

# Harvard Referencing Roadmap

Kaplan Australia



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This is an interactive tool designed to help you apply the Harvard referencing style to your writing at Kaplan quickly and simply. It is designed to help you understand the conventions and principles of this style and make decisions about referencing.

Click on the **upper left menu** to jump to the generic reference section you are after, and from there specify the article you would like to reference.

This guide presents one consistent version for use at Kaplan, which conforms to the Australian Government standard guidelines presented in Snooks & Co (eds) 2002, *Style manual for authors, editors and printers*, 6<sup>th</sup> edn, Wiley & Sons, Australia.



# 01 Introduction

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When you write an assignment for Kaplan, you will be expected to use information from different sources to support and develop your thinking. Referencing is a standard practice used in academic writing to show your reader *which* ideas you have gathered from other sources and *where* those ideas came from. **Referencing also helps you to avoid plagiarism.**

Referencing in your assignment demonstrates:

- Good research conduct by lending credibility to your work;
- Your knowledge;
- The range of ideas and approaches you have found and thought about;
- That you have acknowledged the sources of those ideas and where they can be found.

Please select one of the options below to explore further:

- 1.1 When do I need to reference?
- 1.2 How do I cite in-text?
- 1.3 How do I create a reference list?



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Every time you include **words, ideas or information from a source** (whether it is a website, book or journal article) in your assignment, you must include an **in-text reference** to show that this content has been gathered from somewhere. For each source that you reference in-text, you must also create an entry in the reference list at the end of the assignment.

In-text references must be included whenever you:

- **Paraphrase** someone else's ideas into your own words;
- **Summarise** someone else's ideas into your words;
- **Quote** someone else's ideas in their exact words;
- **Copy** or **adapt** a diagram, table or any other visual material.

#### How do I know when to cite or reference a source?

When expressing ideas or concepts in your work consider the following questions to guide you through referencing the original sources appropriately.

Q1) Are the words yours or someone else's?	→	<b>Someone Else's Words:</b> Provide an in-text citation and add full details of the work to your reference list.
	→	<b>Your Own Words:</b> Go to Question 2.
Q2) Is the idea common knowledge?	→	<b>Common Knowledge:</b> You do not need to reference it.
	→	<b>Uncommon Knowledge:</b> Go to Question 3.
Q3) Did you think of this yourself or are you re-stating (paraphrasing) someone else's idea?	→	<b>My Own Thought:</b> You do not need to reference it.
	→	<b>Someone Else's Idea:</b> Provide an in-text citation and add full details of the work to your reference list.

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An in-text reference is provided each time you refer to ideas or information from another source, and includes the following details:

- The **author(s) family name / authorising body or organisation**;
- The **year of publication**; and
- **Page numbers** (where applicable).

There are two main ways to present an in-text reference.

**OPTION A)** This way gives prominence to the information by placing the reference at the end of your sentence in brackets:

Universities can play an active role in finding solutions for economic unbalance **(Filho 2010, p. 2)**.

**OPTION B)** This way gives prominence to the author by placing the reference in the body of your sentence, with the author's name incorporated into the sentence structure and the date in brackets:

**Filho (2010, p. 2)** argues that universities can play an active role in finding economic balance within certain industries.

Page numbers should be included when you quote part of a source in word format, summarise or paraphrase an idea from a specific page, or refer to tables, figures, statistics, and images.

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The reference list provides full bibliographic details for **all the sources referred to in your assignment** so that the readers can easily locate them.

Whilst different sources require slightly different elements to be included in these references, the main elements include:

- Author(s) surname or authorising body;
- Year of publication;
- Title of source; and
- Publication information.

Alphabetically by author(s) surname / authorising body and publications chronologically.

No indentation, bullet-point or numbers. All references should be left justified.

Single spaced with one line space between references

### Reference List

Bansolde, S, Carter, CE, Clegg, C & Smit, L 2009, Looking back, moving forward in the digital age, Routledge, New York

Gaur, R 2003, 'Model framework for reengineering of management libraries', University News, viewed 5 December 2016, <<http://www.universitylibraryresources/page-8>>

Lally, LA 2001, 'From library stacks to library-in-a-pocket', Journal of Information Technology, vol. 12, pp. 15-32

Kaplan Australia: Harvard Referencing User Guide 2017, p. 8

# 02 Books, Chapters and Publications

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Author(s) family name followed by initial(s); or authorising body.

Book Title (in italics)

Place of Publication

Gordon, M 2009, *Manual for business relations*, Jones & Bartlett Publishers, Sudbury, Massachusetts.

Year of Publication

Publisher

Please **click on** what type of material you would like to reference:

- 2.1 One Author
- 2.2 Two or Three Authors
- 2.3 More than Three Authors
- 2.4 No Author
- 2.5 Organisation as Author
- 2.6 Book (no date)
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- 2.14 Legal Publications (Cases)
- 2.15 Legislation: Acts, Bills and Regulations
- 2.16 Dictionary or Encyclopaedia

# 02 Books, Chapters and Publications > 1.1 One Author

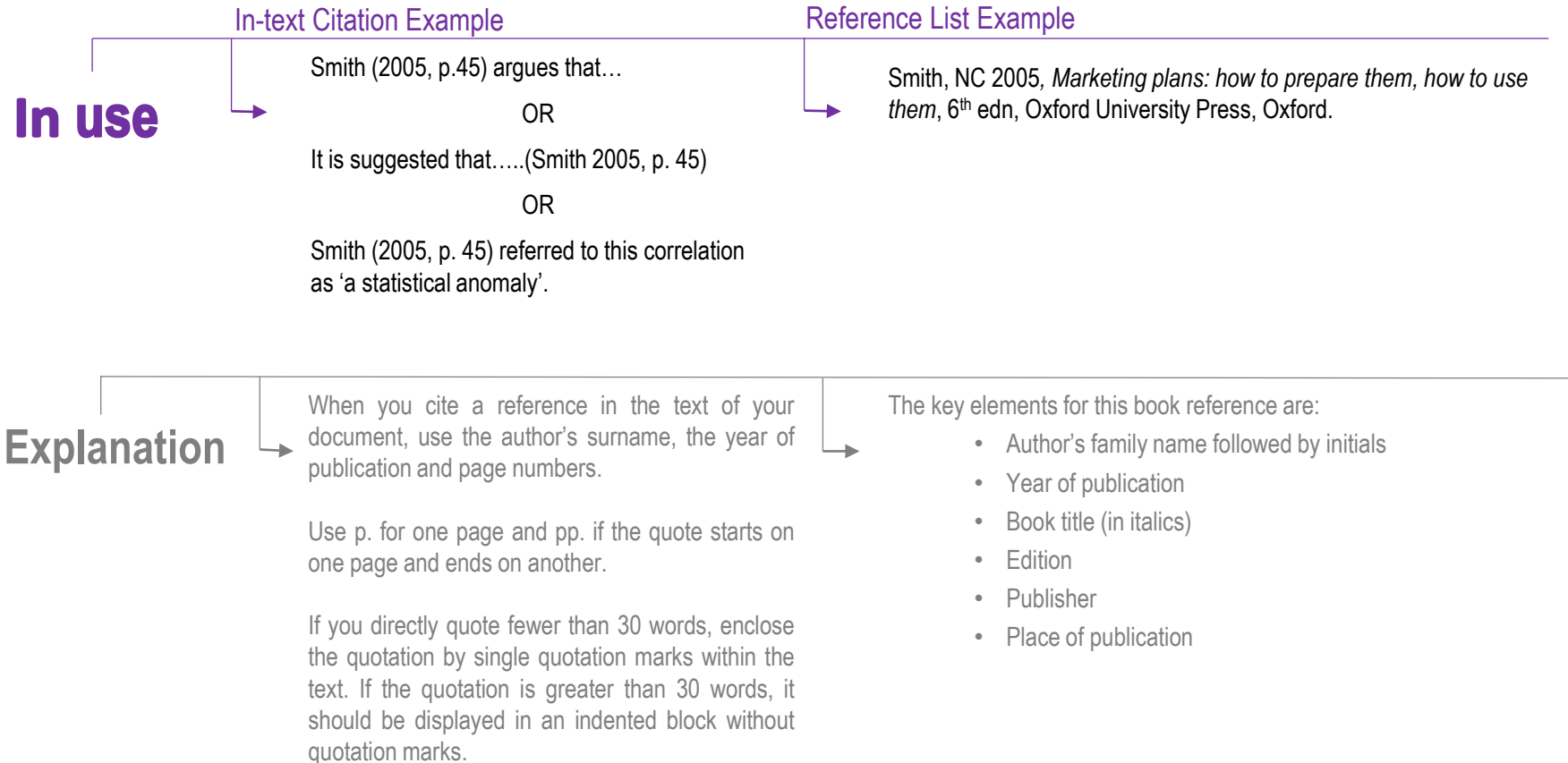
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# 02 Books, Chapters and Publications > 1.2 Two or Three Authors

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## In use

### In-text Citation Example

A recent study (Koller & Wessels 2010, p. 191) makes a case....

OR

Koller, Goedhart and McDonald (2010, p. 191) suggested that....

### Reference List Example

Koller, T, & Wessel, D 2010, *Valuation: measuring and managing the value of companies*, 5<sup>th</sup> edn, John Wiley & Sons, New York.

