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Acknowledgments

2001 edition

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Linda Portsmouth
School of Public Health
January 2010
Preface - About this guide

Assignments (e.g. reports, essays, literature reviews) for the Health Sciences should follow standard protocol in structure, layout, written style, citation, referencing and overall presentation. The *Guide to assignment presentation* provides recommendations on these aspects of assignment writing and is meant to be a working example of assignment presentation. For example, the contents page, the headings and subheadings used throughout the guide and the decimal numbering system illustrate how this should be done in your assignments. In addition, the structure, written style, citation and referencing used in this guide may be used as examples and adapted for your assignments.

All Health Science students, except Psychology students (see Section 1.7), present assignments in the manner illustrated throughout this guide, however, the method of citation and referencing used depends on your School and course of study. Refer to the following page to discover your School’s required referencing style.

Section 1 of this guide describes the overall presentation of assignments for all Health Science students.

This section is written, cited and referenced using Chicago style but Section 1.4 describes the written style recommended by Chicago, Harvard, APA, JoP and Vancouver styles.

Section 1.7 specifically describes the writing of reports and essays for Psychology students at Curtin University of Technology and the citations in this particular section are in APA format.

Section 2 introduces citation and referencing.

Sections 3 to 7 describe the specific citation and referencing formats for Harvard, APA, JoP, Vancouver and Chicago, respectively. The sections are colour coded for the reader’s ease of use: Harvard system is on the blue pages, APA on the green pages, JoP on the yellow pages, Vancouver on the pink pages and Chicago on the orange pages.

Section 8 presents the references cited throughout the guide written in the Chicago format.

To make any recommendations for the next edition, please contact:

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Email: k.bathgate@curtin.edu.au
Referencing systems used within the Faculty of Health Sciences of Curtin University of Technology:

<table>
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<tr>
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1.0 ASSIGNMENT PRESENTATION

(Psychology students please also see Section 1.7.)

1.1 Word processing requirements

- **Check your unit outline** for any specific assignment requirements.
- **Assignments must be word-processed and printed on one side of an A4 white page.** Original copies are required – photocopies are unacceptable.
- **Identify all pages using a footer.** A ‘footer’ is a line of text inserted into the bottom margin of each page which will add to the security of your submitted assignments. It is created using the ‘View’ drop-down menu and the ‘Header and Footer’ function of Microsoft Word. Use the footer to clearly display your name, student number and submission date on every page of your assignment.
- **Line justification.** Lines of text are usually left justified (with ragged right line edges) rather than justified (spread out evenly) between the right and left margins across the page. A ragged right edge makes your writing easier to read and does not distort the spacing used within references in the reference list (The University of Chicago Press [Chicago] 2003). Check your lecturer/tutor’s preference.
- **Font.** Use size 12 font in Times New Roman or Arial in size 11 as they are the easiest to read. The APA (2010) and Chicago (2003) style guides recommend Times New Roman. Check your lecturer/tutor’s preference.
- **Page numbering.** Number the pages of your assignment sequentially starting after the Contents page. Psychology students are required to begin page numbering on the top right hand corner of the title page. Numbering can be inserted using the ‘Insert’ menu of Microsoft Word.
- **Spacing after full-stops at the end of sentences.** In the past, two spaces were usually left and only one after other punctuation marks, such as commas, semi-colons and colons. This is no longer required with the move from typing to word processing, and only one space should be left after both full stops and other punctuation marks (Style manual 1994; Snooks et al. 2002; Chicago 2003). Check your lecturer/tutor’s preference.
- **Line spacing.** Check with your lecturer/tutor as to whether single, one-and-a-half or double-spacing between lines of text is preferred. Most lecturers/tutors prefer one-and-a-half spacing as it is easier to read and gives more space for them to make comments on your work. The APA system, however, requires double line spacing (APA 2010).
- **Margins.** Allow margins of approximately 2.5 cm at the top, bottom and sides of your page (Chicago 2003). The default settings within major word processing packages are usually acceptable. Check your lecturer/tutor’s preference.
- **Decimal numbering** (as shown in Appendix B and throughout this Guide) should be used consistently with headings and sub-headings within scientific research papers and reports (Chicago 2003). Psychology students are not required to use numbering within essays or reports.
**Headings and sub-headings** are usually in the same font as the text (Times New Roman) and are justified to the left rather than centred. They may be bold, but not underlined and do not have full stops or colons after them. Headings are in minimal capitalisation (i.e. only the first letter of the first word is capitalised), unless a name (e.g. of a place, a person or a theory) is used (Chicago 2003). The headings and sub-headings will appear in the Contents page (see Appendix B).

The APA system specifies the format for up to five levels of headings although you will typically use no more than three. When using three levels of heading, the first is centred, in bold and in maximal sentence capitalisation (i.e. the beginning letter of every word is capitalised); the second is in bold, flush left, with maximal sentence capitalisation; and, the third is indented, in bold, with minimal sentence capitalisation and ending with a period (full stop) (APA 2010). For example:

**The Risk Factors for Type 2 Diabetes**

**Blood Lipids**

*Low density lipoprotein.*

Please note that for design purposes, the headings and sub-headings used in the APA citation and referencing sections of this Guide follow the Chicago format.

- **Word count.** If a lecturer/tutor has asked for a specific number of words, place the word count in brackets at the end (on a separate line) after the conclusion. Word counts should not include the References or the Contents page.

- **Proof read** the assignment for typing, punctuation, grammatical errors, spelling errors and logical flow before it is submitted. Do not trust Microsoft Word’s spell checker as some words are correctly spelt English (and are thus not identified as a problem) but are not the correct word or spelling for the context in which you have used them.

- **Always keep a hard copy or save to a USB drive or your hard drive. Never submit your only copy.**

1.2 Title page

(Psychology students please see Section 1.7)

This must contain: Assignment title/research question
Student name
Curtin student number
Student email address
Student course or school
Title and number of unit (and module, if applicable)
Name of lecturer or tutor
Submission or due date written in full: day, month and year

See the example title page in Appendix A.

**DO:**

- Use white plain paper.
- Use a single secure staple in the top left-hand corner to keep the assignment together. If the assignment is too large for a staple, it can be bound.
• Make a plagiarism declaration. This declaration states that an assignment is the original work of the student who submits it and that it has not been submitted for assessment in any other unit or course. This can be done by stapling a signed declaration form (which is provided by some Schools in the Faculty) to the front of the assignment or by using the wording shown on the example title page in Appendix A.

DO NOT:
• Use coloured paper or place pictures on the title page.
• Insert your essay into a file, folder or plastic sheet protectors - unless requested to do this by your tutor/lecturer. Many tutors/lecturers dislike these as they make assignments heavier and it is more difficult for them to write comments or marks directly onto the pages.

1.3 Contents page
(Psychology students please see Section 1.7)

See the example contents page, Appendix B.
For long assignments with several headings and subheadings, a table of contents may be useful. This is placed on a separate page after the title page and labelled ‘Contents’, rather than ‘List of contents’ or ‘Table of contents’. The title may be centred or left justified at the top of the page. The Contents is usually in the same size font as the rest of the text. The use of numbered headings and sub-headings in the Contents (and in-text!) enables the reader to clearly see both the plan of the assignment and its logical sequence (Chicago 2003). It should not, however, extend beyond three heading levels (main heading, section heading, subsection heading) as this tends to obscure rather than clarify an assignment’s structure. The page numbers assist the reader to find sections. Page numbering begins on the first page of text so there is no page number given to the Contents page. The Contents and any other ‘front matter’ following the Contents but before the first page, may be given Roman numeral page numbers. The appendixes and in-text tables and figures should be included separately in the list of contents under the headings: ‘Illustrations’ and/or ‘Tables’ (Chicago 2003). You do not need to list illustrations or tables if there are not many of them and they are “all tied closely to the text” (Chicago 2003, 18).

1.4 Written style
• Use short, clear sentences and simple words when possible. End ideas with a full stop rather than a comma. Never begin a sentence with numbers or lower case abbreviations, although a sentence can begin with a capital letter acronym, such as WHO (which is sometimes pronounced as a word) or an initialism such as SBS (which is not pronounced as a word).
• Do not write one-sentence paragraphs. Paragraphs should be composed of several short sentences that relate to a single idea. Murphy (1985, 65) recommended that the first sentence be the topic sentence which “tells what the paragraph is about.” The next few sentences explain the idea and the last sentence concludes the idea.
• Avoid plagiarism. Plagiarism is a serious academic offence and may attract harsh consequences for any student who deliberately (or accidentally) claims the work
of another person as his or her own. Health Science students are expected to cite (i.e. write down) the source for any wording or ideas contained within the assignment that are not their own. The sources cited must be listed in the reference list. It is best to paraphrase (i.e. put in your own words) the work of other authors. If you take a direct quote (i.e. write down word for word something you have read), this must be marked with quotation marks and the page number it was taken from written as part of the citation. An example of a direct quote citation from Murphy (1985, 65) is shown in the paragraph above. See Appendix C for the Curtin University of Technology statement on plagiarism.

- **Quote correctly.** Murphy (1985, 138) developed an excellent set of guidelines for students with regard to the use of quotations. These guidelines include: “keep them short, use them sparingly, use them for a specific reason and reproduce them exactly – word for word – including spelling or grammatical errors.” If there is a spelling error or anomaly in the quote that may confuse the reader, the word should be directly followed by [sic], enclosed in square brackets and italicised (APA 2010; Chicago 2003). This is taken from the Latin ‘so thus’, ‘in this manner.’

If words or sentences are omitted from the original quotation, it should be denoted by the use of three ellipsis points (…) (Snooks et al. 2002) but these are not required if this omission is at the beginning or end of the quote taken (Chicago 2003). **APA** requires that words omitted within a sentence are denoted by three ellipsis points (e.g. “Start of sentence…end of sentence.”), whereas textual omissions between sentences are denoted by four ellipsis points (e.g. “The first sentence….words in the last sentence.”) (APA 2010).

**Note:** the citation sections of this Guide describe how to correctly cite quotations for each of the four referencing systems.

- **Use the correct punctuation in quotes.** **Chicago, APA and Vancouver** styles require the use of double quotation marks (i.e. “ “). Full stops (periods) and commas are placed within the quotation marks, as are other punctuation marks which are part of the quotation. Single quotation marks are used within the double quotation marks to denote words that, in the original source, were enclosed within quotation marks (APA 2001; Chicago 2003). Colons (:), semicolons (;), questions marks (?) and exclamation marks (!) are placed outside of the quotation marks unless they are part of the sentence being quoted (Chicago 2003; Snooks et al. 2002).

For example:

The group was asked, “Would any of you like to be health professionals?”

Which group member responded “I would love to be a health professional”?

The **Jop** and **Harvard** systems use single quotation marks (i.e. ‘ ’), except for a quote within a quote (Snooks et al. 2002). **Harvard** requires the placement of all “terminating punctuation” including full stops and commas, “inside the final quote mark when there is no carrier expression but outside the final quote mark when there is a carrier expression” (Snooks et al. 2002, 116).

For example:
No carrier expression: ‘It’s wonderful! I love being a health professional.’
Carrier expression: Her eyes sparkled and she said, ‘It’s wonderful! I love being a health professional’.

- **When to use block quotes.** Short quotations of less than 30 words according to **Harvard** (Snooks et al 2002), 40 words for **APA** (2001) and “one paragraph” for **Chicago** (2003, 450) are set within the text and enclosed within quotation marks.

  Larger quotes placed in a freestanding block (i.e. block quotation) with the quotation marks removed. The block must begin on a new line, be indented and be of the same font size as the text.

  **Chicago** (2003) notes that the default ‘tab’ feature of the word processor is sufficient for indentation of the block quote while **APA** (2010) requires to be indented five spaces (1.3 cm) from the left margin. APA also requires that the lines be double-spaced and the full stop come before the citation parentheses in a block quote. For example,

  …end of block quote. (APA 2001, p. 118)

- **Write in the third person.** This means that while a student may be expressing his or her opinion based on evidence from the scientific literature, words such as ‘I’, ‘me’, ‘my’, ‘our’ or ‘we’ are not used. For example, write ‘The main issues outlined by researchers are…’, rather than ‘I think that the main issues are…’

- **Use the correct verb tenses.** Most writing in health science assignments is in past tense (e.g. ‘Jones (2003) described…’) or present perfect tense (e.g. ‘The authors have described…’). This is because the information sourced was written in the past before being read and reported by students.

  Exceptions that may be written in present or future tense are:
  
  1. A direct quote
  2. A report on the current state of affairs within a body of literature, an area of research or the results of an experiment. For example, “Current research confirms previous findings and will lead to…” and “The results of Experiment 3 indicate…”
  3. A standard or guideline that has been set and which remains pertinent is being discussed. For example, the dietary guidelines for Australians (National Health and Medical Research Council 2003, 45) provide advice to the general population about healthy food choices and recommend that Australians “enjoy a wide variety of nutritious foods.”

- **Use the ‘active voice’ rather than the ‘passive voice’**. The passive form: ‘It was stated by the researchers that…’, is grammatically correct but the active form: ‘The researchers stated…’, is “clearer, more direct, more concise and more vigorous” (Murphy 1985, 21).

- **Write numbers correctly.** Write the numbers one to nine in words. Figures are used to express numbers from 10 onwards, unless they start a sentence, title or text heading in which case they must be written in words (Style manual 1994; Snooks et al 2002). Chicago (2003, 381) agrees with this style of number presentation for writing within “scientific and financial contexts.”

  Figures are acceptable to use for numbers between one and nine when used:
a. as a label, and especially if it denotes a specific place in a numbered series (e.g. Appendix 2, Table 1, Figure 4, p. 7, row 5)
b. with numbers greater than 10 that appear in the same sentence or paragraph (e.g. 3 out of 25 subjects, 2 out of 220 responses)
c. as a unit of measurement or currency (e.g. 7 km, 1 kilogram, $2.25)
d. in a table or figure
e. as date or time
f. to explain sample/population size or the number of subjects/participants in a study
g. as a percentage or ratio (APA 2010, 122; Style manual 1994; Snooks et al. 2002).

Harvard requires the use of ‘per cent’ (two words) in text (e.g. ‘8 per cent’), but the use of the symbol (%) when many percentages are quoted within the text and when used in a table (Purchase 1998). Chicago (2003, 384) recommends the use of the symbol (%) rather than the single word ‘percent’ in scientific writing.

In Australia, it is usual to write four-digit numbers without a space and without a comma (e.g. 2000). When writing larger numbers, use spaces to group each set of three figures (e.g. 500 000 or 0.000 05) to make them easier to read (Purchase 1998).

The APA system (2010) recommends that percentages always be written in numbers followed by the percent symbol (e.g. 5%). The word percentage should only be used when there is no number given (e.g. In order to determine the percentage of children). The APA system uses commas to separate three digits in most numbers of 1000 or more (e.g. 1,000), except for page numbers, serial numbers, degrees of temperature, acoustic frequency designations (e.g. 2000 Hz), degrees of freedom and numbers to the right of a decimal point (APA 2010, p. 114).

- **Do not use grammatical contractions.** For example, write ‘did not’ rather than ‘didn’t’. Write ‘will not’ rather than ‘won’t’, ‘they are’ rather than ‘they’re’ and ‘it is’ rather than ‘it’s’. Do not use the short form ‘etc.’ (from the Latin *et cetera* meaning ‘and the like’), as it is imprecise (Purchase 1998) and not appropriate to writing within the health sciences.

- **Possessive forms and apostrophes.** Possessive nouns are marked with an apostrophe (i.e. “The researcher’s findings...”) but note that possessive ‘its’ is not marked with an apostrophe (Purchase 1998). For example, write “Its major function...” rather than “It’s major function...” The recommendation for plural nouns which end in an ‘s’, is that the apostrophe be placed after the letter ‘s’ (e.g. “The three research papers’ main points are...”) (Snooks et al 2002).

- **Using ‘for example’ and ‘that is’.** Write these in full when used in the text. ‘For example’ can be shortened to ‘e.g.’ (from the Latin *exempli gratia*) and ‘that is’ can be shortened to ‘i.e.’ (from the Latin *id est*), when used in tables, figures, notes, captions and in scientific and technical work (Purchase 1998). The in-text unabbreviated forms are followed by a comma but the abbreviations are not followed by a comma (except in APA and Chicago styles). The APA (2010) and Chicago (2003) systems require the use of the abbreviated forms within parentheses (e.g. and i.e.). The APA (2010) system specifies the English translation of the abbreviation be used when not in parentheses.
Be precise and objective. Avoid vague, casual and emotional use of language. The Health Sciences require precision, objectivity and a more formal style of writing. For example:

<table>
<thead>
<tr>
<th>Appropriate language</th>
<th>Inappropriate language</th>
</tr>
</thead>
<tbody>
<tr>
<td>…in 30 seconds…</td>
<td>…very quickly…</td>
</tr>
<tr>
<td>…after five weeks…</td>
<td>…after a long time…</td>
</tr>
<tr>
<td>2.5 mL of acetic acid was added</td>
<td>Some acetic acid was added</td>
</tr>
<tr>
<td>The high level of pain experienced by the people with AIDS</td>
<td>The horrific suffering of the poor AIDS victims</td>
</tr>
<tr>
<td>The significant difference in health status between Aboriginal and non-Aboriginal Australians should be decreased</td>
<td>The shocking, appalling state of Aboriginal health should be fixed up</td>
</tr>
<tr>
<td>This research proved to be the impetus for further investigation</td>
<td>This research really got the ball rolling</td>
</tr>
<tr>
<td>This is highly significant because…</td>
<td>This is really exciting, mind-bending stuff because…</td>
</tr>
</tbody>
</table>

Vertical lists. Current Australian recommendations are that the sentence introducing a bullet point, lettered or numbered list should end in a colon (:). Itemised complete sentences start with a capital letter and end with a full stop. Itemised words or phrases, however, start with lowercase letters as they are completing the introductory sentence and do not end in punctuation except for a full-stop at the end of the last item (Snooks et al 2002). For examples, see the lists on page 5 and 11 of this Guide. Chicago (2003, 271) notes that when items are numbered, the number is followed by a full stop and each item starts with a capital letter. Chicago style also allows the use of semicolons at the end of each listed item if the phrases or sentences have internal punctuation. Check your lecturer/tutor’s preference.

Spelling. Australian English spelling is required. The most recent editions of the Macquarie dictionary or the Australian Concise Oxford Dictionary are recommended. Your word processor needs to have Australian English as the default setting for the spell-check function. American spelling, however, should be used in direct quotations and the names of American books, journals or organisations should not be changed to conform to Australian English (Purchase 1998). The same is necessary with British English spelling and names.

1.5 Research paper (Scientific essay)

A research paper in the health sciences borrows some aspects of the essay writing technique required in the humanities, education and psychology. A research paper has an introduction, main body and a conclusion. A position on an issue may be taken and argued for, presenting the different sides of the argument until a conclusion is reached.

A research paper in the health sciences could also be called an extended literature review. All the points raised are based on information sourced from the scientific literature pertaining to the topic. Students are expected to reach conclusions and make recommendations based on the scientific writings of others. It is expected that most of the main body of the paper will contain cited information that can be traced to its source via the reference list. This review of the literature is not a mere presentation of facts. Students are expected to organise and critically analyse the information they have sourced and draw a logical and relevant conclusion (or conclusions) based on
their analysis. It is important for students to develop their skills in preparing research papers from an early stage in their university career, as they are essential for the successful writing of theses, dissertations and journal articles in subsequent years of study and after graduation.

**Introduction**
The introduction needs to be succinctly written and introduces the reader to what will follow in the paper. A student is not expected to write exhaustively about a topic within one research paper. The introduction needs to specify which aspects of the topic will be included and how the paper will be organised. It is usually a brief summary of what is to be in the main body of the paper. There is usually no need to cite any points that are made in the introduction as long as they are covered in detail (with citations) within the main body of the paper. If a student chooses, however, to give a definition this must have the source(s) cited. The last sentence of the introduction can be used to state the main point of the paper, or if the topic is controversial, to indicate the position taken in the paper. The introduction should be titled as ‘Introduction’ and numbered (usually 1.0) in text (see Appendix B).

**Main body**
The body of the paper should be divided into numbered, titled sections. It is recommended that a decimal numbering system (see Appendix B) be used for the headings and sub-headings within the main body. The number arrangement and the selection of the heading and sub-heading titles depend on the content of the paragraphs, with those of similar content being grouped together within one section. Do not use ‘Main Body’ as a heading, but a short title that reflects the content of the text beneath it.

Current information should be included in the literature review and a range of reference sources consulted. It is important to use credible scientific reference sources for papers prepared at university level, and this generally means sources such as books, peer-reviewed journals and reports. Be especially critical of information gained through World Wide Web (www) searches. There are no controls over who can place information and what information is placed on www sites and the information sourced may not be of an acceptable academic standard.

In the main body of the paper, relevant information presented by other authors is summarised and critically analysed. Information must be presented logically in order to argue for the point being made. This information will need to be correctly cited, that is, every piece of information or opinion used in your writing needs to have its source clearly communicated.

This Guide is designed to assist students to correctly cite and reference information. Read Section 2.0 ‘Introduction to citation and referencing’, and then read in detail the citation and referencing requirements of the particular style required by your school.

**Conclusion**
The conclusion is where the main points discussed in the body of the paper are summarised. Do not cite any new information in the conclusion. Any issue raised must have been previously stated in the main body of the paper. The main body was based on the writing of others whereas the conclusion is the place where students can state their own opinion and ideas based on what they have discovered, analysed and evaluated.
The conclusion is understood to be the student’s educated opinion but students cannot write in the first person, for example, DO NOT write: “I think/feel/believe/conclude...” Students are required to write objectively and in the third person, for example, “It is clear from the literature that...”, “The majority of current research concludes that...” or “The most important factors are...” This section should be titled ‘Conclusion’ and numbered sequentially following the main body of the text.

List of abbreviations
Abbreviations should be used sparingly. The space saved is usually not worth the loss of clarity in the text. The first time that an abbreviation is used it should be placed in brackets after the term or name written in full, for example, “The World Health Organization (WHO) reported...” After defining the abbreviation in this manner, it can be used subsequently within the text, for example, “A WHO (2006) report described...”

A list of abbreviations will usually not be required in student assignments. The APA, JoP and Vancouver citation and referencing styles do not encourage the use of a list of abbreviations. The Harvard referencing style requires (should it be necessary) that a list of abbreviations be placed on the same page as the references, under a separate heading. See Section 3.3 for a sample Harvard reference list. Chicago recommends that, should a list of abbreviations be useful, they must appear before the abbreviations are used which may mean, for example, that the list appears in the front matter after the Contents page and before the first written text or before the appendixes. Its location must always be mentioned in the Contents page (Chicago 2003).

References
List all the sources referred to/cited in the text on a separate page at the end of the paper. The list should be titled ‘References’ and associated with the appropriate decimal number (see Appendix B). It is standard practice to present references in a smaller font than the text (Style manual 2002, p. 243) although this has not been done in this Guide as the reference lists in this document serve as vital tools that will be referred to regularly. Check the relevant sections of this Guide for each referencing style’s requirement.

Appendixes
Appendixes are placed at the end of the paper following the references and need to be listed in the Contents (see Appendix B). Appendixes usually contain material that directly relates to the text but is too detailed, technical or long to be placed easily within the text. The font should match the rest of the text but can be in a smaller size, if necessary. Lecturers/tutors will notice if appendixes have been used as padding when the report is under the word limit. Please note that the School of Biomedical Sciences and the Department of Health Information Management have a preference for the alternative spelling: ‘Appendices.’

To differentiate appendixes from the text, the Style manual (2002, p. 242) recommends that a separate numbering system be used for them. ‘If chapters are numbered with arabic numerals (Chapter 1, Chapter 2), appendixes could be numbered alphabetically (Appendix A, Appendix B). This distinction makes cross-references clearer’ (Style manual 2002, p. 242). The appendixes should be referred to in the text and each one should be labelled sequentially and titled, such as:

Appendix A  Sample title page
The above example shows how the appendix is labelled on the actual page. Appendix B and the Contents page of this guide, show examples of listing appendixes in the Contents.

The APA (2010) system states that if there is one appendix it should be labelled simply as ‘Appendix’. For more than one appendix, each should be labelled alphabetically with a capital letter (e.g. Appendix A, Appendix B) in the same order they are mentioned in the main text. Each appendix must have an accompanying label and title. Tables/figures in appendixes are labelled with the letter of the appendix (e.g. Table A1, Figure B2). If there is only one appendix and, therefore, there is no capital letter notation, tables/figures within the appendix should be labelled with ‘A’ (e.g. Table A1, Figure A1). Each appendix should begin on a separate page with the label ‘Appendix’ centred at the top of the page in maximal sentence capitalisation. The title below it is also centred and in maximal sentence capitalisation (APA 2010). An example APA titling format for appendixes is:

Appendix A

References to Legal Material

1.6 Research report

This section briefly describes a generic research report format appropriate for the health sciences. All of the courses and health disciplines represented within the Faculty of Health Sciences have individual ways of interpreting the report format for various purposes. Students might be required to report on: experiments/laboratories; assessment or treatment of clients/patients; fieldwork or practical placements; community or target group needs assessments; statistical data; qualitative data; interviews; surveys or questionnaires. Students must clarify the expectations of their lecturers/tutors before submitting a report.

A decimal numbering system (as shown in Appendix B) may also be used to number each of the following sections, especially if there are many sub-headings as this makes long and complex reports easier to read. Check the lecturer/tutor’s preference.

Executive summary

An executive summary is usually not required. Students will be informed by their individual lecturer/tutor if they are expected to write an executive summary. An executive summary is a two or three-page summary of the most important findings and recommendations. It is placed at the very beginning of the report to allow the reader to gain an overview. The preferred heading is ‘summary’ or ‘findings and recommendations’ (Purchase 1998). It is not given a numbered label.

