Why Should I Acknowledge My Sources

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author’s theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author’s own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people’s ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University’s Student Academic Integrity Policy (referred to in the UC Student Guide to Policies at: http://www.canberra.edu.au/current-students/student-policies).
You need to acknowledge your sources:
- to acknowledge the work and ideas of other authors
- to allow the reader to check that what you are claiming is correct
- to show that you have read and understood the research in your area of study
- to lend authority to what you are writing
- to strengthen your argument
- to support your own ideas
- to provide details or background to what you are writing
- to provide interest

In-Text Citation
You need to provide an in-text reference if you:
- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising

In-text references typically contain the following information, in this order:
- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts)

References
You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.
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GENERAL GUIDELINES

Format
Author, A. A. (Year of publication). *Title of work*. Location: Publisher.
Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Reference Lists
Reference lists are filed by author, or title if there is no author.

Guidelines

- Authors: Give authors in the format Author, A. A.
  Smith, J. P., & Tindale, F.

- Titles: Are written in italics. Capitalise the first word of the title and subtitle and any proper nouns.
  *This is my life: Collection of photos by Andrew Snowden*

- Titles: If there is no title on an item, e.g. photo from the web, create a title and enter it in square brackets in place of the title.
  [Child playing with dog]
- Articles: Article titles are not italicised. All major words in journal titles are capitalised and the title is italicised.

  How we use mobile phones. *Social Science Quarterly*

- Publishers: Give the location as city and state for the United States and city and country for all other countries. The name of the publisher should be given as briefly as possible. Do not use words such as Publisher, Co., Inc. and use the surname only for publishers named after persons. Do not give the name of the city or state if it is part of the name of a university as the publisher.


IN-TEXT CITATIONS

General guidelines

Note: In-text citations for specific formats are listed below.

In text citations are entered in 2 ways:

- ‘Information prominent’ (the author's name is within the parentheses/round brackets):
  The conclusion reached in a recent study (Cochrane, 2007) was that . . .

- ‘Author prominent’ (the author's name is outside the parentheses/round brackets.):
  Cochrane (2007) concluded that . . .

Format - no direct quote

(Author, Year)
Author (Year)

Examples
The conclusion reached in a recent study (Cochrane, 2007) was that . . .
Cochrane (2007) concluded that . . .

Format - direct quote, fewer than 40 words

“ . . .” (Author, Year, p. Page)
Author (Year) “ . . .” (pp. Page)

Note
The quote is entered in double quotation marks.
Examples
An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117).

An interesting view was expressed by Cochrane (2007) that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).

Format - direct quote, more than 40 words
Text . . . Author (Year)
    Quote (p. Page)
Text
or
Text
    Quote (Author, Year, pp. Page)

Note
Quotation marks are not used in this format. The entire quote must be indented and double spaced.
Example

Much has been written about acute care. Finkelman (2006), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours. (p. 184)

Recently, this trend has been seen in some Australian hospitals and research here . . .

ONE AUTHOR

Format

(Author, Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane, 2007) was that . . .

Cochrane (2007) concluded that . . .
TWO AUTHORS

Format

(Author & Author, Year)
Author and Author (Year)

Examples

Littlejohn and Foss (2005)
(Carr & Kemmis, 2005)

Note

Cite both names every time the reference occurs in text.

THREE TO FIVE AUTHORS

Format

First occurrence - (Author 1, Author 2, Author 3, Author 4, & Author 5, Year)
First occurrence - Author 1, Author 2, Author 3, Author 4, and Author 5 (Year)
Subsequent occurrences - (Author 1 et al., Year)
Subsequent occurrences - Author 1 et al. (Year)

Examples

(Duffy, Deakin, Wieniawa-Narkiewicz, & Wilson, 2001)
Subsequent occurrence. (Duffy et al., 2001)

Note

If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique. Note the comma before et al.
Examples
Green PF, Andrews SD, Peterson GH & Edwards TW 2010
Green SL, Snowden PY, Robertson BL & Moss V 2010
In-text citations become:
(Green, Andrews, et al. 2010)
(Green, Snowden, et al. 2010)

SIX OR MORE AUTHORS

Format
(Author 1 et al., Year)
Author 1 et al. (Year)

Example
(Green et al., 2009)

Note
Use this format in first and subsequent occurrences.
If two different citations shorten to the same author and year, then add extra authors until they are unique. Note the comma before et al.