OR

Koller, T, Goedhart, M & McDonald, M 2010, *Reporting in a multimedia world*, Allen & Unwin, Crows Nest, NSW.

## Explanation

When you cite a reference in the text of your document, use the author's surname, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

List all authors' family names followed by their initials. The remaining part of the reference should include:

- Year of publication
- Book title (in italics)
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## In use

### In-text Citation Example

Davis et al. (2003, p 10) found that ....

OR

This has indicated ..... (Davis et al., 2003, p. 10).

### Reference List Example

Davis, M Charles, L Curry, M.J & Hewings, A 2003, *Writing academic English*, 4<sup>th</sup> edn, Pearson Longman, White Plains, NY.

OR

Alysen, B Patching, R. & Sedorkin, G 2012, *Comprehensive systematic review*, Allen & Unwin, Crows Nest, NSW.

## Explanation

When you cite a reference in the text of your document, use the author's surname, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

List **all** authors' family names followed by their initials. The remaining part of the reference should include:

- Year of publication
- Book title (in italics)
- Edition
- Publisher
- Place of publication

# 02 Books, Chapters and Publications > 1.4 No Author

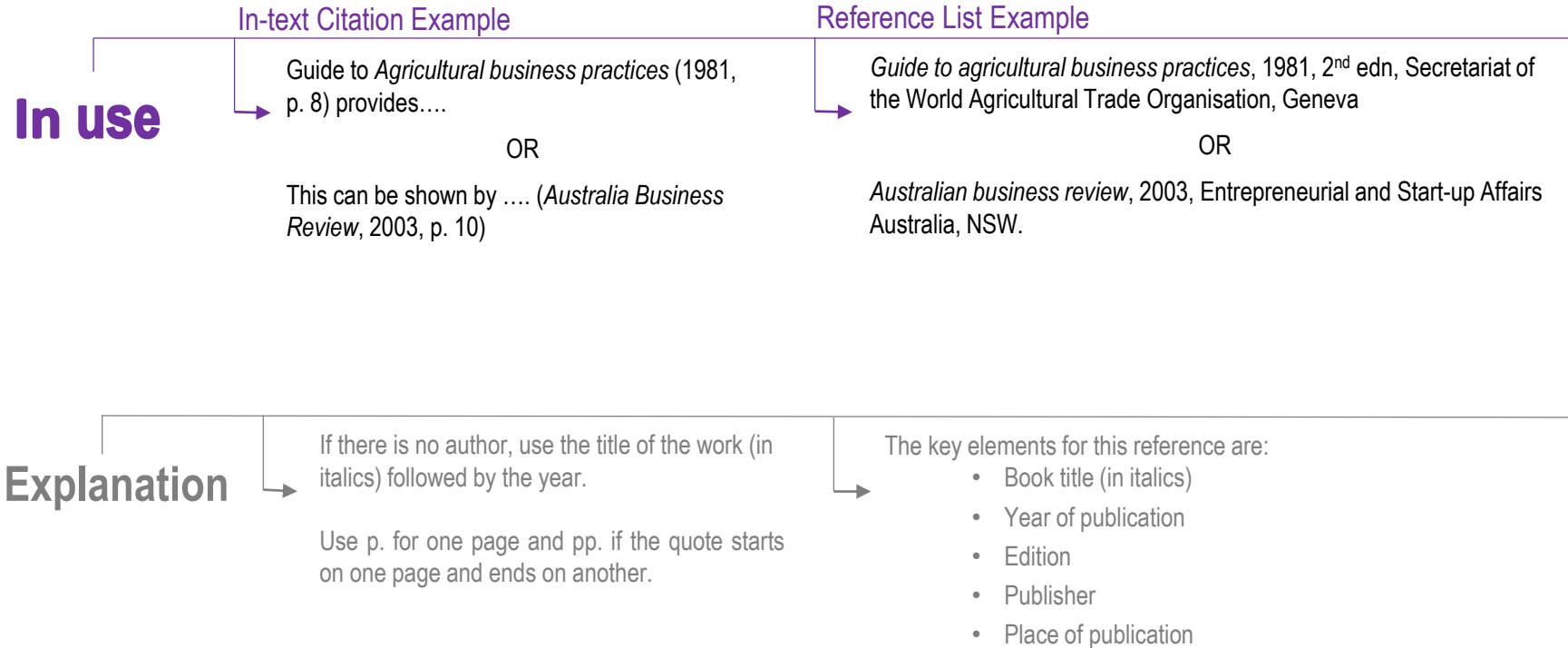
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**In use****In-text Citation Example**

According to the Institute of Chartered Accountants in Australia (2017) figures for 2016....

OR

This can be seen .... (Institute of Chartered Accountants, 2017)...

OR

According to the ABS Labour Force findings (2015, p.6) ...

**Reference List Example**

Institute of Chartered Accountants in Australia 2017, *AABS standard for 2018: equivalents to IFRS as at August 2016*, Person Education, Sydney Australia

OR

Australian Bureau of Statistics (ABS) 2015, *Labour Force in Australia 2014-2015*, Jossey-Bass, NSW

**Explanation**

Insert the full-name of the organisation or corporate body as the author of the works. You can abbreviated long names after providing in full on the first occurrence

Use p. for one page and pp. if the quote starts on one page and ends on another.

The key elements for this reference are:

- Book title (in italics)
- Year of publication
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**In use**

## In-text Citation Example

This is emphasized by Seah (n.d.) when ...

OR

Supported by Newton (c. 1998) theory....

## Reference List Example

Seah, R n.d., *Micro-computer applications*, Microsoft Press, Redmond, Washington.

OR

Newton, I c.1998, *Recollections of great leaders*, Smith & Walford, London.**Explanation**

When you cite a reference in the text of your document, use the author's surname, the year of publication and page numbers.

If you have no date for a reference, use 'n.d.' (for 'no date') instead of the year.

If you only have an approximate date, put 'c.' (for 'circa', meaning around) in front of the year.

Use p. for one page and pp. if the quote starts on one page and ends on another.

The key elements for this book reference are:

- Author's family name followed by initials
- Replace the date with n.d. or c. (and then date)
- Book title (in italics)
- Edition
- Publisher
- Place of publication

# 02 Books, Chapters and Publications > 1.7 Different Editions

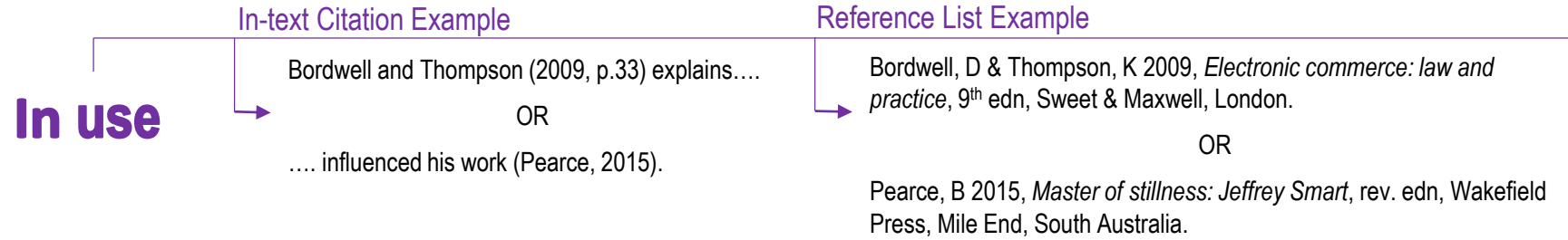
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## Explanation

When you cite a reference in the text of your document, use the author's surname, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

You don't need to mention the edition for a first edition.

The key elements for this book reference are:

- Author's family name followed by initials
- Year of publication
- Book title (in italics)
- Edition (\*)
- Publisher
- Place of publication

\* Edition should be abbreviated to 'edn'.

# 02 Books, Chapters and Publications > 1.8 Translation from the Original

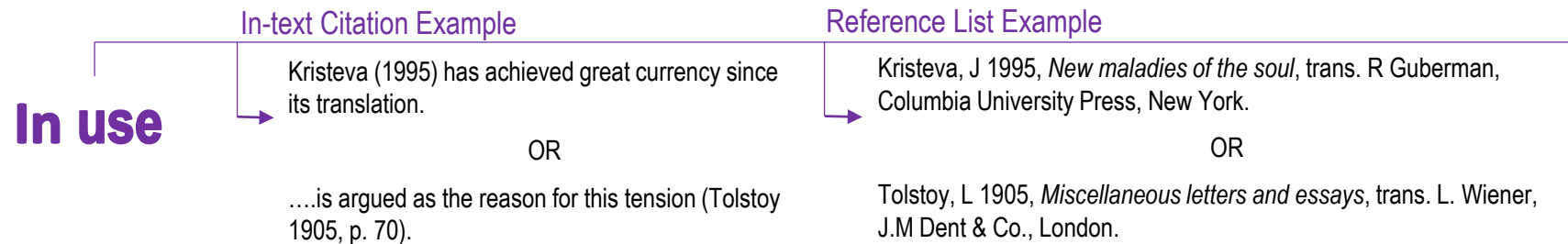
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## Explanation

When you cite a reference in the text of your document, use the author's surname, the year of translation (not the original), and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

The key elements for this book reference are:

- Author's family name followed by initials
- Year of publication
- Book title (in italics)
- Translator (\*)
- Edition
- Publisher
- Place of publication

\* The translator's name should be initial first, followed by the surname. Translator should be abbreviated to 'trans.'.

