduce them in your own words with the lead-in statement ending with the reference.</li> <li>• separate them from the lead-in statement and from the text that follows with Enter.</li> <li>• use reduced size font</li> <li>• do not enclose them in quotation marks</li> <li>• begin each long quotation on a new line</li> <li>• indent them by 1.27 cm from the left margin (Ctrl + M)</li> <li>• apply single line spacing.</li> </ul> <p><b>For a long information prominent quotation, the full stop goes after the quotation and before the citation.</b></p> <p><b>For a long author prominent quotation, the superscript reference number and page number/s in brackets follow the author surname.</b></p> <p><i>If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots).</i></p> <p><i>If you need to add a word or words to a quotation, put them in square brackets [ ].</i></p>	<p><b>Information prominent</b></p> <p>Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:</p> <p style="padding-left: 40px;">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.<sup>31(p4)</sup></p>	<p><b>Author prominent</b></p> <p>Rowan<sup>32(p45)</sup> summarises the effects of a limited world view when she states that:</p> <p style="padding-left: 40px;">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>
	<p>The use of emotive language can be effective in influencing audiences to believe in a certain way:</p> <p style="padding-left: 40px;">This passage attacks everyone who opposes the introduction of identity cards on personal terms. It ... makes unsubstantiated assumptions about the backgrounds and economic circumstances of opponents ... to undermine their credibility.<sup>33(p67)</sup></p>	<p>Cottrell<sup>33(p11)</sup> explains how emotive language can be used to persuade audiences:</p> <p style="padding-left: 40px;">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>

## 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, suggesting or drawing conclusions. In addition, your work may become tedious to read if every quotation or paraphrase is introduced in the same manner. The signal word often becomes a place in writing where repetitiveness occurs. Table 1 provides examples of signal words useful for integrating other authors' ideas and words into academic writing.

Table 1: **Signal words** for use in-text referencing

Say or Mean		Argue	Explain	Other
state	assert	dispute	describe	agree
remark	add	disagree	clarify	question
maintain	confirm	question	justify	offer
hold the view	find	debate	reason	predict
point out	affirm	claim	show	identify
highlight		theorise	demonstrate	
emphasise		imply		
		contend		
		suggest		

Source: Author

**Note:** *You would normally use present tense to refer to research (though there are important exceptions).*

If you are citing more than one author, you will need to change the form of the verb to ensure subject / verb agreement:

Jones<sup>1</sup> **argues** that ... (single author)

Jones<sup>1</sup> and Brown<sup>7</sup> **argue** that ... (more than one author and different sources).

## 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. On the other hand, **figures** can be maps, charts, diagrams, drawings, graphs, and photographs. They must be labelled and referenced, and each is presented in a particular way as shown on the next few pages (also see p. 60). **Note:** *although tables, figures and images are often used in reports, they rarely appear in essays.*

Steps for using tables	Example	Example of a table reference															
<ol style="list-style-type: none"> <li>1. <i>Decide whether the table is useful to provide evidence or data for your report.</i></li> <li>2. <i>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.</i></li> <li>3. <i>Decide whether you need the whole table or part of it.</i></li> <li>4. <i>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.</i></li> <li>5. <i>Lead your reader into the table with a sentence that provides the background and purpose of the table.</i></li> <li>6. <i>A numbered table caption and brief title is located <b>immediately above</b> the table.</i></li> <li>7. <b><i>In-text</i></b>, cite the source after the title using the sequential, superscript number. <b><i>Include the page number in-text.</i></b></li> </ol>	<p>Table 2. Other childhood adrenal tumors.<sup>63(p127)</sup></p> <table border="1" data-bbox="891 727 1435 1005"> <thead> <tr> <th></th> <th>ADRENAL CARCINOMA</th> <th>PHEOCHROMOCYTOMA</th> </tr> </thead> <tbody> <tr> <td>Clinical presentation</td> <td>Hormonal effects Precocious puberty Cushing syndrome</td> <td>Hypertension Urinary catecholamines raised</td> </tr> <tr> <td>Associated anomalies</td> <td>Hamihypertrophy Beckwith-Wiedemann Li-Fraumeni</td> <td>Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB</td> </tr> <tr> <td>Ultrasound appearances</td> <td>Solid, well defined Adenoma &lt; 4 cm or &lt; 50 g Carcinoma &gt; 4 cm or &gt; 100 g</td> <td>Solid, well defined May be multiple extra-adrenal masses in abdomen</td> </tr> <tr> <td>Other imaging</td> <td>CT or MRI</td> <td>Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling</td> </tr> </tbody> </table> <p><small>MIBG, metaiodobenzylguanidine.</small></p>		ADRENAL CARCINOMA	PHEOCHROMOCYTOMA	Clinical presentation	Hormonal effects Precocious puberty Cushing syndrome	Hypertension Urinary catecholamines raised	Associated anomalies	Hamihypertrophy Beckwith-Wiedemann Li-Fraumeni	Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB	Ultrasound appearances	Solid, well defined Adenoma < 4 cm or < 50 g Carcinoma > 4 cm or > 100 g	Solid, well defined May be multiple extra-adrenal masses in abdomen	Other imaging	CT or MRI	Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling	<p>63. de Bruyn R, Darge K. Pediatric ultrasound e-book: how, why and when [Internet]. London: Elsevier Health Sciences; 2010 [cited 2021 Dec 23]. Available from: <a href="https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=1722855">https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=1722855</a>. Table 4.3 Other childhood adrenal tumors.</p> <p><b>Note: Page number is only required in-text</b></p>
	ADRENAL CARCINOMA	PHEOCHROMOCYTOMA															
Clinical presentation	Hormonal effects Precocious puberty Cushing syndrome	Hypertension Urinary catecholamines raised															
Associated anomalies	Hamihypertrophy Beckwith-Wiedemann Li-Fraumeni	Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB															
Ultrasound appearances	Solid, well defined Adenoma < 4 cm or < 50 g Carcinoma > 4 cm or > 100 g	Solid, well defined May be multiple extra-adrenal masses in abdomen															
Other imaging	CT or MRI	Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling															

## Rules for using tables

- Show '**Adapted from**' and the author of the work if you use information from it to make a table, or if you modify the original table in any way.
- Show '**Data from**' if you have used the data from another source, in your own table.
- Indicate the author of a specific column of items in the source if more than one source is used to create the table.
- The font size in a table can be one size smaller than the rest of the assignment; for example, inside the table the font may be Times New Roman 11 or Arial 10, while the labels—the caption and source—are Times New Roman 12 or Arial 11.
- Do not include the original citation, heading or caption when you copy these items. Write your own table number as the number you give your table or figure must fit within the numbering of figures and tables in your own work.
- Use same font type and size as the document for the table caption.

## Example

Table 2. Other childhood adrenal tumors.<sup>63(p127)</sup>

	ADRENAL CARCINOMA	PHEOCHROMOCYTOMA
Clinical presentation	Hormonal effects Precocious puberty Cushing syndrome	Hypertension Urinary catecholamines raised
Associated anomalies	Hemihypertrophy Beckwith-Wiedemann Li-Fraumeni	Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB
Ultrasound appearances	Solid, well defined Adenoma < 4 cm or < 50 g Carcinoma > 4 cm or > 100 g	Solid, well defined May be multiple extra-adrenal masses in abdomen
Other imaging	CT or MRI	Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling

MIBG, metaiodobenzylguanidine.

**Steps for using figures**

**Example**

1. Steps for choosing to use figures are like those provided for tables in the previous section. Figures can be maps, charts, diagrams, drawings, graphs, and photographs.
2. A numbered figure caption and title is located **immediately below** the figure. Use a full-stop to separate this and its informative title, which starts with a capital.
3. Cite the source below using the sequential, superscript number \* where relevant. Include the usual full details in the reference list.
4. Show **'Adapted from'** and the author of the work if you use information from it to make a figure, or if you modify the original figure in anyway.
5. Use same font type and size as in the document for the figure caption.

\* **Note:** If the page number is provided in-text, it will not be required again in the reference list

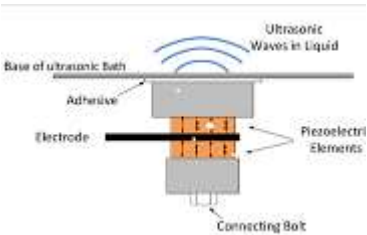


Figure 1. This diagram shows a Langevin ultrasonic transducer in operation.<sup>63(p1)</sup>

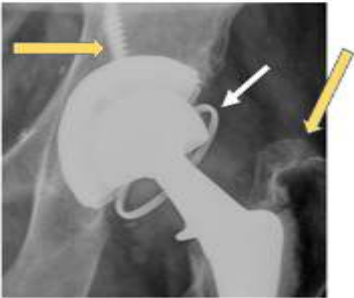


Figure 2. Constrained liner. AP radiograph of a total hip replacement shows the metal ring (white arrow) of the inferior edge of the polyethylene liner and screw (left yellow arrow). Adapted from Miller.<sup>64(p3805)</sup>

63. Kentish SE. Chapter 1 – Engineering principles of ultrasound technology. In Bermudez-Aguirre D. editor. Ultrasound: Advances in food processing and preservation. London, UK: Academic Press Elsevier; 2017. Figure 1. A diagram showing how a Langevin ultrasonic transducer operates when fixed to the underside of an ultrasonic bath.
64. Miller TT, Imaging of hip arthroplasty. Eur J Radiol. 2012 Dec;81(12):3802-12. doi:10.1016/j.ejrad.2011.03.103. Figure 2. Constrained liner. AP radiograph of a total hip replacement shows the metal ring (arrow) of the inferior edge of the polyethylene liner.

### ***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 Vancouver style.

This section contains some general guidelines you will need to follow when writing your reference list; however, there are more specific examples in Section 5 that will show you how to reference many different types of sources.

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 when cross-checking the References list with your in-text citations. The reference list should only include citations 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. Examples in 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 by applying the closest citation code or pattern when deciding how to reference the source you have used.

