This fact sheet provides a comprehensive beginner's guide to entries in the APA referencing system. Use these links for more information: APA style, APA style blog and APA Style Help.

1. APA (6th ed.) requires page or paragraph numbers in in-text references for ALL direct quotations and encourages this for paraphrases.
2. Students in Business and Linguistic degrees must include page numbers for all paraphrases and direct quotes.
3. Students in Science and most other disciplines do NOT require page or paragraph numbers except for direct quotations. If you are unsure, check with your unit coordinator.
4. For all reference lists, type the title References on new page/centred /same size text/no italics/no bold.

Variations in authors, dates and editions

A. Single author *In-text: write the author's surname only. Do not use academic credentials and professional titles except for religious officials and nobility e.g. Pope Francis* *References: use surname followed by initials*	**In-text** Business & Linguistics use p. or pp. or para.	The idea of progress is much overrated (Addington, 1994). Addington (1994) states that the idea of progress is much overrated. *Business & Linguistics examples* The idea of progress is much overrated (Addington, 1994, pp. 32-33). Addington (1994, pp. 32-33) states that the idea of progress is much overrated.
	References	Addington, H. (1994). *Cultural cringe: A study of change.* London, England: Routledge.
B. Two authors *In-text:* • *always cite both surnames* • *use 'and' between authors that are not in brackets* • *use ampersand (&) between authors that are in brackets.* *References: use & between authors*	**In-text** Business & Linguistics use p. or pp. or para.	Holper and Torok (2008) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008). *Business & Linguistics examples* Holper and Torok (2008, p. 23) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008, p. 23).
	References	Holper, P. N., & Torok, S. (2008). *Climate change: What you can do about it at work, at home, at school.* Sydney, Australia: Pan Macmillan Australia.
C. Three to Five authors *In-text:* • *name all authors in your first in-text reference, but use 'et al.' after this* • *use 'and' between the last two authors preceded by a comma (authors not in brackets)* • *use an & between the last two authors preceded by a comma (authors in brackets)* *References: name all authors with an '&' preceded by a comma for last author*	**In-text** Business & Linguistics use p. or pp. or para.	First mention: MacKay, Clarke, Fleming, Collins, and Sue (2006) demonstrate that . . OR (MacKay, Clarke, Fleming, Collins, & Sue, 2006) Subsequent mentions: MacKay et al. (2006) also found that . . . OR (MacKay et al., 2006) *Business & Linguistics examples* First mention: MacKay, Clarke, Fleming, Collins, and Sue (2006, p. 67) demonstrate that . . .OR (MacKay, Clarke, Fleming, Collins, & Sue, 2006, p. 67) Subsequent mentions: MacKay et al. (2006, p. 72) also found that . . . OR (MacKay et al., 2006, p. 72)
	References	MacKay, I., Clarke, C., Fleming, M., Collins, M., & Sue, J. (2006). *Food the focus for our future.* Oxford, England: Oxford University Press.
D. Six or more authors *In-text: cite only the first author's surname, followed by 'et al.'* *References:* • *for 6-7 authors, record all the authors' names. Name all authors with an '&' preceded by a comma for last author* • *for 8 or more authors, record the first six authors followed by . . . and the last author*	**In-text** Business & Linguistics use p. or pp. or para.	Peters et al. (1995) base their study on an economic model. This study is based on an economic model (Peters et al., 1995).
	References	6-7 authors Peters, C., Suzuki, T., Corrigan, Y. T., Najar, P., Dudley, P., & Thomas, E. (1995). *New economies for new times.* Chicago, IL: University of Chicago Press. 8 or more authors Field, C. B., Barros, V., Stocker, T. F., Dahe, Q., Dokken, D., Ebi, K. L., . . . Midgley, P.M. (Eds.). (2012). *Managing the risks of extreme events and disasters to advance climate change adaptation.* IPCC. Retrieved from http://www.ipcc.ch/pdf/special-reports/srex/SREX_Full_Report.pdf
E. Multiple works by the same author *In-text:* • *use a, b, c to differentiate between works written in the same year by the same author* • *use author and date in-text for whole of study summaries* *References: use in-text year format*	**In-text** Summaries do not require p. or pp. or para.	In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.
	References	Sheldon, S. (1996). *Language limits.* London, England: Duckworth. Sheldon, S. (1999a). Morphemic resonance: A new dimension. *Discourse Studies, 23*, 67-72. Sheldon, S. (1999b, Spring). Rules and tools. *Journal of Semantics, 43*, 23-45.
F. Authors with the same surname **(a) co-authors of one work** **(b) separate works** *In-text (b): for surnames repeated in different references, use initials in-text to tell the authors apart* *References: use initials for alphabetical order*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Scollon, Scollon, and Jones (2011) argue that . . . **(b)** A recent report (R.W. Jones, 1991) indicated . . . but D.J. Jones (1993) has refuted the findings.
	References	**(a)** Scollon, R., Scollon, S. W., & Jones, R. H. (2011). *Intercultural communication* (3rd ed.). Retrieved from http://UNEeblibcom.au/patron/FullRecord .aspx?p=822409 **(b)** Jones, D. J. (1993). *Review of social needs in the North West region.* Lismore, Australia: FACS. **(b)** Jones, R. W. (1991). *Report to the CARE centre.* Armidale, Australia: DOCS.