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## In use

### In-text Citation Example

Hornberger (ed. 2003, p. 6) questions whether ....

OR

It is not clear if this is support (ed. Hamilton 2005).

OR

Kronenberg, Pollard and Sakellarios (eds 2011) are interested in providing ....

### Reference List Example

Hornberger, NH (ed.) 2003, *Continua of biliteracy: an ecological framework for educational policy, research and practice in multilingual settings*, Multilingual Matters, Clevedon, UK.

OR

Hamilton, P (ed.) 2005, *Visual research methods*, vol. 4, Sage, London.

OR

Kronenberg, F, Pollard, N & Sakellariou, D (eds) 2011, *Occupational health and safety*, vol. 2, Churchill Livington, Edinburgh.

## Explanation

When the editor(s) name is included within your sentence (not in brackets) place 'ed.' for one editor or 'eds' for more than one editor, in the brackets following their name. Use the full spelling of 'and'.

When the editor(s) name is in brackets, put 'ed.' for one editor, or 'eds' for more than one editor, before their name and use the '&' symbol.

Use p. for one page and pp. if the quote starts on one page and ends on another.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements for this book reference are:

- Editor (followed by 'ed.' or 'eds')
- Year of publication
- Book title (in italics)
- Edition
- Publisher
- Place of publication



# 02 Books, Chapters and Publications > 1.10 Chapter with an Edited Book

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**In use**

<p><b>In-text Citation Example</b></p> <p>Abbot (2010, p. 32) believes the horror blockbuster.....</p> <p>OR</p> <p>...influential theory (Naremore 2001, p.11).</p>	<p><b>Reference List Example</b></p> <p>Abbott, S 2010, 'High concept thrills and chills: the horror blockbuster', in I Conrich (ed. ), <i>Horror zone: the cultural experience of contemporary horror cinema</i>, I.B. Tauris, London, pp. 27-44.</p> <p>OR</p> <p>Naremore, J 2004, 'Authorship', in T Miller &amp; R Stam (eds), <i>Using learning contracts</i>, Blackwell Publishing, San Francisco, pp. 68-90.</p>
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## Explanation

Use this format where each chapter of the books has its own author and its own title. For example, use the chapter author in your in-text reference.

Use p. for one page and pp. if the quote starts on one page and ends on another.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

Within the reference list the editor comes after the chapter title and is preceded by 'in'. Note the exception to the order of initials for editors – for chapters put the editor's initial(s) before the family name.

The key elements for this book reference are:

- Author(s) of the chapter
- Year of publication
- Chapter title ('in single quotes')
- Editor(s) of the book (Use 'ed.' for one editor, 'eds' for more than one editor)
- Book title (in italics)
- Edition
- Publisher
- Place of publication
- Page numbers of the chapter (using 'pp.')

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## In use

### In-text Citation Example

Storey (2004, p.80) states that .....

OR

Functional metabolism is... (Kim 2000, p. 60)

### Reference List Example

Storey, K 2004, *Functional metabolism: regulation and adaption*, John Wiley & Sons, Hoboken, New York, viewed 4<sup>th</sup> April 2016, NetLibrary database.

OR

Kim, A 2000, *Community building on the web*, Safari Books Online, Boston, viewed 1<sup>st</sup> June 2017, <<http://proquest.safaribooksonline.com/020187479>>.

## Explanation

When you cite a reference in the text of your document, use the author's surname, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

If an online books has the same structure and page numbering as the equivalent print version, reference it as the print version. Otherwise, use the online book format above.

The publisher and place of publication now refer to the producer or host of the online version, and the city where they are based. You must also include the date you viewed the book online, followed by the full URL within angle brackets ('<', '>').

The key elements for this book reference are:

- Author's family name followed by initials
- Year of publication
- Book title (in italics)
- Producer or host of publication
- Place of hosting publication
- Date in which you viewed the source
- URL or location of material ('<', '>').

# 02 Books, Chapters and Publications > 1.12 Government Reports

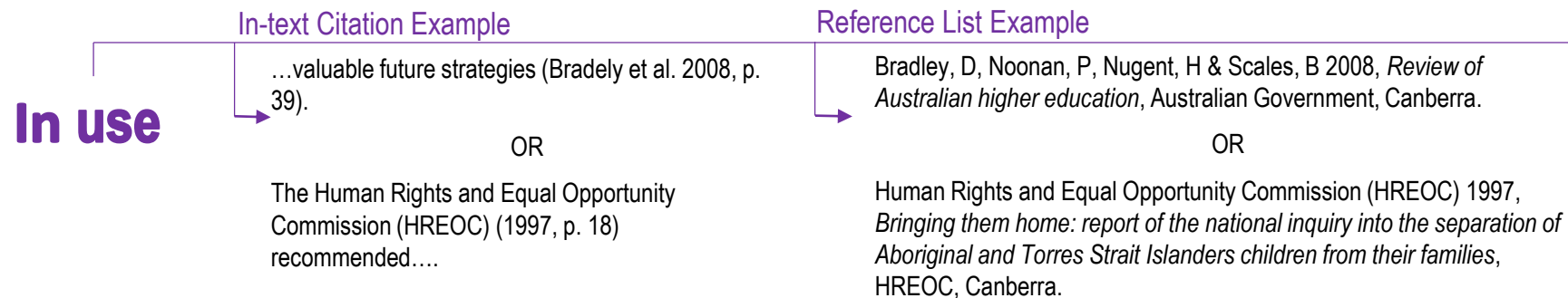
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## Explanation

When you cite a reference in the text of your document, use the author's surname or authoring body, year of publication and page number.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

If you are citing an authoring body which has an abbreviation frequently within your text, introduce the organization name in abbreviated form in brackets after the first citation. Thereafter, use only the abbreviation for subsequent citation (e.g. HREOC – as used in the above example).

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

Key elements of the reference should include:

- Author's family name followed by initials, or authoring body followed by abbreviation in brackets
- Year of publication
- Title of the report (in italics)
- Publisher
- Place of publication.

# 02 Books, Chapters and Publications > 1.13 Australian Bureau of Statistics (ABS)

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## In use

### In-text Citation Example

According to the Australian Bureau of Statistics (ABS) (2010), the national.....

OR

...concerning figures (ABS, 2010).

### Reference List Example

Australian Bureau of Statistics (ABS) 2010, *Measures of Australia's progress 2010*, cat. No. 1370, ABS, Canberra.

## Explanation

When you cite a reference in the text of your document, use the authoring body, year of publication and page number (if applicable).

If you are citing an authoring body which has an abbreviation frequently within your text, introduce the organization name in abbreviated form in brackets after the first citation. Thereafter, use only the abbreviation for subsequent citation (e.g. ABS – as used in the above example).

Key elements of the reference should include:

- Authorising body followed by abbreviation in brackets
- Year of publication
- Title of the report (in italics)
- Publications number
- Publisher
- Place of publication.

# 02 Books, Chapters and Publications > 1.14 Legal Publications (Cases)

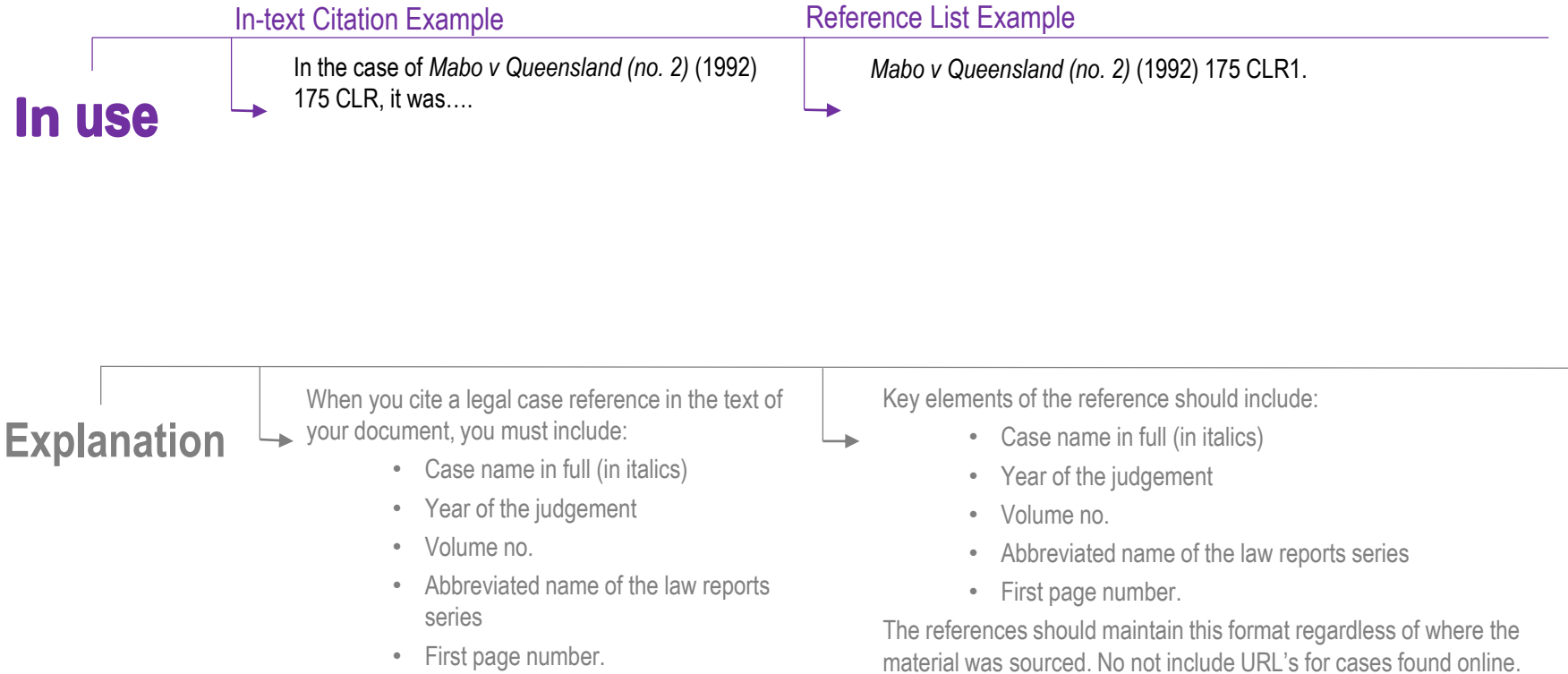
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**In use**