There are two key steps when writing your reference list:

- Step 1.** Find the relevant details shown in the following tables and those in Section 5. Look at the examples that follow; there is a pattern to this task.
- Step 2.** Format the details according to Vancouver style. Each time you gather information it is placed in a similar order in the citation.

## Steps for adding citations to the reference list

Books	Example
<p><i>For a book, the following elements should be presented in this order:</i></p> <ol style="list-style-type: none"><li><i>1. Author's surname (family name) and initials. Even if the source gives the author's names in full, use only initials for their given names. When an author has two or more initials the second initial stands for the middle name.</i></li><li><i>2. Title of book with minimal capitalisation</i></li><li><i>3. The edition, if not the original publication; for example, 4th ed.</i></li><li><i>4. Place of publication</i></li><li><i>5. Publisher</i></li><li><i>6. Year of publication.</i></li></ol>	<p>14. Garcia T. Introduction to the 12-lead ECG: the art of interpretation. 2<sup>nd</sup> ed. Burlington, MA, USA: Jones &amp; Bartlett Learning; 2015</p>

**Note:** Place of publication refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed city. If the place of publication is little-known or could be confused with another place of the same name, provide the state as well.

Journal articles and periodicals	Example
<p><i>When including a journal article in the reference list, the following elements should be presented in this order:</i></p> <ol style="list-style-type: none"> <li>1. <i>Author's surname (family name) and initials</i></li> <li>2. <i>Title of article with minimal capitalisation</i></li> <li>3. <i>Abbreviated name of journal with maximal capitalisation</i>  <i>(See the Vancouver list of accepted Journal abbreviations at:</i>  <i><a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a>)</i></li> <li>4. <i>Source if electronic</i></li> <li>5. <i>Year</i></li> <li>6. <i>Date it was cited within single brackets</i></li> <li>7. <i>Volume number (vol.)</i></li> <li>8. <i>Issue number (no.) or other identifier (e.g., Winter)</i></li> <li>9. <i>Page numbers on which the article begins and ends</i></li> </ol>	<p>26. Halson S. Sleep in elite athletes and nutritional interventions to enhance sleep. Sports Med [Internet]. 2014 May [cited 2021 Dec 2]; 44(1):13-23. Available from:  <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0</a></p>



Journal article from the Web	Example
<p>If you find a journal article through a standard Web search (e.g., using Google or MSN, not through a CQUniversity Library database or Library Search option), <b>you must give the full details of the article, adding the date you viewed the web page and the web address of the article.</b></p>	<p>28. El-Feky M, Weerakkody Y. Four chamber cardiac view (fetal) [Internet]. Radiopaedia.org. 2021 [cited 30 April 2021]. Available from: <a href="https://radiopaedia.org/articles/four-chamber-cardiac-view-fetal">https://radiopaedia.org/articles/four-chamber-cardiac-view-fetal</a></p>

Law cases	Example
<p>For a case of law, the following elements should be presented in the following order:</p> <ol style="list-style-type: none"> <li>1. The case name in italics</li> <li>2. The year of case in round brackets</li> <li>3. The volume number</li> <li>4. The commencing page of the case, separated from the starting page of the source with a comma when referring to specific words</li> <li>5. Name of court</li> </ol>	<p>50. <i>Albright v RPA Hospital</i> (1980) 2 NSWLR 542. (NSW Court of Appeal)</p>

Website	Example
<p><i>For a website, the following elements should be presented in the following order:</i></p> <ol style="list-style-type: none"> <li>1. <i>Name of the author/sponsor/owner of the site/organisation/department</i></li> <li>2. <i>Title of page/site with minimal capitalisation</i></li> <li>3. <i>Source if electronic in square brackets</i></li> <li>4. <i>Place</i></li> <li>5. <i>Publisher</i></li> <li>6. <i>Year, Month, date</i></li> <li>7. <i>Date cited in square brackets</i></li> <li>8. <i>URL not underlined, black font, no full stop</i></li> </ol>	<p>46. Queensland Health. Queensland health prosecutes company after radiation injury [Internet]. Brisbane: Queensland Government; 2017 July 24 [cited 2017 Nov 22]. Available from: <a href="https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury">https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury</a></p>
<p><b>Using URL references</b></p> <p><i>URLs are not underlined and are in black font; most word processing packages will automatically underline the Internet address. <b>To deactivate a live link, right click on it and choose ‘remove hyperlink’.</b></i></p> <p><b>Long URLs</b></p> <p><i>To avoid very long URLs, it is acceptable to give the home page for a website rather than the exact URL of the page you are referencing, if the website has a search facility.</i></p>	<p>44. Department of Human Services. Education guide: Medicare ultrasound services [Internet]. Canberra: Australian Government; 2017 Aug 9 [cited 2017 Nov 1]. Available from: <a href="https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services">https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services</a></p>

Rules for adding citations to the reference list	Examples
<ul style="list-style-type: none"> <li>• <i>There are very specific punctuation rules for the elements in Vancouver which depend on the type of resource. That is why you need to locate the relevant example in this guide and follow it closely.</i></li> <li>• <i>Font style and size are same as for the rest of the assignment usually Times New Roman 12 or Arial 11.</i></li> <li>• <i>Line spacing in the reference list is single even though the assignment is 1.5 or double line spacing.</i></li> <li>• <i>The title <b>References</b> is bold, left aligned, and has the same font style and size as the document.</i></li> </ul> <p><b>Note:</b> <i>Journal titles are abbreviated in Vancouver. Refer to the National Center for Biotechnology Information (NCBI) <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></i></p>	<p><b>References</b></p> <ol style="list-style-type: none"> <li>1. Garcia T. Introduction to the 12-lead ECG: the art of interpretation. 2nd ed. Burlington, MA, USA: Jones &amp; Bartlett Learning; 2015</li> <li>2. Whitley AS, Sloan C, Jefferson G, Holmes K, Anderson C. Clark's pocket handbook for radiographers. 2nd ed. London, UK: Hodder Education; 2016.</li> <li>3. Morton KJ, Sorajja P, Michael L. The cardiac catheterisation handbook. 6th ed. [Internet]. Philadelphia, PA: Elsevier; 2015 [cited 2021 Dec 2]. Available from: <a href="https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=2068023&amp;pq-origsite=primo">https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=2068023&amp;pq-origsite=primo</a></li> <li>4. Halson S. Sleep in elite athletes and nutritional interventions to enhance sleep. Sports Med [Internet]. 2014 May [cited 2021 Dec 2]; 44(1):13-23. Available from: <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0</a></li> <li>5. Curry RA, Bates Tempkin B. editors. Sonography [eBook]. St Louis, MO: Elsevier; 2016 [cited 2017 Oct 23]. Available from: CQUniversity Library Search</li> <li>6. Patel N, Narasimhan E, Kennedy A. Fetal cardiac US: Techniques and normal anatomy correlated with adult CT and MR imaging. Radiographics [Internet]. 2017 Jun 2 [cited 25 Apr 2021];37(4):1290-1303. Available from: <a href="https://pubs.rsna.org/doi/full/10.1148/rg.2017160126">https://pubs.rsna.org/doi/full/10.1148/rg.2017160126</a></li> </ol>

Rules about authors' names	Examples
<ul style="list-style-type: none"> <li>• <i>In Western culture, given names are usually placed in front of the family.</i></li> <li>• <i>Even if the source gives the author's first names in full, Vancouver style does not include this. Use only the first letter or initials of given names of author.</i></li> <li>• <i>When an author has two or more initials, the second initial stands for the middle name.</i></li> <li>• <i>Titles such as Doctor or Professor are not included.</i></li> </ul>	<p>Dana Lynn Driscoll becomes Driscoll DL</p> <p>Stella Cottrell becomes Cottrell S</p>

Rules for using capitalisation	Examples
<p><b>Sentence case (minimal capitalisation)</b></p> <ul style="list-style-type: none"> <li>• <i>Only the first word in the titles of books, chapters, journal articles and websites is capitalised regardless of how the titles are capitalised in the original. The exception is names or proper nouns.</i></li> <li>• <i>If the title of the article, book or chapter contains a colon, the first word after the colon should <b>not</b> be capitalised unless it is a proper noun.</i></li> <li>• <i>Authors' names and initials, journal titles and the names of publishing firms and businesses or organisations are always capitalised.</i></li> </ul>	<p>Whitley AS, Sloan C, Jefferson G, Holmes K, Anderson C. Clark's pocket handbook for radiographers. 2nd ed. London, UK: Hodder Education; 2016.</p> <p><b>Note:</b> <i>multiple authors are separated by commas</i></p>

<p><b>Title Case (Maximal Capitalisation)</b></p> <p>Use Title Case for the titles of periodicals (journals, magazines, and newspapers). Refer to the abbreviation guide for journal titles located at:  <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></p>	<p>26. Halson S. Sleep in elite athletes and nutritional interventions to enhance sleep. <i>Sports Med</i> [Internet]. 2014 May [cited 2021 Dec 2]; 44(1):13-23. Available from:  <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0</a></p>
<p><b>Note:</b> <i>Italics are not used in Vancouver except under special circumstances ... see pp 8,25.</i></p>	<p>29. Coombe-Patterson J. Amniotic fluid assessment: amniotic fluid index verses maximum vertical pocket. <i>J Diagn Med Sonogr</i> [Internet]. 2017 [cited 2017 Sep 11];33(4):280-283. Available from:  <a href="http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full">http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full</a></p> <p><b>Note:</b> <i>Journal titles are abbreviated in Vancouver. Available from <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></i></p> <p><b>Note:</b> <i>If an electronic source, use [Internet] after the journal title, and the date you cited it [cited 2017 Sep 11]</i></p>

## **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'—meaning 'kidnapper'. Plagiarism is a form of kidnapping others' work and ideas - presenting it in an assignment without giving credit to the author(s). According to the "*Oxford student's dictionary*", plagiarism is "the act of copying another person's ideas, words or work and pretending they are your own".<sup>97(p529)</sup> 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 don't accidentally plagiarise someone else's work. You are strongly encouraged to familiarise yourself with *CQUniversity's Student Academic Integrity Policy and Procedure* here at: <https://www.cqu.edu.au/policy>

Plagiarism is considered serious misconduct and must be always avoided and reported because:

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

### **How will they know I have plagiarised?**

While enrolled at CQUniversity, 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, identifying 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://delivery-cqucontenthub.stylelabs.cloud/api/public/content/Turnitin-quickstart.pdf?v=18e3dba7>

If it seems you have plagiarised, you will be sent an email to advise 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 also face severe academic penalties, including possibly failing and being withdrawn from the course.