G. Author unknown **(a) use name of the organisation** **(b) use title of work** *In-text (b): if no organisation, use a 'short' title in <u>double quotation marks</u> for articles, a chapter, web page, but use <u>italics</u> for <u>stand-alone</u> periodicals, books, brochures, reports, web sites* *References: if no organisation, use title in sentence style without quote marks*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** The NSW Board of Studies (2006) advocates an . . . **(b)** Vaccine efficiency is six times more efficient . . . ("New Child Vaccine", 2001). *Business & Linguistics examples* **(a)** The NSW Board of Studies (2006, p. 35) advocates an . . . **(b)** Vaccine efficiency is six times more efficient . . . ("New Child Vaccine", 2001, para. 4).
	References	**(a)** NSW Board of Studies. (2006). *Syllabus development handbook.* Retrieved from http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_hbook.pdf **(b)** New child vaccine gets funding boost. (2001). Retrieved from http://news.ninemsn.com.au/health/story_13178.asp
H. Citing several sources at once *In-text: authors' names are listed alphabetically and each reference is separated by a semicolon (;)* *References: all authors are represented in the reference list*	**In-text** Summaries do not require p. or pp. or para.	Policy makers argue that the connection between science and business should not be viewed critically (Branscomb, 1997; Noble, 1993; Stokes, 1997).
	References	Branscomb, I. (1997). *Investing in innovation.* New York, NY: Routledge. Noble, B. (1993). *America by design.* New York, NY: Knopf. Stokes, D. (1997). *Pasteur's quadrant.* Washington, DC: Brookings Institution Press.
I. A work with no publication date *In-text: n.d. means 'no date'. Avoid works without a date as most authentic academic sources are always dated* *References: use (n.d.)*	**In-text** Business & Linguistics use p. or pp. or para.	Shaw (n.d.) finds that . . . One study (Shaw, n.d.) suggests . . . *Business & Linguistics examples* Shaw (n.d., p. 187) finds that . . . One study (Shaw, n.d**.,** p. 187) suggests . . .
	References	Shaw, O. (n.d.). *Reflective learning.* London, England: Faber.
J. Edition *References: if a source is 2nd or later edition, state the edition after the title inside brackets in this format (xx ed.)*	**In-text** Business & Linguistics use p. or pp. or para.	Writers need to consider . . . (Heffernan, Lincoln, & Atwill, 2001).
	References	Heffernan, J. A. W., Lincoln, E. J., & Atwill, J. (2001). *Writing, a college handbook* (5th ed.). New York, NY: W. W. Norton.