## In-text Citation Example

...inconsistent legislation was overridden (*Racial Discrimination Act 1975*).

OR

As mentioned in the *Crimes Act 1900*, ss. 41A, it...

OR

The Health Legislation Amendment (Medicare and Private Health Insurance) Bill 2013 (Cwlth) was presented for debate by...

## Reference List Example

*Racial Discrimination Act 1975* (Cwlth).

OR

*Crimes Act 1900* (NSW)

OR

Health Legislation Amendment (Medicare and Private Health Insurance) Bill 2013 (Cwlth).

**Explanation**

When citing an Act within the text of your document, include the name of the Act in italics and the year.

You can specify particular sections of an Act by using 's.' for one section or 'ss.' for several sections.

Do not use italics for Bills as they are unpublished.

Key elements of the reference should include:

- Name of the Act (in italics), or the Name of the Bill (without italics)
- Year (in italics) unless it's a Bill
- Jurisdiction

In Australia, this should be one of the:

- Cwlth for the Commonwealth of Australia,
- NSW, Vic, Qld, WA, SA, Tas, ACT or NT for one of relevant states/territories.

The references should maintain this format regardless of where the material was sourced. Do not include URL's for cases found online.

# 02 Books, Chapters and Publications > 1.16 Dictionary or Encyclopaedia

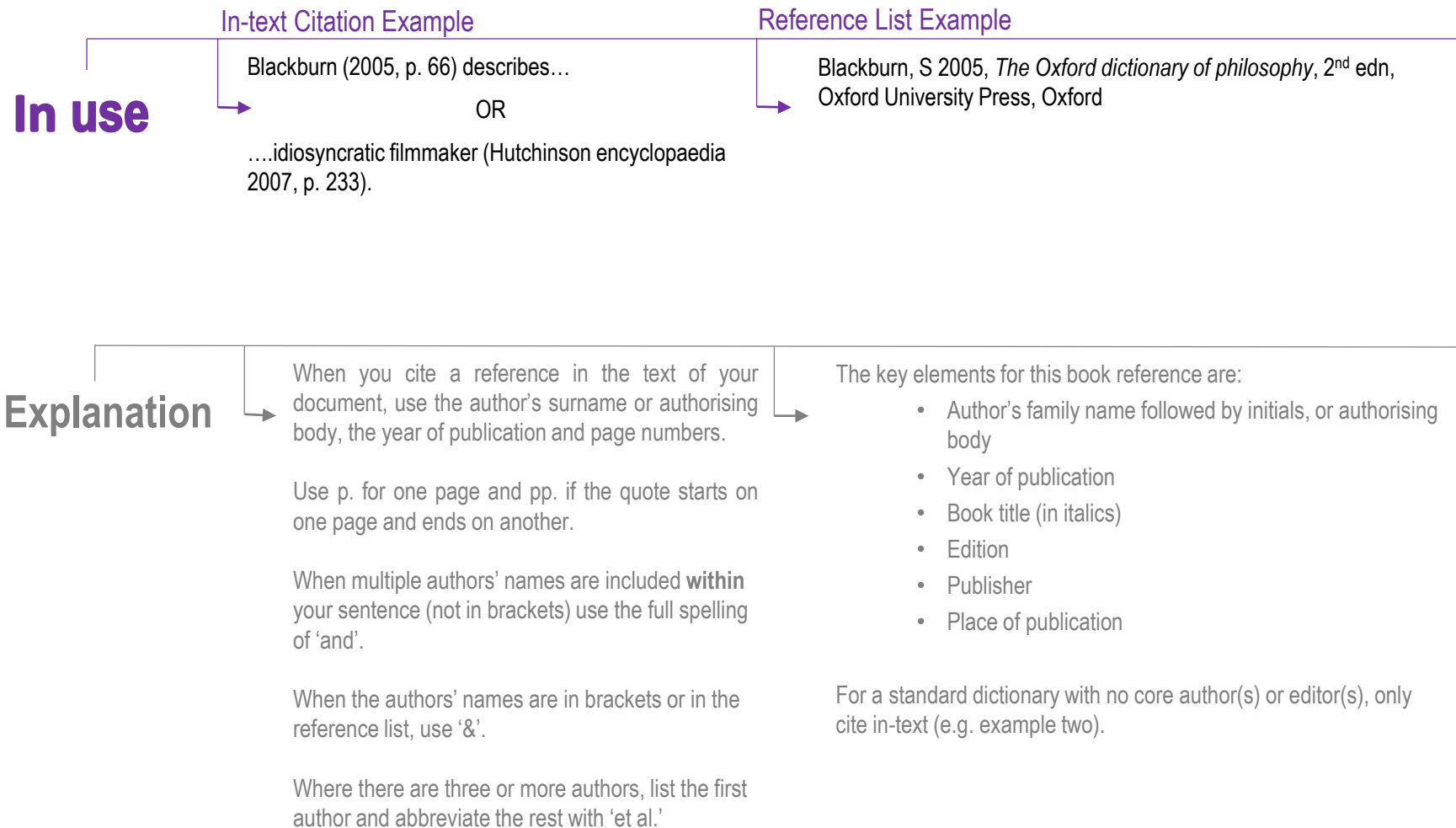
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# 03 Journals and Newspapers

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Author(s) family name followed by initial(s), or authoring body

Year of publication

Title of the article (in single inverted commas)

Title of the journal (in italics)

Whittemore, R 2009, 'How intervention research reduced the gap?', *Canadian Journal of Industry Research*, vol. 41, no. 4, pp. 7-15

Volume of the journal

Number of the issue

Page numbers of the article

Please **click on** what type of material you would like to reference:

- 3.1 Journal Article (One Author)
- 3.2 Journal Article (More than One Author)
- 3.3 Journal Article (No Author)
- 3.4 Online Journal Article
- 3.5 Newspaper & Magazine Article
- 3.6 Newspaper & Magazine Articles (No Author)
- 3.7 Online Newspaper or Magazine Article
- 3.8 Proceedings of Meetings and Conference Papers



# 03 Journals and Newspapers > 3.1 Journal Article (One Author)

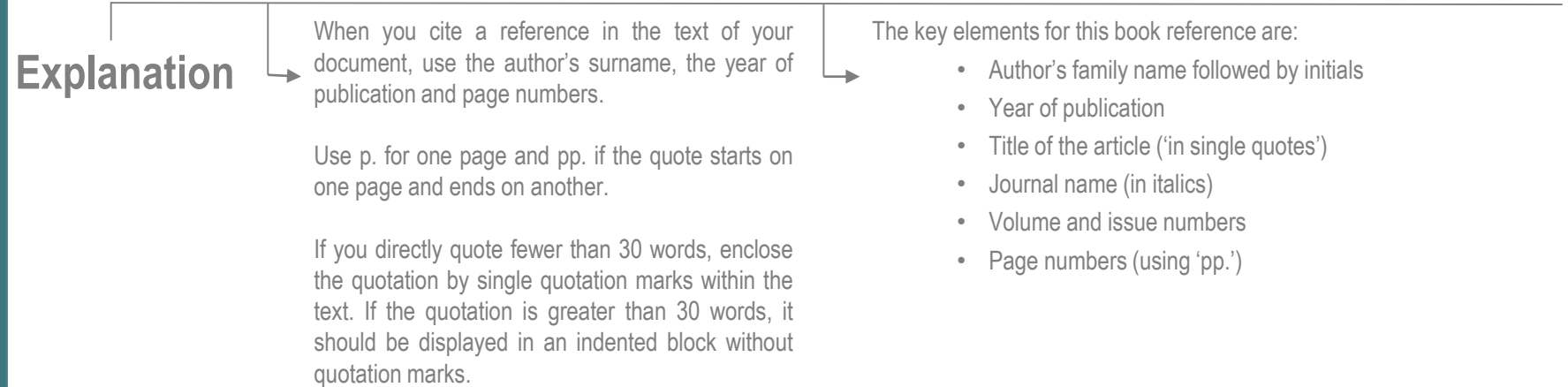
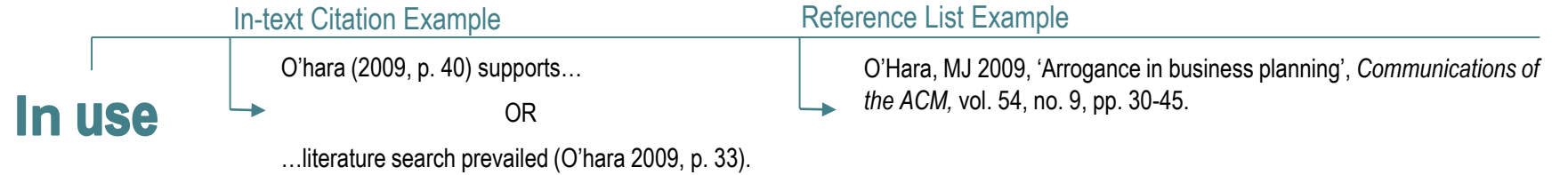
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# 03 Journals and Newspapers > 3.2 Journal Article (More than one Author)