**Steps for avoiding plagiarism**

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

## Part B

### **Section 5: How to use citation examples to assist with your reference list**

This CQUniversity Abridged Guide to the Vancouver Referencing Style provides several examples showing how to reference specific sources in the text of your assignment (in-text) 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 like your source and gather similar information for your citation. If you are still unsure, you can ask the Academic Learning Centre (ALC) to assist you. Look out for ALC advertised workshops.

#### **Books or Chapters**

##### **Reference list code**

Surname of author Initial/s. Title of book. Edition if later than 1st. Place of Publication: Publisher Name; Year of publication [cited Year Mon DD]. Available from: URL or DOI

	<b>In-text citation examples to follow</b>	<b>Reference list examples to follow</b>
<p><i>One author</i></p> <p><i>Give a page number if a direct quote</i></p>	<p>The book "<i>Clinical guide to sonography 2nd ed.</i>" by Henningsen<sup>1(p3)</sup> provides ...</p> <p><b>Note:</b> <i>Titles stated in-text use minimal capitalisation, italics, and double inverted commas/quotation marks.</i></p>	<p>1. Kuntz K, Henningsen C, Youngs D. Clinical guide to sonography 2nd. ed. United States: Elsevier; 2013.</p>



<p><i>Two to five authors</i></p>	<p>These authors describe how the patient is positioned for the various radiographic projections.<sup>2</sup></p> <p><b>Note:</b> <i>In-text, if there are more than two authors, give the names of the first two authors followed by et al.</i></p> <p>Whitley and Sloan et al.<sup>2</sup> defined the term as....</p>	<p>2. Whitley AS, Sloan C, Jefferson G, Holmes K, Anderson C. Clark’s pocket handbook for radiographers. 2nd ed. London, UK: Hodder Education; 2016.</p> <p><b>Note:</b> <i>multiple authors are separated by a comma.</i></p>
<p><i>More than six authors</i></p>	<p>The “<i>American Medical Association (AMA) manual...</i>”.<sup>3</sup></p>	<p>3. Iverson C, Flanagan A, Fontanarosa PB, Glass RM, Glitman P, Lantx JC, et al. AMA manual of style: a guide for authors and editors. 11th ed. [Internet]. Oxford University Press. 2020 [cited 2021 Dec 2]. Available from: <a href="https://www.amamanualofstyle.com/">https://www.amamanualofstyle.com/</a></p> <p><b>Note:</b> <i>If there are more than six authors (or editors), give the names of the first six authors/editors followed by et al.</i></p>
<p><i>Same author/s, same year ... [multiple works] each individual resource is treated as if it were a new reference.</i></p>	<p>In 2006, Marzano and Pickering<sup>4</sup> wrote “<i>Building academic vocabulary: teacher’s manual</i>”. In the</p>	<p>4. Marzano RJ, Pickering DJ. Building academic vocabulary: teacher’s manual. Heatherton, Vic: Hawker Brownlow Education; 2006.</p>

	In-text citation examples to follow	Reference list examples to follow
	<p>same year, they wrote “<i>The dimensions of learning: teacher’s manual</i>”.<sup>5</sup></p> <p><b>Note:</b> A new number is allocated to the resource.</p>	<p>5. Marzano RJ, Pickering DJ. Dimensions of learning: teacher’s manual. 2nd ed. Heatherton, Vic: Hawker Brownlow Education; 2006.</p>
Same author published in different years [multiple works].	<p><b>Note:</b> Each has its own number even if in the same year, because it is a different text.</p>	<p>6. Quinn CB. Practical radiographic imaging. 8th ed. [eBook]. Springfield, IL: Charles C Thomas; 2007 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.</p> <p>9. Quinn CB. Radiography in the digital age: physics, exposure, radiation biology [eBook]. Springfield, IL: Charles C Thomas; 2011 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.</p>
		<p><b>Note:</b> Abbreviate months to their first 3 letters.</p>
Different authors with the same family name.	<p><b>Note:</b> Treat each entry as a separate resource and allocate a new number for each initial citation ... you will need to note these to keep the correct numbers for subsequent citations.</p>	<p><b>Note:</b> These are cited in the reference list as separate resources and full details are cited in the reference list depending on the source, i.e., book/journal article/website.</p>

	In-text citation examples to follow	Reference list examples to follow
<i>Different authors with the same family name, same year.</i>	<p><b>Note:</b> These are treated as different resources and cited based on the number of authors' names ... see examples No 1 and No 2.</p>	<p><b>Note:</b> These are cited in the reference list as separate resources and full details are cited in the reference list depending on the source, i.e., book/journal article/website.</p>
<i>No author accompanied by a CD ROM.</i>	Interpreting breath sounds <sup>9</sup> is fundamental in medical diagnosis of ...	9. Breath sounds made incredibly easy. Ambler, PA: Lippincott Williams & Wilkins; 2005. Accompanied by 1 CD-ROM.
<i>No author but has a sponsoring body/organisation.</i>	This manual describes specialised testing procedures. <sup>10</sup>	<p>10. The Royal College of Pathologists of Australasia. Manual of use and interpretation of pathology tests. 5th ed. Sydney: The Royal College of Pathologists of Australasia; 2009.</p> <p><b>Note:</b> Cite the sponsoring organisation in place of the author.</p>
<i>No date can be established.</i>	<p>Lansdowne<sup>11</sup> found that ...</p> <p>or</p> <p>It was found that bridging courses are very effective.<sup>11</sup></p>	11. Lansdowne M. Bridging courses. Rockhampton, Qld: Central Queensland University; [date unknown].

		Reference list examples to follow
<p><i>Copyright date only can be identified.</i></p> <p><i>Approximate date only can be established.</i></p>	<p>With copyright date: see citation above for <sup>11</sup> and use c followed by the copyright date, i.e., c2011.</p> <p><b>Note:</b> <i>With approximate date only: use brackets and [1987?].</i></p>	<p>With copyright date: see citation above for <sup>11</sup> and use c followed by the copyright date, i.e., c2011.</p> <p><b>Note:</b> <i>With approximate date only: use brackets and [1987?].</i></p>
<p><i>Several sources are cited at once.</i></p> <p><b>Note:</b> <i>Do not overdo this—cite only the most relevant sources.</i></p>	<p>Potter and Perry,<sup>12</sup> Pairman, Pincombe, Thorogood and Tracey<sup>13</sup> agree ...</p> <p>or</p> <p>Recent studies<sup>12,13</sup> agree ...</p> <p><b>Note:</b> <i>If page numbers are used because you are quoting, place them within the brackets.</i></p> <p>Recent studies<sup>12(p23),13(pp7-9)</sup> agree ...</p>	<p>12. Potter P, Perry AG. Fundamentals of nursing. Sydney, NSW: Mosby, Elsevier; 2005.</p> <p>13. Pairman, S., Pincombe, J., Thorogood, C., Tracey, S. Midwifery: preparation for practice. Sydney, NSW: Churchill Livingstone, Elsevier; 2006.</p>
<p><i>Second or later edition.</i></p>	<p>Kelley and Petersen<sup>14(p435)</sup> state that “Bile is an alkaline fluid...”</p> <p>or</p> <p>The function of the gallbladder and bile<sup>14(p435)</sup> ...</p>	<p>14. Kelley LL, Petersen C. Sectional anatomy for imaging professionals - E-Book. 4th ed. Philadelphia: Mosby; 2018.</p>

	<b>In-text citation examples to follow</b>	<b>Reference list examples to follow</b>
<i>Edited work in which the role of the editor is more significant than that of individual authors (e.g., a collection of works compiled by the editor) .</i>	Easton <sup>15</sup> indicated that "...". or Radiography <sup>15</sup> provides a detailed image ...	15. Easton S. editor. An introduction to radiography. Philadelphia: Churchill Livingstone Elsevier; 2009.
<i>Chapter in an edited work and chapter in a text with named author(s) .</i>	Owen <sup>16</sup> describes the ultrasound scanning of specific parts of the body ...	16. Owen CA. The scrotum. In: Hagen-Ansert SL, Textbook of diagnostic sonography. 7th ed. vol. 1. St Louis, MO: Elsevier Mosby; 2012.
<i>One volume of multi-volume work.</i>	The " <i>Textbook of diagnostic sonography</i> " <sup>17</sup> is highly recommended for all sonographers.	17. Hagen-Ansert SL. Textbook of diagnostic sonography. 9th ed. 2 vol. set. St Louis, MO: Elsevier Mosby; 2022.
<i>One volume or issue in an edited series.</i>	" <i>A Guide to clinical practice obstetrics and gynecology</i> " <sup>18</sup> is a component of the Diagnostic Medical Sonography series.	18. Stephenson SR. editor. A guide to clinical practice Obstetrics & Gynecology. 3rd ed. Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins; 2012. (Diagnostic Medical Sonography series).
<i>Translation of a foreign language book.</i>	Guenter Schmidt <sup>19</sup> is the Director of Internal Medicine at the Protestant Hospital Kredenbach in Kretzal, Germany.	19. Schmidt G. Differential diagnosis in ultrasound: a teaching atlas. (D. Herrmann, T Telger, Trans.). Stuttgart, Germany: Georg Thieme Verlag. (Original work published in 2002).