Examples
Green PF, Andrews SD, Peterson GH & Edwards TW 2010
Green SL, Snowden PY, Robertson BL & Moss V 2010
In-text citations become:
(Green, Andrews, et al. 2010)
(Green, Snowden, et al. 2010)
SAME AUTHOR, SAME YEAR

General guidelines

If the same author or group of authors have multiple works published in the same year, identify each work by adding the suffixes a, b, c, d after the year.

Examples

(Fullan, 1996a)
(Fullan, 1996b)

CORPORATE AUTHOR / ORGANISATION

Format

(Corporate author, Year)
Corporate author (Year)

Note

The full corporate author is written out in the first citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the corporate author in the first occurrence and used in subsequent occurrences.

Example

(Australian Institute of Health and Welfare [AIHW], 2009)
Subsequent occurrences (AIHW, 2009)
TWO OR MORE WORKS CITED TOGETHER

General guidelines
Order the citations within the parentheses in alphabetical order as they would appear in the reference list, separated by a semicolon.

Example
(Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995)

CITING A SOURCE WITHIN A SOURCE
When citing a source you have not read yourself, but which is referred to in a source you have read.

Format
(Author 1 as cited in Author 2, Year, p. xxx)

Example
Lilly (as cited in Maxwell, 1999, p. 25) stated that “. . . ”

Reference List

NO AUTHOR / EDITOR

General guidelines
If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title.
Use double quotation marks around the title of an article, a chapter or a web page.

Italicise the title of a periodical, a book, a brochure or a report.

**Format**

(Title, Year)

Title (Year)

**Examples**

*(Macroeconomics, prices and quantities, 1983)*

“Internet pioneer to oversee network redesign” (2007)

(“Tunguska event”, 2012)

**NO YEAR**

**General guidelines**

If no date of publication is available use an estimated date enclosed in square brackets or n.d. in place of the year.

**Format**

(Author, [ca. Year])

(Author, n.d.)

**Examples**

Smythe [ca. 2007]

(Browne, n.d.)
SPECIAL CASES

Multivolume sets or collections produced over several years
Enter a range of years to cover the set or collection.
(Allport, 1930-1967)

Music recordings
Include the side and track number, if available.
(Kelly, 1997, track 10)

Reprinted Material
Include the original and reprint date in the citation.
(Hade, 2002/2005)

Personal communication
Include the words personal communication and the full date of the communication. Never include email addresses in your citation.
(personal communication, July 11, 2007)

Legislation
Include the name and year of the Act.
(Anti-Discrimination Act 1991)

Case law
Give the name of the case and the year of the decision.
(Mace v. Murray 1955)

Patent
Include the Country, Patent Number and Year of Issue.
CITING A SOURCE WITHIN A SOURCE

When citing a source you have not read yourself, but which is referred to in a source you have read.

In-text reference

Lilly (as cited in Maxwell, 1999, p. 25) stated that “. . .”

“. . .” (Schwartz as cited in Burton, Westen, & Kowalski, 2009, p. 63)

Reference list


NO AUTHOR/EDITOR

General guidelines

If there is no author - substitute the title in the position of the author.

Format - no author

Title of work. (Year of publication). Location: Publisher.

Example

NO LOCATION / NO PUBLISHER / NO YEAR

General guidelines

There are no guidelines for citing works without a Location or Publisher in the Publication Manual of the American Psychological Association. It is common practice in other citation styles to use n.p. in the Location and to leave out the Publisher. Please consult your lecturer before citing material without a Location or Publisher.

If the date is not known - substitute an approximate date in square brackets or n.d. in round brackets in place of the year.

Format - no date

Author, A. A. [ca. year]. Title of work. Location: Publisher.

Author, A. A. (n.d.). Title of work. Location: Publisher.

Examples


ARTWORK

Format
Creator, A. A. (Year of creation). *Title of work [Type of artwork]*. Location: Repository.