Abstract

An abstract is not always required. Students must check the requirements and expectations of the individual lecturer/tutor.

An abstract is a brief, clear, and comprehensive summary of the research conducted. It should be written only after the rest of the report is complete. It should be less than 200 words in length (unless the lecturer/tutor indicates otherwise) and give a brief essential impression of the research. The abstract should include the issue/problem being investigated, a description of the subjects used, details of the methods used, the findings of the study/research, the conclusions and possible applications of the research.
**Introduction**
The introduction is the section of the assignment that introduces the topic and the specific problem or issue that will be addressed. It also states the purpose and rationale of the study/research and includes a review of the relevant literature that is linked to the topic.

The literature review involves locating information and other research findings from a range of relevant sources on a selected topic. It consists of a summary of relevant information presented by other authors with a critique or analysis of the information. Current literature should be included in the review and a range of reference sources should be consulted. It is important to use credible scientific reference sources for papers prepared at the tertiary level, and this generally means sources such as books, peer-reviewed journals and reports. Be especially critical of information gained through World Wide Web (www) searches. There are no controls over who can place information, and what information is placed, on www sites. The information may therefore not be of an acceptable academic standard. Relevant information presented by other authors is summarised, presented logically and critically analysed in a literature review. Information must be correctly cited, that is, the source of every piece of information or opinion used needs to have its source clearly communicated. This Guide is designed to assist students to correctly cite and reference information. Read Section 2.0 ‘Introduction to citation and referencing’, and then read in detail the citation and referencing requirements of the particular style required by your school.

A formal statement of the hypothesis (or hypotheses) being tested and a definition of the variables are usually contained in the last paragraph of the introduction. Forming your hypothesis first helps in writing the rest of the introduction as “only material forming part if a logical series of statements leading to your hypothesis should be used” (Lindsay 1995, 10).

**Methodology (Method)**
The methodology describes the research method used in the report/investigation. You should describe the subjects, test instruments, apparatus, materials, research design (procedure) and the data analysis undertaken. Enough detail needs to be provided so readers can replicate the study, if desired. The way this is done is often very specific to each discipline of study so students must check with their individual lecturer/tutor.

**Results**
In a scientific paper, results are presented as clearly and simply as possible. Only present data that relates to your hypothesis (Lindsay 1995). This section needs to present all your chosen results – no results can be mentioned for the first time in later sections (Lindsay 1995). “Statistical analysis is a powerful tool which allows you to place probabilities on your results” (Lindsay 1995, 23). Results are usually presented predominantly in the form of visual aids such as tables and figures (diagrams, graphs, photographs, pictures) with brief comments regarding the most relevant results. Each visual aid must have:

- an appropriate label placed above or below the table or figure (such as Figure 1 or Table 1)
- a sequential number (i.e. begin the first figure in your paper as Figure 1 and number sequentially after that). Ignore the number that the figure/table may have appeared as in the original source
- an appropriate title beside the label (A full stop is not used after this title and it is written in bold type.)
- at least one reference made in the text to the information presented in the table or figure. It is best to be specific (i.e. ‘see Table 4’) rather than use a phrase such as ‘see table below/above’ (Purchase 1998).

**Tables** are usually set in a font two sizes smaller than the text, although the label and title of the table (or figure) is in the same size font as the text. Horizontal lines can be used to separate column headings and totals from the main body of the table, but not to separate the rows from one another (Lindsay 1995; Purchase 1998). The column headings can be italicised, but are always in minimal capitalisation, and totals are in bold type. Totals are usually separated from other information in the table by a double line space. Vertical rules should only be used to separate the columns if it makes a complex table easier to read (Style manual 1994). These are generic Australian recommendations for writers and publishers.

The **APA system** recommends that the entire table (including the label, title, headings and notes) be in the same size font as the text. The text in tables may be double, single or one and half spaced. Tables and figures should be numbered in the same order that they are first mentioned in the main text. They are referred to by number only and not letters (e.g., use Table 1 and Table 2 rather than Table 1a and Table 1b). There are no vertical rules on the table and column headings are not italicised. The label and title are left justified and positioned above a table and below a figure, with the title in italics (APA 2010, 125–167). **Chicago** (2003) makes similar recommendations except that the table label and number (e.g., Table 13.2) are bolded, the font of the information in the table is a size smaller than the text and the table is single spaced. Unlike the generic Australian recommendations, Chicago does not recommend that the totals be in bold type. Chicago style is demonstrated in Table 1 of this Guide.

If the figure or table comes from another author’s work, cite their surname(s), date of publication and the page number from which the figure/table was derived. Refer to the citation sections of this Guide as each referencing system has different requirements as to the correct citation of tables and figures.

**Many lecturer/tutors have quite specific requirements, so students must check before submitting reports.** The **School of Biomedical Sciences** and some lecturers in the area of **Pharmacy**, for example, require the label and title to be placed below the table or figure and that the table or figure is centred on the page. Journals in most biomedical science areas, however, label tables above and figures below.

<table>
<thead>
<tr>
<th>Mode of enrolment</th>
<th>Number of students</th>
<th>Proportion of students (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>948</td>
<td>91.2</td>
</tr>
<tr>
<td>Part-time</td>
<td>91</td>
<td>8.7</td>
</tr>
<tr>
<td>Total</td>
<td>1039</td>
<td>100.0</td>
</tr>
</tbody>
</table>

**Table 1. Mode of study for students enrolled in Health Science Communication 180 in first semester 2006**


**Discussion**

The discussion is often regarded as the most important part of any scientific report. This is the section within which the results are considered and conclusions are drawn. It is acceptable to write in present tense as the results are related to conclusions (i.e. “The results indicate that…”). Any issues raised in the introduction need to be responded to in the discussion. The major hypothesis and findings must be linked to your data and the previous research and theory investigated in the literature review (Lindsay 1995). It is important to mention any failings of the experimental design, the procedure, sampling difficulties that were experienced and how the student results compare with the work of others. Conclude this section by summarising the major conclusions and results, restating the hypothesis and noting whether or not it was supported.

**List of abbreviations**

Abbreviations should be used sparingly. The space saved is usually not worth the loss of clarity in the text. The first time that an abbreviation is used it should be placed in brackets after the term or name written in full, for example, “The World Health Organization (WHO)…” After that, the abbreviation can be used within the text, for example, “The WHO (2006) report…”

A list of abbreviations will usually not be required in student assignments. APA, JoP and Vancouver styles do not encourage the use of a list of abbreviations. The Harvard referencing style requires that a list of abbreviations (should it be necessary) be placed on the same page as the reference list, under a separate heading. See Section 3.3 for a sample reference list within the Harvard section of this Guide. The Chicago style recommends the list be placed before text or before the appendixes (wherever it is required) and its location listed on the Contents page.

**References**

List all the sources cited in the text on a separate page at the end of the paper. The list should be titled ‘References’ and associated with the appropriate decimal number (see Appendix B). In Harvard it is standard practice to present references in a smaller size font than the text (Snooks et al. 2002, 243), although this has not been done in this Guide as the reference lists in this document serve as vital tools that will be referred to regularly. Check the relevant sections of this Guide for each referencing style’s requirement.

**Appendixes**

Appendixes are placed at the end of your paper following the references and need to be listed in the Contents (see Appendix B). Appendixes usually contain material that directly relates to the text but is too detailed, technical or long to be placed easily within the text. Lecturers/tutors will notice if appendixes have been used as padding when the report is under the word limit. Please note that the School of Biomedical Sciences and the Department of Health Information Management have a preference for the alternative spelling: ‘Appendices.’

To differentiate appendixes from the text, the current Australian recommendation is that a separate numbering system be used for them (). “If chapters are numbered with arabic numerals (Chapter 1, Chapter 2), appendixes could be numbered alphabetically (Appendix A, Appendix B). This distinction makes cross-references clearer” (Snooks et al. 2002, 242). A reference to the appendixes should be made in the text, and each appendix should be numbered sequentially and titled, such as:
Appendix A  Sample title page

The above example shows how the appendix is labelled on the actual page. See Appendix B, or the Contents page of this guide, for examples of listing appendixes in the Contents.

The APA (2010) system states that if there is one appendix it should be labelled simply as ‘Appendix’. For more than one appendix, each should be labelled alphabetically with a capital letter (e.g. Appendix A, Appendix B) in the same order they are mentioned in the main text. Each appendix must have an accompanying label and title. Tables/figures in appendixes are labelled with the letter of the appendix (e.g. Table A1, Figure B2). If there is only one appendix and, therefore, there is no capital letter notation, tables/figures within the appendix should be labelled with ‘A’ (e.g. Table A1, Figure A1). Each appendix should begin on a separate page with the label ‘Appendix’ centred at the top of the page in maximal sentence capitalisation. The title below it is also centred and in maximal sentence capitalisation (APA 2010). An example APA titling format for appendixes is:

Appendix A
References to Legal Material

1.7 Writing for psychology

(The citations in this section are in the APA style)

Assignments for the School of Psychology generally take the form of a research report or an essay. Each style of assignment has its own special requirements which are detailed below. This information is to be used only as a guide to the presentation of assignments, as individual lecturers or tutors may have special requirements that will take precedence over this information. A target length for each assignment is usually indicated in the course outline.

The American Psychological Association (APA) style has its own grammatical requirements. Carefully note the grammar used within the APA sections of this guide. Commas are used before the “and/or” when listing items (“x, y, and/or z”) and after “for example” or “that is”. “For example”, and “that is”, are written in full within the text and are only abbreviated when they appear within parentheses (e.g., and i.e.,).

In APA, quotations are marked by double quotation marks (i.e., “ ” rather than “ ”). Writing must be in third person and in past tense for the introduction, essay main body, method and results. The APA (2010, p. 78) recommends using “the past tense to express an action or a condition that occurred at a specific, definite time in the past, as when discussing another researcher’s work and when reporting your results” (eg. “Portsmouth (2005) presented a similar theory” rather than “Portsmouth (2005) presents a similar theory”). The APA (2010) also recommends the use of “the present perfect tense to express a past action or condition that did not occur at a specific, definite time or to describe an action beginning in the past and continuing to the present.” (APA, 2010, p. 78). For example, “Since 2005, authors have increasingly used this method” rather than “Since 2005, authors increasingly used this method”.

1.7.1 Research reports

Most research reports are required to be completed in the format outlined in the APA (2010) Publication Manual. This involves clearly defined assignment sections
(without decimal numbered headings/sub headings), each containing specific information. All sections are to be double-spaced unless indicated otherwise by the lecturer/tutor. The report is to be on A4 paper with a minimum 2.54cm margin on all sides.

Title page

A title is used that summarises the main idea of the assignment and is recommended to be 10 to 12 words maximum, typed in upper and lower case letters, centred on the page and double-spaced. It should be a concise statement of the main topic which also identifies the variables under investigation and any relationship between them. The author’s name and institutional affiliation (i.e., Curtin University of Technology) is also included below the title, in upper and lower case letters, centred on the page with the author first and the affiliation on the next double-spaced line. A running head is also included on the title page. This is an abbreviated title that is printed at the top of the pages of the assignment. It should be a maximum length of 50 characters, including letters, punctuation, and spaces between words. On the title page, the words “Running head:” are placed flush left at the top of the title page, followed on with the chosen running head title, in all upper case letters. The right hand corner of the page contains the page numbers, beginning on the title page. Each following page will have a manuscript page header (running head/ abbreviated running head) and a page number in the upper right hand corner.

Abstract

An abstract is a brief, clear, and comprehensive summary of the assignment/research conducted. It is written after the rest of the report is complete. An abstract should be approximately 120 words in length. The abstract should include details, such as: the issue/problem being investigated, a description of the participants, details of the experimental method, the findings of the study/research, the conclusions and possible applications of the research. It should not contain any information that is not discussed in the body of the text. It should only include the most important information and four to five other major concepts, implications and/or findings of the paper. The abstract can be compared with the title to verify its accuracy, and to ensure that it correctly reflects the purpose and content of the paper. All numbers used in the abstract are expressed in figures. It should be titled ‘Abstract’ which is centred at the top of the page and appear as a single paragraph without indentation (APA, 2010).

Introduction

The introduction is the section of the report that introduces the specific problem or issue that will be addressed and describes the research strategy. It includes a review of the relevant literature and states the purpose and rationale of the study/research. It is important that the material presented in the introduction is critically analysed by the writer. This means that as well as stating the findings of a particular study the writer discusses the weaknesses of the study, other explanations of the findings, flaws in the author’s reasoning, and consistency with other research findings (Smyth, 1996). Controversial issues are treated fairly. Whatever the personal opinion of the author, avoid animosity and poorly structured and researched arguments/statements in presenting controversy. Do not support your position or justify your research by citing other authors out of context. A formal statement of the hypotheses and a definition of the variables are usually contained in the last paragraph of the introduction. This follows the development of the background of the topic (although not exhaustively) where the approach to solving/answering the problem/topic was discussed. This section is not titled ‘Introduction’, instead it uses the title from the title page.
Method
The method section includes a detailed description of the study and how it was conducted. It is generally divided into three labelled subsections. The first is Participant characteristics, which contains detailed information such as the number of participants, their sex and age, how the participants were selected for inclusion in the study, and how they were assigned to different study groups. Specific information that may relate to the study is also included (e.g., level of education, ethnic origin, socioeconomic status, disability, sexual orientation) (APA, 2010). The second subsection is Apparatus, which is a brief description of the apparatus/materials used in the study, and how they function within the study context. Specialised equipment from a commercial supplier should be identified, and the model number and the supplier’s name and location should be provided. The final subsection is Procedure, which is a summary of the steps taken in the research. It should be clear and concise, and contain enough detail to enable other researchers to duplicate the study. The method section follows directly after the introduction, that is, it does not begin on a new page. The word ‘Method’ is centred on the page following a double spaced line after the end of the introduction. The titles of the subsections are printed in bold, are flush left and in maximal sentence capitalisation.

Results
The result section summarises the results/data collected and the statistical analyses that were conducted. This section needs to be brief and concise, stating the main findings in enough detail to justify the conclusions. Findings that are counter to the original hypothesis should also be included. The data can be collated in tables and figures, which can present the information more clearly and efficiently. Other information presented includes statistical significance or non-significance, statistical power, effect size and assumption testing. This section is not started on a new page, but follows a double space after the method section. It is labelled ‘Results’, which is centred on the page.

Discussion
The discussion involves the evaluation and interpretation of the results with respect to the original hypotheses, beginning with a clear statement about the support or non-support of those hypotheses. Reference may be made to the similarity/difference between the findings in this study to the work of other researchers. Additional items that may be addressed are the theoretical implications and potential applications of the research findings, improvements on the research and suggestions for future research. This section is titled ‘Discussion’, which is centred on the page, and follows directly on from the results section after a double line space.

References
All citations in the text must appear in the reference list. The reference list is started on a new page. The title ‘References’ is centred at the top of the page in maximal sentence capitalisation. The first line of each entry is flush with the margin but subsequent lines are indented (i.e., hanging indent). All lines are double-spaced. The format used for references is the publication style recommended by the APA (2010).

Appendixes
Appendixes are used to contain information that is important in the replication of the study but is inappropriate to include in the body of the text, usually because of length. Examples of this information could include detailed descriptions of complex equipment or a test/questionnaire that was used. Each appendix should begin on a
separate page with the label ‘Appendix’ centred at the top of the page in maximal sentence capitalisation. The title below it is also centred and in maximal sentence capitalisation (APA 2010). An example APA titling format for appendixes is:

Appendix A

References to Legal Material

Tables and figures

Tables and figures used in the assignment should be clearly labelled. They should supplement/augment the text, but not duplicate it. They should be referred to in the text and be associated with an explanation for the reader about what to look for. The text in tables may be double, single or one and half spaced. Tables and figures should be numbered in the same order that they are first mentioned in the main text. They are referred to by number only and not letters (eg, use Table 1 and Table 2 rather than Table 1a and Table 1b) (APA 2010, 125–167). The APA (2010) requires each table to begin on a new page when submitting to journals, but this is not required in the publication form used in student assignments. If in doubt, check with the lecturer/tutor. The word ‘Table’ and the appropriate number are typed flush left at the top of the table. There is a double line space between this and the title of the table, which is flush left, italicised and with maximal sentence capitalisation. There is no period after the title of the table. Table rules should be horizontal; do not use vertical rules. Figures are also numbered consecutively in the order that they appear, however, the label is located below the figure, flush left, italicised, and followed by a period (e.g., Figure 1.). The title follows directly after this, on the same line, and is written in sentence case (minimal capitalisation). The title is not italicised and is followed by a period (e.g., Figure 1. Overall motor activity of the cerebral cortex.).

1.7.2 Psychology essays

Essays can vary in format depending on the specific requirements of the lecturer/tutor. If there is no specific direction given on the preferred format, the following information can be used to construct the essay.

Most essays for psychology involve the student putting forth an argument. An argument is a “brief, clear statement of what you will show to be true about an essay topic” (O’Shea, 2000, p. 11). After a thorough review of the relevant literature, the writer of the essay makes a decision about the argument that they will propound. The essay would then present the evidence and theories that support the view taken, as well as the evidence that is inconsistent with the writer’s argument. Like a research report, the essay has different sections that contain different information and a summary follows.

Title page

A title may be provided or a student may be required to select/compose a title. When selecting a title it is important that it summarises the main idea of the essay and is between 10 to 12 words in length. Other information to be included on the title page is information on what course is being studied, the unit name, student number, lecturer/tutor name and date submitted. This page is numbered ‘1’ in the top right hand corner. All following pages are numbered consecutively, also in the top right hand corner.
Abstract
As with a research report, an essay also requires an abstract. This is a clear, brief summary of the essay and should be no longer than 120 words. The abstract should succinctly outline the main argument, a summary of the evidence that supports/does not support it, and the conclusions. The title of this section, ‘Abstract’, is centred at the top of the page.

The text
This section is titled with the essay title, centred at the top of the page. The text is separated into three untitled subsections. The first section is the introduction. This should be the first paragraph(s). It is advised that it should contain less than 10 percent of the words in the essay. This section is where the writer outlines the empirical and theoretical issues leading to the argument (O’Shea, 2000). Specific definitions may also be included if they are particularly relevant to the introduction of the topic. This section usually ends with an introduction of the argument.

The next section of the text is called the body of the text. This section should contain approximately 70 percent of the total number of words of the essay. This section follows on in content from the introduction. It is where the writer details the theories, framework and evidence that relate to the argument as presented in the introduction. Information must be presented that both supports and refutes the argument. It is again important that the material presented is critically analysed by the writer. The sources of the information used must be cited so that it can be found in the reference list. The information must be ordered in a logical manner that works systematically towards a conclusion.

The last section of the text is the conclusion. This is the last paragraph(s) of the essay and should also contain 10 percent of the total word count. This is where the major points made by the essay are summarised, the criticisms of the stated argument are countered, and the argument restated.

References
This is started on a new page titled ‘References’ which is centred on the page. It is recommended that the format used to set out the references is the one outlined by the APA (2010).

1.8 Non-discriminatory use of language
It is illegal, in Australia, to discriminate against people on the basis of race, colour, national/ethnic origin, gender or physical or mental capabilities (Snooks et al. 2002). “Language plays a powerful part both in contributing to and in eliminating discrimination” (Style manual 1994, 122). Language is discriminatory when it ‘makes people invisible; when it excludes them or highlights only one characteristic to the exclusion of other, often more relevant ones; when it stereotypes people; treats people asymmetrically or insults people’ (Style manual 1994, 122).

The Style manual (1994, 121-44; Snooks et al. 2002, 55-62) contains the Australian Government standard for the inclusive use of language within government publications and has been widely adopted by writers throughout Australia. Guidelines for the use of non-discriminatory language are summarised in the following section but can be read in full by accessing the manual - which is held in the Reserve Collection of the T.L. Robertson Library.
Please note that if a student is required to write strictly to the APA style, the *Publication manual of the American Psychological Association* (2010, 70-77) contains similar guidelines to reduce bias in language. This manual is also held in the Reserve Collection of the T.L. Robertson Library.

**Gender**

“Sexist language is language that expresses bias in favour of one sex and thus treats the other sex in a discriminatory manner” (*Style manual* 1994, 126). Most frequently this bias is in favour of men, considering men as the ‘norm for the human species’ and that their “thoughts, beliefs and actions” represent those of all people (*Style manual* 1994, 126).

Common forms of sexism in language include the use of ‘man’ and the pronouns ‘he/him/his’ to refer to all people and the use of suffixes (e.g. ‘usherette’, ‘waitress’) to refer to occupations. A sentence that uses the words ‘he/him/his’ but also intends to refer to a female, can be reworded to make it inclusive without changing the meaning. Some useful strategies suggested by the *Style manual* (1994) include:

- recasting the sentence into a plural (e.g. ‘Health professionals should use their best skills at all times’)
- leave out the pronoun (e.g. ‘A client’s progress in therapy can be judged from [his] pain levels’)
- repeating the noun (e.g. ‘The doctor has requested this procedure as the doctor believes that it is necessary’)
- use ‘he or she’, ‘his or her’ or (in writing) ‘s/he’ (e.g. ‘The patient will need to seek support from his or her family’)
- recasting the sentence and using another pronoun, for example, ‘you’, ‘I’ or ‘we’ (e.g. ‘We all need to consider this issue in our methodology’ rather than ‘The researcher needs to consider this issue in his methodology’).

Table 2 contains a few examples from the many possible instances of non-sexist alternatives to describe people.

**Table 2. Alternatives to sexist language**

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Man/mankind</td>
<td>Humans/humanity/human race/humankind/people/woman and men</td>
</tr>
<tr>
<td>The man on the street</td>
<td>The average citizen/the average person/ordinary people</td>
</tr>
<tr>
<td>The best man for the job</td>
<td>The best candidate/applicant/person/man or woman for the job</td>
</tr>
<tr>
<td>Businessman</td>
<td>Business executive/manager/owner/person/proprietor/businessman/business woman</td>
</tr>
<tr>
<td>Salesman</td>
<td>Sales agent/attendant/person/representative/assistant/salesman/saleswoman</td>
</tr>
<tr>
<td>Spokesman</td>
<td>Representative/speaker/spokesperson/speaking on behalf of…/spokesman/spokeswomen</td>
</tr>
<tr>
<td>Cleaning lady</td>
<td>Cleaner</td>
</tr>
<tr>
<td>Girl Friday</td>
<td>Assistant</td>
</tr>
<tr>
<td>Comedienne</td>
<td>Comedian</td>
</tr>
<tr>
<td>Actress</td>
<td>Actor</td>
</tr>
<tr>
<td>Manageress</td>
<td>Manager</td>
</tr>
<tr>
<td>Waitess</td>
<td>Waiter</td>
</tr>
<tr>
<td>Male nurse</td>
<td>Nurse</td>
</tr>
<tr>
<td>Woman doctor</td>
<td>Doctor</td>
</tr>
<tr>
<td>Female astronaut</td>
<td>Astronaut</td>
</tr>
</tbody>
</table>

**Disability**

Discriminatory language is “depersonalising” with people being “treated as a disability rather than as a person with a disability” (*Style manual* 1994, 142). Examples of this are when:

- a person is referred to by the name of their disability or medical condition (e.g. ‘a paraplegic’, ‘wheel-chair bound person’, ‘a Down syndrome baby’)
- a slang, negative word is used (e.g. ‘a retard’, ‘a spastic’, ‘deaf and dumb’, ‘handicapped’)
- disability is assumed to be a defect or an affliction (e.g. ‘Multiple Sclerosis victim’, ‘a cerebral palsy sufferer’, ‘a birth defect’).

Jenny Bassett, Senior Media Liaison Officer with the Disability Services Commission of Western Australia, reported that the Commission promotes the appropriate use of language when referring to people with disability in Western Australia (J Basset 2000, pers. comm., 13 October). It is best to describe the person first and the disability second. Phrases are thus constructed which neutrally describe the person or people who have various disabilities (see Table 3).

It is best to use the words that people use to describe themselves. For example, many people who are profoundly deaf and use a sign language to communicate (‘Auslan’) consider themselves to be ‘deaf’ and to belong to a ‘deaf culture’. They may consider the term ‘hearing impaired’ as inappropriate to describe them.

**Table 3. Constructing phrases to describe people with disability**

<table>
<thead>
<tr>
<th>Person</th>
<th>with</th>
<th>Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baby/Child/Boy/Girl</td>
<td>who use(s)</td>
<td>Cerebral palsy</td>
</tr>
<tr>
<td>Young person</td>
<td></td>
<td>Intellectual disability</td>
</tr>
<tr>
<td>Man/Woman</td>
<td></td>
<td>Down syndrome</td>
</tr>
<tr>
<td>People</td>
<td></td>
<td>Hearing impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visual impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mental illness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Epilepsy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paraplegia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multiple sclerosis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disability since birth/congenital disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A wheelchair</td>
</tr>
</tbody>
</table>

**Racial and ethnic identity**

Racism is the discriminatory treatment of people on the basis of their membership of a group of people identified by their race, ethnicity or country of origin. “Racist language is the linguistic expression of racism” (*Style manual* 1994, 135).
The *Style manual* (1994) described how racist language assumes that people belong to two groups -- the 'in-group' or the 'out-group'. The superior, dominant in-group ('us') is usually described in positive language or not described using adjectives at all - as people are assumed to belong to this favoured group. The unfavoured groups ('them') are less likely to be referred to in positive terms. Adjectives and nouns with negative or stereotypical connotations are often used - as if members of these groups are a deviation from the norm.

The ethnic features of Anglo-Australians are seldom mentioned and they are described in terms of their individual characteristics such as occupation, education, gender or age which “conveys an image of diversity” (*Style manual* 1994, 135). Members of other groups are often described in terms of group characteristics (such as their ethnicity) which seldom reflect their diversity.