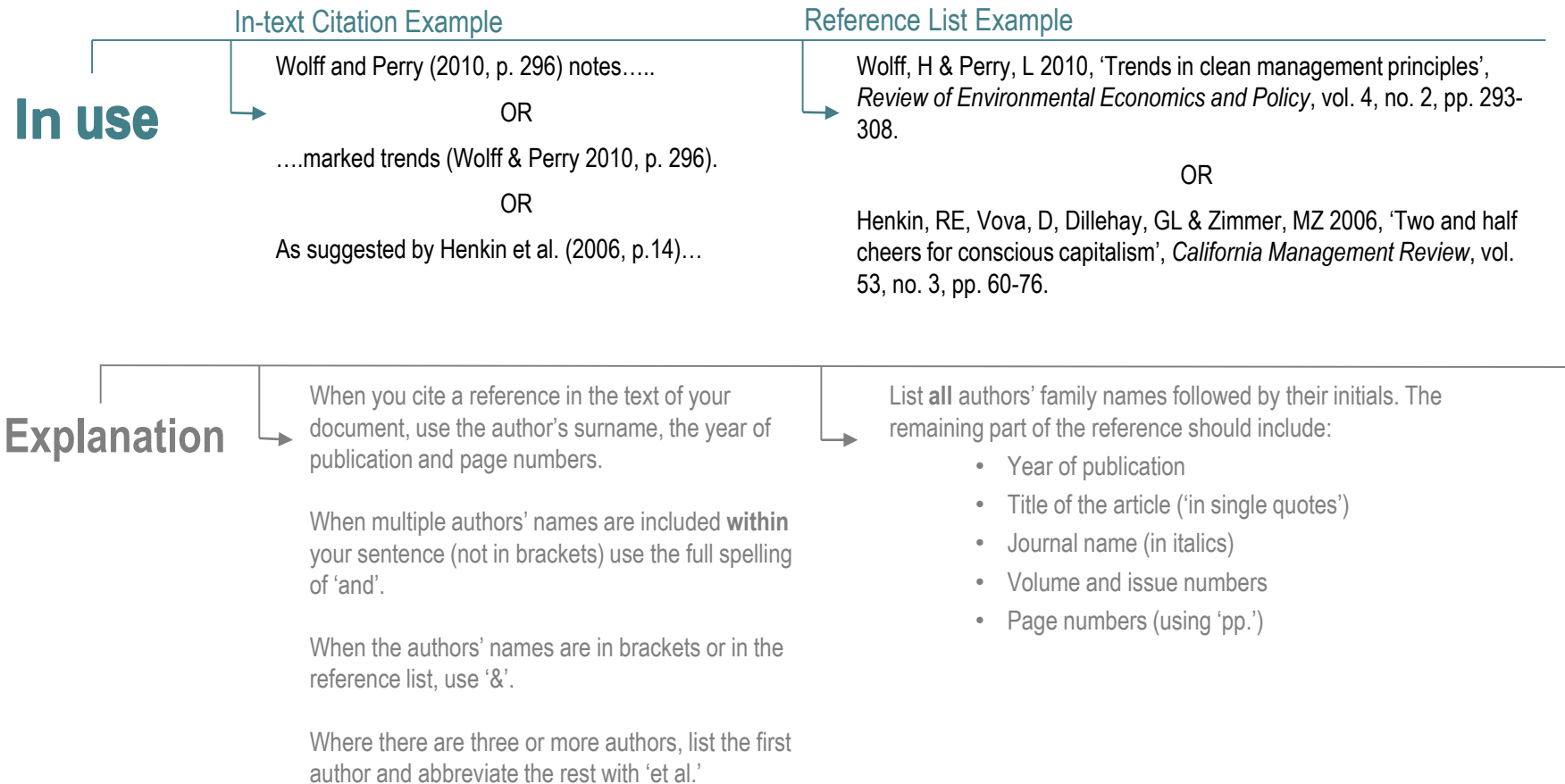
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# 03 Journals and Newspapers > 3.3 Journal Article (No Author)