Creator, A. A. (Year of creation). *Title of work [Type of artwork]*. Retrieved from http://xxxxx

Examples


BLOG / YOUTUBE

BLOG

General guidelines
Provide the exact date of the post in the form Year, Month Day.

Do not italicise the title of the post.

Format

Author, A. A. (Year, Month Day of post). Title of post [Discussion list message]. Retrieved from http://xxxxx
Examples


Format - Comment on a Blog Post


Example - Comment on a Blog Post


YOUTUBE

General guidelines

Provide the exact date of the video in the form Year, Month Day.

Do not italicise the title of the video.

Format

Example

BOOK – PRINT
ONE AUTHOR
Format
Author, A. A. (Year of publication). Title of work. Location: Publisher.

Examples


TWO AUTHORS

Format

Author, A. A., & Author, B. B. (Year of publication). Title of work. Location: Publisher.

Examples


THREE TO SEVEN AUTHORS

List all authors.

Format


Example

EIGHT OR MORE AUTHORS

List the first 6 authors, enter three full stops, and enter the last author.

Format


Example


CORPORATE AUTHORS / ORGANISATIONS

General guidelines

If the corporate author and publisher are the same, enter the word Author in place of the publisher.

Format - Corporate author, different publisher

Corporate Author. (Year of publication). Title of work. Location: Publisher.

Example

Australian National Audit Office. (1990). Aboriginal and Torres Strait Islander Commission: Community Development Employment Project. Canberra, Australia: AGPS.
Format - Corporate author same as publisher

Corporate Author. (Year of publication). Title of work. Location: Author.

Example


EDITED BOOK

Format

Editor, A. A. (Ed.). (Year of publication). Title of work. Location: Publisher.

Editor, A. A., & Editor, B. B. (Eds). (Year of publication). Title of work. Location: Publisher.

Examples


LATER EDITIONS

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 2nd ed., rev. and expanded
- 1st American ed.
- New ed.
- Facsim. ed.

Format

Author, A. A. (Year of publication). Title of work (x ed.). Location: Publisher.

Examples


TRANSLATED BOOK

Format

Author, A. A. (Year of publication). Title of work (A. Translator, Trans.). Location: Publisher.

Example


MULTI-VOLUME WORKS

Format

Author, A. A. (Year). Title of work (Vols. x). Location: Publisher.

Author, A. A. (Year). Title of entire work: Vol. x. Title of volume. Location: Publisher.

Examples


BOOK – ELECTRONIC

Format


Examples


Note

See Book - Print for all Book formats (e.g. multiple authors, corporate authors, later editions).
BOOK CHAPTER

Format
Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), Title of book (pp. xx-xx). Location: Publisher.

Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), Title of book (pp. xx-xx). doi:xxxx


Examples


**BROCHURE / PAMPHLET**

**Format**

Author, A. A. (Year of publication). *Title of work* [Brochure]. Location: Publisher.


Corporate Author. (Year of publication). *Title of work* [Brochure]. Location: Publisher.

**Note**

If corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

**Examples**


COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM

Format


Note  Title of work is not italicised.

Examples


CD-ROM

Format

Author, A. A. (Year of publication). Title of work [CD-ROM]. Location: Publisher.

Examples


CONFERENCE

CONFERENCE PROCEEDINGS

Format
Author, A. A. (Year of publication). Title of proceedings. Location: Publisher.

Examples


CONFERENCE PAPER - PUBLISHED

Format - Paper in Published Proceedings
Author, A. A. (Year of publication). Title of paper. In A. A. Editor (Ed.), Title of proceedings (pp. xx-xx). Location: Publisher.

Format - Paper in Regularly Published Proceedings
Author, A. A. (Year of publication). Title of paper. Title of proceedings, volume(issue), pages.

**Examples**


CONFERENCE PAPER - UNPUBLISHED

Format - Unpublished Paper
Contributor, A. A. (Year, Month of presentation). Title of contribution. In B. B. Chairperson (Chair), *Title of conference*. Conference conducted at the meeting of Organization Name, Location.