“In Australia, the conscious or unconscious use of racist language occurs most frequently in relation to Aboriginal and Torres Strait Islander peoples and to many immigrant groups especially those of non-English speaking backgrounds” (*Style manual* 1994, 136). Often immigrants and other ethnolinguistic minorities within Australia prefer to be called Australians rather than be given another name - and have this term used as if the individual and group are not Australian (*Style manual* 1994).

The *Style manual* (2002, p. 56) stated that it is acceptable to use the term “LOTE” (language other than English) rather than “NESB” (People from non-English speaking backgrounds) which makes “using English a reference point for everyone and creates an unnecessary negative for those that do not.” It is recommended that writers avoid using terms such as ‘migrant’ or ‘immigrant’ when the person who has emigrated has been in Australia for a period of time (Snooks et al. 2002). The term ‘ethnic Australian’ should also be avoided as *all* Australians belong to an ethnic group. In Western Australia, many health professionals refer to people as being from Culturally and Linguistically Diverse (CALD) community groups.

**Aboriginal and Torres Strait Islander Australians**

The use of language to describe Aboriginal and Torres Strait Islander Australians in “public and official documents, textbooks and the media is, and has been, mainly negative and stereotypical” (*Style manual* 1994, 137). Students need to take care not to use derogatory, stereotypical or racist terms when writing about Aboriginal people. It is important to distinguish between Aboriginal people and Torres Strait Islanders.

The Aboriginal and Torres Strait Islander Commission (Snooks et al. 2002), recommended that the following terms be used to refer to Indigenous Australians:

- Aboriginal and Torres Strait Islander peoples
- Aboriginal peoples
- Australian Aboriginals
- Torres Strait Islanders.

The word used to designate the Indigenous people of Australia should be spelt with a capital ‘A’ in order to differentiate it from the generic word ‘aboriginal’, meaning the original inhabitants of any country (Snooks et al. 2002). Many Indigenous people prefer to be known by local names from their own languages (Snooks et al. 2002). Indigenous names (whose spelling may vary) are used by Indigenous peoples to refer to themselves and others, for example, Noongar (South West WA including Perth), Wongai (Goldfields) or Yamatji (Geraldton/Carnarvon).
It is often irrelevant within a written work to describe a person as an Aboriginal or Torres Strait Islander. This often occurs however, “especially when a crime is alleged to have been committed” (Style manual 1994, 139). It is also important not to “obscure the presence and many achievements of Indigenous peoples” by the use of such expressions as ‘Captain Cook discovered Australia’ (Style manual 1994, 139).

**Age**

Societies and cultures vary in how they perceive and value people of different ages (Style manual 1994). Some cultures value old age as it brings “maturity, wisdom and experience” while others value youth for its “exuberance, aesthetic appeal and activity” (Style manual 1994, 143). The inappropriate use of language can contribute to discrimination. The Style manual (1994, 144) recommended writers to avoid the use of terms such as “the old”, “the aged”, “inexperienced youth” or “juveniles” and to use terms such as “older people”, “senior(s)”, “senior citizens”, “a young person” or “young people”.

It is also recommended to avoid stereotyping people as “frail, incapable of independence, a burden on society, no longer productive or active” (Style manual 1994, 144). Young people, similarly, can also be stereotyped as “inexperienced, rebellious, immature or always vibrant” (Style manual 1994, 144).

**Sexual orientation**

The Style manual (1994; Snooks et al. 2002) does not contain advice for writing about people who may describe themselves to be gay, homosexual, lesbian, transsexual, transgender, bisexual or queer. These words may be acceptable to some but not others. It is important to use the words that the individual or group use to describe themselves and to make that clear within the written text.

In a conversation with Prof. Rosemary Coates on the 12 October 2000, it was recommended that it is better to use “adjectives to describe behaviours” than “nouns to describe people.” She teaches health professionals that care must be taken not to alienate clients/patients through the judgemental use of language. For example, it is better to use the neutral term ‘partner’ when working with clients/patients, rather than assuming gender when referring to the client/patient’s partner (R Coates 2000, pers. comm., 12 October).

The American Psychological Association (2010) recommended that the terms lesbians, gay men and bisexual men or women are preferable to the more ambiguous term homosexual when referring to specific groups of people. The APA (2001, 67) further recommended that the terms same-gender, male-male, female-female and male-female sexual behaviour be used to describe “specific instances of sexual behaviour in which people engage, regardless of their sexual orientation.”
Further reading


2.0 INTRODUCTION TO CITATION AND REFERENCING

Four different referencing systems are used within the Faculty of Health Sciences, Curtin University of Technology. These are shown in Table 4.

Table 4. The four different referencing systems used in the Faculty of Health Sciences

<table>
<thead>
<tr>
<th>Referencing system</th>
<th>School/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago (2007 and beyond)</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td></td>
<td>Public Health</td>
</tr>
<tr>
<td>Harvard (before 2007)</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td></td>
<td>Public Health</td>
</tr>
<tr>
<td>American Psychological Association (APA)</td>
<td>Nursing</td>
</tr>
<tr>
<td></td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Human Communication Science</td>
</tr>
<tr>
<td>Journal of Physiotherapy (Jp)</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Vancouver</td>
<td>Pharmacy</td>
</tr>
</tbody>
</table>

The bibliographical information collected from source material is the same for all referencing systems, but the presentation of the information when referencing and citing within the text is different. Once a writer has noted the relevant information from printed/electronic material that they have used for an assignment, this Guide can be used to reference and cite appropriately for any of the four referencing systems.

This manual covers the citing and referencing of common types of printed/electronic publications for the four referencing systems. Further information on referencing/citing in any of the systems, or for referencing of material not found in this manual, can be located in the references listed in the Preface – How to use this manual at the beginning of this guide.

The form of APA described in the APA manual above is the submission form, which is used when submitting papers to journals that require the APA format. This Guide presents the publication form, that is, the form that will appear in published works. This is the form required within student assignments in the Faculty of Health Sciences. The significant differences between the two forms are that the publication form requires the use of italicised titles and hanging indents.

The Chicago style has a Notes and Bibliography form for use in bibliographies (lists of interesting resource materials) and an Author-Date form for use in reference lists (the list of resources from which information has actually been used and cited within an academic work. The Notes and Bibliography form is used commonly in literature, history, and the arts whereas the Author-Date form is used in the physical, natural, and social sciences (Chicago 2003). This Guide presents the Author-Date form for use in a reference list. Chicago style is used widely in the humanities and often using the authors’ first names. This Guide presents the form of Chicago used in the natural sciences, which gives the author’s initials rather than their first names.

2.1 Citation techniques

A citation is an abbreviation of a full reference that is used in the text of your assignment to acknowledge the source of the information used. Citation allows the
reader to identify the full reference in the reference list without difficulty. The reader can then evaluate the source of the information and retrieve it, if required. Plagiarism is avoided when information is cited and referenced.

All information paraphrased, derived, adapted or copied from other authors should be cited. Writers may choose to copy direct quotes, tables or figures but these must be associated with a citation. Even if the writer thinks they ‘know’ the information, for example, ‘I learnt it at school’ or ‘It was mentioned in a lecture’, the Health Sciences require that statements are supported and derived from sound sources of scientific or academic material. Students should, therefore, cite frequently throughout academic writing.

The same citation techniques are used whether the source of information is in paper or electronic form. Chicago, Harvard, the JoP and the APA referencing systems use the author-date format to cite references in the text. When citing using author-date systems, it is recommended that students use a variety of citation techniques to add interest to their writing. Students can vary between starting a sentence with the author-date citation or embedding the author’s name within the sentence (accompanied by the year of publication in brackets). The author-date citation can also be placed in brackets at the end of the sentence containing the information from that source.

Examples of ways to vary citation techniques, when using a direct quote, in Chicago (an author-date system) are:

Murphy (1985,140) pointed out that ‘plagiarism is a kind of stealing’.
Plagiarism, as noted by Murphy (1985, 140), ‘is a kind of stealing’.
‘Plagiarism is a kind of stealing’ (Murphy 1985, 140).

(The full reference will appear in the reference list as:

The Vancouver system uses numbers located within the text to cite references. This number is given to the references in the order in which they are cited in the text and allows the reader to turn to the reference page and locate the author and source of the information. If a particular reference is cited more than once, the number originally given to the reference is re-used. Bracketed numbers are recommended by The International Committee of Medical Journal Editors (2005) as a standard submission form of citation, that is, to be used when submitting papers for publication to medical and biomedical journals. The numbers (in the same font as the rest of the text) appear after the information and within brackets. Journals then use their preferred publication form to represent the numbers when printing papers.

Burrows is the 19th author cited within the text and, therefore, appears as number 19 in the reference list. For example:

Burrows (19) recommended that…
It was recommended (19) that the…
Burrows (19, p. 32) stated that “the most important factor to consider is…ends”.

The use of superscripted numbers in the Vancouver system is the recommended publication form for use within Australian academic writing (Style manual 1994, 2002), and is the form described within this Guide. Small numbers are located to the right of the information and positioned above the line of text. The numbers are placed before all punctuation marks except those at the end of sentences (Style manual 2002).
The uses of double quotation marks indicate direct quotes but there is no way of noting the pages from which quotes are taken. For example:

Burrows 19 recommended that…
It was recommended 19 that the…
Burrows 19 stated that “the most important factor to consider is…ends”.

(Superscript in Microsoft Word by highlighting the typed number to select it, open Font (in the pull down Format menu) and check the box labelled Superscript.)

2.2 Listing references at the end of academic writing

A reference list contains details of only those works cited in the text. If relevant sources that are not cited in the text are included it is called a bibliography. Bibliographies are usually not required in the health sciences, so students must include in a reference list only what they have cited in the text of their writing. References cited in text must appear in the reference list, and conversely, each entry in the reference list must be cited in text. The writer must make certain that each source referenced appears in both places and that the in-text citation and the reference list are identical in spelling and year.

Periodicals include items published on a regular basis, such as journals, newsletters, magazines and newspapers. Non-periodicals are items that are published separately, such as books, reports, brochures, certain monographs, manuals and audiovisual media.

The three steps in referencing are:

1. Record the necessary bibliographic information, as outlined below, for all sources of information used.
2. Cite the reference(s) in the academic writing.
3. Prepare a reference list of the cited sources that is placed at the end of the paper, report or thesis.

The data used to create references must be accurate and complete so as to enable the reader to retrieve and use the source of information, if required. Consequently, students should check each reference carefully against the original publication. Give special attention to the spelling of names and medical terms, and to the completeness of journal and book titles, years, volume numbers and page numbers. Writers are responsible for all of the information in a reference list and for correctly citing their sources within the text of their writing. Accurate citation and preparation of the reference list establishes a student’s credibility as a careful researcher and avoids plagiarism.

Refer carefully to the following sections as each referencing system has a different method of presenting the reference list. The styles differ by whether the list is numbered or alphabetical, whether the first or the following lines are indented, whether any italicised script is used and whether personal communications are included.
3.0 HARVARD

3.1 Harvard citation

3.1.1 Single author
The journal reference used for this example is:


When the author’s name is mentioned in the text, enclose the year in parentheses:
Sorensen (2001) recommended that...

When the author’s name is not in the text, enclose the author and year in parentheses:
It was recommended that... (Sorensen 2001).

Relevant page numbers must be included if a direct quote is cited (indicated by quotation marks):
‘In order to...’ (Sorensen 2001, p. 1183).

3.1.2 Two or three authors
The journal reference used for this example is:


When the authors’ names are mentioned in the text, enclose the year in parentheses and separate the authors with ‘and’:
Rimer and Kreuter (2006) recommended that...

When the authors’ names are not in the text, enclose the authors and year in parentheses, with the authors separated by an ampersand (&):
It is recommended that... (Rimer & Kreuter 2006).

Relevant page numbers must be included if a direct quote is cited (indicated by quotation marks):
‘In order to...’ (Rimer & Kreuter 2006, p. S185).
Rimer and Kreuter (2006, p. S185) stated ‘...’.

The authors of material with one to three authors are listed every time the reference is cited in the text. For example:
Thomas, Fine and Ibrahim (2004) reported that...
It has been reported... (Thomas, Fine & Ibrahim 2004).
3.1.3 Multiple authors (more than three authors)

The journal article reference used for this example is:


For citation of material that has more than three authors, only the surname of the first author is used followed by the expression ‘et al.’ (Abbreviation for the Latin ‘et alii’ meaning ‘and others’). When the authors’ names are mentioned in the text, enclose the year in parentheses, and include et al.:

Turrell et al. (2002) recommended that...

When the authors’ names are not in the text, enclose the first author followed by et al. and year in parentheses:

It is recommended that... (Turrell et al. 2002).

Relevant page numbers must be included if a direct quote is cited (indicated by quotation marks):


Turrell et al. (2002, p. 356) stated ‘the major issues…’.

3.1.4 No author

If a reference does not have an author, use the first two or three significant words of the title to cite the reference and to alphabetically order it in the reference list. The no author journal articles, and book reference, used for this example are:


The title has been moved to the first entry position in the reference to replace the absent author details. The words anonymous or anon. are unnecessary and should not be used, unless specifically stated on the material.

If the name of the ‘author’ appears in the text, cite like this:

‘What if we had an AIDS vaccine?’ (2000) noted that ...

‘Tackling the threat’ (2006) reported the...

If the name of the ‘author’ does not appear in the text, cite like this:

It has been noted that ... (‘What if we had an AIDS vaccine?’ 2000).

There have been reports... (‘Tackling the threat’ 2006).

Direct quotes, indicated by quotation marks, are cited like this:

‘It has been noted that...’ (‘What if we had an AIDS vaccine?’ 2000, p. 85).

‘Tackling the threat’ (2006, p. 1624) stated that there ‘is now much evidence…’.
No author encyclopedia entries and newspaper articles do not appear in the reference list. All details of the material are given in the in-text citation. For example:

*The Encyclopedia Britannica* (2002) stated…
It was stated…(*The West Australian* 24 January 2006, p. 6).

### 3.1.5 Corporate/Group author

If a corporate/group author is stated, cite it in full (unless directed otherwise). The government report reference used for this example is:


This reference has a corporate/group author. If a work has been sponsored by an agency, association, corporation, government agency or some other organisation, and bears no specific author’s name on the title page, the name of the sponsoring organisation is cited and listed in alphabetical order by this name in the reference list. If there are individual authors, as well as a corporate/group author, they are acknowledged after the title in the reference list, but the publication is cited under the name of the group author.

The name of the group/corporate author should always be given in full in the reference list. The names of groups that serve as authors are usually written in full each time the reference is cited in text. Snooks et al. (2002) recommended that well known abbreviations for corporate/group authors (e.g. CSIRO) be used freely in the text without having been written in full beforehand, but that any abbreviations used must be defined in a list of abbreviations located before the reference list. This Guide does not recommend this, however. Many lecturers and tutors prefer that an abbreviation is written in full the first time that it is used in the text, directly followed by the abbreviation in brackets.

When material has a group/corporate author, cite the group and year. If the author appears in the text, cite like this:
The *Australian Institute of Health and Welfare* (2005) reported ...

If the name of the author does not appear in the text, cite like this:
It has been reported... (*Australian Institute of Health and Welfare* 2005).

Direct quotes, indicated by quotation marks, are cited like this:

For groups that can be abbreviated, the full name must be included in the reference list without abbreviation. The first time the reference is cited in the text, the author is cited in full followed by the accepted abbreviation in brackets. Subsequently, the abbreviated form is used when citing the reference:

First text citation:
The *Australian Institute of Health and Welfare* (AIHW) (2005) reported that...
It has been reported... (*Australian Institute of Health and Welfare* [AIHW] 2005).
Subsequent text citations:
It has also been... (AIHW 2005).

Care should be taken that the abbreviation is used for all subsequent in-text citations, and the reference list should provide a cross-reference to the full, unabbreviated name. For example:

AIHW — Australian Institute of Health and Welfare

Use of capital letters for government publications
The general rule for the use of capital letters when citing government publications is to use maximal capitalisation for the full official name and abbreviation of the name when it is part of a formal or specific title. Lower case letters (minimal capitalisation) are used for government terms when they are used generically, not directly related to a specific name or title, when used as an adjective, or in the plural. The words ‘government’, ‘federal’ and ‘parliament’ are only capitalised if they are part of a formal or official title. The word ‘Commonwealth’, references to the Senate and the House of Representatives, and ‘Cabinet’, ‘Treasury’, ‘Crown’, ‘Budget’ and ‘House’ are always capitalised (unless in the plural). Capital letters are used for states and territories when part of a specific title or abbreviation, but not for generic or plural references. For example:

The South Australian Government…
The state government…
Under federal-state arrangements…
Successive federal budgets…

3.1.6 Legislation
The titles of pieces of legislation - Acts, Ordinances and Regulations – should be cited exactly, with no comma between the title and the year. Neither spelling nor capitalisation should be altered. The words Act(s), Ordinance(s), Regulation(s) and Bill(s) in the legislative context are always capitalised, whether used in the singular or plural.

Most Acts and Ordinances have a short formal title that can be used for citation purposes. The first citation to an Act or Ordinance should always cite this short formal title in italics, exactly and in full. All elements of the formal titles of Acts and Ordinances are shown in italics. If an article (A, An or The) begins the title of an Act, the article should not be omitted. In the second and subsequent citations, the title can be shown in roman type with the year omitted. For example:

First citation: The Gene Technology Act 2000…
Second citation: The Gene Technology Act …

The titles of Acts or Ordinances of the parliaments of other nations should be presented in roman type followed by the abbreviated jurisdiction in parentheses. For example, The Sale of Foods Act 2000 (UK).

Regulations (including other forms of delegated legislation, such as rules and bylaws) and Bills before parliament are cited in roman type. For example:
It was stated in the Health Insurance Amendment Regulations 2006 that…
It was outlined in the Regulation of Genetic Material Bill 2000…
3.1.7 More than one reference to the same author in the same year

References to several works published in the same year by the same author(s) should be distinguished from one another by using lower case letters of the alphabet attached to the publication date. The order of the letters is established on the basis of the letter-by-letter alphabetical order of the titles (disregarding any initial articles such as ‘The’, ‘An’ or ‘A’). In the reference list, the author need only be given in the first entry with the other publication(s) by the same author denoted by ‘———’ (The 2-em rule).

Example reference list:


Citation examples:
Zhang et al. (2004a) described ...
It has been reported that... (Zhang et al. 2004b).
It has been investigated... (Zhang et al. 2004a, 2004b).

If using a direct quote, cite like this:
‘Ovarian cancer is the...’ (Zhang et al. 2004a, p. 83).
Zhang et al. (2004a, p. 83) stated that ‘...’.

3.1.8 Reference to the same author in different years

When the same author publishes material in different years these are listed in chronological order in the reference list, with the oldest first. The name of the author can be replaced with a long dash in subsequent reference list entries (The 2-em rule).

Example reference list:


When citing in text several works from the same author, write the author and year for the first citation, and for subsequent citations, include only the year separated by commas when in the same parentheses. For works from different years, cite the oldest first and list the subsequent citations in chronological order. For works from the same year, cite in alphabetical order of the letter attached to the year of publication. If the citation includes a page number, separate the citations with a semi-colon.

Examples:
Morton and Duck (2000, 2001) suggested that...
Morton and Duck (2000, p. 439; 2001, p. 603) was unable...
There was a… (Morton & Duck 2000, 2001, p. 603).
3.1.9 Reference to different authors with the same surname
If two or more authors have the same surname but are not the same person, then distinguish between them each time they are cited by using their initials, even if the year of publication is different.

BF Smith (2004) noted that…
It was reported… (Smith, AJ 2002).

3.1.10 Referring to several studies
When citing several authors from different sources, while not strictly specified in Harvard, it is best to arrange them in alphabetical order. A semicolon is used to separate one citation from another.

Examples:
It has been shown with gestational diabetes...(Barger & Bidgood-Wilson 2006; Cho et al. 2006; Gillen & Tapsell 2004; Smith et al. 2005; Verma et al. 2006).
Barger and Bidgood-Wilson (2006), Cho et al. (2006), Gillen and Tapsell (2006), Smith et al. (2005) and Verma et al. (2006) expressed...
Other authors agreed with ... (Barger & Bidgood-Wilson 2006; Cho et al. 2006, p. 178; Gillen & Tapsell 2004, p. 1864).

3.1.11 Secondary sources
Only those references actually cited in text should appear in the reference list at the end of academic writing. A reader, however, may not have read the original work. They may have read an account, or quotation, of an original work in a report by another author. When the former author is cited it is called a secondary citation. Writers must acknowledge the fact that they have used a secondary source, rather than the primary source.

For example, a student has read a study by Robinson and Gilmartin (2002) which has cited information from another work, Gerrish (2000). The student wishes to use the information from Gerrish (2000) as supporting evidence in their academic writing. They would cite the secondary source, Gerrish (2000), like this:

Gerrish (2000, cited in Robinson & Gilmartin 2002, p. 458) reported that...
It has been reported... (Gerrish 2000, cited in Robinson & Gilmartin 2002, p. 458).

In the example given above, Robinson and Gilmartin (2002), not Gerrish (2000) will appear in the reference list. Original sources of information are preferred in the Health Sciences. In order to meet this requirement, the Gerrish (2000) reference should be retrieved and used as the original source if possible. Students must check with their lecturers/tutors as they may require that only primary sources be used.
3.1.12 Personal communications/dictionaries/no author encyclopedia and newspaper articles

To cite unpublished information, such as a conversation, memo, letter or interview, write as in the following example. Personal communications are not included in the list of references.

It was determined... (K Sauer 2006, pers. comm., 28 June).

Note that the initial precedes the surname, the day precedes the month, and the month is written in full in the citation. It is preferred that the details of the personal communication are woven into the text, rather than in parentheses. In this case:

In a discussion with Dr K Sauer on the 28 June 2006, it was determined... When interviewed on 28 June 2006, Dr K Sauer confirmed...

Citations from dictionaries, and no author encyclopedia and newspaper articles are treated as personal communications in that they do not appear in the reference list. The in-text citation provides all the details for retrieval of the information. For example:

The Macquarie dictionary (2005) defines it as…
It is defined as ‘…’ (The Cambridge encyclopedia 2001 p. 124).
It was unequivocal...(The West Australian 16 February 2006, editorial).

3.1.13 Figures, tables and diagrams

The inclusion of figures (graphs, diagrams, maps, photographs, pictures) and tables in written work may assist in the explanation of statistical data. Such information can be copied directly from the original source or adapted to the needs of the paper, but in both cases students must cite the source, including the page number from which it was derived. Avoid the overuse of tables and figures without a clear explanation of purpose in the paper.

Each table and figure is numbered sequentially as it appears in the paper, commencing with Figure 1 or Table 1. The title of the table or figure appears above the table or figure and is written in minimal capitalisation with the text in bold font. A reference to the figure or table must be included, at least once, in the text of the work. For example:

It can be seen... (see Figure 1).
Table 1 shows that...

When including a table or figure that comes from someone else’s work, cite the author(s), year of publication and page number(s) of the item below the table or figure. Any keyed notes (eg. explaining any a or b in the table) also need to go under the table but above the source.
Table 1: Changes in prevalence of tobacco use

<table>
<thead>
<tr>
<th></th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>91 (85)</td>
<td>49 (35)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>92 (66)</td>
<td>46 (34)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's test statistic=0.11, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community B</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>105 (80)</td>
<td>27 (20)</td>
<td>132 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>104 (79)</td>
<td>26 (21)</td>
<td>132 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=0.06, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community C</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>47 (59)</td>
<td>32 (41)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>48 (61)</td>
<td>31 (39)</td>
<td>78 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=0.08, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>All communities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>239 (68)</td>
<td>112 (32)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>244 (70)</td>
<td>107 (30)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=0.64, p=0.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: Ivers et al. (2006, p. 135).

The reference source will then appear in alphabetical order in the reference list as:

3.2 Harvard referencing

The reference list is arranged in alphabetical order by the first author’s surname. It is standard practice to present the references in a smaller size font than the text (Snooks et al. 2002, p. 243). Where an item has no author it is ordered in the reference list by the first significant word of the title (i.e. not ‘The’ or ‘A’). Personal communications, dictionaries, and encyclopedia and newspaper articles with no authors are cited only in the text and are not included in the reference list.

3.2.1 Components of a reference

Author/editor(s)

Harvard requires that the author’s surname appears first, separated from their initials, or given name, by a comma. It is recommended that only the author’s initials be used within the Faculty of Health Sciences. There is no space or full stops between the initials. Degrees, titles and affiliations are not included. Honorifics (Sir, General) are not necessary but may be used to aid in recognition of the author. Two authors are separated by an ampersand (&). If there are more than two authors, the last two are joined by an ampersand (&). If co-authors have the same surname, both are listed.

If there is both an author and editor/translator/compiler/reviser, the author is listed first and the editor/translator and so on, is acknowledged after the title (and volume and edition numbers, if applicable). The abbreviations ed., eds (editor/s), comp., comps (compiler/s), rev. (reviser) or trans. (translator) should be used to identify the role of the contributor. In this instance, the initial/s are placed before the surname, for example, ‘ed. RC Hornick’.

If there is no author per se but an editor, the editor assumes the ‘author’ position with the individual’s editorial role identified and enclosed in parentheses after their initials [e.g. Hornick, RC (ed.)]. There is no punctuation between the year and the editor(s). Editors are not cited any differently in the text to authors.

If there are several works by the same author they should be listed in chronological order by the year of publication, with the oldest first (see example below). The surname of the author does not have to be listed in second and subsequent citations.

Example:


For two or more works published in the same year by the same author, the references are arranged alphabetically by the first significant word of the title, and differentiated by a lower case letter attached to the publication year (see example below). Single author entries precede multiple order entries beginning with the same surname. References with the same first author and different second or third authors are arranged alphabetically by the second author, and so on. Materials by different authors with the same surname are arranged alphabetically by the first initial.
Alexander, A 2001a, National demonstration hospitals program. Phase 3, a qualitative review of NDHP3, Commonwealth Department of Health and Aged Care, Canberra.