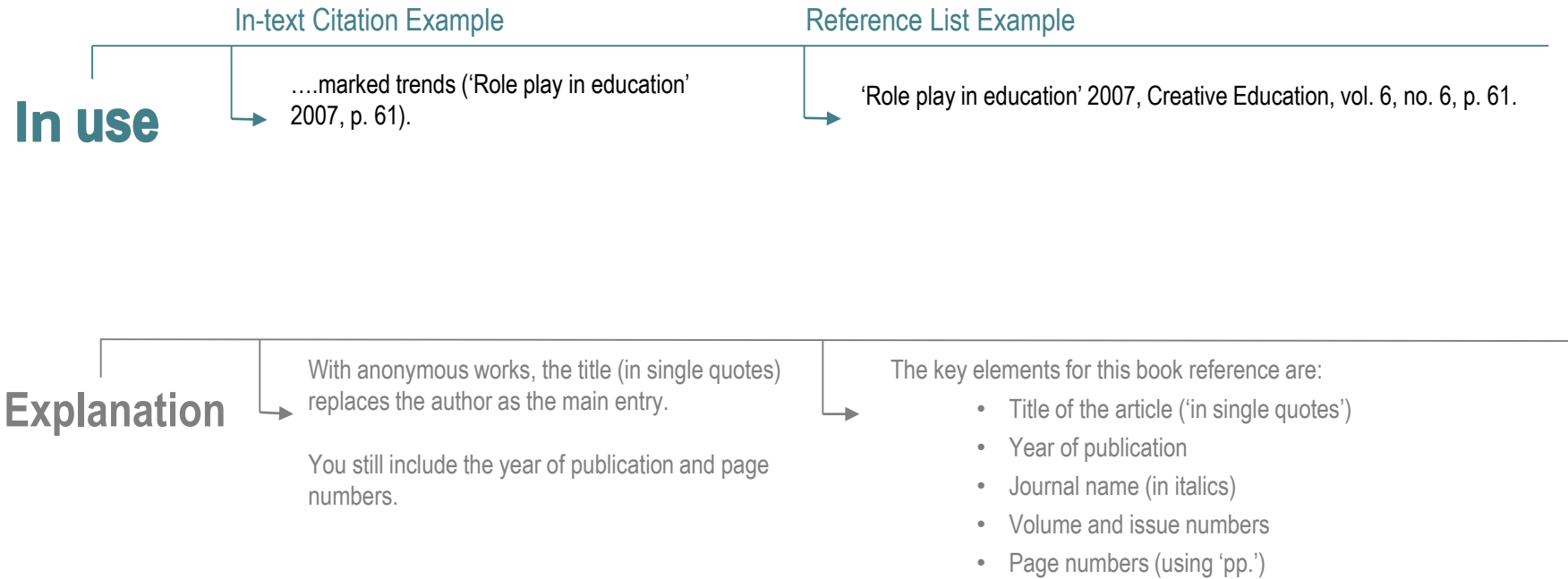
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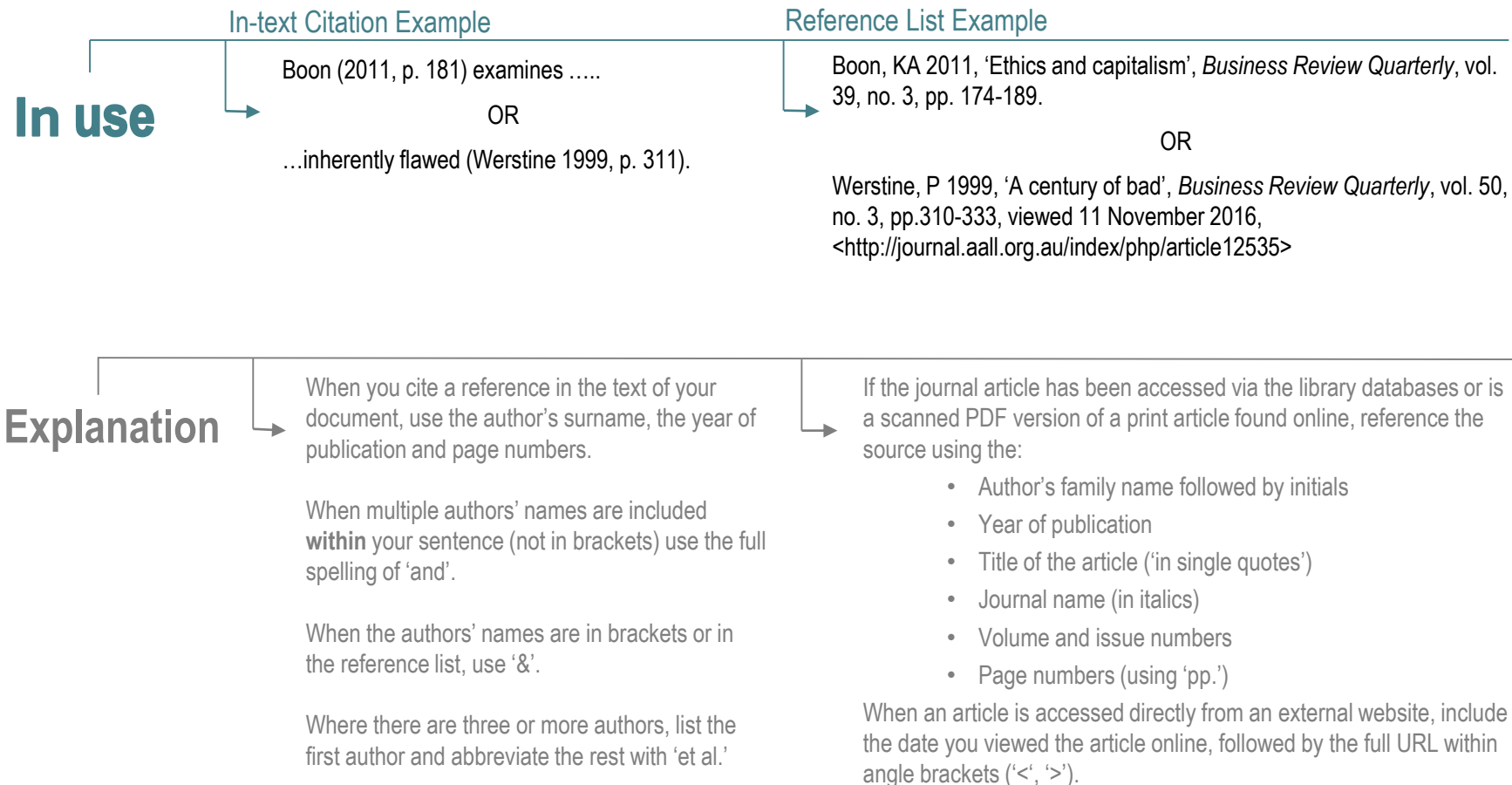
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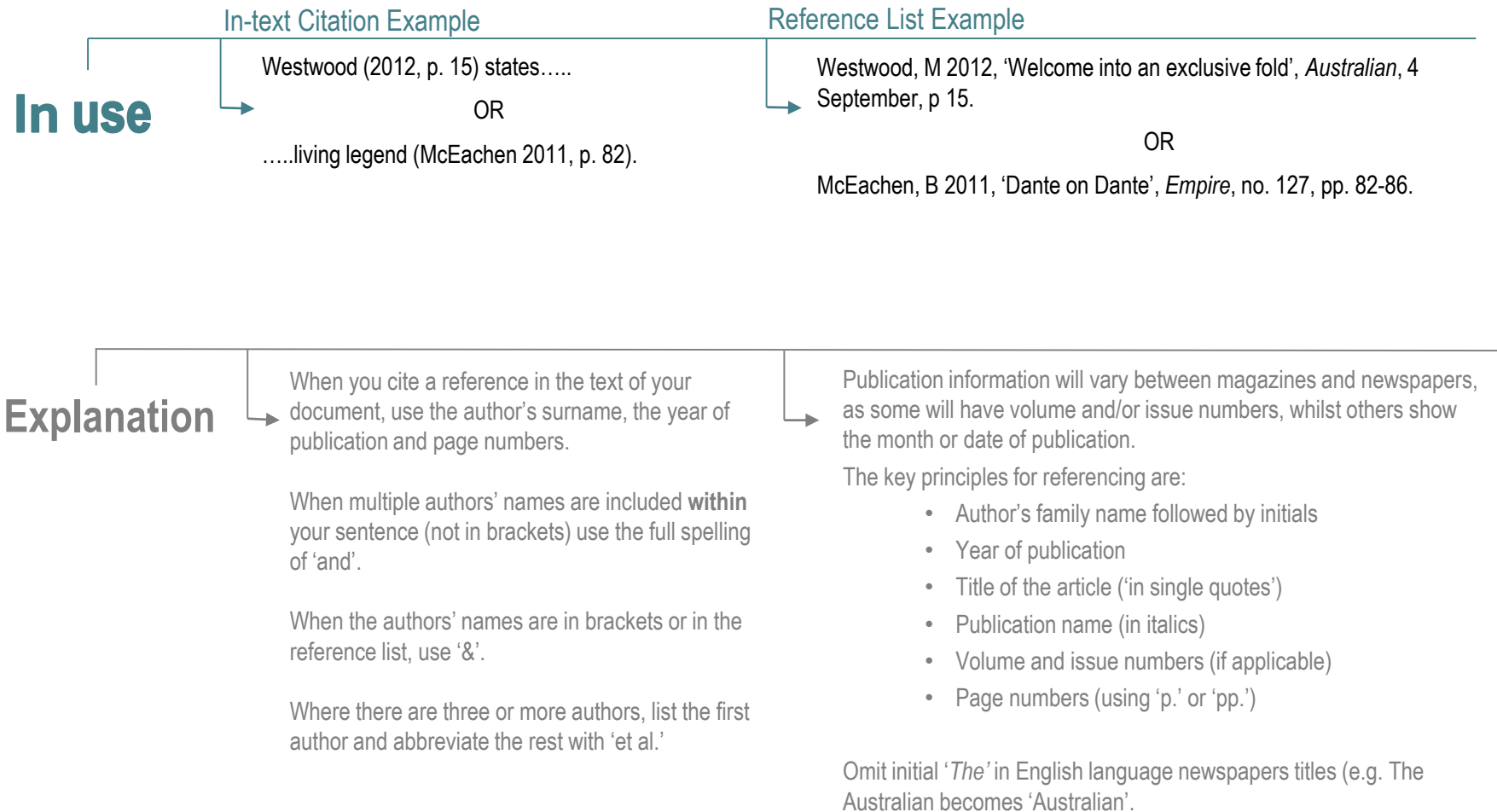
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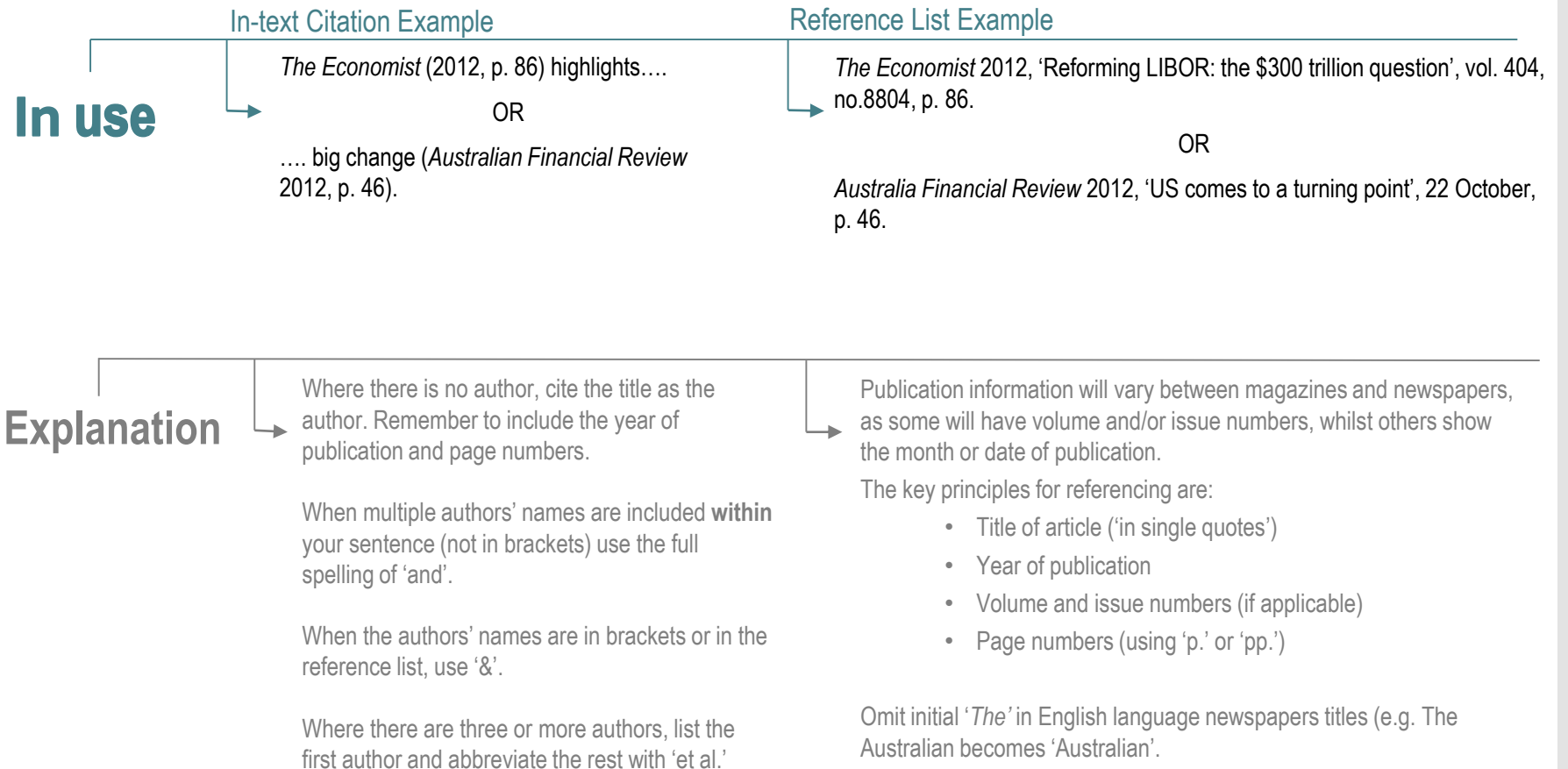
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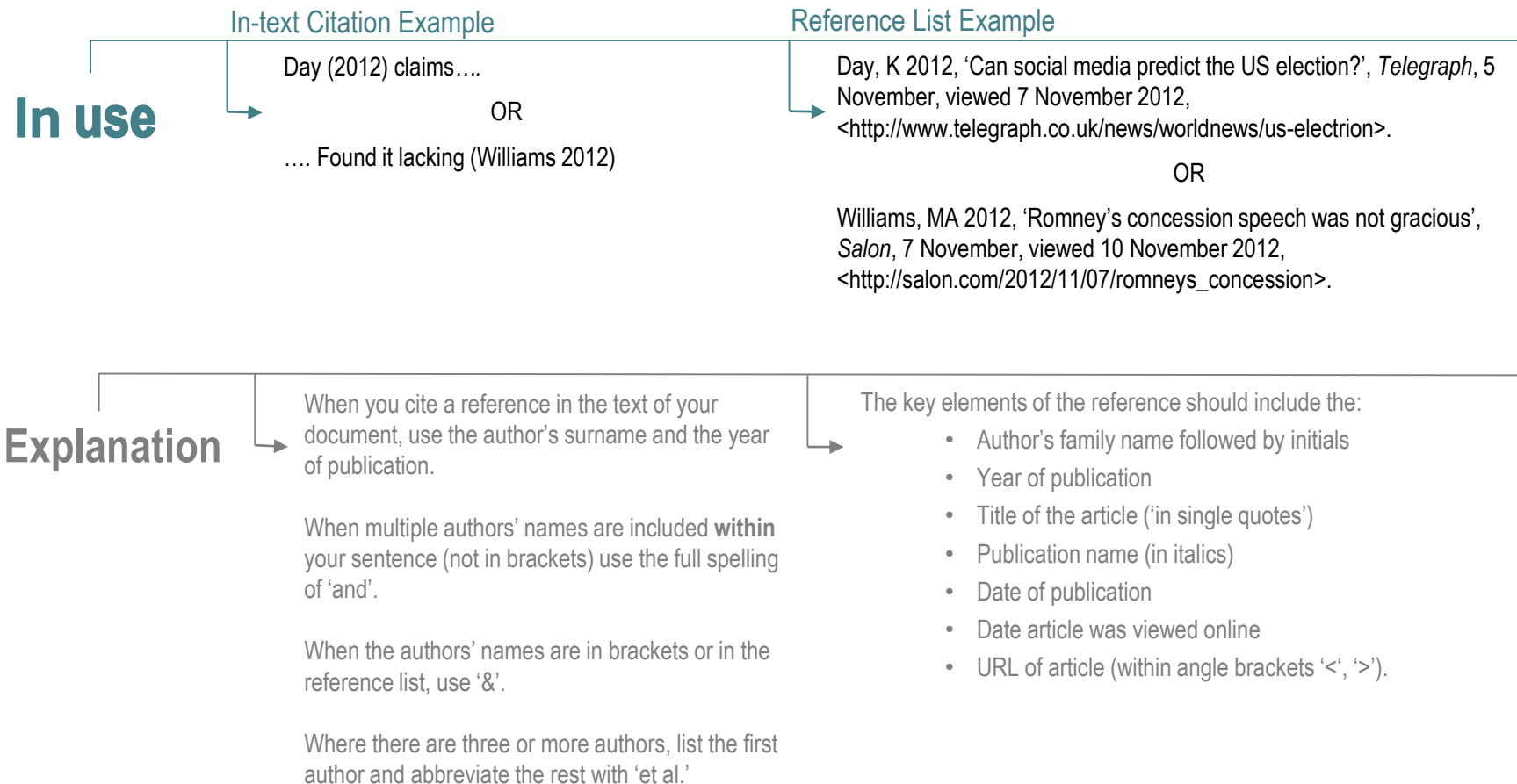
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**Explanation**