## Secondary Sources

Citation code

### Source within a source

	Referencing the resource in-text	Model in the reference list
	<p>... the language of recovery is now widely used in mental health policy both nationally and internationally as evidence in research by Ralph (2000 cited in Huffman, Vernoy, Vernoy).<sup>20</sup></p>	<p>20. Huffman K, Vernoy M, Vernoy J. Psychology in action. 5th ed. New York, NY: J. Wiley &amp; Sons; 2000.</p>
	<p><b>Note:</b> Provide the author/sponsor and year of the primary source (as given by the secondary source) in the secondary source as text.</p>	<p><b>Note:</b> Only include the resources seen. The primary source is cited fully in the reference list of the secondary source.</p>

## E-Books

### Citation Code

Author Initial. Book title [Internet]. Edition. Place of Publication: Publisher; Year [cited/Year Mon DD]. Available from: CQUniversity Library Search URL or DOI

**Note:** If this is an edition ... the edition number and the initials ed. follow the title ... (see example No.18 above) ... A guide to clinical practice Obstetrics & Gynecology. 3rd ed.

	Referencing the resource in-text	Model in the reference list
<i>Available on the Web.</i>	The e-Book “ <i>Ultrasound imaging</i> ” <sup>21</sup> covers hardware implementation as well as the measurement of surface acoustic waves.	21. Tanabe M. Ultrasound imaging [Internet]. Tokyo: In Tech; 2011 [cited 2017 Dec 6]. Available from: <a href="https://www.intechopen.com/books/editor/ultrasound-imaging">https://www.intechopen.com/books/editor/ultrasound-imaging</a>  <b>Note:</b> <i>If the book is from an electronic source other than a database, use [Internet] after the title, the date you cite it as in [cited 2017 Sep 11] and provide the link.</i>
<i>Chapter written by a single author</i>	This brief guide to sonography is available through the CQUniversity Library Search.;	22. Swearengin R. Pocket guide to sonography [Internet]. St Louis MO: Mosby Elsevier; 2008. Chapter 16, Pediatric studies [cited 2017 Oct 23]. Available from: <a href="https://ebookcentral-proquest-com.ezproxy.cqu.edu.au/lib/cqu/reader.action?docID=1430206&amp;ppg=1">https://ebookcentral-proquest-com.ezproxy.cqu.edu.au/lib/cqu/reader.action?docID=1430206&amp;ppg=1</a>

<p><i>Available via Library Search.</i></p>	<p>“<i>Sonography</i>”<sup>23</sup> published in 2016 ...</p>	<p>23. Curry RA, Bates Tempkin B. editors. <i>Sonography: introduction to normal structure and function</i> [eBook]. St Louis, MO: Elsevier; 2016 [cited 2022 Nov 17]. Available from: CQUniversity Library Search  <a href="https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=4187473">https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=4187473</a></p> <p><b>Note:</b> <i>The URL location is also required.</i></p>
<p><i>Chapter in an edited e-book available via Library Search</i></p>	<p>Working with infants and investigating trauma to the neonatal brain<sup>24</sup> are vital functions of sonography ...</p>	<p>24. Rish A, Bates Tempkin B, Curry RA. The neonatal brain. In Curry RA, Bates Tempkin B. editors. <i>Sonography</i> [eBook]. St Louis, MO: Elsevier, 2015 [cited 2022 Nov 17]: 475-94. Available from: CQUniversity Library Search  <a href="https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=4187473&amp;ppg=492">https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=4187473&amp;ppg=492</a></p>
<p><i>Kindle and Adobe Digital Edition</i></p>	<p>The workbook for the Kindle edition of Hagen-Ansert’s<sup>25</sup> book is highly recommended ...</p>	<p>25. Hagen-Ansert SL. <i>Workbook for textbook of diagnostic sonography</i>. 9th ed. [eBook]. St Louis, MO: Elsevier Mosby; 2022 [cited 2022 Dec 17]. Kindle Edition. Available from:  <a href="https://www.booktopia.com.au/textbook-of-diagnostic-sonography-e-book-sandra-l-hagen-ansert/ebook/9780323441889.html">https://www.booktopia.com.au/textbook-of-diagnostic-sonography-e-book-sandra-l-hagen-ansert/ebook/9780323441889.html</a></p> <p><b>Note:</b> <i>This resource has a different number as it is the workbook for the resource cited in No. 17.</i></p> <p><b>Note:</b> <i>If the book is from an electronic source, use [eBook] after the title, and the date you cited it [cited 2017 Sep 11]</i></p>



## Journals

### On-line or electronic journal articles

#### Citation code

Author/authors initial. Name of article. Abbreviated name of Journal [Internet]. Year /month ... If there is no volume or issue number [date Cited by you. Year Month Day]; vol (issue no): page range. Available from: <http://.....>

**Note: Journal titles are abbreviated in Vancouver. Refer to <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>**

	Referencing the resource in-text	Model in the reference list
<i>One or more authors available from a data base</i>	According to Halson, <sup>26</sup> sleep impacts learning, memory, and cognition.	26. Halson S. Sleep in elite athletes and nutritional interventions to enhance sleep. Sports Med [Internet]. 2014 May [cited 2021 Dec 2]; 44(1):13-23. Available from: <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4008810/doi:10.1007/s40279-014-0147-0</a>
<i>Three to six authors</i>	Ellwood et al. <sup>27</sup> identified that the strongest evidence for the treatment of infantile colic was the use of probiotics.	27. Ellwood J, Draper-Rodi J, Carnes D. Comparison of common interventions for the treatment of infantile colic: a systematic review of reviews and guidelines. BMJ Open [Internet]. 2020 Feb [cited 2021 Dec 22]; 10:e035405 doi:10.1136/bmjopen-2019-035405. Available from: <a href="https://bmjopen.bmj.com/content/bmjopen/10/2/e035405.full.pdf">https://bmjopen.bmj.com/content/bmjopen/10/2/e035405.full.pdf</a>
<i>On the web</i>	The four-chamber view can only detect some of the congenital cardiac anomalies. <sup>28</sup>	28. El-Feky M, Weerakkody Y. Four chamber cardiac view (fetal) [Internet]. Radiopaedia.org. 2021 [cited 30 April 2021]. Available from: <a href="https://radiopaedia.org/articles/four-chamber-cardiac-view-fetal">https://radiopaedia.org/articles/four-chamber-cardiac-view-fetal</a>

<p><i>With a DOI, any medium including website or Library Search or other Library database</i></p> <p><b>Note:</b> Consult the library <i>Medical Imaging and Sonography Resource Guide</i> for a full list of both print and on-line journal sources and the relevant professional bodies.</p>	<p>According to Coombe-Patterson,<sup>29</sup></p>	<p>29. Coombe-Patterson J. Amniotic fluid assessment: amniotic fluid index verses maximum vertical pocket. J Diagn Med Sonogr [Internet]. 2017 [cited 2017 Sep 11];33(4):280-283. Available from: <a href="http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full">http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full</a></p> <p><b>Note:</b> If an electronic source, use [Internet] after the journal title, and the date you cited it [cited 2017 Sep 11]</p> <p><b>Note:</b> Journal titles are abbreviated in Vancouver: <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a></p>
<p><i>Document without a DOI</i></p>	<p>According to Andrew and Romova,<sup>30</sup> ...</p>	<p>30. Andrew M, Romova Z. Genre, discourse and imagined communities: the learning gains of academic writing learners. J Acad Lang Learning [Internet]. 2012 [cited 2017 Oct 16];6(1):64-76 Available from: <a href="http://journal.aall.org.au/">http://journal.aall.org.au/</a></p> <p><b>Note:</b> If a journal article does not have a DOI number, give the home page URL of the journal itself. You may have to search for this.</p> <p><b>Note:</b> The number given to this citation originally is used throughout the document, and the source is only cited once in the reference list.</p>

<i>Without a volume or issue number</i>	Research by Sanchiz et al. <sup>31</sup> identified that...	31. Sanchiz M, Chevalier A, Amadiou F. Comput Hum Behav [Internet]. 2017 [cited 2021 Dec 2];67-78 Available from: <a href="https://doi.org/10.1016/j.chb.2017.02.038">https://doi.org/10.1016/j.chb.2017.02.038</a>
<i>Published seasonally</i>	The Southern Bell Frog is fighting for survival as water dries up in the lower Murray-Darling Basin wetlands. <sup>32</sup>	32. Beemster M. Saving the Southern Bell Frog. Australian Landcare. 2008 Spring:27–29

## Websites

### Citation code

Author Initials/organisation's name. Title of the page [Internet]. Place of publication: date or year of publication [updated year month day; cited year month day]. Available from: URL

<i>Document with date</i>	Ultrasound works differently to X-ray in that it does not use radiation. <sup>33</sup>	33. Healthdirect. Ultrasound [Internet]. 2017 July [cited 2017 Nov 1]. Available from: <a href="https://www.healthdirect.gov.au/ultrasound">https://www.healthdirect.gov.au/ultrasound</a>
<i>Document without a date</i>	In text, allocate a number to this resource in sequence	<b>Note:</b> <i>if a date of publication /date of copyright cannot be found for a Web site, use the date of the update or revision and the date you cited the resource.</i>
<i>Stand-alone documents found within library databases</i>	Anamorph is a form of morphine, a narcotic used for pain relief. <sup>34</sup>	34. MIMS Australia. Anamorph [Internet]. 2017 Dec [cited 2017 Dec 6]. Available from: <a href="https://www.mimsonline.com.au/Search/Search.aspx">https://www.mimsonline.com.au/Search/Search.aspx</a>
<i>Primary source on the WWW</i>	Florence Nightingale <sup>35</sup> wrote to Sir Benjamin Brodie to ask him to advise Elizabeth Blackwell on her future career.	35. Nightingale F. Letter to Sir Benjamin Brodie [Internet]. 1858 Feb 13 [cited 2017 Dec 6]. Available from: <a href="http://kumc.edu/dc/fn/brodie1.html">http://kumc.edu/dc/fn/brodie1.html</a>