——— 2001b, National demonstration hospitals program. Phase 3, a resource for integrating health services, Commonwealth Department of Health and Aged Care, Canberra.

Authors must be cited as they appear on the publication. Do not rearrange the authors’ order. Authors are listed in a specific order on a publication as it usually defines their contribution to the work. All authors on the publication must be listed in full, ‘et al.’ is not appropriate in author details in a reference list.

**Year of publication**
The year of publication appears immediately after the author/editor details, without punctuation. If the work cited is other than the first edition it is necessary to give the publication date of the edition being used and to provide the edition number after the title. If a book contains no year of publication, the expression ‘n.d.’ (no date) should be used after the author/editor details (or title if there is no author). If the publication date can be established approximately, the abbreviation ‘c.’ (circa) should be used (e.g. c. 2005). If the publication date is questionable, follow the year with ‘?’ (eg. 2005?). A work in the process of publication, but for which the publication date is uncertain, may be listed as ‘in press’.

**Title of publication**
There are generally two types of titles in reference material. The publication title is the title of a complete work, for example, a book title (or other non-periodical title), newspaper title, magazine title, journal title and web-site title. All of these publications, however, are also usually broken into chapters, articles or sections, which may have their own titles and authors. The titles of these segments are called article titles. The presentation of bibliographical information from a complete work is slightly different to that of a journal article or section/chapter in a book.

The publication title follows the year of publication separated by a comma. It is italicised, and with books there is minimal capitalisation, that is, only the first letter of the first word and the proper names of people, places or organisations are capitalised (e.g. Aboriginal or Australia). Titles within italicised publication titles are distinguished by means of single quotation marks (*The... ‘Be Smoke Free’ project*). The title should be derived from the title page, not the cover or the spine of the material as these may vary for design reasons.

The title of a journal/periodical article or a chapter/section in a book is enclosed in single quotations. It is written in minimal capitalisation. Titles within article titles are distinguished by double quotation marks. For example:

Title of a series
If the work to be listed forms part of a series, the name of the series should be provided after the italicised title of the work you are using, separated by a comma. The series title is not italicised and is in minimal capitalisation. For example: *Part title*, Series title.

If a journal or periodical forms part of a series, the series title should be placed after the journal title separated by a comma. The series title should not be italicised and in minimal capitalisation. For example, *Journal Title*, Series title.

**Volume of multi-volume work**
If only one volume of a non-periodical multi-volume work is to be listed, the volume number (and its title if it has one), should be inserted after the title of the complete work, separated by a comma. Volume is denoted by ‘vol.’. Both the title of the complete work and the volume should be italicised and in minimal capitalisation. Volume numbers are not italicised and are denoted in arabic numerals, not roman numerals (e.g. 3 not III). For example, *Title of complete work*, vol. 1, *Title of volume*.

**Edition**
Any edition other than the first edition should be indicated either after the title of the work, or after the volume information for multi-volume works, separated by a comma. Edition is indicated by ‘edn’.

For example:


**Editor, translator, reviser or compiler**
If a work has been edited, translated, revised or compiled, but the authors name remains of prime importance, it is necessary to list the work under the authors name and to acknowledge the role of the editor, translator, reviser or compiler after the title (or volume and edition, if applicable). Their initials are placed before their surname. If there is a large number of editors, translators, revisers or compilers, and they are not in the ‘author’ position of the reference, the first editor/translator/reviser/compiler is listed, followed by ‘et al.’

**Publisher**
The name of the publisher follows the title of the work (or volume, edition, series information, editor/reviser and so on, if applicable) separated by a comma. The publisher’s name should normally be cited in full. However, well-known publishing houses if they appear frequently, and publishers who are also the author, may be abbreviated. The Australian Government Publishing Service, for example, is commonly referred to as AGPS. Abbreviations should be used consistently and an explanation of them should be included in an alphabetical list of abbreviations located before the reference list. If the word ‘and’ appears in a publishers name it should be replaced by an ampersand, ‘&’. If a book has been co-published, both the publishers’ names and locations should be given. For example: Dominion Press, Adelaide, & Cinnamon Publishing, Sydney.
If a book has been published by one publisher in association with another, reference like this:

**Place of publication**
The place of publication follows the publisher separated by a comma. It is the city/town of the publisher’s main editorial office. If two or more places are listed on the title page, the first place should be cited. The place of publication may need explanation, especially if it is not well known, or if there is another place of the same name. In these cases, an abbreviation of the state or country may be required. If a publisher’s name makes the place of publication obvious, there is no need to include the place of publication in the reference. If no place of publication appears on the title page, the expression ‘n.p.’ (no place) should be used with details that might help locate the book, such as the distributor, provided after this. For example:

**Title of journal or periodical**
The publication title of a journal or periodical is always in italics with maximal capitalisation (except conjunctions, articles and prepositions), and follows the article title separated by a comma. It is recommended that the journal title be cited in full. However, abbreviations may be used for those titles cited frequently, provided the abbreviation appears in the most recent edition of *World List of Scientific Periodicals* or the *Index Medicus* – which can be found in the Robertson Library Level 3 at the EIC Thesaurus Desk (CALL NUMBER: R 016.61 47590.10 – L3 or at the following URL: http://www.nlm.nih.gov/tsd/serials/lji.html.

**Volume number, issue number or other identifier of journal**
For journals and periodicals, the volume number is listed after the journal/periodical title separated by a comma, and preceded by ‘vol.’. If each issue of a journal or periodical is paginated separately rather than consecutively, the issue number (no.) or other identifier (e.g. October, spring, autumn) must be provided.

**Pages of journal articles & book chapters**
The page numbers are usually the last piece of information cited. One page is denoted by p., more than one page by pp. (e.g. p.10, pp. 1-5). The page range is abbreviated as much as possible (e.g. pp. 158-63), unless the last page number is 11-19. If the final page number if unknown, if possible give a page range. If this inclusive paging information is lacking, apply the following rules:
1. When the initial page is known, in parentheses indicate the article length after the initial page, for example, 10(12 pp.), 10(80 paragraphs), 10(24 screens), 10(300 lines), or 10(3000 words).
2. When the initial page is not available, indicate the article length (the number of pages, paragraphs, screens, lines or words). No parentheses are needed. This use of an indication of article length is particularly important for electronic sources of information.
3.2.2 Types of references

3.2.2.1 Books

The bibliographic details of books/non-periodicals are arranged in the order:

<table>
<thead>
<tr>
<th>Author/editor surname(s), initial(s) (ed./eds)</th>
<th>Year of publication, Title of book, Edition if applicable, Publisher, Place of publication</th>
</tr>
</thead>
</table>

**Book with a single author**

**Book with two authors**

**Book with three authors**

**Book with editor**


**Book with no author**
*Better health care: studies in the successful delivery of primary health care services for Aboriginal and Torres Strait Islander Australians* 2001, Indigenous and Public Health Media Unit, Department of Health and Aged Care, Sydney.

**Book with author and editor**
3.2.2.2 Sections/Chapters in books

The bibliographic details of sections/chapters in books/non periodicals are arranged in the sequence:

Author of chapter/section surname(s), initial (s) Year of publication, ‘Chapter/article title’, in Editor(s) of book initial(s) surname (s), Title of book, Edition if applicable, Publisher, Place of publication, Chapter or section pages (p./pp.).

Section/Chapter in a book

Section/Chapter in a book (no author)

Encyclopedia article – author
Only entries in encyclopedias that have author(s) are included in the reference list.


Encyclopedia article - no author
Encyclopedia articles that have no author are not included in the reference list. All the bibliographical information for retrieval of the work is given in the in-text citation:

The Encyclopedia Britannica (2002, p. 779) stated that ‘…’.

Book in a multi-volume series


Book in a series

Chapter in a book in a series
3.2.2.3 Periodicals

The bibliographic details of periodicals (journals, newspapers or magazines) are arranged in the sequence:

Author of article surname(s), initial(s) Year of publication, ‘Article title’, Title of Journal/Periodical, Volume of journal/periodical (vol.), Issue number of journal/periodical (no.), Article pages (p./pp.).

Journal article


Journal article (no author)


Newspaper article
Rule, P 2006, ‘Hamburgers better for kids than some cereals’, The West Australian, 27 December, p. 3.


If there is no obvious author of the newspaper article, provide all the details in the in-text citation and do not include in the reference list. For example: It is known that …(The West Australian, 27 December 2006, p. 3).

Reviews in periodicals
3.2.2.4 Corporate/group publications

When citing government publications and other group/corporate publications, the procedure described for books is followed. Such references often appear complex as some publications have no obvious author, some have both a sponsoring organisation and an author, and some are the work of a committee. The reports of commissions of inquiry and other bodies often pose problems because of the complexity and length of their titles, or because they are better known by a brief title containing the name of the commissioner, chairperson or other principal office bearer. The short title may be used in the text, provided that the list of abbreviations before the references contains a clear cross-reference to the official title. Material sponsored by an institution, corporation or other organisation is listed under the sponsoring organisation(s), even if there are individual authors.

Corporate/group author with no ‘personal’ author
Material sponsored by an institution, corporation or other organisation and bearing on its title page the name of the sponsoring body/organisation, is listed under this name.


Corporate/Group author with a ‘personal’ author
Material sponsored by an institution, corporation or other organisation and bearing on its title page the name of an author(s), is listed under the name of the sponsoring body, with the author(s) acknowledged after the title. The author’s initials are listed before the surname.


Other Group/Corporate/Government author examples
Aboriginal and Toress Strait Islander Health Workforce Working Group 2005, *ATSIHWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework*, AGDHA, Canberra.


________ 2006b, *National Aboriginal and Torres Strait Islander Health Survey 2004-5*, cat. no. 4715.0, ABS, Canberra.


### 3.2.2.5 Legislation

Legislation is only included in a list of references if it is important to an understanding of the work. If this is the case, the list is usually set apart from the main body of the reference list and presented alphabetically under the sub-heading ‘Legislation’. For example:

**Legislation**

*Hospitals and Health Services Amendment Act 2006*, Government of Western Australia.


### 3.2.2.6 Published proceedings

Papers presented at conferences, seminars and meetings are often collected and published as proceedings or refereed papers.

**With editors**


**Without editors**


3.2.2.7 Dictionaries/Thesauri
Dictionary references are not included in the reference list. All details are provided in the in-text citation. For example:

*Taber’s cyclopedic medical dictionary* (2005) defines it as…

3.2.2.8 Unpublished material
Unpublished material may include theses, papers presented at conferences, seminars and meetings, and manuscripts. The authors name and year of preparation of the document should be presented in the manner described for journals and periodical articles. The title, however, should be presented without *italics* but within quotation marks. Manuscripts are presented in the same manner as theses.

**Thesis**

**Papers**


**Manuscripts**
Hudson, DE 1970, ‘My journey to Khartoum’, in possession of the Robertson Library, Curtin University, Bentley


3.2.2.9 Video
Videos, motion pictures, television and radio programs are listed in the reference list under their title.


Any special credits or other important information is provided at the end of the reference. The reference for a television or radio program should also include the date of broadcast at the end of the reference (e.g. …Sydney, 8 August).
Section 3: HARVARD citation and referencing

The in-text citation to films, videos, television and radio programs should contain the title and date of production. For example:

*Indigenous health in Australia* (2003) specified…

### 3.2.2.10 Pamphlet

Pamphlets are *not recommended* as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources and are often written for members of the public with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new data or policy from a government department) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation.


### 3.2.2.11 Electronic references

Documents on the Internet include periodicals (journals, newspapers, newsletters), non-periodicals (books, reports, documents) and material that is solely web based (e.g. web page or web site). For electronic references, the author details are exactly the same as for printed material. The author of a web site is generally the person/organisation responsible for the site. The year of publication for the electronic version of books, other non-periodicals, chapters/articles in books and periodicals is the same as for printed material. The year of publication for a World Wide Web (www) site, or www document is when it was first created or when it was last updated/revised.

The presentation of titles of electronic non-periodicals and periodicals, articles/chapters in non-periodicals and periodicals, and documents within web sites is the same as for printed material. Volume and paging information is the same as for printed material. The use of an indication of article length is particularly important for electronic sources of information, as many electronic sources do not provide page numbers, unless it is in a PDF file format. If paragraph numbers are visible use them in place of page numbers. Use the abbreviation ‘para.’ (e.g. Myers 2001, para. 5). If there are no page or paragraph numbers but there are headings, use the heading and the number of the paragraph following it to direct the reader to the location of the quote and/or other information (e.g. Butler 2000, Conclusion section, para. 1). In some cases it may be necessary to omit a location reference all together if there are no page numbers, paragraph numbers or headings.

For electronic information, the publication information is replaced by the name of the body, or entity, that contributes to the content of the database, or sponsors the web site (sponsoring organisation). The place of origin, or location, of the site contributor or sponsor follows the name separated by a comma.

The Universal Resource Locator (URL) address is placed within angle brackets (< >) at the end of the reference. The URL address can be broken after punctuation in order
to fit it onto a line as long as the entire address is within angle brackets. Be extremely careful when recording URL information. Record it exactly as it appears with all punctuation, spacing and capitalisation identical to the original source. Do not add any additional punctuation to the URL. Web addresses can be given directly in-text, if necessary. If so, the author must be mentioned in the same sentence as the URL, and the URL must be enclosed within angle brackets (< >). In-text, the full address of a document within a web site can be provided, although in general it is sufficient to provide only the address of the web site from which the document was viewed.

**World Wide Web sites**

Bibliographic details of web sites are arranged in the sequence:

| Author/editor surname(s), initial(s) (ed./eds) | Year of publication, Name of sponsoring organisation, Location of sponsoring organisation, Date of viewing the site, <URL>. |

**World Wide Web site**


**Document within a web site**

The bibliographic details for a document within a web site are the same as for a published document or book, and are arranged in the sequence:

| Author/editor surname(s), initial(s) | Date of document, Title of document, Version number, if applicable, Description of document (e.g. media release), if applicable, Name of sponsoring organisation, Location of sponsoring organisation, Date of viewing the site, <URL>. |

If it is necessary to locate the document, give the full URL location. If not, just the main web site details are sufficient.

**World Wide Web page**


World Wide Web page (no author)

World Wide Web (no publication date)

Government Report Available on Government Agency Web Site


Journal articles/periodicals
The bibliographic details of electronic journal articles depend largely on their original publication status. If the electronic journal article is the same as the printed version (i.e. it is a PDF file in the same format as the printed version, with page numbers and no additional information/commentary or analysis), it is referenced as a printed journal article with ‘electronic version’ added after the article title. If the electronic journal article is different to the printed version (i.e. there are differences in format, no page numbers, or the electronic version contains additional commentary/analyses/data), the date of viewing the material and the URL is added to the end of the reference. If the journal article was retrieved from an aggregate database (e.g. ProQuest, Health and Medical Complete, Swetsnet, Expanded Academic), the date of viewing the article and the name of the database must be included at the end of the reference.

**Journal article same as the printed version**
The bibliographic details of electronic journal/periodical articles that are the same as the printed version are arranged in the sequence:

```
Author of journal article surname(s), initial(s) Year of publication, ‘Article title’, electronic version, *Title of Journal*, Volume of journal (vol.), Issue number of journal (no.), Page numbers (p./pp.) or indication of length of material.
```

If there is no author, the article title comes before the year, which is followed by ‘electronic version’ and the title of the journal.

**Examples of Journal article same as the printed version**
The electronic journal article is the same as the printed version when it is in a PDF file format (i.e. there is no additional information/commentary or analysis and it looks
exactly like the printed page does). This is referenced the same as the printed version, with ‘electronic version’ added after the article title.


**Journal article different to the printed version**
The electronic journal article is different to the printed version if there are differences in format, no page numbers, or the electronic version contains additional commentary/analyses/data (i.e. the article appears like a web page). Include in the reference the date of viewing the material and the URL.

The bibliographic details of electronic journal/periodical articles that are not the same as the printed version are arranged in the sequence:

Author of journal article surname(s), initial(s) Year of publication, ‘Article title’, Journal Title, Volume of journal (vol.), Issue number of journal (no.), Page numbers (p./pp.) or indication of length of material, Date of viewing the material, <URL>.

**Example of Journal article different to the printed version**

**Journal article from aggregate database**
If a journal article is sourced via an aggregate database and it is not the same as the printed version (i.e. in a PDF file format), include in the reference the name of the database. Always try and obtain the PDF version if available, then reference as a journal article same as the printed version. If an abstract is cited, and not the full article, the use of the abstract must be shown with ‘date of viewing’ information. It is important to note that the use of abstracts as the sole source of information when writing academic work is not appropriate and the full article should be retrieved. The bibliographic details of electronic journal/periodical articles that are located from an aggregate database are arranged in the sequence:

Author of journal article surname(s), initial(s) Year of publication, ‘Article title’, Journal Title, Volume of journal (vol.), Issue number of journal (no.), Page numbers (p./pp.) or indication of length of material, Date of viewing the material, Name of the aggregate database (accession number, if desired).
Examples of Journal article located from aggregate database (with abstract)


Section/Chapter in non-periodical
The bibliographic details of an electronic section/chapter in a non periodical, are arranged in the sequence:

| Author/editor surname(s), initial(s) Year of publication, ‘Section/chapter title’, in Editors, if applicable, *Non periodical title*, Name of sponsoring organisation, Location of sponsoring organisation, Date of viewing, <URL>. |

Electronic mail lists (list servers or list processors), Usenet groups and bulletin boards
The in-text citation to an electronic mail list (list servers or list processors), Usenet group or bulletin board is the author and date of posting. To reference these items, the bibliographic sequence is:

| Author of journal article surname(s), initial(s) <Author identification details> (usually email address) Year of posting, ‘Title of posting’, (from the subject line in the message) Description of posting (e.g. list server), Name of list owner, (found in the details of the list administration) Date of viewing (viewed date Month year), <URL>. |

Electronic newspaper article

Note: Newspaper articles with no author(s) are not listed in the reference list. All details are given in the in-text citation. For example, (*The West Australian* 18 July 2002)

Proceedings

Electronic mail (Email)
The in-text reference to an email is the same as that for personal communications. For example, ‘Dr Bruce Maycock confirmed this by email on 24 April 2002.’ Emails are not usually included in the reference list, but if it is necessary for the reader to pursue the item, reference the email as follows:

Maycock, B 2002, email, 24 April, <B.Maycock@curtin.edu.au>.

E Book

CD-ROM
The in-text citation for a CD-ROM is the same as for videos, films, television and radio programs, that is, it is identified by the title and year (e.g. *Human genome project* 2000). It is listed in the references like this:


Computer program
The in-text citation for a computer program is the same as for videos, films, CD-ROMs, television and radio programs, that is, it is identified by the title and year (e.g. *HealthWiz* 2006). In the references, write like this:

3.3 Sample Harvard reference list

Please note that the reference list is usually in a smaller size font than the text.

List of abbreviations

ABS — Australian Bureau of Statistics.
AIHW — Australian Institute of Health and Welfare.
NHMRC — National Health and Medical Research Council.

References

Aboriginal and Toress Strait Islander Health Workforce Working Group 2005, *ATSIHWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework*, AGDHA, Canberra.


——— 2006b, *National Aboriginal and Torres Strait Islander Health Survey 2004-5*, cat. no. 4715.0, ABS, Canberra.


**Legislation**

*Hospitals and Health Services Amendment Act 2006*, Government of Western Australia.

4.0 AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)
The following recommendations are based on American Psychological Association (2010).

4.1 APA citation

4.1.1 Single Author
The journal reference used for this example is:


When the author’s name is mentioned in the text, enclose the year in parentheses: Sorensen (2001) recommends that...

When the author’s name is not in the text, enclose the author and year in parentheses, separated by a comma:

It is recommended that... (Sorensen, 2001).

Relevant page numbers may be included in the textual reference, and must be included if a direct quote is cited (indicated by quotation marks):

“In order to ...” (Sorensen, 2001, p. 1183).

If citing an online source (eg. website) that has no page numbers use paragraph numbers if provided or the heading (in full or shortened if too long) with quotation marks within the parenthesis.

The website reference used for this example is:


“There are literally dozens of different measures, or indices, of intercoder reliability” (Lombard, 2010, “Which measure(s) of intercoder reliability should researchers use?” para. 1)

(The paragraph heading in this instance is “Which measure(s) of intercoder reliability should researchers use?”)

Within the same paragraph, the year need not be included in subsequent citations to the same reference, as long as it cannot be confused with other citations: Sorensen (2001) suggested the method for determining.... Sorensen also found...

4.1.2 Two Authors
When a reference has two authors, always cite both names every time the citation occurs in the text. The journal reference used for this example is:

When the authors’ names are mentioned in the text, separate with “and” and enclose the year in parentheses:
Rimer and Kreuter (2006) recommended that...

When the authors’ names are not in the text, separate with an ampersand (&), and enclose the authors and year in parentheses, separated by a comma:
It is recommended that... (Rimer & Kreuter, 2006).

Relevant page numbers may be included in the textual reference, and must be included if a direct quote is cited (indicated by quotation marks):
“In order to ...” (Rimer & Kreuter, 2006, p. S185).
Rimer and Kreuter (2006, p. S185) stated “...”

If citing an online source (eg. website) that has no page numbers use paragraph numbers if provided or the heading (in full or shortened if too long) with quotation marks within the parenthesis.

Within a paragraph, you need not include the year in subsequent citations to the same reference, as long as it cannot be confused with other citations:
In a recent study by Rimer and Kreuter (2006), the method for determining….Rimer and Kreuter also found...

**4.1.3 Three, Four, and Five Authors**
The journal article reference used for this example is:

When a work has three, four, or five authors write all authors the first time the citation occurs. In subsequent citations, include only the first author followed by et al. (abbreviation for the Latin “et alii” meaning “and others”), and the year.
The first time the material is cited, and the authors’ names are mentioned in the text, separate the last two authors with “and,” and enclose the year in parentheses:
Turrell, Hewitt, Patterson, Oldenburg, and Gould (2002) recommended that...

When the authors’ names are not in the text, and it is the first time the material is cited, separate the last two authors with an ampersand (&), and enclose the authors and year in parentheses:
It was recommended that... (Turrell, Hewitt, Patterson, Oldenburg, & Gould, 2002).

Relevant page numbers may be included in the textual reference, and must be included if a direct quote is cited (indicated by quotation marks):

The second time the reference is cited et al. is used after the first author:
Turrell et al. (2002) recommended that...
It is recommended that... (Turrell et al., 2002).
“In order to...” (Turrell et al., 2002, p. 356).
Turrell et al. (2002, p. 356) stated “...”

If the first time a source is cited in a paragraph it is cited as part of the narrative then there is no need to include the year in subsequent citations for the same reference when it occurs within the same paragraph, provided it cannot be confused with other citations and that the subsequent citation is also part of the narrative:
In a recent study by Turrell et al. (2002), the method for determining…. Turrell et al. also found...

If however the first citation includes both the name and date in parenthesis then subsequent citations within the paragraph must contain the year (and page number if quoting):

In a recent study the method for determining...(Turrell, et al. 2002). Turrell et al. (2002) also found...

If citing an online source (eg. website) that has no page numbers use paragraph numbers if provided or the heading of the paragraph (in full or shortened if too long) with quotation marks within the parenthesis.

In citation when there are two authors, the authors and year are enclosed in parentheses, separated by an ampersand with no comma (e.g., Rimer & Kreuter, 2006). When there are more than two authors in parentheses, there is a comma before the ampersand separating the last two authors (e.g., Thomas, Fine, & Ibrahim, 2004). When there are initials before an ampersand, as in the reference list, a comma separates the initials from the ampersand (e.g., Rimer, B.K., & Kreuter, M. W.).

4.1.4 Six or More Authors
When the work has six or more authors, cite only the surname of the first author followed by et al. (abbreviation for the Latin “et alii” meaning “and others”), and the year, for the first and subsequent citations:
Drainoni et al. (2006) recommended that...
It was recommended that... (Drainoni et al., 2006).
“In order to...” (Drainoni et al., 2006, p. 102).
Drainoni et al. (2006, p. 102) stated “...”

If two references with the same year shorten to the same citation form, cite the surnames of the first two authors, and as many subsequent authors as necessary, to distinguish between the two references, followed by a comma and et al. For example, “Malley, Smith, et al. (2001) and Malley, Jones, et al. (2001) reported that...”

4.1.5 No Author
If a reference does not have an author, use the first two or three significant words of the title (not “The” or “A”) as the author during citation, and alphabetically order the material by this title in the reference list.

The “no author” journal articles used for this example are:


When a work has no author, cite in text the first few significant words of the reference list entry (usually the title in inverted commas), and year. **The words anonymous or anon. are unnecessary and should not be used.** unless specifically stated as such on the material. Use double quotation marks around the title of an journal or newspaper article, section or chapter of a complete work, and italicise the publication title of periodicals and non-periodicals (book, brochure, web documents, encyclopaedias, or report) when citing in text. The letter at the beginning of each word is also capitalised when citing works with no authors.

The “no author” references given above are articles from a periodical, so if the name of the “author” appears in the text, cite like this:

“What If We Had An AIDS Vaccine?” (2000) noted that ...
“Tackling The Threat” (2006) reported that…

If the name of the “author” does not appear in the text, cite like this:
It has been noted that ... (“What If We Had An AIDS Vaccine?”, 2000).
There have been reports… (“Tackling The Threat”, 2006).

Direct quotes, indicated by quotation marks, are cited like this:
“It has been noted that…” (“What If We Had An AIDS Vaccine?” 2000, p. 85).
“Tackling The Threat” (2006) stated that there “is now much evidence…” (p. 1624).

If a book or other non periodical (e.g., a report or brochure) has no author, the first few words of the title assume the “author position” in the reference list. When citing the reference in the text (if the title of the book was “Aboriginal health”) it would look like this:
It was found... (*Aboriginal Health*, 2004).
*Aboriginal Health* (2004) stated that...