Format - Paper Presentation or Poster Session
Presenter, A. A. (Year, Month of presentation). *Title of paper or poster session*. Paper presented at xxxxx, Location.

Example

DICTIONARY / ENCYCLOPEDIA

DICTIONARY / ENCYCLOPEDIA – WHOLE

Format - Printed Dictionary / Encyclopedia
Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Format - Online Dictionary / Encyclopedia
Author, A. A. (Year of publication). *Title of work* [Version]. doi:xxxxx
Example


**DICTIONARY / ENCYCLOPEDIA ENTRY**

**Format - Printed Dictionary / Encyclopedia Entry**

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Location: Publisher.

**Format - Online Dictionary / Encyclopedia Entry**


doi:xxxx


**Examples**


FACEBOOK / TWITTER

General guidelines

To cite a Twitter feed or Facebook page as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside round brackets. There is no need for a reference list entry.

To cite a specific post use the format below.

Cite the author as it appears in the post not as Author, A. A.

Format

Author. (Year, Month Day of post). Title of Post [Type of post]. Retrieved from http://xxxxx

Example


FILM / DVD / VIDEORECORDING

Format

Examples


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GOVERNMENT DOCUMENT

Format

Author, A. A. (Year of publication). *Title of work* (Report number). Location: Publisher.


Corporate Author. (Year of publication). *Title of work* (Report number). Location: Publisher.

Note

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.
Examples


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HANSARD

General guidelines

APA follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for parliamentary debates. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult The Bluebook for other jurisdictions.

In-text citation must include the Date and Page number.

e.g. Thwaites outlined the Government's plan for safe injecting facilities in the Second Reading Speech . . . (Parliament of Victoria, Legislative Assembly, June 1, 2000, p. 2145).

Format

Examples


IMAGE

General guidelines

If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

[Child playing with dog]

Format

Creator, A. A. (Year of publication). Title of image [Description of material]. In A. Author (if different from the creator). Title of work. (pp. x). Location: Publisher.


Examples

Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In Strategy maps: Converting intangible assets into


**JOURNAL ARTICLE – PRINT**

**General guidelines**

If each issue of a journal begins on page 1, give the issue number in parentheses after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

**ONE AUTHOR**

**Format**


**Examples**


**TWO AUTHORS**

**Format**


**Examples**


**THREE TO SEVEN AUTHORS**

**Format**


**Example**

EIGHT OR MORE AUTHORS

General guidelines
Enter the first 6 authors, type three full stops, then enter the last author.

Format

Example

BOOK REVIEW IN A JOURNAL

Format

Example
JOURNAL ARTICLE – ELECTRONIC

General guidelines

Include the DOI in the reference if it is available.

If each issue of a journal begins on page 1, give the issue number in parentheses after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

Format

Author, A. A. (Year of publication). Title of article. Title of journal, volume(issue), pages. doi:xxxxx


Examples


**Note**

See **Journal Article - Print** for all forms of journal articles.

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**LECTURE / READING LISTS**

**LECTURE / TUTORIAL NOTES**

**Note**

If you are citing lecture notes from a university other than the University of Canberra, enter the university name before the unit number and name.

**Format**

Author, A. A. (Year of lecture). *Unit number and name, lecture number, week number: Title of lecture [Description]*. Retrieved from http://xxxxx

**Example**

READING LISTS

Format

Author, A. A. (Year of publication). Title of chapter or entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Retrieved from University of Canberra Reading Lists.

Examples


LEGISLATION / CASE LAW

General guidelines
APA follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for all legal materials. Examples outlined below are for Australian legislation and case law. Please consult The Bluebook for other jurisdictions.
LEGISLATION

Format

*Name of Act Year of Act* (Jurisdiction) s section number.
Retrieved from http://xxxxx

Examples

*Trade Practices Act 1974* (Cth) Retrieved from

*Anti-Discrimination Act 1991* (Qld) s 15.

CASE LAW

Format - Reported Cases

*Name v Name* (Year) Volume Reporter abbreviation First page.

Format - Unreported Cases

*Name v Name* [Year] Court abbreviation Decision number
(Unreported, Day Month Year of judgement).

