REFERENCING CONVENTIONS

The following notes offer guidance on the provision of references in a piece of work for assessment.

Please refer to the Publication Manual of the American Psychological Association (APA), available in the library reference collection (3rd floor, call number: 808.066 AME), for information on how to cite types of sources not represented here, or for any additional information on how to paraphrase, quote, and format academic papers, including how to format tables, figures, and appendixes.

Some information (including online tutorials, FAQs, and sample papers) can also be viewed on the official APA website (at www.apastyle.org).

The bibliography computer program EndNote can help you with formatting citations and bibliographies. The Main Library offers guides to, and training sessions in, the use of EndNote.

Citation within the body of the text

When summarising a writer's ideas:

..... Girdler (1986) claims that pomp rock is...

The Australian accent is generally referred to as .... (Hardcastle & Jones, 1984)

Within a set of citations, citations are arranged alphabetically, in the same order in which they appear in the reference list:

Recent research has revealed that attitudes towards regional dialects have changed (Channell, 1994; Conrad, 2000; Labov, 1966; Reppen, 2010)

Work cited in another reference (Secondary sources):

Labov's explanation (1994, as cited in Nicholson, 2003) ….

Use secondary sources **sparingly**, for instance, when the original work is out of print, unavailable through usual sources, or not available in English.

Direct quotations must be clearly indicated as such, using double quotation marks. You must give **author, date and page number** for every direct quotation you include:

Hulstijn (2002) suggested that practice will only "speed up the execution of algorithmic rules to some extent" (p. 211).

It may be necessary to give page numbers even when paraphrasing in order to help readers find a passage in a long and complex source text:

Function words in the target items were identified by reference to the specification in Quirk et al. (1985, pp. 67-72)…..

Quotations comprising more than 40 words should start in a new line, and should be displayed as a freestanding block of text, indented about a half inch from the left margin. The entire quotation should be double-spaced.
_____

List of References

At the end of the text, there should be a full **List of References**, with **ALL** and **ONLY the references you have used in the text merged into one list**. The List of References should be in **alphabetical order**. Note the different conventions for authored books, unpublished dissertations, chapters from books, articles from journals and edited books.

For any sources that are not included here please visit the APA website: www.apastyle.org

Single author books
Lunzer, E. A. (1968). *The regulation of behaviour*. London: Staple Press.

Dual & triple author books
Towell, R. & Hawkins, R. (1994). *Approaches to second language acquisition.* Clevedon: Multilingual Matters.

Journal articles
Gregg, K. R. (1993). Taking explanation seriously; or, let a couple of flowers bloom. *Applied Linguistics*, *14*, 276-94.

Edited collection:
McKay, S. L., & Hornberger, N. H. (Eds.). (1996). *Sociolinguistics and language teaching*. Cambridge: Cambridge University Press.

Articles from edited collections
McKeachie, W. J. (1975). The decline and fall of the laws of learning. In N. Entwistle and D. Hounsell (Eds.), *How students learn.* (pp. 41-51) Lancaster: University of Lancaster.

*Please note that when you are referencing articles from edited collections, both the individual article and the edited volume should appear in the List of References. For example, you should have one entry for McKeachie AND one entry for Entwistle & Hounsell.

Theses and dissertations
Hauptmann, P. (1970). An experimental comparison of a structural approach and a situational approach to foreign language teaching. Unpublished doctoral dissertation. University of Michigan, Ann Arbor, MI.

Other unpublished sources
Odmark, J. (1979, January). Communicative competence, markedness, and second language acquisition. Paper presented at the 54th annual meeting of the Linguistic Society of America.

Westmoreland, R. (1983). German acquisition by instructed adults. Unpublished manuscript, Department of Second Language Studies, University of Hawaii, USA.

Work cited in another reference
Only the sources you actually read should appear in your bibliography. So, if you have given in your text: '….Berwick (1990, as cited in Ellis, 2008)….', you will only put in your bibliography:

Ellis, R. (2008). *The study of second language acquisition*. Oxford: Oxford University Press.

Internet Sources
Give reference as for a printed source, then 'Retrieved from', followed by the URL (the internet address). Do not add a period after the URL, and do not include retrieval dates unless the source material may change over time (e.g., Wikis).

Websites

Paulsen, M. F. (1998). *Theoretical frameworks for CMC-based teaching systems. Teaching techniques for computer-mediated communication*: Chapter 2. Retrieved from: http://home.nettskolen.nki.no/~morten/cmcped/fot/Chapter2.html

When there is no author for a web page, the title moves to the first position of the reference entry:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

YouTube

If both the real name of the person who posted the video and the screen name are known:
Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxx

If only the screen name of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxx

The in-text citations include the author name (whichever that may be) and the date.

Facebook

When the date is unknown, use n.d. for "no date". Describe the source type inside square brackets

Username or Group Name. (n.d.). In *Facebook* [Page type]. Retrieved Month, Day, Year, from http://www.facebook.com/specificpageURL

When the date can be reasonably certain but isn't stated on the document, use a bracketed date and "ca.", e.g., (ca. 1998).

Username or Group Name. [ca. 2010]. In *Facebook* [Page type]. Retrieved Month, Day, Year, from http://www.facebook.com/specificpageURL

Twitter

BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366

Audio-visual sources

Videos & DVDs
Strang, G. (1992). *The teaching of calculus: Careful changes* (Selected Lectures in Mathematics) [Videocassette]. Providence, RI: American Mathematical Society.

If the author is unknown:
The self: Testing and intelligence (Discovering Psychology) [DVD]. (2001). Boston, MA: WGBH Educational Foundation.

If the DVD is available online

Annunziata, J. (2007). *Play therapy with a 6-year-old* [DVD]. Available from http://www.apa.org/pubs/videos/4310799. aspx

Television program
Campbell, C. (Executive producer). (2011, February 9). *The 7pm project* [Television program]. Melbourne, Vic: Network TEN.

Television series
Gunton, M. (Executive producer). (2009). *Life* [Television series]. United Kingdom: BBC Natural History Unit.

Television series episode
Fairfax, F. (Writer), Mulholland, T., & Rich, J. (Directors). (2005). The curse of Tutankhamun [Television series episode]. In P. Dolling [Executive producer], *Egypt: Rediscovering a lost world*. United Kingdom: British Broadcasting Corporation.

Magazines and newspaper articles

Magazine
If a magazine or newsletter does not use volume numbers, include the month, season or other designation with the year.

Beemster, M. (2008, December). Saving the Southern Bell Frog. *Australian Landcare*, 27-29.

Newspaper article
For daily or weekly newspapers, include the day and precede the page numbers with p. or pp.

Parker, K. (2008, December 3). Plea for languages. *Koori Mail*, pp. 19-20.

Murray, E. (2001, May 9). Refugee crisis! [Letter to the editor]. *Weekend Australian*, p. A13.

If the author is unknown:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, pp. A12, A14, A16-A17.

For articles with no identified author, in text use a short title in double quotation marks (or the full title if it is short) for the parenthetical citation: ("New Drug", 1993, July 15).