Variations in web address styles in the References

K. The DOIs and URLs **DOI (Digital Object Identifier)** *A DOI is a unique alphanumeric string that provides a permanent link to the document's location on the Internet. The DOI is located on the first page of the electronic article. A DOI is first choice over a URL.* **URL (Uniform Resource Locator)** *If no DOI, use the home page URL for the electronic journal or book* *For eBooks and journal articles from the UNE server (ezproxy), only the 'root' of the URL (host or domain name) is used in the URL* *To paste in the URL, do not start on a new line. Paste it next to 'Retrieved from'. Then, you can get part of the address to sit on the same line by using a 'soft return' (hold down 'shift' and tap 'return'). Try to do this **before** most punctuation (except http://).* **Individual pages from chapters or section links on a website** *When you quote or paraphrase information from individual pages on a website, create a unique reference for each one. This allows your reader to find your exact source. This may mean your reference list contains a number of references with similar, but distinct URLs. That's okay! (APA Style Blog)*	**DOI** - Either of these formats for the DOI in your References is currently acceptable: doi:10.1177/1084822305284310 (doi only), OR http://doi.org/10.1177/1084822305284310 (URL with a doi embedded) - The letters doi are lower case, followed by a colon and no space. - There is no full stop at the end of a DOI. - A doi link does NOT start with Retrieved from . . . . **URL HYPERLINKS** - It is permissible to <u>leave hyperlinks live</u> in reference list entries. Depends on standards set by your unit coordinators. If you are required to remove the hyperlink (underlining) in a web address in the references, right click on the hyperlink and select 'remove hyperlink". There is no full stop at the end of a URL. **EZYPROXY** Avoid long strings in the URL (ezproxy) by providing only the root of the URL e.g. Chalker, S., & Weiner, E. (1998). In *The Oxford dictionary of English grammar*. Retrieved from http://www.oxfordreference.com.~~ezproxy. une.edu.au~~ /view/10.1093/acref ~~/9780192800879.001.0001/acref 9780192800879~~ **BREAK UP A URL by using a 'soft return'** NSW Board of Studies. (2010). *Media guide.* Retrieved from http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_hbook.pdf *Becomes* NSW Board of Studies. (2010). *Media guide.* Retrieved from http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_hbook.pdf **USING INDIVIDUAL PAGES FROM ONE WEBSITE** Examples: same website different pages American Psychological Association. (n.d.-a). Divisions. Retrieved from http://www.apa.org/about/division/ American Psychological Association. (n.d.-b). Exercise and Sport Psychology. Retrieved from http://www.apa.org/about/division/div47.aspx American Psychological Association. (n.d.-c). For division leaders. Retrieved from http://www.apa.org/about/division/officers/index.aspx