When you cite a reference in the text of your document, use the author's surname, the year of publication and page number.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- Author's family name followed by initials
- Year of publication
- Title of the meeting / conference (in italics)
- Date in which meeting / conference was held on
- Location of meeting / conference



# 04

## Websites and Online Media

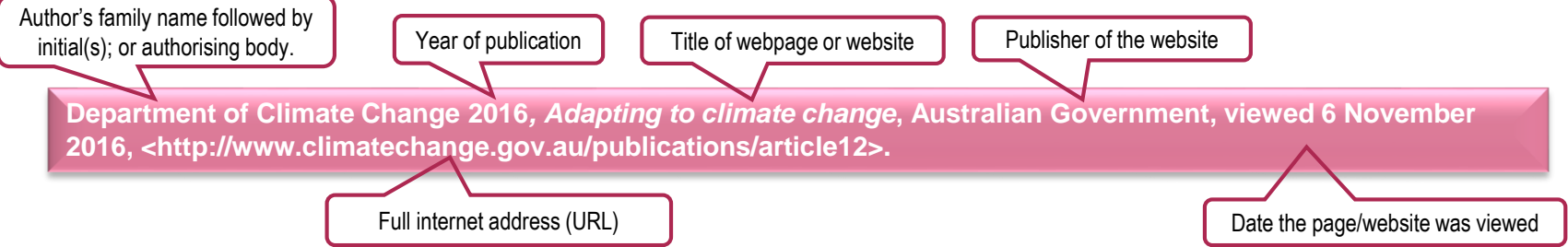
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Please **click on** what type of material you would like to reference:

- 4.1 Websites
- 4.2 Blogs
- 4.3 Podcast
- 4.4 Streamed Video (incl. YouTube)
- 4.5 Online Dictionary or Encyclopedia

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**In use****In-text Citation Example**

The Department of Immigration and Citizenship (2012) takes....

OR

...main role (Department of Immigration and Citizenship 2012).

**Reference List Example**

Department of Immigration and Citizenship 2012, *Permanent visa options for doctors*, Australian Government, viewed 20 December 2016  
<<http://www.immi.gov.au/skilled/medical-practioners/permanent-visas.htm>>

**Explanation**

When you cite a reference in the text of your document, use the author's surname or authoring body and year the site was last updated.

If no author or authoring body is identifiable, replace with webpage title.

If the year is not found, replace with 'n.d'.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- The person or organisation who wrote or created the webpage (if known)
- The year the webpage was created or last updated. If the year is not found, use 'n.d.'
- The title of webpage (in italics)
- The organisation responsible for publishing the website. If this is the same as the author, it can be left out.
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

The year and information about the website host can often be found at the bottom of the webpage.

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**In use**

## In-text Citation Example

...clear concerns (Obama 2009)

OR

Obama (2009) states that...

## Reference List Example

Obama, B 2009, 'Launched American Graduation Initiative to help additional 5 million American graduate college', *Barack Obama blog*, viewed 10 April 2010, <<http://.blogs.abc.net.au/BarackObama/26121>>

**Explanation**

When you cite a reference in the text of your document, use the author's surname or authoring body and year the site was last updated.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- The person or organisation who wrote or created the blog
- The year the blog was uploaded
- The blog title (in 'single commas')
- The name of the blog page (in italics)
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

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**In use****In-text Citation Example**

McWeeny and Weinber (2010) claims that...

OR

...identified as his strongest works (McWeeny & Weinberg 2010)

**Reference List Example**

McWeeny, D & Weinberg, S 2010, *John Carpenters special on motion captured movies*, audio podcast, Future Tense Radio National, viewed 18 November 2011, <<http://www.abc.net.au/rn/futuretense/stories>>.