Examples

*Mace v Murray* (1955) 92 CLR 370.

*Glass v Commonwealth of Australia* [2003] ACTCA 8
(Unreported, 31 March 2003)
MAP

Format
Creator, A. A. (Cartographer). (Year of publication). Title of map [Type of map]. Location: Publisher.

Examples


MUSIC

MUSIC – PRINT

Format
Author, A. A. (Year of publication). Title of work [Format]. Location: Publisher.

Examples
RECORDED MUSIC

General guidelines

In-text citations: When citing a track from an album, include the track number in the in-text citation.

(Kelly, 1997, track 10)

Format

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Location: Publisher.

Artist, A. A. (Year of publication). Title of track. On *Title of work* [Type of recording]. Location: Publisher.

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Retrieved from http://xxxxx

Examples


NEWSLETTER

Format

Example


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NEWSPAPER ARTICLE

Format


Examples


PATENT

Format

Examples

PERSONAL COMMUNICATION

General guidelines
Personal communication is usually cited in-text only with no entry in the Reference List. Include the name of the sender and the date of the communication. e.g. (C. Barnes, personal communication, May 13, 2004)
To include personal communication in the Reference List use the following format.

Format – Individual communication
Author, A. A. (Year, Month Day of communication). [Description of communication]. Location of copy.
Format – Collection
Author, A. A. (Year of communication). Description of material. Name of Collection (Box/file number). Name of Repository, Location.

Examples
Coleman, M. (2007, July 11). [Email to Author]

PODCAST
Format

Example
PRESS/MEDIA RELEASE

Format


Examples


REPORT

See also Government Document

Format

Author, A. A. (Year of publication). Title of work (Report No. xxx). Location: Publisher.


Note

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.
Examples


SPEECH

General guidelines

The preferred method for citing a speech is to find a transcript or recording of the speech and cite this in your document using the rules for citing books, articles or recordings. If you cannot find a transcript or recording, use the format below.

Format

Speaker, A. A. (Year, Month Day of speech). Title of speech [Speech]. Description of speech and location.

Note: The title of the speech is not italicised.

Examples


STANDARD

Format

Author, A. A. (Year of publication). Standard number: Standard name. Location: Publisher.

Note

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

Examples


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**THESIS / UNPUBLISHED WORK / SELF CITING**

**THESIS**

Format – Unpublished Thesis

Author, A. A. (Year of creation). *Title of work* (Type of thesis). Name of Institution, Location.

Format – Thesis from a Database

Author, A. A. (Year of creation). *Title of work* (Type of thesis). Available from Database. (Accession or order no.)

Format – Thesis from the Web

Format – Thesis from a University Outside of the United States


Examples


UNPUBLISHED / SELF CITING

Note: Check with your lecturer first to find out if it is permissible to cite your own work.

Format

Author, A. A. (Year of creation). Title of work (Type of work). Name of Institution, Location.
Example

---

**TV / RADIO**

**TV / RADIO – PROGRAM**

**Format**
Presenter, A. A. (Presenter). (Year, Month Day of program). *Title of program* [Television/Radio broadcast]. Location: Studio.

**Examples**

**TV / RADIO – PROGRAM SEGMENT**

**Format**
Presenter, A. A. (Presenter). (Year, Month Day of program). Title of segment [Television/Radio broadcast]. In *Title of program*. Location: Studio.
Examples


TV / RADIO – EPISODE FROM A SERIES
Format
Director, A. A. (Director). (Year of production). Title of episode [Television/Radio series episode]. In B. Producer (Executive/Associate Producer), Title of series. Location: Studio.

Example

TV / RADIO – TRANSCRIPT
Format
Examples


TV / RADIO – ADVERTISEMENT

Format


Example

WEB SITE / WEB DOCUMENT

WEB SITE
When citing an entire web site it is sufficient to cite the address in the text.

e.g. Beyondblue (http://www.beyondblue.org.au/) is a website supporting . . .

WEB DOCUMENT

Format
Author, A. A. (Year of creation). Title of work [Version].
Retrieved from Name of Web site: http://xxxxx

Examples


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**WIKI**

**Format**


**Examples**