## Newspapers

### Citation code

Author Initial. Title of newspaper article. Name of Newspaper. Place newspaper is published [Internet...if sourced on-line]. Date of publication/ year month day [date cited / year month day; Section of newspaper: [length of article columns/pages/screens]. Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Newspaper with an author, available on the web</i>	<p>Patrick Lyon<sup>36</sup> writing in the “<i>Sunday Mail</i>” reported that ...</p> <p><b>Note:</b> <i>Titles stated in-text use minimal capitalisation (unless they are proper nouns), italics and double inverted commas.</i></p>	<p>36. Lion P. Hospital staff sabotage waiting lists. Courier Mail. Brisbane [Internet]. 2011 March 6 [cited 2017 Oct 25]; Sunday Mail: [one screen]. Available from:  <a href="http://www.couriermail.com.au/ipad/staff-sabotage-waiting-lists/news-story/919708296aca05bd9b13f46382651daf">http://www.couriermail.com.au/ipad/staff-sabotage-waiting-lists/news-story/919708296aca05bd9b13f46382651daf</a></p>
<i>Magazine</i>	<p>“Mobile phones were supposed to liberate us”<sup>37(p28)</sup></p>	<p>37. Legge K. Upwardly mobile. The Australian. Sydney. 2005 May 28-29 [cited 2017 Oct 25]; Weekend Australian Magazine: [28].</p>

## Conference Papers

### Citation code

Author Initial/s/Sponsor. Title of conference paper. Editor/Organisation [if editor always put this after the name]. Title of conference; Date of conference; Place of conference. Place of publication: Publisher; Year of Publication. Page numbers. (Use p for single page i.e., p3, and pp for multiple page numbers i.e.: pp334-346.) For a conference paper located online, add the DOI if available, or the URL at the end of the reference.

	Referencing the resource in-text	Model in the reference list
<i>Published proceedings available through Library Search</i>	Acoustic radiation force impulse images are superior to those seen with sonography. <sup>38</sup>	38. Fahet BJ, Nelson RC, Hsu SJ, Bradway DP, Dumont DM, Trahey G. 6B-4 in Vivo acoustic radiation force impulse imaging of abdominal lesions. In Ultrasonics Symposium. 2007 Oct 28-31; New York, NY. Piscataway, NJ; Institute of Electrical and Electronic Engineers, 2007. pp440-443.
<i>Published online/published in a Journal</i>	The abstracts from the “11th annual scientific meeting of medical imaging and radiation therapy” <sup>39</sup> are now available.  <b>Note:</b> Titles stated in-text use minimal capitalisation (unless they are proper nouns), italics and double inverted commas.	39. Australian Society of Medical Imaging and Radiation Therapy and New Zealand Institute of Medical Radiation Technology. Special issue: abstracts from the 11th annual scientific meeting of medical imaging and radiation therapy; 2016 Apr 22-24; Brisbane, AU. J Med Radiat Sci [internet]. 2016 Apr [cited 2017 Oct 25];63(S1):1-125. Available from: <a href="http://onlinelibrary.wiley.com/doi/10.1111/jmrs.2016.63.issue-S1/issuetoc">http://onlinelibrary.wiley.com/doi/10.1111/jmrs.2016.63.issue-S1/issuetoc</a>

## Theses

### Citation code

Author Initials. Title of thesis [Type of award i.e., Master's thesis / Dissertation]. City (State/Country): Name of University; year. Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Thesis (published)</i>	Choi's <sup>40</sup> thesis explored the " <i>Feasibility of using Vivo SAXS imaging for the detection of Alzheimer's disease</i> ".	40. Choi M. Feasibility of in Vivo SAXS imaging for detection of Alzheimer's disease [PhD thesis]. Maryland, MD: Maryland University; 2017. Available from: ProQuest Dissertations & Theses Global.

## Reports

### Citation code – print

Author's surname/s Initial. /s, comma between each one. Title. Location, State: Organisation; Publishing Year Month. Report Number: Report number:11111 (if available).

### Citation code – electronic

Author's surname/s Initial. /s, comma between each one. Title [Media type]. Year Month [cited YYYY Month abbreviated DD]; Report No: Total number of pages. Available from: URL/DOI

	Referencing the resource in-text	Model in the reference list
<i>Report (print)</i>	According to Kitson et al., <sup>41</sup> ...	41. Kitson A, Conroy T, Kuluski K, Locock L, Lyons R. Reclaiming and redefining the fundamentals of care: nursing's response to meeting patients' basic human needs. Research Report No. 2. Adelaide, SA: University of Adelaide; 2013.



<p><i>Report (electronic)</i></p>	<p>Quality control in medical imaging is becoming an important issue considering the complexity and maintenance issues in relation to medical imaging equipment.<sup>42</sup></p>	<p>42. Jones KA, Heintz P, Geiser W, Goldman L, Jerjian K, Martin M, et al. Ongoing quality control in digital radiography: report of AAPM imaging physics committee task group 151. American Association of Physicist in Medicine. Med Phys [Internet]. 2015 Nov [cited 2017 Oct 30];42(11):6658-90. Available from: <a href="https://www.aapm.org/pubs/reports/RPT_151.pdf">https://www.aapm.org/pubs/reports/RPT_151.pdf</a></p> <p><b>Note:</b> <i>If the author of the report is not the publisher, identify the publisher as part of the retrieval statement as follows: Retrieved from Agency Name website: <a href="http://www.xxxxxxxx">http://www.xxxxxxxx</a></i></p>
<p><i>Report (electronic) (corporate author)</i></p>	<p>The five pillars that underpin the Heart Foundation's One Heart 2018 – 2020 strategy include: prevention; support; research; strengthening our organisation and our people.<sup>43</sup></p>	<p>43. National Heart Foundation Australia. One heart: our 2018-2020 Strategy [Internet]. 2017 [cited 2020 Jun 03]. Available from: <a href="https://www.heartfoundation.org.au/getmedia/d19cd0cc-a935-4f1c-914c-667a927b2cee/One_Heart_2018_-_2020_Strategy.pdf?ext=.pdf">https://www.heartfoundation.org.au/getmedia/d19cd0cc-a935-4f1c-914c-667a927b2cee/One_Heart_2018_-_2020_Strategy.pdf?ext=.pdf</a></p> <p><b>Note:</b> <i>This report has no report number.</i></p>

## Government Documents

### Citation code

Author's surname/s Initial. /s, comma between each one. Title [Media type]. Year Month Day [cited YYYY Month Day]; Report No: Total number of pages. Available from: URL/DOI

	Referencing the resource in-text	Model in the reference list
<i>Document from a government website</i>	The Department of Human Services <sup>44</sup> provides information about claiming requirements for Medicare ...	44. Department of Human Services. Education guide – Medicare ultrasound services [Internet]. 2017 Aug 9 [cited 2017 Nov 1]. Available from: <a href="https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services">https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services</a>
<i>Australian Bureau of Statistics online</i>	There are very specific skills sets and qualifications required to become medical imaging professionals. <sup>45</sup>	45. Australian Bureau of Statistics. 1220.0 ANZSCO Australian and New Zealand standard classification of occupations: unit group 2512 medical imaging professionals [Internet]. 2016 Mar 29 [cited 2017 Sept 12]. Available from: <a href="http://www.abs.gov.au/ausstats/abs@.nsf/Product+Lookup/1220.0~First+Edition,+Revision+1~Chapter~UNIT+GROUP+2512+Medical%20Imaging%20Professionals">http://www.abs.gov.au/ausstats/abs@.nsf/Product+Lookup/1220.0~First+Edition,+Revision+1~Chapter~UNIT+GROUP+2512+Medical%20Imaging%20Professionals</a>

	Referencing the resource in-text	Model in the reference list
<i>Government media releases</i>	Queensland Health has successfully prosecuted a resource industry company for exposing an employee to unsafe levels of radiation. <sup>46</sup>	46. Queensland Health. Queensland Health prosecutes company after radiation injury [Internet]. Brisbane: Queensland Government; 2017 July 24 [cited 2017 Nov 22]. Available from: <a href="https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury">https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury</a>
<i>Government debates recorded in Hansard</i>	Regional and rural Victoria have higher mortality rates from cancer than in urban Melbourne <sup>47</sup> ...	47. Parliament of Victoria. Parliamentary Debates (Hansard). Legislative Assembly. Fifty-Sixth Parliament. First Session. B4. Radiation Amendment Bill [Internet]. 2010 March 23 – 25 [cited 2017 Nov 30]; pp 941 – 953. Available from: <a href="https://www.parliament.vic.gov.au/images/stories/daily-hansard/February_2010/Assembly_Weekly_February_2010_Book_4.pdf">https://www.parliament.vic.gov.au/images/stories/daily-hansard/February_2010/Assembly_Weekly_February_2010_Book_4.pdf</a>

	Referencing the resource in-text	Model in the reference list
<i>Government fact sheet</i>	The occupational profile for a sonographer <sup>48</sup> ...	48. Government of Western Australia Department of Training and Workforce Development. Occupational profile sonographer [Internet]. 2017 [cited 2017 Nov 30]. Available from: <a href="http://www.careercentre.dtwd.wa.gov.au/Occupations/Pages/sonographer.aspx">http://www.careercentre.dtwd.wa.gov.au/Occupations/Pages/sonographer.aspx</a>