**4.1.6 Corporate/Group Author**

If a corporate/group author is cited provide the name in full (unless directed otherwise). The electronic government report reference used for this example is:


This is an example of a corporate/group author. If a work has been sponsored by an agency, association, corporation, government agency, or some other organisation, and bears no specific author’s name on the title page, the name of the sponsoring organisation is cited and listed by this name in alphabetical order in the reference list. If there are specific authors on the title page these are listed in the author position, and
the report/identification number (if applicable) of the sponsoring organisation is given in parentheses before the publisher details.

For a corporate/group author, when the author appears in the text, cite like this:
The Australian Institute of Health and Welfare (2007) reports...
When the author does not appear in the text, cite like this:
It has been reported... (Australian Institute of Health and Welfare, 2007).

Australian Institute of Health and Welfare (2007, p. 5) stated that “the health of...”
“It has been reported...” (Australian Institute of Health and Welfare, 2007, p. 5).

If citing an online source (eg. website) that has no page numbers use paragraph numbers if provided or the heading (in full or shortened if too long) with quotation marks within the parenthesis.

The website reference used for this example is:


“There is a wide range of information on the labels of packaged food that can make it easier for you to make healthier choices about what you and your family eat” (Food Standards Australia New Zealand 2010, “Food Labelling,” para. 1).

(The paragraph heading in this instance is “Food Labelling”)

The names of groups that serve as authors are usually written in full each time the reference is cited. **When citing a group that is readily identifiable from its abbreviation**, however, the names of some groups of authors are written out the first time the reference is cited, and abbreviated thereafter. Abbreviations may be suitable for long and cumbersome names, that when abbreviated are familiar or readily understandable. When deciding to abbreviate the most important point to remember is that enough information must provided to allow the reader to locate the reference in the reference list without difficulty.

For groups that can be abbreviated, the full reference must be included in the reference list without abbreviations. The first time the reference is cited in the text, the author is cited in full, followed by the accepted abbreviation in brackets. Subsequently, the abbreviated form is used when citing the reference.

Entry in the reference list:

First text citation:
The Australian Institute of Health and Welfare (AIHW) (2007) reported that...
It has been reported... (Australian Institute of Health and Welfare [AIHW], 2007).

Subsequent text citations:
It has also been... (AIHW, 2007).
4.1.7 More than one Reference to the Same Author in the Same Year

References to several works published in the same year by the same author should be distinguished from one another by using lower case letters of the alphabet attached to the publication date. The order of the letters is established on the basis of the letter-by-letter alphabetical order of the titles (disregarding any initial articles, such as “The” and “A”).

Example reference list:


To cite the above works, do this:
Zhang, Xie, Lee and Binns (2004a) described...
It has been reported that... (Zhang, Xie, Lee & Binns 2004b).
Zhang, Xie, Lee and Binns (2004a, 2004b) noted that...
It has been explained... (Zhang, Xie, Lee & Binns, 2004a, 2004b).

If you are using a direct quote, cite like this:
“Ovarian cancer is the...” (Zhang, Xie, Lee & Binns, 2004a, p. 83).
Zhang, Xie, Lee and Binns (2004a, p. 83; 2004b, p. 125) stated “...”

4.1.8 Reference to the Same Author in Different Years

When the same author(s) publishes material in different years these are listed in chronological order in the reference list, with the oldest first.

Example reference list:


When citing several works by the same author, write the author and year in the first citation, and for subsequent citations include only the year separated by commas. For works from different years, cite the oldest first and list the subsequent citations in chronological order. For works from the same year, cite in alphabetical order of the letter attached to the year of publication. If the citation includes a page number, separate the citations with a semi-colon.

Example:
Morton and Duck (2000, 2001) suggested that...
Morton and Duck (2000, p. 439; 2001, p. 603) was unable...
There was a… (Morton & Duck, 2000; 2001, p. 603).

4.1.9 Reference to Different Authors with the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author’s initials in all text citations, even if the year of publication differs. This helps avoid confusion within the text and to locate the entry in the list of references.

A. J. Smith (2000) and B. F. Smith (2002) also found…
L. M. Brown and Jones (2001) and M. E. Brown and Shaw (2003) studied…

4.1.10 Referring to Several Studies

List works by different authors who are cited within the same parentheses in alphabetical order by the first authors surname, and separate the citations with semi-colons.

Example:
It has been shown with gestational diabetes... (Barger & Bidgood-Wilson, 2006; Cho et al., 2006; Gillen & Tapsell, 2004; Smith et al., 2005; Verma et al., 2006).
Other authors agreed with... (Barger & Bidgood-Wilson, 2006; Cho et al., 2006; Gillen & Tapsell, 2004).

4.1.11 Secondary Sources

Only those references actually read and used/cited should appear in the reference list at the end of academic writing. A reader, however, may not have read the original work. They may have read an account, or quotation, of an original work in a study by another author. In addition the original work may be out of print, or printed in a foreign language. When the work of the former author is cited it is called a secondary citation. Writers must acknowledge the fact that they have used a secondary source rather than the primary source and use this sparingly.

For example, a student has read a study by Robinson and Gilmartin (2002) which has cited information from another work, Gerrish (2000). The student wishes to use the information from Gerrish (2000) as supporting evidence in their academic writing. The secondary source, Gerrish (2000), would be cited like this:

Robinson and Gilmartin (2002, p. 458) cited Gerrish who proposed...
Gerrish (as cited in Robinson & Gilmartin, 2002, p. 458) reported that…
It has been reported... (Gerrish, as cited in Robinson & Gilmartin, 2002, p. 458).

While the APA manual does not recommend giving the date of the original source, writers may choose to give the date if it is important to understanding the chronology of events within an area of research.

Gerrish (2000, as cited in Robinson & Gilmartin, 2002, p. 458) reports that...
It has been reported... (Gerrish, 2000, as cited in Robinson & Gilmartin, 2002, p. 458).
Students should include the name and year of the secondary source, and the name, year and page numbers of the material in which they found the secondary source, that is, the author in the reference list. In the example given above, the Robinson and Gilmartin (2002) not Gerrish (2000) will be listed in the reference list.

Original sources of information are preferred in the Health Sciences. In order to meet this requirement, the Gerrish (2000) reference should be retrieved and used as the original source if possible. Students must check with their lecturers/tutors as they may require that only primary sources be used.

4.1.12 Personal Communication

To cite unpublished information, such as a conversation, memo, letter, interview, email, electronic discussion groups or electronic bulletin boards, write as in the following example. Personal communications are not included in the list of references.

It was determined… (K. Sauer, personal communication, June 28, 2006).

Note that the day follows the month information, the month is written in full, and there is a comma between the date and the year. When the “author” is included in the text, put the initials before the surname:

In a discussion with K. Sauer on June 28, 2006, it was determined...

It was confirmed by K. Sauer (personal communication, June 28, 2006)…

4.1.13 Figures, Tables, and Diagrams

The inclusion of figures and/or tables in written work may assist in the explanation of statistical data. Such information can be copied directly from the original source, or adapted to the needs of the paper, but in both cases the source must be cited. Avoid the overuse of tables and figures without a clear explanation of purpose in the paper. Always discuss a figure or table highlighting the important information, you do not need to discuss all the information in table. All tables and figures are double spaced and with no vertical rules.

When including a table or figure that comes from someone else’s work, cite the author(s), year of publication and page number(s) of the item. Each table or figure is numbered sequentially as it appears in the written work, commencing with Figure 1 or Table 1. A reference to the figure or table must be included, at least once, in the text of the work. For example:

It can be seen… (see Figure 1).
Table 1 shows that...

The figure or table must also be given a title, with an accompanying citation. Tables are headed at the top and figures below. The title of the table is on the line below the table label/number, is italicised and in maximal sentence capitalisation. The accompanying citation is given below the table. See over page for example.

The title of the figure follows directly after the italicised figure label/number, separated by a period. The figure title is in minimal sentence capitalisation. The accompanying citation is given directly below the figure title.
Table 1
Changes in Prevalence of Tobacco Use

<table>
<thead>
<tr>
<th>Community A</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>91 (65)</td>
<td>46 (35)</td>
<td>137 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>92 (66)</td>
<td>46 (34)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's test statistic=0.11, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community B</td>
<td>Baseline</td>
<td>106 (80)</td>
<td>27 (20)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>104 (79)</td>
<td>26 (21)</td>
<td>130 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=-0.06, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community C</td>
<td>Baseline</td>
<td>47 (59)</td>
<td>32 (41)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>48 (61)</td>
<td>31 (39)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=-0.08, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All communities</td>
<td>Baseline</td>
<td>239 (68)</td>
<td>112 (32)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>244 (70)</td>
<td>107 (30)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=-0.64, p=0.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


The citation will then appear in alphabetical order in the reference list:

Figure 1. Ambiguous B–13 figure used in Study 1.
Adapted from “See what you want to see: motivational influences on visual perception,” by E. Balceris and D. Dunning, 2006, *Journal of Personality and Social Psychology*, 91 (4), 615.
If the table/figure was derived from a book the source citation would be: From *Publication manual of the American Psychological Association* (p. 181), by the American Psychological Association, 2001, Washington, DC: Author.

**4.1.14 Citations within quotations**

If your quote contains a citation from another source, leave the citation in the quote. You do not need to reference the embedded citation unless you are using it elsewhere as a primary source.

“According to the Centres for Disease Control and Prevention (CDC, 2009) unhealthy dietary behaviours that can contribute to the development of obesity are one of the six primary health risk behaviours…” (Holcomb, Pufpaff & McIntosh, 2009, p. 797).

The Holcomb, Pufpaff and McIntosh, (2009), source will then appear in the reference list:
4.2 APA referencing

The reference list is arranged in alphabetical order by the first author’s surname. Where an item has no author it is cited by its title, and ordered in the reference list by the first significant word of the title (i.e., not “The” or “A”). Entries should start with the first line flush with the edge (left justified) and the subsequent lines indented (i.e., a hanging indent). Reference lists must be double spaced. Personal communications are cited only in the text and not included in the reference list.

4.2.1 Components of a reference

Author/editor(s)
The author’s surname appears first, separated from the initials by a comma. Full stops are used after each initial and a space is left between the initials of each author (if more than one initial is given). Degrees, titles, and affiliations are not included. Honorifics (Sir, General) are not necessary but may be used to aid in recognition of the author. Two authors are separated by ampersand (&), which is preceded by a comma, following the first author’s initials. If there are more than two authors, the last two are joined by ampersand (&), preceded by a comma after the second last author’s initial. If co-authors have the same surname, both are listed. Spell out the full name of a corporate/group author.

If a complete work has both an author and an editor/compiler/translator/revisor, include the author in the author position, and enclose the editor/compiler/translator/revisor details in parentheses after the title of the work. The initials are placed before the surname, for example, Title (F. W. Truscott, Ed.). The abbreviations Ed., Eds. (editor/s), Comp., Comps. (compiler/s), Rev. (reviser/s) or Trans. (translator/s) should be used. If there is no author, but an editor, the editor assumes the author position with the editorial contribution indicated by Ed./Eds. in parentheses following the initials.

If there are several works by the same author they should be listed in chronological order by the year of publication, with the earliest first (see example below).


For two or more works published in the same year by the same author, the references are arranged alphabetically by the first significant word of the title (i.e., not “The” or “A”), and differentiated by a lower case letter attached to the publication year (see example below). One author entries precede multiple order entries beginning with the same surname. References with the same first author and different second or third authors are arranged alphabetically by the second author, and so on. Material by different authors with the same surname is arranged alphabetically by the first initial.
Example:


Authors must be cited as they appear on the publication. Do not rearrange the authors’ order when listing in the reference list. Authors are listed in a specific order on the publication as it usually defines their contribution to the work. When there are more than seven authors, write the first six authors in full then 3 full stops followed by the name of the last author.

For example:


For electronic references, the author details are exactly the same as for printed material. When there is no author, the title assumes the author position, as with printed material.

**Year of Publication**

The year of publication appears immediately after the author details, enclosed in parentheses, and followed by a period. If the work cited is other than the first edition, it is necessary to give the publication date of the edition being used, and to provide the edition number after the title enclosed in parentheses (ed.), and followed by a period. If a book contains no year of publication, the expression n.d. (no date) should be used after the authorship details. A work that is in the process of publication, that is, accepted for publication but not yet published, may be listed as “in press” and enclosed in parentheses.

For daily or weekly magazines, newsletters, and newspapers, give the year followed by the exact date on the publication. For example, (2006, September 28). For meetings (including papers and posters presented there), monthly magazines, newsletters and newspapers give the year and month. For example, (2006, June). Note that the month is always written in full and the day comes after the month with no punctuation between.

The year of publication for the electronic version of books, non-periodicals, chapters/articles in books and periodicals is also the same as for printed material, however, the year for a WWW site is when it was last updated.
Title of Publication

There are generally two types of titles in a reference list. The publication title is the title of a complete work, for example, a book (or other non-periodical) title, newspaper title, magazine title, journal title and website title. All of these publications, however, are also usually broken into chapters, articles or sections, which may have their own titles and authors. The titles of these segments are called article titles. These sources are referenced differently. This section addresses publication titles, that is, titles of complete works. For referencing article titles in complete works, see the relevant section on the next page.

The publication title should be determined from the title page not the cover or the spine of the material as these may vary for design reasons. The publication title follows the year of publication separated by a period. It is italicised. Capitalise only the first word of the title and subtitle (minimal sentence capitalisation), and any proper names. Enclose additional information on the title required for identification and retrieval (e.g., edition, report number, volume number), in parentheses immediately after the title. There is no punctuation between the title and this information, and it is not italicised. If necessary, a description of the form of the work may be added in brackets following the parenthetical information and ending with a period. For example, [Brochure], [Film], [Computer software], [Data file], [CD].

For electronic references, the titles of entire services, databases, and sites are treated in the same manner as book titles.

Title of Series

If the work to be listed forms part of a series, the name of the series should be given first, followed by the information of the volume and title of the part of the series being referenced. Both parts should be italicised, with only the first word of each part capitalised. The parts are separated by a period, and end with a period (e.g., Series title. Part title). If the series has volume numbers (Vol.), the volume number is separated from the series title by a colon, and the volume title by a period (e.g., Series title: Vol. no. Volume title). Use arabic numerals, not roman numerals when referencing volumes (i.e., ‘4’ not ‘IV’).

Volume of Multi-volume Work

If only one volume of a multi-volume work is to be listed, the volume number (Vol.) (and its title if it has one) should be inserted after the title of the complete work, separated by a colon and italicised (e.g., Title of complete work: Vol. no. Volume title). Use arabic numerals, not roman numerals when referencing volumes (i.e., “3” not “III”).

Edition

Any edition other than the first edition should be indicated after the title of the work, and enclosed in parentheses, for example, Writing for psychology (3rd ed.). Edition is indicated by “ed.”. If there is an edition and a volume number, both are enclosed within the same parentheses, beginning with the edition information, for example, (6th ed., Vol. 2). When a section/chapter in a book with an edition number is referenced, the edition is enclosed with the page numbers in parentheses after the title (e.g., 3rd ed., pp. 162-163).
Editor, Translator, Reviser or Compiler
If a work has been edited, translated, revised or compiled, but the authors name remains of prime importance, it is necessary to list the work under the name of the author and to acknowledge the role of the editor, translator, reviser or compiler after the title. Their initials are placed before the surname and enclosed in parentheses, for example (R. C. Hornick, Ed.). In an edited book, where the authors are the editors, use (Ed./Eds.) after the last editor’s name in the author position.

Place of Publication
The place of publication is the town/city of the publisher’s main editorial office, followed by a comma and then the accepted abbreviation for the state, for the United States of America and Australia, or the full name of the country. The place of publication is followed by the publisher details. If two or more places are listed on the title page, the first place should be cited.

Publisher
The name of the publisher follows the place of publication separated by a colon. Give the name of the publisher in as brief a form as is intelligible. Write out the names of corporations, associations and University presses in full, but omit terms such as Publishers, Co., Inc. Retain the words Books and Press. If the publisher is the same as the author, replace the publisher with “Author” in the publication details. If there are two publishers provide information on the first one only.

Title of Journal Article or Chapter/Section in Book
Capitalise only the first word of the title and subtitle, and any proper names. Do not italicise. Enclose non-routine information that is required for identification and retrieval of the work in brackets immediately after the chapter/article title. For example, [Letter to the editor], [Special issue], [Monograph], [Abstract]. There is no punctuation between the article title and the bracketed information, but the brackets are followed by a period.

For electronic resources, the titles of journal articles and chapter/section titles in books is the same as for printed material.

Title of Journal or Periodical
Give the title in full, in upper and lower case letters. The title of the periodical should be italicised, along with its associated volume number (in Arabic numerals). Commas are used to separate the periodical title and the volume number.

For electronic resources, the titles of journals or periodicals is the same as for printed material.

Volume number, Issue number or other Identifier
For journals and periodicals, the volume number is listed after the journal/periodical title, italicised and separated by a comma. If each issue of a journal or periodical is paginated separately rather than consecutively, the issue number or other identifier must be provided in parentheses after the volume number [e.g., Health Promotion Journal of Australia, 8 (1), 24-28]. There is no punctuation between the volume number and issue number. If a periodical does not use volume numbers, include the
month, season or other designation with the year, for example, (2004, Spring), (2004, April).

For electronic resources, the volume numbers, issue numbers and editions of non-periodicals and periodicals is the same as for printed material.

**Pages**

The page numbers are usually the last piece of information cited. A “p.” denotes a single page and “pp.” denotes a page range, but these prefixes are only required in reference to newspapers, sections/chapters in non-periodicals and in table/figure source citations. Do not abbreviate page ranges, use the full numbers eg. pp. 132-136. If the final page number is unknown, if possible give a page range. If this inclusive paging information is lacking, apply the following rules:

1) When the initial page is known, (a) in parentheses indicate the article length after the initial page, for example, 10(12 pp.), 10(80 paragraphs), 10(24 screens), 10(300 lines), or 10(3000 words); or, (b) use the notation “ff” for “and following pages.”

2) When the initial page is not available, indicate the article length (the number of pages, paragraphs, screens, lines, or words). No parentheses are needed.

This use of an indication of article length is particularly important for electronic sources of information. Many electronic sources do not provide page numbers, unless it is in a PDF file format. It is always advisable to download the full text pdf format (rather than the html format) of a journal article so that you have the correct page numbers when referencing and citing quotes. If the pdf format is not available and paragraph numbers are visible, use them in place of page numbers. Use the ¶ symbol or the abbreviation “para.” (e.g., Myers, 2001, ¶ 5). If there are no page or paragraph numbers but there are headings, use the heading and the number of the paragraph following it to direct the reader to the location of the quote and/or other information (e.g., Butler, 2000, Conclusion section, ¶ 1). In some cases it may be necessary to omit a location reference all together if there are no page numbers, paragraph numbers or headings.

**Retrieval statement**

Internet source references must have a Uniform Resource Locator (URL) address which is provided in the “Retrieval” statement at the end of the reference. The retrieval statement provides the name and/or address of the source. The Web information is placed in this statement. Accurately recording this information is important as documents on the WWW may change in content, move, or be removed from the Internet altogether. Finish the retrieval statement with a period, unless it ends in a WWW address. An example of a retrieval statement is: Retrieved from http://www.curtin.edu.au A large URL address can be broken after a slash, or before a period, if it is difficult to fit onto one line. Be extremely careful when recording URL information. Record it exactly as it appears with all punctuation, spacing and capitalisation identical to the original source. Do not add any additional punctuation to the URL. For this reason it is recommended you cut and paste the URL into your reference list.

Department of Health and Human Services, National Center for Health Statistics. (1991). National Health Provider Inventory: Home health agencies and

Journal articles retrieved from a database (e.g., Science direct) and e-books need to have their DOI (digital object identifier) at the end of the reference if one is available. If the DOI is not available include in the retrieval statement the gateway URL of the database e.g., Retrieved from http://www.proquest.com. Journal articles from the Internet (not from a database) need to include the full URL.

No retrieval date is needed for websites or journal articles unless the source material may change over time.

4.2.2 Types of references

4.2.2.1 Books

Bibliographic details of books and other non-periodicals are arranged in the order:

<table>
<thead>
<tr>
<th>Author/editor surname(s), initial. initial. (Ed./Eds.). (Year of publication). Title of book</th>
<th>Edition of book (ed.). Place of publication: Publisher.</th>
</tr>
</thead>
</table>

If a book has no author, move the title and edition information, if applicable, to the author position, followed by the year of publication and publisher details.

**Book with a Single Author**

**Book with Two Authors**

**Book with Three to Seven Authors**

**Book with Editor or Reviser**


**Book with No Author**
Better health care; studies in the successful delivery of primary health care services for Aboriginal and Torres Strait islander Australians. (2001). Sydney, NSW: Indigenous and Public Health Media Unit, Department of Health and Aged Care.
E-Book


4.2.2.2 Sections/Chapters in books

The bibliographic details of sections/chapters in books/non periodicals are arranged in the sequence:

<table>
<thead>
<tr>
<th>Author of section/chapter surname(s), initial. initial. (Year of publication).</th>
<th>Chapter/section title. In Editor of book Initials(s). Surname (Eds.), <em>Title of book</em> Chapter or section pages (p. or pp.). Place of publication: Publisher.</th>
</tr>
</thead>
</table>

**Article/Chapter in a Book**


**Article/Chapter in a Book (no author)**


**Encyclopedia Article – Author**


**Encyclopedia Article - No Author**


**Book in a Multi-volume Series**


Book in a Series

Chapter in a Book in a Series

Reference to a Review

If the review is of a film, replace “book” in the reference with “film.”

4.2.2.3 Periodicals

The bibliographic details of print journal/periodical articles are arranged in the sequence:

| Author of article surname(s), initial. initial. (Year of publication). Article title. Title of Journal, Volume number (Issue number of journal), Article pages. |

**Journal Article**


**Journal Article (No Author)**


**Electronic Periodicals**

For journal articles, or sections/articles in other periodicals, the electronic referencing format is:

```
Author surname, initial. initial. (Year of update/publication). Article title. *Journal Title, Volume number* (Issue number), Page numbers/paragraph number/chapter or section heading). doi: (or Retrieved from http://gateway URL to database if no doi)
```

If the reference has no author, the article title moves to the author position, before the year of publication.

**Electronic Journal Articles**

Electronic journal articles are usually exact duplicates of the printed version (ie. pdf). There is no additional commentary, analysis or data, and the format and page numbering is identical to the printed version. Consequently, the basic printed journal article referencing format is applied to the electronic article. The doi or gateway URL of the database is added at the end of the reference to denote that the article was only viewed in the electronic form if sourced from a database. If the article is different to the printed version, i.e., there are differences in format, there are no page numbers or the electronic version has additional commentary/analyses/data, a retrieval statement also needs to be added to the reference (eg. html format). It is always preferable to use the pdf format of articles so you can cite the correct page number if quoting.

**Journal Article Different to the Printed Version (Not from a database)**


**Journal Article from an Internet Only Journal**


If there are no page numbers, the article number may replace the page numbers in the reference:

Journal Article from an Aggregate Database


4.2.2.4 Newspaper articles

Newspaper articles are not recommended as a source of information for assignments within the health sciences. They may be written by journalists who have little knowledge of the subject area and are aimed at members of the general public. They are not subject to peer review in the same way as academic sources of information. If students would like to include information from a newspaper article in an assignment, it is recommended they access the primary source of that information.

Occasionally students will need to cite and reference information contained within newspapers, such as when asked to critique the content of an article or when discussing how the media reports on health issues. Citation of newspaper articles, follows the same rules as other sources. Please see the APA citation section of this guide for how to cite newspaper articles correctly.

Print newspaper article


Print newspaper article (no author)

Newspaper supplements and liftouts


Newspaper article accessed from a database (same as the printed version)

If a newspaper article has been accessed from a database, such as Factiva, and is identical to the print version, the reference remains the same as the print version, with the date retrieved and the name of the database added to the end of the reference.


Online newspaper articles

Many newspapers such as *The West Australian* have both a print and an online version. Articles accessed online require the URL of the newspaper (not the article) to be added to the end of the reference. As the articles published online may be different to those in the print edition of the newspaper, page numbers are often not available. If this is the case, just omit the page number when referencing.


4.2.2.5 Corporate/Group Publications

When citing government publications and other group/corporate publications, the procedure described for books is followed. Such references often appear complex as some publications have no obvious author, some have both a sponsoring organisation and an author, and some are the work of a committee. The reports of commissions of inquiry and other bodies often pose problems because of the complexity and length of their titles, or because they are better known by a brief title containing the name of the commissioner, chairperson or other principal office bearer. The short title may be used in the text, provided that the list of references contains a clear cross-reference to the official title.

Corporate/Group Author with no “Personal” Author

For material sponsored by an institution, corporation or other organisation, and bearing no specific author on the title page, the work is listed under the sponsoring organisation.

Corporate/Group Author with another Author (s)
For material sponsored by an institution, corporation or other organisation, and bearing on its title page the name of a specific author, list under the name of the author, with any identifying number of the sponsoring organisation located in parentheses after the title (before the publishing details).


Other Group/Corporate/Government Author Examples


Government Report Available on Government Agency Web Site


4.2.2.6 Published Proceedings

Papers presented at conferences, seminars and meetings are often collected and published as proceedings or refereed papers.

With Editors


Without Editors


4.2.2.7 Dictionaries/Thesauri

With an Editor


Without an Editor

4.2.2.8 Unpublished Material

Unpublished material may include theses, papers presented at conferences, seminars and meetings, and manuscripts. The authors name and year of preparation of the document should be presented in the manner described for journals and periodicals. If available online a retrieval statement including the URL or gateway URL if a database should be included. Manuscripts are presented in the same manner as theses.