Examples of some common references in academic writing

1. Book **(a) print** **(b) online (URL)** **(c) online (DOI)** *In-text: use author (see variations in authors)* *References: use the DOI if available, otherwise use the URL of the electronic book* *See Variations for web addresses Item K on page 2 for more information on the DOI or URL*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Barrett and Roberts (2002) find that the concept . . . **(b)** Several levels of consciousness were found (Tart, 1997). **(c)** Sawyer (2010) finds that the influence of peers was . . . *Business & Linguistics examples* **(a)** Barrett and Roberts (2002, p. 4) find that the concept . . . **(b)** Several levels of consciousness were found (Tart, 1997, para. 4). **(c)** Sawyer (2010, p. 91) finds that the influence of peers was . . .
	References	**(a)** Barrett, M., & Roberts, L. (2002). *Working communication.* Milton, Australia: John Wiley & Sons. **(b)** Tart, C.T. (1997). *States of consciousness.* Retrieved from http//www .netlibrary.net/ **(c)** Sawyer, A. (2010). *Language socialization in multilingual societies* [Kindle DX version]. doi:10.1037/1076293722
2. Website / web page **In-text:** **(a) author,** *cite the person who wrote the material* **(b) no author,** *use the corporation or group* **(c) no group as an author,** *if no organisation, use the title in double quotation marks (articles, a chapter, web page) OR italics (periodical, book, brochure, report)* **no page**, *use paragraph number (para.) If no paragraph number, use the section title if possible after the author and date* **no date** *of publication, use n.d.* **References:** **document type:** *example (c) For out-of-the-ordinary formats, specify the format description in square brackets after the title.) e.g.* [Position statement], [Lecture] **special retrieval URL:** *example (a) Identify the publisher in retrieval statement unless the publisher has been identified as the author: Retrieved from Agency Name website: http://www.xxx*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Ennis (2013) states that critical thinking is . . . **(b)** The latest study suggests that community based programmes have been successful (World Health Organization [WHO], 2002). *NOTE: First citation as above; later citations (WHO, 2002)* **(b)** Australian Nursing & Midwifery Federation (ANMF) (2017) claims that . . . **(c)** Vaccine efficiency is six times more efficient ("New Child Vaccine", 2001). *Business & Linguistics examples* **(a)** Ennis (2013, para. 2) states that critical thinking is… **(b)** The latest study suggests that community based programmes have been successful (World Health Organization [WHO], 2002, para. 5). *NOTE: First citation as above; later citations (WHO, 2002, para. 6)* **(b)** Australian Nursing & Midwifery Federation (ANMF) (2017, para. 5) claims that . . . **(c)** Vaccine efficiency is six times more efficient ("New Child Vaccine", 2001, para. 4).
	References	**(a)** Ennis, R. H. (2009). *The nature of critical thinking: Outlines of general critical thinking dispositions and abilities.* Retrieved from Criticalthinking.net website: http://www.criticalthinking.net/longdefinition. htm **(b)** World Health Organization (2010). *Evidence-based public health initiatives.* Retrieved from http://www.who.org/positions/evidence_based.html **(b)** Australian Nursing & Midwifery Federation. (2017). *Peace* [Position statement]. Retrieved from http://anmf.org.au/documents/policies/ PS_Peace.pdf **(c)** New child vaccine gets funding boost. (2001). Retrieved from http://news .ninemsn.com.au/health/story_13178.asp
3. Journal articles **(a) article in a journal (print)** **(b) article in an electronic journal (Internet)** **(c) article with the DOI** *In-text: use author (see variations in authors)* **References:** • *italicise the volume number after the title e.g. 7, (volume by itself in italics)* • *if (and only if) the journal is one that restarts the page numbering at 1 for each issue, include the issue number in parentheses after the volume number e.g. 7(3), but do not italicise the issue number* • *use the DOI when citing electronic versions of journal articles (or URL if no DOI)* *See Variations for web addresses Item K on page 2*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** Reid and Sand (1987) comment that . . . **(a)** An earlier study (Reid & Sand, 1987) suggests that . . . **(b)** Collins (2010) argues that opposition to the development of the rule of law occurred first within bureaucratic states **(b)** Opposition to the development of the rule of law occurred first within bureaucratic states (Collins, 2010). **(c)** Nutrition is an "integral part of effective healing" (Stefanski & Smith, 2006, p. 4). *Business & Linguistics examples* **(a)** Reid and Sand (1987, p. 26) comment that . . . **(a)** An earlier study (Reid & Sand, 1987, p. 26) suggests that . . . **(b)** Collins (2010, para. 9) argues that opposition to the development of the rule of law occurred first within bureaucratic states). **(b)** Opposition to the development of the rule of law occurred first within bureaucratic (Collins, 2010, para. 9). **(c)** Nutrition is an "integral part of effective healing" (Stefanski & Smith, 2006, p. 4).
	References	**(a)** Reid, J., & Sand, R. (1987). The wood and the grove. *Journal of Mythology, 9*, 23–34. **(b)** Collins, R. (2010). Geopolitical conditions of internationalism, human rights, and world law. *Journal of Globalization Studies, 1,* 29-45. Retrieved from https://www.socionauki.ru/journal/files/jogs/2010_1/geopolitical_conditions_ of_internationalism.pdf **(c)** Stefanski, L. S., & Smith, K. J. (2006). The role of nutrition intervention in wound healing. *Home Health Care Management Practice, 18*(4), 293-299. doi:10.1177/1084822305284310