### Legislation

Citation code
Title of the Act or Regulation in italics – (if there is a shortened title use the short version) Year (in italics) Jurisdiction (abbreviated and in round brackets) Pinpoint reference to the relevant section or subsection [Media type]. Year. [cited YYYY Month Date]. Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Legislation:</i> <i>(Acts, Bills, Regulations, Rules)</i>	Division 4 of the <i>Radiation Safety Act (Qld) 1999</i> <sup>49</sup> states that people should be protected from unnecessary exposure to ionising radiation through the processes of justification, limitation, and optimisation.	49. <i>Radiation Safety Act (Qld) 1999</i> (Qld) p1d4(5) [Internet]. 2017 [cited 2017 Nov 30]. Available from: <a href="https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-020">https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-020</a>

## Case Law

### Citation code

Case Name (in italics) Year in brackets i.e. (2017) [use round brackets () for sequential volume numbers where the year is not essential] and square brackets [] where the year is essential to locate the correct volume Abbreviation of the law report Commencing page number [of the case] Pinpoint page number. Separated from the commencing page by a comma [when referring to specific words in the judgement] (Name of the Court). [Media type]. YYYY month [cited YYYY Month Date]; Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Case Law</i>	Albright v RPA Hospital <sup>50</sup> is a classic case concerning the application of the Bolam test for professional negligence.	50. <i>Albright v RPA Hospital</i> (1980) 2 NSWLR 542. (NSW Court of Appeal). [Internet]. 1980 Aug, Sep [cited 2023 Aug 24]; Available from: <a href="https://nswlr.com.au/view/1980-2-NSWLR-542">https://nswlr.com.au/view/1980-2-NSWLR-542</a>

## Coroner's Report

### Citation code

Jurisdiction of Coroner's Court (Place) Title of findings [Media type]. Date of posting YYYY month day [cited YYYY Month Day]; Year/Inquest number Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Coroner's report</i>	The cause of death was a result of haemorrhage. <sup>51</sup>	51. Coroners Court of Queensland (Southport) Non-inquest findings into the death of Mrs NSM [Internet]. 2017 Jul 31 [cited 2017 Nov 30]; 2014/1285 Available from:

		<a href="http://www.courts.qld.gov.au/__data/assets/pdf_file/0019/532540/nif-morgan-ns-20170731.pdf">http://www.courts.qld.gov.au/__data/assets/pdf_file/0019/532540/nif-morgan-ns-20170731.pdf</a>
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### **Standards/Patents**

#### **Citation code**

Name of Standard Body/Institution. Title of Standard. [Media type]. Publisher; Date of publication [Date cited]. Standard Number. Available from: URL

	<b>Referencing the resource in-text</b>	<b>Model in the reference list</b>
<i>Standards</i>	Due to revolutionised printing technologies, the International Electrotechnical Commission is establishing relevant international standards. <sup>52</sup>	52. Standards Australia. The storage and handling of corrosive substances [Internet]. Sydney (NSW): SAI Global; 2008 [cited 2020 Feb 3]. AS 3780-2008. Available from: <a href="https://www.saiglobal.com">https://www.saiglobal.com</a>
<i>Patents</i>	The patent details for a gravity balance device for x-ray equipment are readily available. <sup>53</sup>	53. Ling Z, Wang Y, Wang Z, inventors. Ge Medical Systems Global Technology Company, assignee. Counter weight means for a cross arm of x-ray equipment and a corresponding x-ray equipment. United States patent US20140003585 A1. 2014 Jan 2.

## WorkCover

### Citation code

Title of organisation. Title of document including YYYY (cited YYYY Month DD). Available from http link ...

	Referencing the resource in-text	Model in the reference list
<p><i>Worksafe Code of Practice (COP)</i></p> <p><i>Publishers of COP include the relevant state and territory WHS regulators and SafeWork Australia.</i></p>	<p><i>How to manage work health and safety risks: code of practice 2021<sup>54</sup> covers both radiography and sonography employees</i></p>	<p>54. Workplace Health and Safety Queensland. How to manage work health and safety risks: code of practice 2021 [cited 2021 Dec 22]. Available from: <a href="https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf">https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf</a></p>

## University-Provided Study Materials

The sources below should not be used frequently. Other sources that you have located while researching are more suitable.

	Referencing the resource in-text	Model in the reference list
<i>Lecture notes available on CQUniversity e-Units (Moodle)</i>	The checklist <sup>55</sup> in the class handout refers to the information in Chapter 4 of the textbook.	55. Van Waveren A. Chapter 4 checklist: BMSC11001: Human body systems 1 [class handout]. Rockhampton, Qld: CQUniversity, 2017 Dec 1.
<i>Lecture material—non-print (e.g., whiteboard notes)</i>  <i>Use author's name and date in-text. No need to include in the reference list.</i>	In a set of whiteboard notes compiled on 12 January 2018, the Course Coordinator of BMSC11001 Human Body Systems 1, Dean Jones, indicated that ...	Do not include in the Reference list.
<i>Images provided in study materials</i>	No need to reference in-text.	Do not include in the Reference list.



## Study Guide/Course Outlines

### Citation code

Author surname (or Organisation) Initial/s. Title of lecture. Course code: Course name [Format]. Campus Location: University; Year of publication [date cited]. Available from: URL

	Referencing the resource in-text	Model in the reference list
<p><i>Unit notes available on CQUniversity eUnits (Moodle)</i></p> <p><i>The author of your unit notes is normally your unit lecturer</i></p>	<p>It is important for the medical radiation practitioner to understand the key areas of accreditation, licensing and the Australian healthcare system.<sup>56</sup></p>	<p>56. Williams L. Week 2 Learning goals: accreditation and licensing of the medical radiation practitioner. MEDI11001: Fundamentals of the imaging professions [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 08]. Available from: <a href="https://moodle.cqu.edu.au/pluginfile.php/940540/mod_resource/content/4/Wk%20%20learning%20goals.pdf">https://moodle.cqu.edu.au/pluginfile.php/940540/mod_resource/content/4/Wk%20%20learning%20goals.pdf</a></p>
<p><i>PowerPoint/Echo 360/Video presentation on Moodle</i></p>	<p>In the 2017 Week 1 lecture given by Van Waveren,<sup>57</sup> ...</p>	<p>57. Van Waveren A. PowerPoint: Introduction to the human body. BMSC11001: Human body systems 1 [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 08]. Available from: <a href="https://moodle.cqu.edu.au/course/view.php?id=6790">https://moodle.cqu.edu.au/course/view.php?id=6790</a></p>

	Referencing the resource in-text	Model in the reference list
<p><i>Study Guide Online</i></p> <p><i>Use the university name as the author</i></p>	<p>The BMSC11001 course overview<sup>58</sup> specifies that ...</p>	<p>58. CQUniversity. An introduction to the human body. BMSC11001: Human body systems 1 [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 09]. Available from: <a href="https://moodle.cqu.edu.au/course/view.php?id=6790">https://moodle.cqu.edu.au/course/view.php?id=6790</a></p>
<p><i>Discussion board message posted to Moodle</i></p>	<p>Remember that when multiplying or dividing measurements, the result has the same number of significant digits as the least accurate number used in the calculation.<sup>59</sup></p>	<p>59. Falconi C. re: Problems with accurate measurement. In: MEDI11001. Physics for health sciences [e-discussion board message on Moodle]. Rockhampton, Qld: CQUniversity; 2017 Dec 20 [cited 2017 Feb 08]. Available from: <a href="https://moodle.cqu.edu.au/mod/forum/view.php?id=357239">https://moodle.cqu.edu.au/mod/forum/view.php?id=357239</a></p>
<p><i>Suggested texts, journal articles, book chapters and webpages referred to in a study guide. Avoid using secondary sources in this situation.</i></p>	<p>Locate, cite, and reference the primary (original) source.</p>	

## Encyclopaedias and Dictionaries

### Citation Code

Author/editor initial, editor. Name of dictionary [Internet] (if electronic). Place of publication, State/Country: Name of publisher; year of publication. Title of section sourced; [cited YYYY Month Date] page number. Available from: URL



	Referencing the resource in-text	Model in the reference list
<i>Encyclopaedia (with author/editor)</i>	This encyclopaedia provides students with valuable information about the field of diagnostic imaging including accidental clinical findings. <sup>60(p17)</sup>	60. Baert AL, editor. Encyclopedia of diagnostic imaging [Internet]. Berlin Heidelberg: Springer, Berlin Heidelberg; 2008. Accidental clinical findings; [cited 2021 Dec 22]. 17. Available from: <a href="https://link.springer.com/referencework/10.1007%2F978-3-540-35280-8">https://link.springer.com/referencework/10.1007%2F978-3-540-35280-8</a>
<i>Encyclopaedia/Dictionary (no author)</i>	Ultrasound is cyclic sound pressure with a frequency greater than the upper limit of human hearing”. <sup>61</sup>	61. New World Encyclopedia [Internet]. St Paul, MN: Paragon House. Ultrasound; [updated 2016 Jan 06; cited 2017 Oct 26]. Available from: <a href="http://www.newworldencyclopedia.org/entry/Ultrasound">http://www.newworldencyclopedia.org/entry/Ultrasound</a>
<i>Encyclopaedia/Dictionary entry available on the Web</i>	Ultrasound, also known as ultrasonography, produces images of structures in the human body using high frequency sound waves. <sup>62</sup>	62. Britannica, The Editors of Encyclopaedia. Ultrasound [Internet]. Encyclopaedia Britannica; 2021 July 29. [cited 2021 Dec 22]. Available from: <a href="https://www.britannica.com/science/ultrasound">https://www.britannica.com/science/ultrasound</a>


## Tables, Figures, and Images

### Citation code

**Type the full reference followed by:** Table/Figure/Appendix Number (as in original source). Title of table/figure/image/appendix (as in original source)