Thesis (unpublished)

Papers


Manuscripts


4.2.2.9 Video and DVD

4.2.2.10 Pamphlet

Pamphlets are not recommended as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources, and are often written for members of the public with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new data or policy from a government...
department) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation. APA would refer to the pamphlet as a publication of limited circulation.


If a publication can be obtained via the Internet, the URL may be given in place of, or in addition to, the publisher details.

4.2.2.11 Non-Periodical Electronic References

Documents on the Internet include periodicals (journals, newspapers and newsletters), non-periodical documents on the internet include research reports, government reports, online books, online documents and brochures and those which are solely Web based (e.g., a Web page).

As with printed government/group publications, the bibliographical information on electronic sources may appear complex and confusing. Despite the many different electronic formats, however, authors using and citing WWW sources should follow these guidelines:
1) Direct readers as closely as possible to the information being cited. When possible refer to specific documents rather than just a home or menu page, and
2) Provide URL addresses that work and are correct. You should check that the URL given is still current when your work is submitted.

For non periodicals, the electronic referencing format is:

| Author surname(s), initial. initial. (Year of update/publishation). Title (Edition, if applicable). Retrieved from source* |

If the reference has no author, the title and edition move to the author position, before the year of publication.

Chapter/Section in a Non Periodical

For chapters/sections in non periodicals, the electronic referencing format is:

| Author surname(s), initial. initial. (Year of update/publishation). Chapter/section title. In Non periodical title (Edition, page numbers/paragraph number/chapter or section heading). Retrieved from source* |

Please see section 4.2.2.5 of the APA referencing section for how to correctly reference government reports from government agency websites. For other non-periodical documents available on the www, please see the examples given below.

Multi-page Document Created by a Private Organisation

Chapter/Section in an Internet Document

It should be noted that a paragraph number, or chapter/section heading, may be used in place of page numbers, if they are unavailable.

Stand Alone Documents (no author, no date)


Document Available on a University Program or Department Web Site
If a document is contained within a large and complex Web site (such as a university or government body), identify the host organisation and the relevant program or department, before giving the URL for the document itself. Precede the URL with a colon.


Report from a Private Organisation Available on the Organisation’s Web Site

Proceedings

Image on the Web
Electronic Mail (Email) and Personal Communication

Personal communication, such as email, is only cited in the text and does not appear in the reference list.

Computer Program


4.3 Sample APA Reference List (note double spacing)

References


*Better health care; studies in the successful delivery of primary health care services for Aboriginal and Torres Strait islander Australians.* (2001). Sydney, NSW: Indigenous and Public Health Media Unit, Department of Health and Aged Care.


Clinton, M. (2000). *Scoping study of the mental health nursing workforce 1999*. Retrieved from Curtin University, School of Nursing Web site:


http://www.apa.org/journals/cdp/202ab.html#1


JOURNAL OF PHYSIOTHERAPY (JoP)

The following recommendations are based on Australian Physiotherapy Association (2010) and University of South Australia (2006).

5.1 JoP citation

5.1.1 Single author

The journal reference used for this example is:


When the author’s name is mentioned in the text, enclose the year in parentheses: Sorensen (2001) recommended that...

When the author’s name is not in the text, enclose the author and year in parentheses: It was recommended that... (Sorensen 2001).

Relevant page numbers should only be included if a direct quote is cited (indicated by quotation marks):
‘In order to...’ (Sorensen 2001, p 1183).

5.1.2 Two authors

The journal reference used for this example is:


When the authors’ names are mentioned in the text, separate with ‘and’, and enclose the year in parentheses: Rimer and Kreuter (2006) recommended that...

When the authors’ names are not in the text, enclose the authors and year in parentheses, and separate the authors with ‘and’: It was recommended that... (Rimer and Kreuter 2006).

Relevant page numbers should only be included if a direct quote is cited (indicated by quotation marks): ‘In order to ...’ (Rimer and Kreuter 2006, p S185). Rimer and Kreuter (2006, p S185) stated ‘...’

When a reference has two authors, always cite both names every time the citation occurs in the text.
5.1.3 Multiple authors (3 or more)

The journal article reference used for this example is:

differences in food purchasing behaviour and suggested implications for diet-related health promotion. *Journal of Human Nutrition and Dietetics* 15: 12-17.

For a work with more than two authors, the first author is written followed by et al (Abbreviation for the Latin ‘*et alii*’ meaning ‘and others’). When the authors’ names are mentioned in the text, use the first author’s surname followed by et al, and enclose the year in parentheses:

Turrell et al (2002) recommended that.....

When the authors’ names are not in the text, enclose the first author’s surname, followed by et al and year in parentheses:

It is recommended that....(Turrell et al 2002).

Relevant page numbers should only be included if a direct quote is cited (indicated by quotation marks):

‘In order to ......’ (Turrell et al 2002, p 356).

Turrell et al (2002, p 356) stated ‘........’

5.1.4 No author

The journal article references used for this example are:


These are examples of publications with no author. The title of the material has been moved to the first entry of the reference and is listed in alphabetical order by the first significant word of the title (i.e. not ‘The’ or ‘A’) in the reference list. **The words anonymous or anon. are unnecessary and should not be used**, unless specifically stated on the material.

Cite in the text the first few words of the reference list entry (usually the title) as the ‘author’, and year. If the name of the ‘author’ appears in the text, cite like this:

What if we had an AIDS vaccine? (2000) noted that ...

Tackling the threat (2006) reported that....

If the name of the ‘author’ does not appear in the text, cite like this:

It has been noted that... (What if we had an AIDS vaccine? 2000).

It was reported.... (Tackling the threat 2006).

Direct quotes, indicated by quotation marks, are cited like this:

‘It has been noted that...’ (What if we had an AIDS vaccine? 2000, p 85).

Tackling the threat (2006, p 1624) states that there ‘is now much evidence...’
5.1.5 Corporate/Group author

The electronic government report reference used for this example is:


This is an example of material with a corporate/group author. If a work has been sponsored by an agency, association, corporation, government agency, or some other organisation, and bears no specific author’s name on the title page, the name of the sponsoring organisation is cited and listed in alphabetical order under this name in the reference list. If there are specific authors, these are listed in the author position and are used in citation, and for alphabetical ordering in the reference list.

The names of groups that serve as authors are usually written in full each time the reference is cited. For a corporate/group author, when the author appears in the text, cite like this:
The Australian Institute of Health and Welfare (2007) reported...

When the author does not appear in the text, cite like this:
It has been reported... (Australian Institute of Health and Welfare 2007).

Australian Institute of Health and Welfare (2007) stated that ‘the health of...’ (p 5). ‘It has been reported...’ (Australian Institute of Health and Welfare 2007, p 5).

For very well known, or for very frequently cited group authors, the name is written in full with the abbreviation in parentheses after it the first time the work is cited. For subsequent citations the abbreviation is used. There are no abbreviations used in the reference list.

Reference List:
Australian Physiotherapy Association (2004)

First citation:
The Australian Physiotherapy Association (APA) (2004) stated....
It is stated... (Australian Physiotherapy Association [APA] 2004).

Subsequent citations:
It is recommended... (APA 2004).
The APA (2004) recommended...

5.1.6 More than one reference to the same author in the same year

References to several works published in the same year by the same author should be distinguished from one another by using lower case letters of the alphabet attached to the publication date. The order of the letters is established on the basis of the letter-by-letter alphabetical order of the titles (disregarding any initial articles such as ‘The’ or ‘A’). When citing two works within the same parentheses, separate the years with ‘and.’
Example reference list:


Examples of citation:
Zhang et al (2004a) reported that the...
It has been reported that... (Zhang et al 2004b).
Zhang et al (2004a and 2004b) stated that...
It has been explained… (Zhang et al 2004a and 2004b)

Direct quotes, indicated by quotation marks, are cited like this:
‘It is now established...’ (Zhang 2004a, p 6).
Zhang (2004a, p 83 and 2004b, p 125) reported that it was ‘...’

5.1.7 Reference to the same author in different years
When the same author(s) publishes material in different years, these are listed in chronological order in the reference list, with the oldest first.

Example reference list:


When citing several works from the same author within the same parentheses, write the author once followed by the years of the material. Two years of publication are separated by ‘and.’ For works from different years, cite the oldest first and list the subsequent citations in chronological order. For works from the same year, cite in alphabetical order of the letter attached to the year of publication. If the citation includes a direct quotation, and hence page numbers, separate the citations with ‘and’ or a comma, depending on the number of citations within the same parentheses.

Example:
Morton and Duck (2000 and 2001) suggested that...
Morton and Duck (2000, p 439 and 2001, p 603) was unable...
There was a... (Morton and Duck 2000 and 2001, p 603).

If there are more than two works by the same author, the last two years are separated by ‘and’, with the others by a comma. For example, (Morton and Duck 2000, 2001 and 2002).
5.1.8 Reference to different authors with the same surname
If two or more authors have the same surname but are not the same person and their work has been published in the same year, then distinguish between them by using their initials.

BF Smith (2004) noted that…
…was reported (Smith, AJ 2004).

5.1.9 Referring to several studies
List works by different authors who are cited within the same parentheses, in alphabetical order by the first authors surname, and separate the citations with a comma. If page numbers are included, separate the citations with semi-colons if they are from two different authors.

Example:

It was valued... (Barger and Bidgood-Wilson 2006, Cho et al 2006, Smith et al 2005a and 2005b).
Other authors agreed… (Barger and Bidgood-Wilson 2006 p 24; Cho et al 2006, p 178; Smith 2005a, p 31 and 2005b, p 72).

5.1.10 Secondary sources
Only those references actually used/cited should appear in the reference list at the end of academic writing. A reader, however, may not have read the original work. They may have read an account, or quotation, of an original work in a study by another author. When the former author is cited it is called a secondary citation. Writers must acknowledge the fact that they have used a secondary source, rather than the primary source.

For example, a student has read a study by the Robinson and Gilmartin (2002) which has cited information from another work, Gerrish (2000). The student wishes to use the information from Robinson and Gilmartin (2002) as supporting evidence in their academic writing. They would cite the secondary source, Gerrish (2000), like this: Robinson and Gilmartin (2002, p 458) cited Gerrish (2000)...
Gerrish (2000 cited in Robinson and Gilmartin 2002, p 458) reported that...
It has been reported... (Gerrish 2000 cited in Robinson and Gilmartin (2002, p 458).

Students must include the name and year of the secondary source, and the name, year and page numbers of the material in which they found the secondary source, that is, the author in the reference list. In the example given above, Robinson and Gilmartin (2002), not Gerrish (2000), will appear in the reference list.

The use of original sources of information is strongly encouraged within the field of Physiotherapy. In order to meet this requirement, the Gerrish (2000) reference should be retrieved and used as the original source if possible. Students must check with their lecturers/tutors as they may require that only primary sources be used.
5.1.11 Personal communication
To cite unpublished information, such as a conversation, memo, letter or interview, write as in the following example. Personal communications are not included in the list of references.

It was determined... (Briffa, K 2002, pers. comm., 28 June).

Note that the day precedes the month, and the month is written in full. When the ‘author’ is included in the text, put the initials before the surname:

In a discussion on the 28 June 2002, Dr K Briffa, it was determined...

5.1.12 Figures, tables and diagrams
The inclusion of figures and tables in written work may assist in the explanation of statistical data. Such information can be copied directly from the original source, or adapted to the needs of the paper, but in both cases students must cite the source. Avoid the overuse of tables and figures without a clear explanation of purpose in the paper.

The figure or table must be given a title (placed below figures but above tables) which “identifies the specific topic of the figure or table” (Jenkins et al 1998, p. 111). The title is preceded by a label consisting of an identifier (i.e. ‘figure’ or ‘table’) and a number which is numbered sequentially as it appears in the paper, commencing with Figure 1 or Table 1. The title needs to be in minimal capitalisation. A reference to the figure or table must be included, at least once, in the text of the work. For example: It can be seen... (see Figure 1).

Table 1 shows that...

When including a table or figure that comes from someone else’s work, cite the author(s), year of publication and page number(s) of the item. See example on following page.
Table 1. Changes in prevalence of tobacco use.
(Ivers et al 2006, p 135)

<table>
<thead>
<tr>
<th>Community</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseline</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community A</td>
<td>91 (85)</td>
<td>46 (35)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Community B</td>
<td>105 (80)</td>
<td>27 (20)</td>
<td>132 (100)</td>
</tr>
<tr>
<td>Community C</td>
<td>47 (59)</td>
<td>32 (41)</td>
<td>79 (100)</td>
</tr>
<tr>
<td><strong>Follow-up</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community A</td>
<td>92 (66)</td>
<td>46 (54)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Community B</td>
<td>104 (79)</td>
<td>28 (21)</td>
<td>132 (100)</td>
</tr>
<tr>
<td>Community C</td>
<td>48 (61)</td>
<td>31 (39)</td>
<td>79 (100)</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td></td>
<td>McNemar’s test statistic=0.11, p=1.0</td>
<td></td>
</tr>
<tr>
<td>Community A</td>
<td>McNemar’s=0.06, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community B</td>
<td>McNemar’s=0.08, p=1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community C</td>
<td>McNemar’s=0.64, p=0.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The source will then appear in alphabetical order in the reference list.


![B-13 figure](image)

Figure 1. Ambiguous B-13 figure used in study 1 (Balcetis, Dunning 2006, p 615)

The source would then appear in alphabetical order in the reference list.

5.2 JoP referencing

The reference list is arranged in alphabetical order by the first author’s surname. Where an item has no author, the title assumes the author position and is ordered in the reference list by the first significant word of the title (i.e. not ‘The’ or ‘A’).

5.2.1 Components of a reference

Author/editor(s)
The author’s surname appears first, followed by their initials, and without punctuation. If the material is edited, and has no other authors, the editor(s) assume the author position, with ‘Ed./Eds’ in parentheses after the last editor. There is no punctuation between the parenthetical information and the year. Degrees, titles and affiliations are not included.

Authors are separated by a comma. All authors are listed regardless of number, do not use et al in a reference. If a work is sponsored by an organisation, but there are also specific authors listed on the title page, the authors are listed first (with any sponsoring organisation given later in the reference). If there are no specific authors, the work is listed under the group/sponsoring organisation. Spell out the full name of a corporate/group author.

If there are several works by the same author they should be listed in chronological order by the year of publication, with the oldest first (see example below).


For two or more works published in the same year by the same author, the references are arranged alphabetically by title, and differentiated by a lower case letter attached to the publication year (see example below).


One author entries precede multiple order entries beginning with the same surname. References with the same first author and different second or third authors are arranged alphabetically by the second author, and so on. Works by different authors with the same surname are arranged alphabetically by the first initial.
Multiple authors must be listed as they appear on the publication. Do not rearrange the order of the authors’ names. Authors are listed in a specific order on the publication as it usually defines their contribution to the work. All authors on the publication must be listed in full, ‘et al’ is not appropriate in author details in a reference list.

Year of publication
The year of publication appears immediately after the authorship details, enclosed in parentheses and followed by a colon. If the work cited is other than the first edition, it is necessary to give the publication date of the edition being used and to provide the edition number after the title, for example, (2nd edn). If the material has been accepted for publication but not yet published, ‘in press’ is enclosed in parentheses and takes the place of the year. If material contains no publication details, the expression (no date) should be used after the author details. A work which is unpublished may be listed as (unpublished).

Title of publication
There are generally two types of titles in reference material. The publication title is the title of a complete work, for example, a book (or other non-periodical) title, newspaper title, magazine title, journal title and website title. All of these publications, however, are also usually broken into chapters, articles or sections, which may have their own titles and authors. The name of these publication segments are called article titles. These sources are referenced differently. This section addresses publication titles, that is, titles of complete works. For referencing article titles in complete works, see the section on the following page.

The publication title should be determined from the title page of the material, not the cover or the spine as these may vary for design reasons. The publication title follows the year of publication separated by a colon. It is not italicised. The beginning letter of all major words of the title and subtitle are capitalised. Enclose additional information on the title required for identification and retrieval (e.g. volume number and/or edition), in parentheses immediately after the title. There is a period between the title and the parenthetical information.

Title of series
For a work which forms part of a series, the series title is given first separated by a comma from the name of the work being cited. The beginning letter of all words are capitalised (e.g. Series Title, Part Title).

Volume number in multi-volume work
For a multi-volume work, the title of the complete work is listed first, followed by the volume number (Vol.) and title, if any, of the work being cited. The beginning letter of each word of the titles, both the complete work and the volume, are capitalised. All information is separated by commas (e.g. Title of Complete Work, Vol. No., Title of Volume).
Edition
Any edition other than the first edition should be indicated after the title of the work. Edition is indicated by (edn). If there is volume information it comes before the edition information in separate parentheses and with no punctuation between.

Editor, translator, reviser or compiler
If there is no author, but an editor/translator/compiler/reviser, the editor/translator and so on, assumes the author position with their role identified in parentheses following the initials. For example, Smith PJ (Ed. and Trans.) (2002). Note that there is a full stop after Ed. but not after Eds

If a work has been edited, translated, revised or compiled, but the author’s name remains of prime importance, it is necessary to list the work under the author’s name before the title. The role of the editor, translator, reviser or compiler will be acknowledged by their name appearing after the title. If the work is a translation, the translated title appears after the name of the translator and the original title. Any other relevant information can also be added after the new title. The reference would thus look like a chapter in an edited book.

Place of publication
The place of publication is the town/city of the publisher’s main editorial office, and comes before the publisher details. If two or more places are listed on the title page, the first place should be cited. The place of publication may need explanation, especially if it is not well known, or if there is another place of the same name. In these cases, the state or country may be required. For example, Berkeley, California: Academic Press; Boston: Academic Press.

Publisher
The name of the publisher follows the place of publication, separated by a colon. Give the name of the publisher in as brief a form as is intelligible, but write out the names of corporations, associations and University presses in full. If the name of the publisher includes an ampersand (&) it should be replaced with the word ‘and’. If there are two publishers both are listed, separated by a ‘/’. For example, Perth: Ergonomic Press/Curtin University of Technology.

Title of journal article or section/chapter in book
Capitalise proper names (if any), the beginning letter of the first word of the title and the subtitle (if there is one). All other words are not capitalised. Do not italicise. End with a period. Give a description of the work immediately after the article title, if necessary. For example, Letter to the Editor. (Abstract).

Title of journal or periodical
Give the title in full. The title of the periodical should be italicised. The beginning letter of all words should be capitalised, except for conjunctions, prepositions, and articles (e.g. ‘the’ or ‘and’), unless they are the first word of the title). If the journal title includes an ampersand (&) it should be replaced with the word ‘and’. If the journal title starts with ‘The’ omit it from the reference list (eg. Journal of Physiotherapy not The Journal of Physiotherapy).
Volume number, issue number or other identifier

For journals and periodicals, the volume number is listed after the journal/periodical title. There is no punctuation between them. The page numbers (with no p) follow the volume number, separated by a colon and followed by a full stop. Only volume numbers and page numbers are included, issue numbers are not used - unless the page numbers are not sequential with the other issues.

Pages

The page numbers are usually the last piece of information cited. The term ‘p.’ is used to denote a single page and ‘pp.’ is used to denote a page range, but is only required in reference to newspapers and chapters/sections in books. Whenever possible give a page range and use the full number range, do not abbreviate eg. pp. 132-136. If this inclusive paging information is missing, apply the following rules:
1. When the initial page is known, in parentheses indicate the article length after the initial page, for example, 10(12 pp.), 10(80 paragraphs), 10(24 screens), 10(300 lines), or 10(3000 words), or
2. When the initial page is not available, indicate the article length (the number of pages, paragraphs, screens, lines or words). No parentheses are needed. This use of an indication of article length is particularly important for electronic sources of information.

Electronic references

The Journal of Physiotherapy style of referencing has few recommendations regarding electronic referencing. The electronic examples given throughout this section have been adapted from Australian Physiotherapy Association (2007), Li and Crane (1996) and University of South Australia (2006).

5.2.2 Types of references

5.2.2.1 Books

The bibliographic details of books and other non-periodicals are arranged in the order:

Author/editor surname(s) initials (Year of publication) Title of Book. Edition of book (edn) Place of publication: Publisher.

Book with a single author

Book with two authors

Book with three authors
Book with editor or reviser


Book with no author
Better Health Care: Studies in the Successful Delivery of Primary Health Care Services for Aboriginal and Torres Strait Islander Australians (2001) Sydney: Indigenous and Public Health Media Unit, Department of Aged Care.

E-Book

5.2.2.2 Section/Chapters in books
The bibliographic details of sections/chapters in books, and other non-periodicals are arranged in the sequence:

Author of section/chapter surname initials (Year of Publication) Chapter/article title.
In Editor of book surname(s) initial(s) (Ed/Eds) Title of Book. Place of Publication: Publisher. Chapter or article pages (pp.).

Article/Chapter in a book

Article/Chapter in a book (no author)

Encyclopedia article - author

Encyclopedia article - no author
**Book in a multi-volume series**


**Book in a series**

**Chapter in a book in a series**

### 5.2.2.3 Periodical articles
The bibliographic details of journal/periodical articles are arranged in the sequence:

<table>
<thead>
<tr>
<th>Author of section/chapter surname initials (Year of publication) Article title. Title of Journal Volume of journal: article pages.</th>
</tr>
</thead>
</table>

**Journal article**


**Journal Article (No Author)**

Electronic Journal articles
The bibliographic details of electronic journal articles are arranged in the sequence:

<table>
<thead>
<tr>
<th>Author of journal article surname(s) initial(s) (Year of publication) Article title. Title of Journal. Volume of journal: Page numbers or indication of length. Available from supplier/database, name. Access date [month day, year].</th>
</tr>
</thead>
</table>

Journal article abstract from Electronic Database
It is not advised to use abstracts when citing and referencing articles, always access the full text of an article, either online or the paper version.


Full text journal article from CD-ROM

Full text journal article from Electronic Database
Check with your lecturer whether they require the database and access date for these references. As most full text journal articles are available in pdf form this detail may not be needed. It is required for articles downloaded in html form. Cochrane Reviews need the article number starting with CD and no access date.


Full text journal article from an Electronic Journal

Newspaper Article

5.2.2.4 Corporate/Group publications
When citing government publications and other group/corporate publications, the procedure described for books is followed. Such references often appear complex as some publications have no obvious author, some have both a sponsoring organisation and an author, and some are the work of a committee. The reports of commissions of inquiry and other bodies often pose problems because of the complexity and length of their titles, or because they are better known by a brief title containing the name of the commissioner, chairperson or other principal office bearer.

Corporate/Group author with no ‘personal’ author
For material sponsored by an institution, corporation or other organisation and bearing on its title page the name of the sponsoring body/organisation, list under this name.


Corporate/Group author with a ‘personal’ author
For material sponsored by an institution, corporation or other organisation and bearing on its title page the name of a specific author, list under the name of the specific author(s).


Other group/corporate/government author examples


Health Department of Western Australia (2002) Healthy Lifestyles: A Strategic Framework for the Primary Prevention of Diabetes And Cardiovascular Disease in Western Australia. Perth, Western Australia: Western Australian Government.


Government report available on Government Agency Web Site

Government reports accessed electronically are referenced in the same way as print reports, with the addition of a URL and date accessed added to the end of the reference. If the catalogue or series number is available, you must include this also.

5.2.2.5 Published proceedings

Papers presented at conferences, seminars and meetings are often collected and published as proceedings. JoP style recommends that the conference organiser/publisher is not recognised within the reference.

With editors

Without editors


Electronic Proceedings

5.2.2.6 Dictionaries/Thesauri

It is recommended that the title, rather than the name of the author or editor, be listed first.

With an Editor

Without an Editor
5.2.2.7 Unpublished material

Unpublished material may include theses, papers presented at conferences, seminars and meetings, manuscripts and personal communications.

Thesis

Papers


Manuscripts

Personal communication
Personal communication is not included in the reference list.

5.2.2.8 Video


5.2.2.9 Pamphlet

Pamphlets are not recommended as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources and are often written for members of the public with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new government data or policy) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation.

5.2.2.10 Electronic references

The Journal of Physiotherapy style of referencing has few recommendations regarding electronic referencing, so the following examples have been adapted from Australian Physiotherapy Association (2007), Li and Crane (1996) and University of South Australia (2006).

**E-Book**


**Electronic mail (email)**

Similarly to personal communication, emails are not included in the reference list.

**World Wide Web (www)**

The author and year details are the same for www references as for printed material. The title of the web page is in lower case except for the first word, or any proper names. The title finishes with a period. The URL (Uniform Resource Locator) statement follows the title, which is http:// etc. There is no full stop between the end of the URL address and the date of access information. The date of access information has the month, day and year of your access to the page, has a comma after the month follows the word ‘Accessed’.

**World Wide Web page**


Barclay L (2000) Childhood diabetes: Is diet a major factor?


**World Wide Web page (no author)**

How do you cite URL’s in a bibliography? (2000)
World Wide Web (no publication date)
Prizker TJ (no date) An early fragment from central Nepal.

World Wide Web (Homepage)
Curtin University Library and Information Service Homepage (2007)

   [Accessed January 1, 2006].

Computer program
   National Social Health Database. Version 7.5 Canberra: Prometheus Information.
5.3 Sample JoP reference list

References


5.0 VANCOUVER


6.1 Vancouver citation

The numerical reference list order is determined by the chronological order of citations as they are mentioned in the text. The first reference cited is numbered “1”, and becomes the first reference given in the reference list. The second reference cited is numbered “2”, and is listed as such in the reference list, and so on. If a reference which has been cited before is cited again in the same piece of work it is cited and listed in the reference list under the number originally given to the reference.

6.1.1 Single author

The journal reference used for this example is:


When the author’s name is mentioned in the text, superscript the reference number after the author:

Sorensen\(^1\) recommended that...