**Explanation**

When you cite a reference in the text of your document, use the author's surname or authoring body and year the podcast was last updated.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- The person or organisation who created the podcast
- The year the podcast was uploaded
- The podcast title (in italics)
- The organisation or provider of the podcast,
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

# 04 Websites and Online Media > 4.4 Streamed Video (incl. YouTube)

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## In use

### In-text Citation Example

A short video by the University of Mississippi Libraries (2015) explains....

OR

..... Is discourages (University of Mississippi Libraries 2015).

### Reference List Example

University of Mississippi Libraries 2015, *Plagiarism tutorial*, video, YouTube, 20 August, viewed 19 January 2017, <<https://www.youtbue.com/watch?v=JHO-45454>>.

## Explanation

When you cite a reference in the text of your document, use the author's surname or authoring body and year the video was last updated.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- The person or organisation who created the video
- The year the video was uploaded
- The video title (in italics)
- The organisation or provider of the video,
- The date the video was upload
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

Use this format for other online videos from sites like Vimeo, Dailymotion, TedTalks, etc.

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**In use****In-text Citation Example**

Blackburn (2005, p. 66) describes...

OR

...idiosyncratic filmmaker (Hutchinson encyclopaedia 2007, p. 233).

**Reference List Example**Blackburn, S 2005, *Stanford Encyclopaedia of Philosophy*, Stanford University, Stanford, CA, viewed 19 May 2017, <<http://plato.stanford.edu/archives/fall2011/entries>>.**Explanation**

When you cite a reference in the text of your document, use the author's surname or authorising body, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

The key elements of the reference should include the:

- Authors family name followed by initials, or authorising body
- Year of publications
- Title of electronic resource (in italics)
- Publisher / provider
- Place of publication / authority
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

# 05

## Other Sources

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Please **click on** what type of material you would like to reference:

- 5.1 Pamphlet or Brochure
- 5.2 Kaplan Lesson Notes or Recordings
- 5.3 Images, Diagrams, Graphs and Tables
- 5.4 Maps



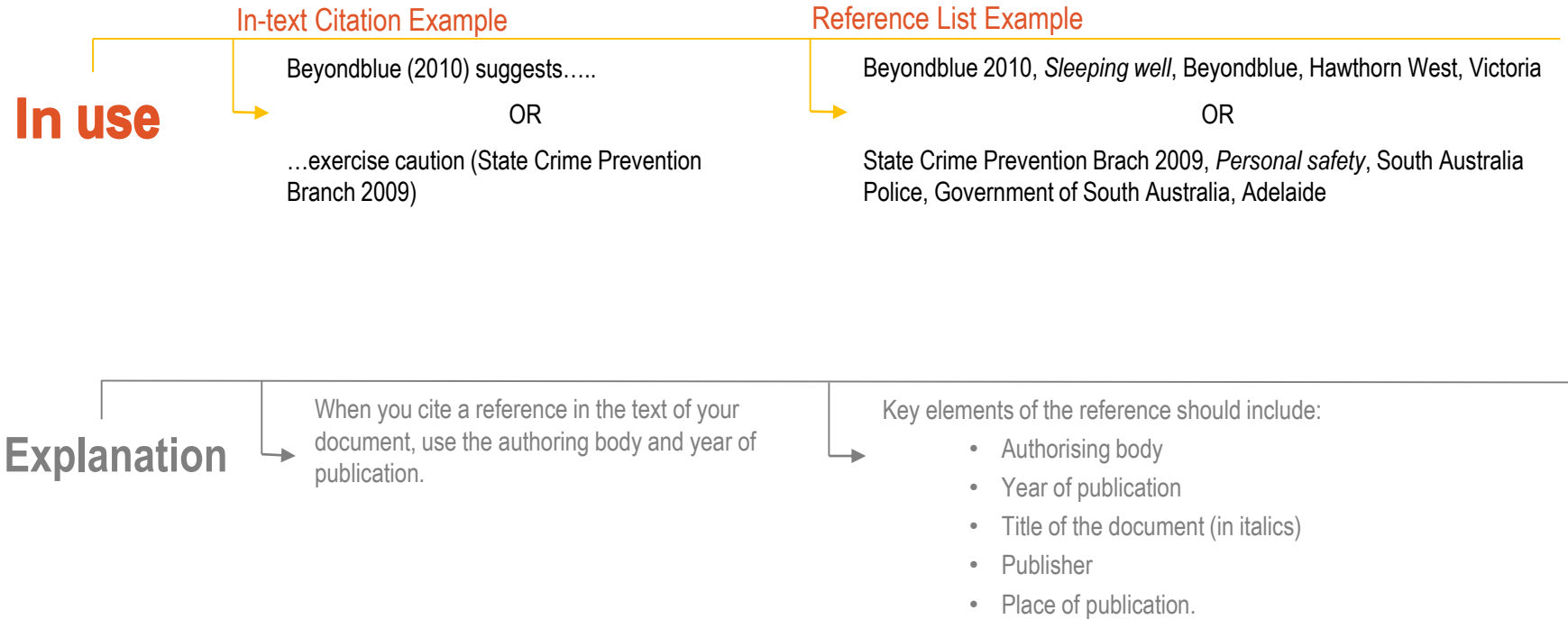
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# 05 Other Sources > 5.2 Kaplan Lesson Notes or Recordings

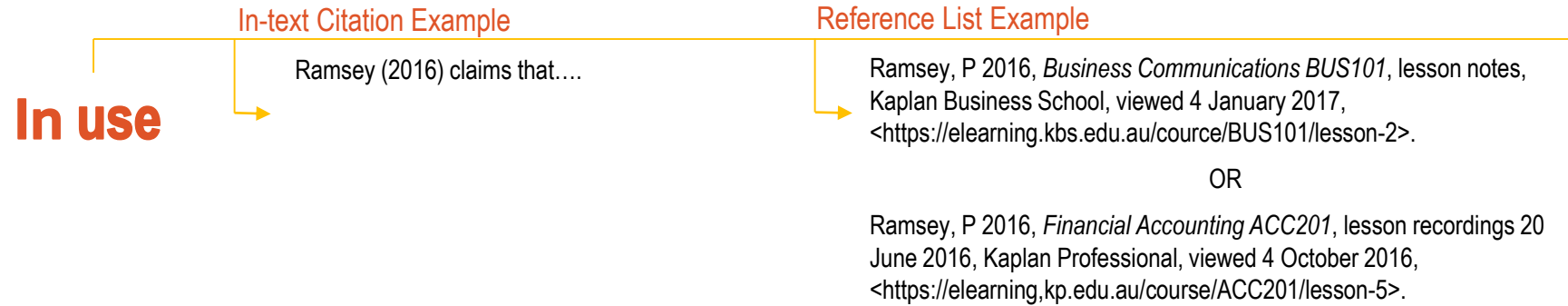
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## Explanation

When you cite a reference in the text of your document, use the author's surname, year of publication and page number if relevant.

Note: the author is the person who gave the lesson or produced the lesson notes for you.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

Key elements of the reference should include:

- Author's family name followed by initials
- Year of publication
- Title of the lesson or recording (in italics)
- Publisher (relevant Kaplan institution)
- The day, month and year you last accessed the website.
- The full URL (in angled brackets '<,>')

# 05 Other Sources > 5.3 Images, Diagrams, Graphs and Tables

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**In use**

**In-text Citation Example**

Elevation	Ozone Concentration
6	0.08
21	0.09
27	0.06
69	0.10
91	0.09
160	0.11
183	0.13
226	0.12
250	0.12
270	0.12
275	0.14
300	0.12
375	0.13
725	0.10

**Reference List Example**

Hussin, V 2007, 'Supporting ozone policy within LA county region', *Innovations in Environment Protection*, vol. 44, no. 4, pp. 363-376.

Ozone Concentrations (Hussin 2007, p. 365)

**Explanation**

When you cite a reference in the text of your document, use the author's surname or authorising body, the year of publication and page numbers.

Use p. for one page and pp. if the quote starts on one page and ends on another.

When multiple authors' names are included **within** your sentence (not in brackets) use the full spelling of 'and'.

When the authors' names are in brackets or in the reference list, use '&'.

Where there are three or more authors, list the first author and abbreviate the rest with 'et al.'

When citing an image, diagram, graph or table obtained from another source, use the appropriate referencing format specific to type of sources use. For example, if the image was taken from a print book, refer to section 1 of this document, whereas, if it came from a website, refer to section 3.

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**In use****In-text Citation Example**

According to the map of the region (Department of Employment, Economic Development and Innovations Queensland 2010) there are....

**Reference List Example**

Department of Employment, Economic Development and Innovations Queensland 2010, *Queensland's mineral, petroleum and energy operations and resources*, Department of Mines and energy Queensland, Brisbane.

**Explanation**

When you cite a reference in the text of your document, use the authorising body and year of publication. Provide page numbers if applicable.

Use p. for one page and pp. if the quote starts on one page and ends on another.

If you are citing an authorising body which has an abbreviation frequently within your text, introduce the organization name in abbreviated form in brackets after the first citation. Thereafter, use only the abbreviation for subsequent citation (e.g. DEEDI – Department of Employment, Economics Development and Innovations)

The key elements for this reference includes:

- Authorising body
- Year of publication
- Title of document (in italics)
- Publisher
- Place of publication

If the map is derived from an Atlas, cite the Atlas in standard book form (**section 1**).