	Referencing the resource in-text	Model in the reference list															
<p><b>Tables, figures, and images</b></p> <p>When referencing more than one table/figure/image and/or text from the same source, they will all share the same reference superscript number. This means that <b>only one entry for that source is needed in the reference list.</b> Include the original figure/table number and original title (no description required).</p> <p><b>Note:</b> In-text citations may include more than one page number, more than one reference, or both.</p> <p><b>Note</b> that there are no spaces.</p>	<p>Table 4.3 Other childhood adrenal tumors.<sup>63(p127)</sup></p> <table border="1" data-bbox="645 576 1406 962"> <thead> <tr> <th></th> <th>ADRENAL CARCINOMA</th> <th>PHEOCHROMOCYTOMA</th> </tr> </thead> <tbody> <tr> <td>Clinical presentation</td> <td>Hormonal effects Precocious puberty Cushing syndrome</td> <td>Hypertension Urinary catecholamines raised</td> </tr> <tr> <td>Associated anomalies</td> <td>Hemihypertrophy Beckwith-Wiedemann Li-Fraumeni</td> <td>Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB</td> </tr> <tr> <td>Ultrasound appearances</td> <td>Solid, well defined Adenoma &lt; 4 cm or &lt; 50 g Carcinoma &gt; 4 cm or &gt; 100 g</td> <td>Solid, well defined May be multiple extra-adrenal masses in abdomen</td> </tr> <tr> <td>Other imaging</td> <td>CT or MRI</td> <td>Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling</td> </tr> </tbody> </table> <p>MIBG, metaiodobenzylguanidine.</p> <p><b>Table 4.3</b> Other childhood adrenal tumors</p>		ADRENAL CARCINOMA	PHEOCHROMOCYTOMA	Clinical presentation	Hormonal effects Precocious puberty Cushing syndrome	Hypertension Urinary catecholamines raised	Associated anomalies	Hemihypertrophy Beckwith-Wiedemann Li-Fraumeni	Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB	Ultrasound appearances	Solid, well defined Adenoma < 4 cm or < 50 g Carcinoma > 4 cm or > 100 g	Solid, well defined May be multiple extra-adrenal masses in abdomen	Other imaging	CT or MRI	Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling	<p>63. de Bruyn R, Darge K. Pediatric ultrasound e-book: how, why, and when [Internet]. London: Elsevier Health Sciences; 2010 [cited 2021 Dec 23]. Available from: <a href="https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=1722855">https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=1722855</a>. Table 4.3 Other childhood adrenal tumors</p> <p><b>Note: Page number is only required in-text</b></p>
	ADRENAL CARCINOMA	PHEOCHROMOCYTOMA															
Clinical presentation	Hormonal effects Precocious puberty Cushing syndrome	Hypertension Urinary catecholamines raised															
Associated anomalies	Hemihypertrophy Beckwith-Wiedemann Li-Fraumeni	Tuberous sclerosis Neurofibromatosis Von Hippel-Lindau Sturge-Weber Multiple endocrine neoplasia types IIA and IIB															
Ultrasound appearances	Solid, well defined Adenoma < 4 cm or < 50 g Carcinoma > 4 cm or > 100 g	Solid, well defined May be multiple extra-adrenal masses in abdomen															
Other imaging	CT or MRI	Radioisotope MIBG scan CT or MRI to show other lesions in chest or abdomen Adrenal vein sampling															

<p><b>Referencing personal images</b></p> <p><b>Note:</b> If the image is your own (e.g. your own photo or image taken on an ultrasound machine while on clinical placement), you only need to include a figure number, caption followed by 'Image by author', <b>below</b> the image.</p>	 <p>Figure 1. Ultrasound of baby in mother's womb. Image by author.</p>	<p><b>Note:</b> No reference is required.</p>
	<p><b>Referencing the resource in-text</b></p>	<p><b>Model in the reference list</b></p>
<p><b>Referencing images provided by a student peer or colleague (unpublished)</b></p> <p><b>Note:</b> Treat this as Personal Communication – see p.63 of this guide.</p>	 <p>Figure 1. Ultrasound of baby in mother's womb. Image by student peer.</p>	<p><b>Note:</b> No reference is required.</p>

	Referencing the resource in-text	Model in the reference list
<p><b>Referencing images provided to students via study material</b></p> <p><b>Notes:</b> Treat this as University-provided study materials p.56 of this guide.</p> <p>No in-text reference is required.</p> <p>You only need to include a figure number and caption <b>below</b> the image</p>	 <p>Figure 1. Ultrasound of baby in mother's womb.</p>	<p><b>Note:</b> No reference is required.</p>

## Multimedia

Always evaluate information found in these sources for 'scholarliness' including bias, validity, trustworthiness of the authors, authority and currency.

## Personal Communication

### Citation code

Initial/s. Surname, title, (month year) type of communication [if email include email address], affiliation [university highest degree].

		Model to follow in the reference list
<i>Personal Communication</i>	<b>Note:</b> <i>Personal communication should not be referenced unless you have permission from the sender and receiver to include the information in your document.</i>	<b>Note:</b> <i>Reference list entries are not required.</i>
		<b>Note:</b> <i>Be sure to keep copies of the personal email or correspondence used.</i>

### Example conversation

In a telephone conversation with J. Peters, MD (October 2017) ...

### Example letter

In a letter dated 21st October 2017, A.B. Johnston (Prof., Dept of Sonography, CQUniversity, Rockhampton, Qld.) confirmed ...

### Example email

In an email from Professor Jones, PhD (abjones@cqu.edu.au) on October 30 [cited 2017 Oct 30] it was confirmed that the new programs ...

## DVD/ Video/ YouTube

### Citation code

Author/Producer/Director. Title [Media type]. Place of Publication; Publisher; YYYY Month Date of Publication. Extent (e.g., YouTube video): physical description during sound, colour, [size (if applicable)].

<p><i>YouTube</i></p>	<p>There are informative videos available through the internet that teach students how to use ultrasound in a medical setting.<sup>64</sup></p>	<p>64. Medical Aid Films – Films for Life. How to use ultrasound in pregnancy [Video]. London, UK: Medical Aid Films; 2014 Nov 28. 1 YouTube video: sound, colour, [12.30 min.].</p> <p><b>Note:</b> <i>If there is no author/sponsor given, use the title of the video in place of the author. Do not use the name of the person who posted the video online as the author unless they also produced the video.</i></p>



## Radio/Television Interview



	Referencing the resource in-text	Model in the reference list
<i>Podcast or video</i>	Providing adequate pain relief in cases of rib fractures can be difficult. <sup>65</sup>	65. Herring A. Trouble with fractures? Learn chest wall blocks (serratus) with highland herring [Podcast on the Internet]. Ultrasound Leadership Academy; 2017 [cited 2017 Nov 6]. Available from: <a href="http://www.ultrasoundpodcast.com/category/podcast/">http://www.ultrasoundpodcast.com/category/podcast/</a>
<i>Brochure/Pamphlet</i>	Australian Medical Systems (AMS) <sup>66</sup> provide ultrasonic bladder scanners.	66. Australian Medical Systems. Bladder scanner ultrasonic [Pamphlet]. Australian Medical Systems; 2017
<i>Blog</i>	It is difficult to obtain great images during ultrasound when you have ticklish patients. <sup>67</sup>	67. Smart Sonographer – for the Love of Ultrasound. Tricks for ticklish patients [Blog]. 2017 Sep 8 [cited 2017 Nov 6]. Available from: <a href="http://www.smartsonographer.com/blog/tricks-for-ticklish-patients">http://www.smartsonographer.com/blog/tricks-for-ticklish-patients</a> .  <b>Note:</b> <i>This may not be a permanent source so include the date cited.</i>

<i>App</i>	Skyscape <sup>68</sup> is a free medical library app available for download.	68. Skyscape Medical Library. Skyscape Medpresso [Mobile app]. 2017 [cited 2017 Dec 7]. Available from: <a href="https://www.skyscape.com/sml/">https://www.skyscape.com/sml/</a>
<i>Photograph on the web without name of creator</i>	There are many free images of skeletons available on the web. <sup>69</sup>	69. Crystal Graphics. Doctor showing a hernia in a skeleton to female patient [image on the Internet]. [cited 2017 Dec 6]. Available from: <a href="https://au.wow.com/search?s_it=sb-top&amp;s_chn=38&amp;s_pt=aolsem&amp;v_t=aolsem&amp;q=skeleton+photos">https://au.wow.com/search?s_it=sb-top&amp;s_chn=38&amp;s_pt=aolsem&amp;v_t=aolsem&amp;q=skeleton+photos</a>

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# Appendices

## Appendix A: Key terms

Key terms	Explanation
<i>Author</i>	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.
<i>Bibliography</i>	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 a reference list. Use a bibliography only if specifically requested to do so.
<i>Copy or reproduce</i>	<p>Inserting an image, figure, or table from a source in your own work without modifying it in any way. If you reproduce a table in your work, you should label it as a table and include a citation. Tables should be numbered sequentially with the title and citation below. If you include data, or some columns of data from a table in your work, you will also need to include a citation.</p> <p>If you include an image, diagram or visual in your text, it is referred to as a Figure or a Table which should be numbered sequentially, e.g., Figure 1 or Table 1. These are called labels. The source of the image, figure or table should be typed next to the label.</p>
<i>E-book, e-book, or eBook</i>	An E-book is an electronic version of a print book that can be downloaded and read on a computer or other digital device. However, printed copies may not exist, and the e-book may be the only version of the text. You may find a complete book or chapters of the eBook. Some of these are free and other must be bought from publishers or suppliers.
<i>In-text citation</i>	<p>This is a reference to other people's work given in your sentence (in-text), as indicated by a superscript number. A citation is always required at the place where you have used someone else's words or ideas.</p> <p>An essay with few or no citations will be a cause of concern for lecturers as this may indicate plagiarism or limited research.</p>

<b>Key terms</b>	<b>Explanation</b>
<i>Journal article</i>	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.
<i>Paraphrase</i>	Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text reference to show that the material comes from another source.
<i>Quotation</i>	A direct quotation is the exact reproduction of someone's words which is marked with double quotation marks and requires a citation.
<i>Reference list</i>	The complete list of all sources cited or quoted in the text of your work. The reference list is located at the end of your work before the Appendices. It records the full publication details of each source and is arranged in the same numerical order as it appears in text. Every in-text reference should appear in the reference list, and every item in the reference list should be mentioned at least once in the assignment.
<i>Source</i>	The place where the information was found. Source type refers to whether the source is a book, article, website etc. and whether it is print or electronic. Referencing rules differ for each source type. Follow the Citation Code.
<i>Summary</i>	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.
<i>URL</i>	This is the abbreviation for Uniform Resource Locator. It also known as the web address. When including a URL for a source found on the web, it is not necessary to include a long URL if the website has a search engine. Leave the URL to break or fit the line in its own way; do not use enter or a space to push the URL to a new line.