When the author's name is not in the text, superscript the citation number at the end of the relevant clause:

It is recommended that...ends.\(^1\)

The above also pertains to direct quotes (indicated by quotation marks):

“In order to...”\(^1\)

6.1.2 Two authors

The journal reference used for this example is:


When the authors’ names are mentioned in the text, superscript the citation number after the last author:

Rimer and Kreuter\(^2\) recommend that...

When the authors’ names are not in the text, superscript the citation number at the end of the relevant clause:

It was recommended that...ends.\(^2\)

The above also pertains to direct quotes (indicated by quotation marks):

“In order to...”\(^2\)

Rimer and Kreuter stated that “...”\(^2\)
6.1.3 Multiple authors

The journal article reference used for this example is:


When there are more than three authors, and they are mentioned in the text, use “et al” (Abbreviation for the Latin “et alii” meaning “and others”) after the first author.

When the authors’ names are mentioned in the text, superscript the citation number after et al or equivalent:

Turrell et al⁴ recommended that...

When the authors’ names are not in the text, superscript the citation number at the end of the relevant clause:

It is recommended that...ends.⁴

The above also pertains to direct quotes (indicated by quotation marks):

“In order to...”⁴

6.1.4 No author

The journal article references used for this example are:


These are examples of publications with no author, and where the title has been moved to the first entry of the reference. The words anonymous or anon. are unnecessary and should not be used, unless specifically stated on the material. Cite in text the first few words of the reference list entry (usually the title) as the ‘author’.

If the name of the ‘author’ appears in the text, cite like this:

What if we had an AIDS vaccine?⁴ revealed that …

Tackling the threat⁵ reported that …

If the name of the ‘author’ does not appear in the text, cite like this:

It has been revealed that …⁴

There have been reports…⁵

Direct quotes, indicated by quotation marks, are cited like this:

“It has been revealed that ...”⁴

“It has been reported...”⁵

Tackling the threat’ reported there “is much evidence ...”
6.1.5 Corporate/Group author
The electronic government report reference used for this example is:


This is a source with a corporate/group author. If a work has been sponsored by an agency, association, corporation, government agency, or some other organisation, and bears no specific author’s name on the title page, the name of the sponsoring organisation is cited. If, however, there are individual authors, they are listed first in the reference information (as authors), and the sponsoring agency is acknowledged at the end of the reference. For example, ‘Sponsored by the…”

For a corporate/group author, when the author appears in the text, cite like this:
The Australian Institute of Health and Welfare⁶ reported...

When the author does not appear in the text, cite like this:
It has been reported...⁶

Direct quotes, indicated by quotation marks, are cited like this:
“It has been revealed that...”⁶
“It has been reported...”⁶

The Australian Institute of Health and Welfare⁶ stated that “the welfare...”

6.1.6 More than one reference to the same author in the same year
References to the same author with several works published in the same year are differentiated by the number of the citation given to the references in the order in which they were first mentioned in the text.


Examples of how to cite:
Zhang et al⁷ reported the...
It has been reported that...⁷
“It is now established...”⁸

6.1.7 Reference to the same author in different years
References to the same author with several works published in different years are differentiated by the superscripted numeral of the citation and associated numbering in the reference list. Multiple citations should be in numerical order, separated by commas.
Example reference list:


For example:

It has been suggested that ... 9,10
In two works by Morton and Duck 9,10 it has been noted...

### 6.1.8 Referring to several studies

When citing several authors from different sources together, arrange them in numerical order of the citation number, and separate with commas. If the citations are from a consecutive range of references, for example, references 1, 2 and 3, then you can cite as 1-3. Citations from non-consecutive references need to be listed individually eg. 2,4,7.

Example:

It has been frequently stated that... 1-3,7,8
Sorensen1, Rimer and Kreuter2, Turrell et al3 and Zhang et al 7,8 reported the...

### 6.1.9 Secondary sources

Only those references actually read and used should appear in the reference list at the end of academic writing. A reader, however, may not have read the original work. They may have read an account, or quotation, of an original work in a study by another author. When the former author is cited it is called a secondary citation. Writers must acknowledge the fact that they have used a secondary source, rather than the primary source.

For example, a student has read a study by Robinson and Gilmartin11, which has cited information from another work by Gerrish, that the student wishes to use as supporting evidence in their academic writing. They can cite the secondary source like this:

Robinson and Gilmartin11 cited Gerrish who proposed...

If the year of Gerrish’s study is important for the reader to know, the only way to record it when using the Vancouver system is within the text.

Robinson and Gilmartin10 cited Gerrish who, in 2000, proposed...

Students must include the superscripted citation numeral of the material in which they found the secondary source, that is, the author in their reference list. In the example given above, (11). Robinson and Gilamrtin, not Gerrish will appear as the author in the reference list as reference 11.

Original sources of information are preferred in the Health Sciences. In order to meet this requirement, the Sutherland reference should be retrieved and used as the original source if possible. **Students must check with their lecturers/tutors** as they may require that **only primary sources** be used.
6.1.10 Personal communication

Avoid citing personal communications, such as a conversation, memo, letter or interview, unless it provides essential information that is not available from a public source (ICMJE 2005). If you do cite this type of information it should be in parentheses, as in the following example. Personal communications are not included in the list of references.

It was determined... (Burrows S. pers comm., Jun 28 2000).

Note that the day comes after the month and the month is abbreviated.

6.1.11 Figures, tables and diagrams

The inclusion of figures and tables in written work may assist in the explanation of statistical data. Such information can be copied directly from the original source, or adapted to the needs of the paper, but in both cases the source must be cited. Avoid the overuse of tables and figures without a clear explanation of purpose in the paper.

When including a table or figure in written work, students must include the superscripted numerical citation if it comes from someone else’s work. Each table and figure is numbered sequentially as it appears in the student’s paper, commencing with Figure 1 or Table 1. A reference to the figure or table must be included, at least once, in the text of the work.

For example:
It can be seen … (see Figure 1).
Table 1 shows that...

The figure or table must also be given a title, with an accompanying superscripted number citation. For example:

Table 1: Changes in prevalence in tobacco use

<table>
<thead>
<tr>
<th>Community A</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>91 (85)</td>
<td>46 (35)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>92 (86)</td>
<td>46 (34)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's test statistic=0.11, p=1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community B</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>135 (80)</td>
<td>27 (20)</td>
<td>162 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>104 (79)</td>
<td>26 (21)</td>
<td>130 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=0.06, p=1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community C</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>47 (59)</td>
<td>32 (41)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>48 (61)</td>
<td>31 (39)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=0.08, p=1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All communities</th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>239 (68)</td>
<td>112 (32)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>244 (70)</td>
<td>107 (30)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Difference</td>
<td>McNemar's=-0.64, p=0.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The citation will then appear in the reference list as:

6.2 Vancouver referencing

References in the reference list are numbered consecutively in the order in which they are cited in the text. If a particular reference is cited again, the same number originally given to the reference is used and the reference remains in the same numbered position in the reference list.

6.2.1 Components of a reference

Author/editor(s)

The authors surname appears first, followed by initials, and without punctuation. Degrees, titles and affiliations are not included. When editor(s) are in the author position they are denoted by ‘editor(s)’ after the last author, separated by a comma. There is no ‘and’ or ampersand (&) used to separate authors. Spell out the full name of a corporate/group author.

Authors must be referenced as they appear on the publication. Do not rearrange the authors’ order. Authors are listed in a specific order on the publication as it usually defines their contribution to the work. For more than six authors, list the first six authors followed by “et al”, with a comma after the sixth author’s initial.

For example:


Title of publication

There are generally two types of titles in a reference list. The publication title is the title of a complete work, for example, a book (or other non-periodical) title, newspaper title, magazine title, journal title or web-site title. All of these publications, however, are also usually broken into chapters, articles or sections, which may have their own titles and authors. The titles of these publication segments are called article titles. These sources are referenced differently. This section addresses publication titles, that is, titles of complete works. For referencing article titles in complete works, see the section over the page.

The publication title should be derived from the title page of the material, not the cover or the spine as these may vary for design reasons. The title of a book or non-periodical follows the authorship details. It is not italicised, and only the beginning letter of the first word (and proper nouns, if any) of the title are capitalised.
Edition
Any edition other than the first edition should be indicated after the title, separated by a full stop, and ending with a full stop. Edition is indicated by ed.

Example:


Place of publication
The place of publication is the town/city of the publisher’s main editorial office and comes before the publisher details. If two or more places are listed on the title page, the first place should be cited. The place of publication may need explanation, especially if it is not well known, or if there is another place of the same name. In these cases, an abbreviation of the state or country may be required and is included in brackets after the city.

Publisher
The name of the publisher follows the place of publication, separated by a colon. Give the name of the publisher in as brief a form as is intelligible. When the author is the same as the publisher, write the author in full and abbreviate the publisher to about two words, or an appropriate abbreviation.

Year of publication
The year of publication appears last in non-periodicals, separated from the publisher details by a semi-colon. For periodicals, the year appears immediately after the journal or periodical title. If the work cited is other than the first edition, it is necessary to give the publication date of the edition being used. A work which is in the process of publication, i.e. accepted for publication but not yet published, may be listed as ‘In press’, and an unpublished work may be listed as ‘Forthcoming’.

Title of journal article or chapter in book
Capitalise only the beginning letter of the first word of the title, and proper names, if any. Do not italicise. Enclose non routine information that is required for identification and retrieval of the work in brackets immediately after the article title, with no punctuation in between. For example, [letter to the editor], [special issue], [monograph], [abstract].

Title of journal or periodical
Give the title in a standard abbreviated form in upper-case and lower-case letters. Generally, the beginning letter of all words of the abbreviated journal titles is capitalised. The approved abbreviations can be found in Index Medicus – which can be found in the Robertson Library Level 3 at the EIC Thesaurus Desk (CALL NUMBER: R 016.61 47590.10 -- L3) or at the following URL: http://www.nlm.nih.gov/tsd/serials/lji.html.
Volume number, issue number or other identifier

For journals and other periodicals, the volume number comes after the year of publication, separated by a semi-colon. The issue number may be omitted. If it is used, it is enclosed in parentheses and comes after the volume number, with no punctuation in between. Page numbers come after the issue number or volume number, separated by a colon. In newspaper articles, if there is no page number the section and columns of the article can be shown [e.g. 2005 Jun 1; Sect. A: 3(col.5)].

Pages

The page numbers are usually the last piece of information cited after the volume or issue number. Abbreviate the page number of the last page eg. 132-6, not 132-136. The term ‘p.’ is used to denote a single page and a page range, but is only required in reference to chapters/sections/articles in books or newspapers. If the final page number is unknown (such as journal article in html format), if possible give a page range. If this inclusive paging information is missing, apply the following rules:

1. When the initial page is known, in parentheses indicate the article length after the initial page, for example, 10(12 p.), 10(80 paragraphs), 10(24 screens), 10(300 lines), or 10(3000 words), or
2. When the initial page is not available, indicate the article length (the number of pages, paragraphs, screens, lines or words). This use of an indication of article length is particularly important for electronic sources of information.

6.2.2 Types of references

6.2.2.1 Books

The bibliographic details of books or other non-periodicals are arranged in the order:

Author/editor surname(s) initials(s), editor. Title of book. Edition of book. Place of publication (State [if applicable]): Publisher; Year of publication.

Book with a single author


Book with two authors/editors


Book with three authors


Book with editor

**Book with no author**

**Book with author and editor**

6.2.2.2 Sections/Chapters in books
The bibliographic details of chapters/sections in books are arranged in the sequence:

<table>
<thead>
<tr>
<th>Author of chapter surname(s) initial(s)</th>
<th>Chapter/article title</th>
<th>In: Editor of book surname(s) initial(s), editor/s.</th>
<th>Title of book.</th>
<th>Place of publication (State [if applicable]): Publisher; Year of publication.</th>
<th>Chapter or article pages (p.).</th>
</tr>
</thead>
</table>

**Article/Chapter in a book**

**Article/Chapter in a book (no author)**

**Encyclopedia article – author (topic is health)**

**Encyclopedia article - no author (topic is health)**

**Book in a multi-volume series**


**Book in a series**
Section 6: VANCOUVER citation and referencing


Chapter in a book in a series

6.2.2.3 Periodical articles

The bibliographic details of journal/periodical articles are arranged in the sequence:

Author of article title surname(s) initial(s). Article title. Title of Journal (abbreviated as in *Index Medicus*). Year of publication;Volume of journal(Issue number):Article pages.

(NB: *Index Medicus* can be found in the Robertson Library Level 3 at the EIC Thesaurus Desk CALL NUMBER: R 016.61 47590.10 -- L3 or URL: http://www.nlm.nih.gov/tsd/serials/lji.html)

Journal article


Journal article (no author)


Electronic Journal/Periodical articles

The bibliographic details of electronic journal articles depend largely on their original publication status. If the full text electronic journal article is the same as the printed version (i.e. it is a PDF file in the same format as the printed version, with page numbers and no additional information/commentary or analysis) then it is referenced as a normal journal article (see above).

If the electronic journal article is different to the printed version (i.e. there are differences in format, no page numbers, or the electronic version contains additional
commentary/ analyses/ data), or in html format the date of viewing the material, the URL is also added to the end of the reference.

It is always advisable to download the full text pdf format (rather than the html format) of a journal article however these may not always be available.

The bibliographic details for electronic journal articles in html format are as follows:

<table>
<thead>
<tr>
<th>Author surname(s) initial(s). Article title. Journal title (abbreviated as in Index Medicus) [Internet]. Year [cited year month day];Volume(Issue number): Pages or [indication of length]. Available from:URL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NB: Index Medicus can be found in the Robertson Library Level 3 at the EIC Thesaurus Desk CALL NUMBER: R 016.61 47590.10 -- L3 or URL: <a href="http://www.nlm.nih.gov/tsd/serials/lji.html">http://www.nlm.nih.gov/tsd/serials/lji.html</a>)</td>
</tr>
</tbody>
</table>

**Journal article abstract from electronic database**


**Full text journal article from CD-ROM**


**Full text journal article from electronic database (in html form, not pdf)**


Full text journal article from an electronic journal

Newspaper article
27. Rule P. Hamburgers better for kids than some cereals. The West Australian. 2006 Dec 27; 3.


Full newspaper article from Reuter Business Briefing (no author or page numbers)

6.2.2.4 Corporate/Group publications
When citing government publications, the procedure described for books is followed. Such citations often appear complex - for example, some publications have no obvious author, some have both a sponsoring organisation and an author, and some are the work of a committee. The reports of commissions of inquiry and other bodies often pose problems because of the complexity and length of their titles, or because they are better known by a brief title containing the name of the commissioner, chairperson or other principal office bearer. Students must do their best to give accurate and sufficient information to enable the publication to be retrieved without difficulty.

Corporate/Group author
For material sponsored by an institution, corporation, agency or other organisation, the work is listed under the sponsoring organisation/s.


Corporate/Group author with a ‘personal’ author
For material sponsored by an institution, corporation, agency or other organisation and bearing on its title page the name of an author(s), the work is listed under the
name of the author(s), with the sponsoring body acknowledged after the place of publication, or in its report/identification number.


Other group/corporate/government author examples
33. Aboriginal and Torres Strait Islander Health Workforce Working Group. ATSIHWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework. Canberra: Australian Government Department of Health and Aging; 2005.


Government Report Available on Government Agency Website


6.2.2.5 Published proceedings

Papers presented at conferences, seminars and meetings are often collected and published as proceedings or refereed papers.

With editors


Without editors


Electronic Proceedings


6.2.2.6 Dictionaries/Thesauri

It is recommended that the title, rather than the name of the author or editor, be listed first.


6.2.2.7 Unpublished material

Unpublished material may include theses, papers presented at conferences, seminars and manuscripts. The authors name and year of preparation of the document should be presented in the manner described for journals and periodicals. Manuscripts are presented in the same manner as theses.
Thesis

Papers


Manuscripts


6.2.2.8 Video

6.2.2.9 Pamphlet
Pamphlets are **not recommended** as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources and are often written for lay people with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new government data or policy) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation.


6.2.2.10 Electronic references

World Wide Web

Pamphlets are **not recommended** as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources and are often written for lay people with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new government data or policy) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation.


World Wide Web page (no author)


World Wide Web (no publication date)


World Wide Web (Homepage)


E Book


Computer program


6.3 Sample Vancouver reference list

References


34. Aboriginal and Torres Strait Islander Health Workforce Working Group. ATSIHWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework. Canberra: Australian Government Department of Health and Aging; 2005.


6.0 CHICAGO

The following recommendations are based on The University of Chicago Press (2003). The Chicago Manual of Style is also available online at: http://www.chicagomanualofstyle.org/home.html. You can download a free subscription trial for 30 days, download the ‘quick guide’, browse the question and answer section or ask a question yourself.

7.1 Chicago citation

7.1.1 Single author
The journal reference used for this example is:


When the author’s name is mentioned in the text, enclose the year in parentheses:
Sorensen (2001) recommended that...

When the author’s name is not in the text, enclose the author and year in parentheses:
It was recommended that... (Sorensen 2001).

Relevant page numbers must be included if a direct quote is cited (indicated by double quotation marks):
“In order to...” (Sorensen 2001, 1183).

If there is no year of publication use n.d.

For example:
Sorensen (n.d.) suggested
(Sorensen n.d.).

7.1.2 Two or three authors
The journal reference used for this example is:


When the authors’ names are mentioned in the text, enclose the year in parentheses and separate the authors with ‘and’:
Rimer and Kreuter (2006) recommended that...

When the authors’ names are not in the text, enclose the authors and year in parentheses, with the authors separated by ‘and’:
It is recommended that... (Rimer and Kreuter 2006).
Relevant page numbers must be included if a direct quote is cited (indicated by quotation marks):
“In order to...” (Rimer and Kreuter 2006, S185).
Rimer and Kreuter (2006, S185) stated “...”.

The authors of material with one to three authors are listed every time the reference is cited in the text. For example:
Thomas, Fine and Ibrahim (2004) reported that...
It has been reported… (Thomas, Fine and Ibrahim 2004).

7.1.3 Multiple authors (more than three authors)
The journal article reference used for this example is:
Socioeconomic differences in food purchasing behaviour and suggested implications for diet-related health promotion. Journal of Human Nutrition and Dietetics 15: 355-64.

For citation of material that has more than three authors, only the surname of the first author is used followed by the expression ‘et al.’ (Abbreviation for the Latin ‘et alii’ meaning ‘and others’). When the authors’ names are mentioned in the text, enclose the year in parentheses, and include et al.:
Turrell et al. (2002) recommended that...

When the authors’ names are not in the text, enclose the first author followed by et al. and year in parentheses:
It is recommended that... (Turrell et al. 2002).

Relevant page numbers must be included if a direct quote is cited (indicated by quotation marks):
“In order to...” (Turrell et al. 2002, 356).
Turrell et al. (2002, 356) stated “the major issues...”.

7.1.4 No author
If a reference does not have an author, use the first two or three significant words of the title to cite the reference and to alphabetically order it in the reference list. In the citation only, the title is in italics. The no author journal articles used for this example are:
Tackling the threat to health of diabetes mellitus. 2006. The Lancet 368 (9548): 1624.

The title has been moved to the first entry position in the reference to replace the absent author details. The words anonymous or anon. are unnecessary and should not be used, unless specifically stated on the material.

If the name of the ‘author’ appears in the text, cite like this:
What if we had an AIDS vaccine? (2000) noted that...
Tackling the threat (2006) reported the…
If the name of the ‘author’ does not appear in the text, cite like this:
It has been noted that ... (What if we had an AIDS vaccine? 2000).
There have been reports... (Tackling the threat 2006).

Direct quotes, indicated by quotation marks, are cited like this:
“It has been noted that...” (What if we had an AIDS vaccine? 2000, 85).
Tackling the threat (2006, 1624) stated that there “is now much evidence...”.

7.1.5 Corporate/Group author
If a corporate/group author is stated, cite it in full. The citation can be abbreviated if the acronym is meaningful or well known however many lecturers and tutors prefer that an abbreviation is written in full the first time that it is used in the text, directly followed by the abbreviation in brackets.

The government report reference used for this example is:

This reference has a corporate/group author. If a work has been sponsored by an agency, association, corporation, government agency or some other organisation, and bears no specific author’s name on the title page, the name of the sponsoring organisation is cited and listed in alphabetical order by this name in the reference list. If there are individual authors, as well as a corporate/group author, they are acknowledged before the year in the reference list, and the publication is cited under the name of the individual authors.

When material has a group/corporate author, cite the group and year. If the author appears in the text, cite like this:
The Australian Institute of Health and Welfare (2007) reported ... If the name of the author does not appear in the text, cite like this:
It has been reported... (Australian Institute of Health and Welfare 2007).

Direct quotes, indicated by quotation marks, are cited like this:
“It has been reported...” (Australian Institute of Health and Welfare 2007, 5).
Australian Institute of Health and Welfare (2007) stated that “the welfare of...” (5).

For groups that can be abbreviated, the full name must be included in the reference list without abbreviation. The first time the reference is cited in the text, the author is cited in full followed by the accepted abbreviation in brackets. Subsequently, the abbreviated form is used when citing the reference:

First text citation:
The Australian Institute of Health and Welfare (AIHW) (2007) reported that... It has been reported... (Australian Institute of Health and Welfare [AIHW] 2007).

Subsequent text citations:
It has also been... (AIHW 2007).
Use of capital letters for government publications
The general rule for the use of capital letters when citing government publications is to use maximal capitalisation for the full official name and abbreviation of the name when it is part of a formal or specific title. Lower case letters (minimal capitalisation) are used for government terms when they are used generically, not directly related to a specific name or title, when used as an adjective, or in the plural. The words ‘government’, ‘federal’ and ‘parliament’ are only capitalised if they are part of a formal or official title. The word ‘Commonwealth’, references to the Senate and the House of Representatives, and ‘Cabinet’, ‘Treasury’, ‘Crown’, ‘Budget’ and ‘House’ are always capitalised (unless in the plural). Capital letters are used for states and territories when part of a specific title or abbreviation, but not for generic or plural references. For example:

The South Australian Government...
The state government...
Under federal-state arrangements...
Successive federal budgets...

7.1.6 More than one reference to the same author in the same year
References to several works published in the same year by the same author(s) should be distinguished from one another by using lower case letters of the alphabet attached to the publication date. The order of the letters is established on the basis of the letter-by-letter alphabetical order of the titles (disregarding any initial articles such as ‘The’, ‘An’ or ‘A’). In the reference list, the author need only be given in the first entry with the other publication(s) by the same author denoted by ‘———’ (The 2-em rule).
Example reference list:

Citation examples:
Zhang et al. (2004a) described ...
It has been reported that... (Zhang et al. 2004b).
It has been investigated... (Zhang et al. 2004a, 2004b).

If using a direct quote, cite like this:
“Ovarian cancer is the...” (Zhang et al. 2004a, 83).
Zhang et al. (2004a, 83) stated that “...”.

7.1.7 Reference to the same author in different years
When the same author publishes material in different years these are listed in chronological order in the reference list, with the oldest first.
Example reference list:


When citing in text several works from the same author, write the author and year for the first citation, and for subsequent citations, include only the year separated by commas when in the same parentheses. For works from different years, cite the oldest first and list the subsequent citations in chronological order. For works from the same year, cite in alphabetical order of the letter attached to the year of publication. If the citation includes a page number, separate the citations with a semi-colon.

Examples:
Morton and Duck (2000, 2001) suggested that...
Morton and Duck (2000, 439; 2001, 603) was unable...
There was a… (Morton and Duck 2000; 2001, 603).

7.1.9 Reference to different authors with the same surname
If two or more authors have the same surname but are not the same person, then distinguish between them each time they are cited by using their initials before their surname, even if the year of publication is different. If their initials are also the same, use their full name.

B. F. Smith (2004) noted that…
It was reported… (A. J. Smith 2002).

7.1.10 Referring to several studies
When citing several authors from different sources, while not strictly specified in Chicago, it is best to arrange them in alphabetical order. A semicolon is used to separate one citation from another.

Examples:
It has been shown with gestational diabetes...(Barger and Bidgood-Wilson 2006; Cho et al. 2006; Gillen and Tapsell 2004; Smith et al. 2005; Verma et al. 2006).
Barger and Bidgood-Wilson (2006), Cho et al. (2006), Gillen and Tapsell (2006), Smith et al. (2005) and Verma et al. (2006) expressed...
Other authors agreed with … (Barger and Bidgood-Wilson 2006; Cho et al. 2006; Gillen and Tapsell 2004).

7.1.11 Secondary sources
Only those references actually cited in text should appear in the reference list at the end of academic writing. A reader, however, may not have read the original work. They may have read an account, or quotation, of an original work in a report by another author. When the former author is cited it is called a secondary citation. Writers must acknowledge the fact that they have used a secondary source, rather than the primary source.

For example, a student has read a study by Robinson and Gilmartin (2002) which has quoted information from another work, Gerrish (2000). The student wishes to use the
information from Gerrish (2000) as supporting evidence in their academic writing. They would cite the secondary source, Gerrish (2000 p. 458) in their work after the quote.

In the example given above, Robinson and Gilmartin (2002) and Gerrish (2000) will appear in the reference list either in the same reference or separately but cross referenced with each other.


OR


Original sources of information are preferred in the Health Sciences. In order to meet this requirement, the Gerrish (2000) reference should be retrieved and used as the original source if possible. Students must check with their lecturers/tutors as they may require that only primary sources be used.

7.1.12 Personal communications/dictionaries and encyclopedia articles

To cite unpublished information, such as a conversation, memo, letter or interview, write as in the following example. Personal communications are not included in the list of references.

Note that the first name precedes the surname, the day precedes the month, and the month is written in full in the citation. It is preferred that the details of the personal communication are woven into the text, rather than in parentheses. In this case:

In a discussion with Dr Kay Sauer on June 28, 2006, it was determined...

When interviewed on June 28, 2006, Dr Kay Sauer confirmed…

Citations from dictionaries and encyclopedias are treated as personal communications in that they do not appear in the reference list. The citation should be incorporated into the text and provide all the details for retrieval of the information. For example:

The Macquarie dictionary in 2005 defined it as…

7.1.13 Figures, tables and diagrams

The inclusion of figures (graphs, diagrams, maps, photographs, pictures) and tables in written work may assist in the explanation of statistical data. Such information can be copied directly from the original source or adapted to the needs of the paper, but in both cases students must cite the source, including the page number from which it was
derived. Avoid the overuse of tables and figures without a clear explanation of purpose in the paper.

Each table and figure is numbered sequentially as it appears in the paper, commencing with Figure 1 or Table 1. The title of the table appears above the table while the title of a figure can go either above, below or beside the figure. A reference to the figure or table must be included, at least once, in the text of the work. For example:
It can be seen... (see Figure 1).
Table 1 shows that...

When including a table or figure that comes from someone else’s work, cite the author(s) and year of publication of the item below the table or figure. Any keyed notes (eg. explaining any a or b in the table) also need to go under the table but above the source.

Table 1. Changes in prevalence of tobacco use

<table>
<thead>
<tr>
<th></th>
<th>Smokers (%)</th>
<th>Non-smokers (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>91 (65)</td>
<td>46 (35)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>92 (66)</td>
<td>46 (34)</td>
<td>140 (100)</td>
</tr>
<tr>
<td>Difference McNemar’s test statistic=0.11, p=1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community B</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>155 (80)</td>
<td>27 (20)</td>
<td>182 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>104 (79)</td>
<td>26 (21)</td>
<td>130 (100)</td>
</tr>
<tr>
<td>Difference McNemar’s=0.06, p=1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community C</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>47 (59)</td>
<td>32 (41)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>48 (61)</td>
<td>31 (39)</td>
<td>79 (100)</td>
</tr>
<tr>
<td>Difference McNemar’s=0.06, p=1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>All communities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>239 (68)</td>
<td>112 (32)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Follow-up</td>
<td>244 (70)</td>
<td>107 (30)</td>
<td>351 (100)</td>
</tr>
<tr>
<td>Difference McNemar’s=0.64, p=0.52</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: Ivers et al. 2006, 135

The reference source will then appear in alphabetical order in the reference list as:

If the data in the table comes from a number of sources the citation needs to include all the sources.

For example:

**Sources: Data from Adams 2004; Bevan, Collier and Gunning 2005.**
7.1.14 Newspaper articles

Newspaper articles are not recommended as a source of information for assignments within the health sciences. They may be written by journalists who have little knowledge of the subject area and are aimed at members of the general public. They are not subject to peer review in the same way as academic sources of information. If students would like to include information from a newspaper article in an assignment, it is recommended they access the primary source of that information.

Occasionally students will need to cite information contained within newspaper articles, such as when asked to critique the content of an article or when discussing how the media reports on health issues. Newspaper articles are commonly omitted from reference lists. Please check with your lecturer or tutor as to what they require for specific assignments.

How a newspaper article should be cited is dependent on whether you have been instructed to include it in the reference list.

**Newspaper articles included in the reference list**

If you have been instructed to include newspaper articles in the reference list, the following rules apply for citing the article.

If the article has an author, cite the author and the year.
O’Leary (2006) reported that...
The evidence suggested that...(O’Leary 2006)

Direct quotations should be contained in double quotation marks, with the page number omitted from the citation. Each issue of a newspaper often has several editions, which may have different articles and formatting. Therefore it is recommended by the Chicago manual of style (2003) to exclude the page number when citing newspaper articles.

O’Leary (2006) stated that “the only means of …”
“It was stated that…” (O’Leary 2006).

If there is no author, cite with the newspaper name in the place of the author, with the newspaper name in italics.

*The West Australian* (2008) reported that...
The evidence suggested that…(*The West Australian* 2008)

Direct quotations should be contained in double quotation marks, with the page number omitted from the citation.
*The West Australian* (2008) stated “the only means of …”
“It was stated that…” (*The West Australian* 2008).

**Newspaper articles NOT included in the reference list**

If you have been instructed to not include the newspaper article in the reference list, all identifying information will need to appear in the citation or the surrounding text (including author if available).
Examples of newspaper articles not included in the reference list

For a newspaper article with an author, cite like this:
O’Leary (26 December 2008) reported in The West Australian that...
It was reported that…(O’Leary, The West Australian, 26 December 2008).
Direct quotations should be contained in double quotation marks, with the page number omitted from the citation.
“It was stated…” (O’Leary, The West Australian, 26 December 2008).
O’Leary reported “The increased risk….” (The West Australian, 26 December 2008)

For a newspaper article without an author, cite like this:
The West Australian (24 December 2008) reported the….
It was reported… (The West Australian, 24 December 2008)
Direct quotations should be contained in double quotation marks, with the page number omitted from the citation.
The West Australian (24 December 2008) reported “the increased risk to…”
“It was stated that…” (The West Australian, 24 December 2008)
7.2 Chicago referencing

The reference list is arranged in alphabetical order by the first author’s surname. Where an item has no author it is ordered in the reference list by the first significant word of the title (i.e. not ‘The’ or ‘A’). Personal communications, dictionaries, and encyclopaedias are cited only in the text and are not included in the reference list.

7.2.1 Components of a reference

Author/editor(s)

Chicago requires that the first author’s surname appears first, separated from their initial, by a comma. Full given names are used in the Humanities, however in the natural sciences, initials are preferred. If the first author has a middle initial it follows the given initial followed by a full stop and a comma if there are subsequent authors. The names of subsequent authors are written with their initial (s) followed by a full stop then their surname. Degrees, titles and affiliations are not included. Honorifics (Sir, General) are not necessary but may be used to aid in recognition of the author. Two authors are separated by ‘and’ with a comma after the surname of the last author. If there are more than two authors, the last two are joined by ‘and’ with a comma after the surname of the second last author. If co-authors have the same surname, both are listed.

If there is both an author and editor/translator/compiler/reviser, the author is listed first and the editor/translator and so on, is acknowledged after the title (and volume and edition numbers, if applicable). The abbreviations ed., (editor/s), comp., (compiler/s), rev. (reviser) or trans. (translator) should be used to identify the role of the contributor. The given name and initial/s are placed before the surname, for example, ‘ed. R. C. Hornick’.

If there is no author per se but an editor, the editor assumes the ‘author’ position with the individual’s editorial role identified after the last author before the year [e.g. Hornick, R. C., ed.] Editors are not cited any differently in the text to authors.

If there are several works by the same author they should be listed in chronological order by the year of publication, with the oldest first (see example below). The surname of the author does not have to be listed in second and subsequent citations.

Example:


For two or more works published in the same year by the same author, the references are arranged alphabetically by the first significant word of the title, and differentiated by a lower case letter attached to the publication year (see example below). Single author entries precede multiple order entries beginning with the same surname. References with the same first author and different second or third authors are
arranged alphabetically by the second author, and so on. Materials by different authors with the same surname are arranged alphabetically by the first initial.


Authors must be cited as they appear on the publication. Do not rearrange the authors’ order. Authors are listed in a specific order on a publication as it usually defines their contribution to the work. All authors on the publication must be listed in full, ‘et al.’ is not appropriate in author details in a reference list.

For electronic references, the author details are exactly the same as for printed material. The author of a web site is generally the person/organisation responsible for the site.

**Year of publication**

The year of publication appears immediately after the author/editor details, after the full stop. If the work cited is other than the first edition it is necessary to give the publication date of the edition being used and to provide the edition number after the title. If a book contains no year of publication, the expression ‘n.d.’ (no date) should be used after the author/editor details (or title if there is no author). If the publication date can be established approximately, the abbreviation ‘c.’ (circa) should be used e.g. c.2005. If the publication date is questionable, follow the year with ‘?’ e.g. 2005?. A work in the process of publication, but for which the publication date is uncertain, may be listed as ‘in press’.

The year of publication for the electronic version of books, other non-periodicals, chapters/articles in books and periodicals is the same as for printed material. The year of publication for a World Wide Web (www) site, or www document is when it was first created or when it was last updated/revised.

**Title of publication**

There are generally two types of titles in reference material. The publication title is the title of a complete work, for example, a book title (or other non-periodical title), newspaper title, magazine title, journal title and web-site title. All of these publications, however, are also usually broken into chapters, articles or sections, which may have their own titles and authors. The titles of these segments are called article titles. The presentation of bibliographical information from a complete work is slightly different to that of a journal article or section/chapter in a book.

The publication title follows the year of publication separated by a full stop. It is italicised, and with books there is *minimal capitalisation*, that is, only the first letter of the first word and the proper names of people, places or organisations are
capitalised (e.g. Aboriginal or Australia). The title should be derived from the title page, not the cover or the spine of the material as these may vary for design reasons.

The title of a journal/periodical article or a chapter/section in a book is written in minimal capitalisation. Titles within article titles are distinguished by double quotation marks. For example:


The presentation of titles of electronic non-periodicals and periodicals, articles/chapters in non-periodicals and periodicals, and documents within web sites is the same as for printed material.

**Title of a series**

If the work to be listed forms part of a series, the name of the series should be provided after the italicised title of the work you are using, separated by a full stop. The series title is not italicised and is in maximal capitalisation. For example: *Part title. Series Title.*

If a journal or periodical forms part of a series, the series title should be placed after the journal title separated by a full stop. The series title should not be italicised and in maximal capitalisation. For example, *Journal Title. Series title.*

**Volume of multi-volume work**

If only one volume of a non-periodical multi-volume work is to be listed, the volume number (and its title if it has one), should be inserted after the title of the complete work, separated by a comma. Volume is denoted by ‘Vol.’. Both the title of the complete work and the volume should be italicised and in minimal capitalisation. Volume numbers are not italicised and are denoted in arabic numerals, not roman numerals (e.g. 3 not III). For example, *Title of complete work, Vol. 1, Title of volume.*

**Edition**

Any edition other than the first edition should be indicated either after the title of the work, or after the volume information for multi-volume works, separated by a full stop. Edition is indicated by ‘ed’.

For example:


**Editor, translator, reviser or compiler**

If a work has been edited, translated, revised or compiled, but the authors name remains of prime importance, it is necessary to list the work under the authors name and to acknowledge the role of the editor, translator, reviser or compiler after the title (or volume and edition, if applicable). Their given names and initials are placed
before their surname. If there is a large number of editors, translators, revisers or compilers, and they are not in the ‘author’ position of the reference, the first editor/translator/reviser/compiler is listed, followed by ‘et al.’

When there is no author but an editor, compiler, translator or reviser the work is listed by the name(s) of the editor(s), compiler(s), translator(s) or reviser(s). In the reference list, the abbreviation ed. or eds., comp. or comps., trans. or rev. follows the name, preceded by a comma.

Place of publication
The place of publication follows the title (or volume, edition, series information, editor/reviser and so on, if applicable) edition separated by a full stop. It is the city/town of the publisher’s main editorial office. If two or more places are listed on the title page, the first place should be cited. If no place of publication appears on the title page, the expression ‘N.p.’ (no place) should be used if following a full stop and n.p. if following a comma. For example:

N.p.: Castle Books.

Publisher
The name of the publisher follows the place of publication separated by a colon. The publisher’s name should normally be cited in full. However, well-known publishing houses if they appear frequently, and publishers who are also the author, may be abbreviated. The Australian Government Publishing Service, for example, is commonly referred to as AGPS. Abbreviations should be used consistently and an explanation of them should be included in an alphabetical list of abbreviations located before the reference list. The word ‘The’ before a publishers name is usually omitted as is ‘Inc’, ‘Ltd’ and ‘& Co.’ If the word ‘and’ appears in a publishers name it may be replaced by an ampersand, ‘&’, however you would need to be consistent throughout the reference page. If a book has been co-published, both the publishers’ names and locations should be given. For example:

Adelaide: Dominion Press; Sydney: Cinnamon Publishing.

For electronic information, the publication information (place of publication and publisher) is replaced by the name of the body, or entity, that contributes to the content of the database, or sponsors the web site (sponsoring organisation). The place of origin, or location, of the site contributor or sponsor follows the name separated by a comma.

Title of journal or periodical
The publication title of a journal or periodical is always in italics with maximal capitalisation (except conjunctions, articles and prepositions), and follows the article title separated by a full stop. It is recommended that the journal title be cited in full.

Volume number, issue number or other identifier of journal
For journals and periodicals, the volume number is listed after the journal/periodical title with no punctuation between. If each issue of a journal or periodical is paginated separately rather than consecutively, the issue number or other identifier (e.g.
October, spring, autumn) must be provided between parenthesis eg (1). If there is a parenthesis, containing an issue number or other identifying information directly before a colon then there should be a space between the colon and the page number/s. Otherwise there is no space between the colon and the page numbers.

For electronic journals and periodicals, the volume number, issue number and other identifying information is the same as for printed material.

**Pages of journal articles & book chapters**
The page numbers are usually the last piece of information cited. One page is denoted by p., more than one page by pp. (e.g. p.10, pp. 1-5). Whenever possible give a page range. The page range may be abbreviated (e.g. 163-85). The terms p. and pp. are not necessary when it is clear that the numbers denote page numbers such as when referencing a journal article or chapter in a book. If this inclusive paging information is lacking, apply the following rules:
1. When the initial page is known, in parentheses indicate the article length after the initial page, for example, 10(12 pp.), 10(80 paragraphs), 10(24 screens), 10(300 lines), or 10(3000 words)
2. When the initial page is not available, indicate the article length (the number of pages, paragraphs, screens, lines or words). No parentheses are needed. This use of an indication of article length is particularly important for electronic sources of information.
3. The use of an indication of article length is particularly important for electronic sources of information, as many electronic sources do not provide page numbers, unless it is in a PDF file format. If paragraph numbers are visible use them in place of page numbers. Use the abbreviation ‘para.’. If there are no page or paragraph numbers but there are headings, use the heading and the number of the paragraph following it to direct the reader to the location of the quote and/or other information. In some cases it may be necessary to omit a location reference altogether if there are no page numbers, paragraph numbers or headings.

**Universal Resource Locator (URL)**
For electronic references, the URL address is placed at the end of the reference before the date accessed. The URL address can be broken after punctuation in order to fit it onto a line. Be extremely careful when recording URL information. Record it exactly as it appears with all punctuation, spacing and capitalisation identical to the original source. Do not add any additional punctuation to the URL. For this reason it is recommended you cut and paste the URL into your reference list.

**7.2.2 Types of references**

**7.2.2.1 Books**
The bibliographic details of books/non-periodicals are arranged in the order:

<table>
<thead>
<tr>
<th>First Author/editor Surname, Initial(s),</th>
<th>subsequent author Initial(s). Surname.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of publication: Publisher.</td>
<td></td>
</tr>
</tbody>
</table>
Book with a single author

Book with two authors

Book with three authors

Book with editor


Book with no author

Book with author and editor

Book with no date of publication

E-book

7.2.2.2 Sections/Chapters in books
The bibliographic details of sections/chapters in books/non periodicals are arranged in the sequence:

```
First Author/editor Surname, Initial (s)., subsequent author Initial(s). Surname. Year of publication. Chapter/article title. In Title of book, ed. Editor(s) of book, if applicable [Initial(s). Surname], page number range. Place of publication: Publisher.
```
Section/Chapter in a book

Section/Chapter in a book (no author)

Encyclopedia article
Encyclopedia articles are not included in the reference list. All the bibliographical information for retrieval of the work is given in the in-text citation:

The Encyclopedia Britannica in 2002 stated that …

Book in a multi-volume series


Book in a series

Chapter in a book in a series

7.2.2.3 Periodicals

The bibliographic details of periodicals (journals, newspapers or magazines) are arranged in the sequence:

**Journal article**


**Journal article (no author)**


**Electronic Journal articles/periodicals**

The bibliographic details of electronic journal articles depend largely on their original publication status. If the full text electronic journal article is the same as the printed version (i.e. it is a PDF file in the same format as the printed version, with page numbers and no additional information/commentary or analysis) and retrieved from an aggregate database (e.g. ProQuest, Health and Medical Complete, Swetsnet, Expanded Academic), the date of viewing the article and the name of the database must be included at the end of the reference.

If the electronic journal article is different to the printed version (i.e. there are differences in format, no page numbers, or the electronic version contains additional commentary/analyses/data), the date of viewing the material and the URL is also added to the end of the reference.

It is always advisable to download the full text pdf format (rather than the html format) of a journal article so that you have the correct page numbers when citing a quotation.

**Journal article from aggregate database eg. Proquest 5000 (Full text)**

When researching at Curtin using the library databases, you will find most of your articles will come from databases that the library subscribes to. The bibliographic details of electronic journal/periodical articles that are located from an aggregate database are arranged in the sequence:

| First Author/editor Surname, Initial(s), subsequent author Initial(s). Surname. Year of publication. Article title. Title of Journal/Periodical volume number (issue number): article page range. Database name, Record number (if given). Shorten Web address of the database (accessed Month date, year). |
|---|---|---|---|---|---|---|

Section 7: CHICAGO citation and referencing 145
Examples of Journal Articles from a Database


**Journal article from the Internet (not a database)**

Sometimes you may find full text articles through the Internet eg. Google Scholar. If they belong to a database then reference as above. If not, reference as below. The bibliographic details of electronic journal/periodical articles that are available freely from the Internet not from a database (eg. Proquest), are arranged in the sequence:

|---|

**Example Journal article from the Internet (not a database)**

7.2.2.4 Newspaper articles

Newspaper articles are not commonly included in the reference list. Please check with your lecturer or tutor as to what they require for specific assignments.

Page 126 of this guide provides information on how to cite newspaper articles within the text of your assignment.

Newspaper referencing examples

Print newspaper article

Newspaper articles are referenced in much the same way as Journal articles with the month and day of publication of the article replacing the volume and issue number. As each issue of a newspaper may include several editions which are formatted differently, The Chicago manual of style (2003) recommends page numbers be omitted when referencing newspaper articles.

The bibliographic details of newspaper articles published in print are as follows.

<table>
<thead>
<tr>
<th>Author Surname, Initial(s),</th>
<th>Author Initial(s)., subsequent author Initial(s). Surname. Year of publication. Article title. Title of Newspaper, Month day.</th>
</tr>
</thead>
</table>

Example of print newspaper article


Newspaper article (no author)


Newspaper supplements and liftouts


Online newspaper articles

Many newspapers such as The West Australian have both a print and an online version. Articles accessed online require the URL followed by the date accessed to be added to the end of the reference.


Newspaper article accessed from a database (same as the printed version)

If a newspaper article has been accessed from a database, such as Factiva, and is identical to the print version, the reference remains the same as the print version, with the database URL and date accessed added to the end.


7.2.2.5 Corporate/group publications

When citing government publications and other group/corporate publications, the procedure described for books is followed. Such references often appear complex as some publications have no obvious author, some have both a sponsoring organisation and an author, and some are the work of a committee. The reports of commissions of inquiry and other bodies often pose problems because of the complexity and length of their titles, or because they are better known by a brief title containing the name of the commissioner, chairperson or other principal office bearer. The short title may be used in the text, provided that the list of abbreviations before the references contains a clear cross-reference to the official title. Material sponsored by an institution, corporation or other organisation where there are individual authors are listed under the authors.

Corporate/group author with no ‘personal’ author

Material sponsored by an institution, corporation or other organisation and bearing on its title page the name of the sponsoring body/organisation, is listed under this name.


Corporate/Group author with a ‘personal’ author

Material sponsored by an institution, corporation or other organisation and bearing on its title page the name of an author(s), is listed under the name of the author(s).


Government Report Available on Government Agency Web Site

If the electronic version of a report is the same as the printed version (i.e. it is a pdf file in the same format as the printed version and is identified by the same serial or catalogue numbers), it should be referenced as a printed report, including catalogue numbers. The URL of the agency website and date accessed are then added to the end of the reference.

If the electronic report is only available online, is different to the print version or there are no identifying numbers (serial or catalogue numbers) reference as follows.


**Other Group/Corporate/Government author examples**

Aboriginal and Tores Strait Islander Health Workforce Working Group. 2005. *ATSISWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework*. Canberra: AGDHA.


7.2.2.6 Published proceedings

Papers presented at conferences, seminars and meetings are often collected and published as proceedings or refereed papers. They are referenced like chapters in a multi-author book.

With editors

Without editors

7.2.2.7 Dictionaries/Thesauri

Dictionary references are not included in the reference list. All details are provided in the in-text citation. For example:

*Taber’s cyclopedic medical dictionary* (2005) defines it as…

7.2.2.8 Unpublished material

Unpublished material may include theses, papers presented at conferences, seminars and meetings, and manuscripts. The authors name and year of preparation of the document should be presented in the manner described for journals and periodical articles.

Thesis

Papers

7.2.2.9 Video
Videos, motion pictures, television and radio programs are listed in the reference list under their title.


The in-text citation to films, videos, television and radio programs should contain the title and date of production. For example: "*Indigenous health in Australia* (2003) specified…

7.2.2.10 Pamphlet
Pamphlets are **not recommended** as a source of information for assignments within the Health Sciences. They are a synthesis of primary sources and are often written for members of the public with little prior knowledge of the information being presented. They are not subject to peer review in the same way as academic sources of information. It is recommended that students directly access primary sources of information.

Occasionally, a student may need to cite information from a pamphlet because it is the only source of current information (e.g. new data or policy from a government department) or in order to critique the use of the actual pamphlet itself. If so, ensure the corporate author is a reputable organisation.


7.2.2.11 Electronic references

**Web sites**
Bibliographic details of web sites are arranged in the sequence:

<table>
<thead>
<tr>
<th>Author/editor ed./eds or Organisation. Year of publication. Title of page. Name of sponsoring organisation [if not author]. URL (accessed Month date, year).</th>
</tr>
</thead>
</table>

**Example World Wide Web sites**


**Document within a web site**
The bibliographic details for a document within a web site are the same as for a published document or book, and are arranged in the sequence:
Example World Wide Web pages


World Wide Web page (no author)


World Wide Web (no publication date)


Proceedings


E-book


Electronic mail (Email)

The in-text reference to an email is the same as that for personal communications. For example, ‘Dr Bruce Maycock confirmed this by email on 24 April 2002.’ Emails are not included in the reference list.

Computer program

The in-text citation for a computer program is the same as for videos, films, CD-ROMs, television and radio programs, that is, it is identified by the title and year (e.g. *HealthWiz* 2006). In the references, write like this:

3.3 Sample Chicago reference list

References

Aboriginal and Toress Strait Islander Health Workforce Working Group. 2005. *ATSIHWWG annual report, a report of the implementation of the Aboriginal and Torres Strait Islander Health Workforce National Strategic Framework.* Canberra: AGDHA.


———. 2006b. *National Aboriginal and Torres Strait Islander health survey 2004-5,* Cat. no. 4715.0. Canberra: ABS.


8.0 REFERENCES


Appendix A  Sample title page with declaration

Title: A discussion of the reasons for the different rates of non-insulin dependent diabetes mellitus in the migrant and the total population of Western Australia.

Student: Ima Student
Student Number: 000000000
Email Address: studenti@student.curtin.edu.au
School/Department: Public Health
Unit: Health Science Communication 180
Lecturer/Tutor: Jo Tutor
Date Due: 21 May 2010

I declare that this assignment is my own work and has not been submitted in any form for another unit, degree or diploma at any university or other institute of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given. I warrant that any disks and/or computer files submitted as part of this assignment have been checked for viruses and reported clean.

Student signature: __________________________
Date: _______________
Appendix B  Sample contents page

Contents

1.0  Introduction  1

2.0  Rates of non-insulin dependent diabetes mellitus  1
  2.1  Total population  2
  2.2  Migrant population  2
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    3.1.2  Total population  5
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    3.2.1  Total population  6
    3.2.2  Migrant population  7
    3.2.3  Comparison  7
  3.3  Hypertension  8
    3.3.1  Total population  8
    3.3.2  Migrant population  8
    3.3.3  Comparison  9
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    3.4.2  Migrant population  10
    3.4.3  Comparison  11

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Appendix C   Curtin University statement on plagiarism

Principles underpinning academic integrity

Academic integrity is essential to the foundation and ongoing viability of an academic community, including managers, researchers, teachers and students. It defines values held by those in the community and which serve to guide the community in its work. In particular, academic integrity involves a commitment to such fundamental values as honesty, trust, fairness, respect and responsibility within all academic endeavours (Centre for Academic Integrity).

**Honesty:** Academic honesty underpins respect for, and the search for, knowledge and understanding. Academic staff are honest in their research and in their dealings with other staff and with students. Students are honest with themselves and with others, in their personal ambition, study and particularly in their involvement in the assessment process.

**Trust:** Trust follows from academic honesty. Society trusts an academic institution which is demonstrably truthful in its mission, its public work and how it deals with its employees and students. Staff trust the institution to support honest scholarly enterprise. Students trust their teachers to guide their learning and to uphold the values to which the institution aspires. Academic staff trust students to work honestly and with endeavour to achieve their personal goals.

**Fairness:** Everyone in an academic community can expect to be treated fairly. Fairness is expressed in the institution's standards, practices and procedures, and in all interactions between the institution, its staff and its students. Judgments about staff are fair and accountable. Assessment of students also is open, fair and accountable.

**Respect:** Respect comes from meeting high and honourable expectations. Society has respect for an academic institution that is seen to uphold high standards of conduct in learning, teaching and research. Respect among those in an academic community means interacting with civility and justice. Teaching and learning rely on active engagement and mutual respect - among teachers and learners. Respect for others means that we value their worth and their work. Respect for oneself comes from active and honest involvement in the academic or learning process.

**Responsibility:** Those in an academic community have the right to expect that the values of academic integrity and scholarship will be upheld. But with rights come responsibilities. Responsibility for academic integrity and scholarship thus rests with every member of the community; every member accepts and upholds the integrity and qualities of scholarship and learning.
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