## Appendix B: Symbols

Symbols	Use in citations
<p><b>&amp;</b>  <i>Ampersand</i>  <i>The ampersand symbol represents the word ‘and’</i></p>	
<p><b>( )</b>  <i>Round brackets (parentheses)</i>  <i>Round brackets, or parentheses, come in pairs and contain material that helps clarify a point; however, they often indicate that the information within is less important than what surrounds it.</i></p>	<p>Parentheses are used to enclose a citation within the text of an essay. 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</p>
<p><b>[ ]</b>  <i>Square brackets</i>  <i>Square brackets are used to add explanatory material to quotations, or to distinguish between multiple sets of brackets</i></p>	<p>Square brackets are also used to enclose insertions in quotations made by someone other than the original author, such as “<i>sic</i>” (explained in Appendix F). They are also used when adding extra words to quotations that help the reader understand the meaning when needing to fit a quotation into a sentence correctly. If it is an information prominent citation, square brackets are used within parentheses when adding an acronym or initialisms to your writing for the first time. For example:</p> <p style="padding-left: 40px;">The impact of this program has been dramatic (World Health Organization [WHO]).<sup>99</sup></p> <p style="padding-left: 40px;">In fact, Rumelhart<sup>98(pp33-34)</sup> asserts that schemata “...are the fundamental elements upon which all information processing depends ... [and play a large role] in guiding the flow of processing in the system”.</p> <p>When editing quotations, avoid changing the quotation’s meaning.</p>

## Appendix C: Acronyms

Acronyms	Examples
<p><i>Acronyms are words formed from the initial letters of each word in a long name, and that can 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).</i></p> <p><i>The first time an acronym is used you must give the full name followed by the acronym in parentheses. After that the acronym may be used in place of the full name or phrase. Always use the full name or phrase in the abstract section of your document</i></p>	<p><b>An author prominent in-text citation</b></p> <p>The first time you use 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:</p> <p style="padding-left: 40px;">According to the World Health Organization (WHO)<sup>97</sup>, this program has had a dramatic impact. This is demonstrated by the data emerging from this study.</p> <p><b>An information prominent in-text citation</b></p> <p>The first time you use a name that you want to shorten to an acronym or initialism, use the name in full and then type the acronym or initialism in square brackets after it.</p> <p style="padding-left: 40px;">The impact of this program has been dramatic (World Health Organization [WHO]).<sup>97</sup> This is demonstrated by the data emerging from this study.</p> <p><b>The reference list</b></p> <p>97. World Health Organization (WHO), Health impact assessment—glossary of terms used [Internet]. 2014 [cited 2017 Nov 30]. Available from: <a href="http://www.who.int/hia/about/glos/en/index1.html">http://www.who.int/hia/about/glos/en/index1.html</a></p>

## Appendix D: Initialisms

Initialisms	Examples
<p><i>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 NLM (initialism for National Library of Medicine)</i></p> <p><i>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</i></p>	<p>In academic writing, initialisms are introduced in the same way as acronyms.</p> <p><b>An author prominent in-text citation</b></p> <p>A draft study of course choices by Department of Education, Employment and Workplace Relations (DEEWR) revealed that “there were no significant gender differences in the reasons respondents chose to study engineering”.<sup>96(p104)</sup></p> <p><b>An information prominent in-text citation</b></p> <p>A recent government study (Australian Bureau of Statistics [ABS])<sup>95</sup> reported that ...</p>

## Appendix E: Abbreviations

An abbreviation is a shortened form of a word. Words can be shortened in several 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 and explanations of their use in references	Examples
<p><i>cat. no.</i> <i>catalogue number</i> <i>A catalogue number is used to identify an item in a record. It is used for tracking purposes.</i></p>	<p>95. Australian Bureau of Statistics (ABS). Australian social trends: pregnancy and work transitions [Internet]. 2013, cat. no. 4102.0, [cited 2014 Nov 18]. Available from: <a href="http://www.abs.gov.au/">http://www.abs.gov.au/</a></p>
<p><i>chap.</i> <i>chapter</i> <i>In an online book or a Kindle book without page numbers, look for the chapter heading and use its number if it has one, or give its title. Also give the paragraph number if available. If there are no chapters, use the nearest heading</i></p>	<p>In text you will type: chap. 8, para. 14</p>
<p><i>c.</i> <i>circa</i> <i>From Latin meaning ‘around’ or ‘about’. Used when the publishing date can only be approximated. This approximation may be made by looking at the latest entry in the reference list of the source</i></p>	<p>94. Queensland Education Department c. 1995, <i>Draft policy on school discipline</i>, Queensland Education Department, Gladstone.</p>

<p><i>comp.</i></p> <p><i>compiler</i></p> <p><i>The person who assembles a training or educational package is called a compiler</i></p>	<p>Use the same format as for an edited book (see next entry below) but use (comp.) instead of (ed.).</p>
<p><i>of the word is removed, leaving the last letter;</i></p>	<p>Crisp, J &amp; Taylor, C (eds) 2005, Potter and Perry's fundamentals of nursing, 2nd ed., Mosby Elsevier, Sydney.</p>
	<p>93. Wilson, J 2006, Infection control in clinical practice, 3rd ed., Bailliere Tindall, Edinburgh.</p>
<p><i>Journal titles</i></p>	<p>BMJ Med</p> <p>The British Medical Journal</p>

Abbreviations and explanations of their use in references	Examples
<p><i>Date unknown / no date</i></p> <p><i>Used when no publication year is found. Look carefully for publication dates as they can be hard to find on websites. You may find the date by checking for a copyright link</i></p>	<p>Lansdown<sup>92(p6)</sup> found that “...”.</p> <p>92. Lansdown M. Bridging courses. Rockhampton, Qld: Central Queensland University; [date unknown].</p>
<p><i>p</i></p> <p><i>page</i></p> <p><i>One page referred to in a citation</i></p> <p><i>In-text citations require page numbers when directly quoting or when using statistics graphs, tables, or images from the source. Page numbers may also be required when paraphrasing an author’s words/material if referring to specific information on a particular page, paragraph, or chapter</i></p>	<p>Priest<sup>92(p50)</sup> proposed that...</p> <p>...as proposed by a recent study.<sup>92(p50)</sup></p>
<p><i>pp</i></p> <p><i>multiple pages</i></p> <p><i>Used in the reference list to indicate the page range for the entire article, not just the pages you cited</i></p>	<p>Pages that are in sequence:</p> <p>Priest<sup>92(pp50-55)</sup> proposed that...</p> <p>Pages that are not in sequence:</p> <p>Priest<sup>92(p50, 59, 61)</sup> reported higher incidences....</p>



Abbreviations and explanations of their use in references	Examples
<p><i>para.</i></p> <p><i>paragraph</i></p> <p><i>For electronic sources that do not provide page numbers use the paragraph number instead of the page number in-text, if paragraphs are numbered.</i></p> <p><i>If neither a page number nor a paragraph number is given it is acceptable to leave it out, even for a direct quotation.</i></p> <p><i>Most electronic material is searchable, so readers can find the quoted material themselves</i></p>	<p>A BP spokesman reported that “The new construction includes a containment cap with a built-in blow-out preventer, the device that failed to cut off the oil flow.”<sup>91(para.4)</sup></p>

## Appendix F: Latin word and their use as abbreviations

Universities are steeped in history and some of the remnants of the past include Latin words and their abbreviations. Popular abbreviations such as etc., e.g., or i.e., should be avoided in academic writing. 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 reference list
<p><i>et al.</i>            abbreviation for 'et alia' meaning 'and others'            There should always be a full stop after 'al.' as it is an abbreviation.            Do not apply italics to et al.</p>	<p>If there are more than six authors (or editors), give the names of the first six followed by et al.</p>
<p>[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 that has not been corrected. This is to preserve the authenticity of the quotation. This error may be incorrect spelling, punctuation, or grammar.</p> <p><b>Note:</b> the square brackets are not italicised</p>	<p>In his report, "the building inspector estimated that there [sic] house was a fire hazard".<sup>91 (p17)</sup></p>
<p><i>circa</i>            means 'around' or 'about'            It is abbreviated to c.            Used when an approximate publishing date is available. This approximation may be made by looking at the latest entry in the reference list of the source you are using.</p>	<p>Queensland Education Department. Draft policy on school discipline. Gladstone, Qld: Queensland Education Department c. 1998.</p>

## Appendix G: Check your reference list

Check	Key point
	The reference list appears on a new page after the final paragraph of the main document and before any Appendices. Use a manual page break to separate.
	Margins are set to least 2.54 cm top and bottom and left and right.
	Font style and size is same as for the rest of the assignment: usually Times New Roman 12 or Arial 11. Black.
	Use single line spacing in the reference list.
	The title <b>References</b> is bold, left aligned, and has the same font style and size as the document.
	Numbers are aligned with the left margin.
	Set paragraph spacing to 12 pt After 0 pt Before
	Sources in the reference list are listed in numerical order, in the order they are first cited in the text, in numbers shown as superscript <sup>1-71</sup> .
	If there is no author or authoring body, begin with the title of the article itself.
	URLs are hyperlinked (active, black font and NOT underlined).
	URLs will fit in a line in their own way; do not use an enter or a space to push the URL to a new line. Long URLs can be shortened to give the home page URL but only if there is a search function available on the website.

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