4. Chapter in an edited book *Each chapter is mostly written by different authors and compiled by an editor or editors.* **In-text:** *write the author of the chapter you are using the date of publication of the edited book where you found the information* **References:** • *provide a separate reference for each author that you used in the edited book* • *acknowledge the editor/s in the reference Ed (single) Eds (multiple)* • *place initials of given name/s of editor/s before the surname* • *include DOI or the URL in the retrieval statement for electronic versions. If there are no page numbers in the electronic book, omit (pp. X-Y)*	**In-text** Business & Linguistics use p. or pp. or para.	Stories are an essential aspect of therapy (Phillips, 1999). Phillips (1999) argues that . . . *Business & Linguistics examples* Stories are an essential aspect of therapy (Phillips, 1999, p. 114). Phillips (1999, p. 114) argues that . . .
	References	**Book version** Phillips, J. (1999). The psychodynamic narrative. In G. Roberts & J. Holmes (Eds.), *Healing stories: Narrative in psychiatry and psychotherapy* (pp. 7–15). Oxford, England: Oxford University Press. **Electronic version variations** Gillen, J., & Hall, N. (2013). The emergence of early childhood literacy. In J. Larson & J. Marsh (Eds.), *The SAGE handbook of early childhood literacy* (pp. 3-17). doi: 10.4135/9781446247518.n1 Thompson, J. B. (2012). The media and politics. In E. Amenta, K. Nash, & A. Scott (Eds.), *The Blackwell companion to political sociology* (pp. 263-272). Retrieved from http://ebookcentral.proquest.com
5. Secondary reference *Acknowledge the work of one author that you have found in the work of another.* **In-text:** *name the author of the idea (without date), then write (as cited in author, date)* **References:** *Record only the work that you have actually seen in the list of references*	**In-text** Business & Linguistics use p. or pp. or para.	Gombrich argues that both art and nature are needs of the mind (as cited in Norrington, 1989). *Business & Linguistics examples* Gombrich argues that both art and nature are needs of the mind (as cited in Norrington, 1989, p. 22).
	References	Norrington, F. G. (1989). *New aesthetics: Life in art*. London, UK: Faber & Faber..
6. Government publications **(a) government reports** **(b) parliamentary publications** **(c) Australian Bureau of Statistics** (ABS) *(see Help: How to cite ABS sources, but must apply APA format)* **In-text:** *if there is no identified author, cite government publications by giving the name of the ministry or agency issuing the publication or report. This is known as the 'corporate or group author'.* **References:** *(a) When the author and publisher are the same e.g. corporate author, replace the publisher with the word 'author'* *(b) Identify the publisher in retrieval statement unless the publisher has been identified as the author: Retrieved from Agency Name website: http://www.xxxx* *(c) Write full name of the government department (without the acronym)*	**In-text** Business & Linguistics use p. or pp. or para.	**(a)** The Department's report (Department of Defence, 2009) contains . . . **(b)** A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends . . . **(c)** In Australia, statistics show that there can be both short- and long-term risks from the consumption of alcohol (ABS, 2006). *Business & Linguistics examples* **(a)** The Department's report (Department of Defence, 2009, p. 3) contains . . . **(b)** A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008, para. 25) recommends . . . **(c)** In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS, 2006, para. 3).
	References	**(a)** Department of Defence. (2009). *The loss of HMAS Sydney II*. Canberra, Australia: Author. **(b)** Close the Gap Campaign Steering Committee. (2018). *A ten-year review: The Closing the Gap strategy and recommendations for reset*. Retrieved from Australian Human Rights Commission website: https://www.humanrights.gov.au/sites/default/files/document/publication/CTG%202018_FINAL-WEB.pdf **(c)** Australian Bureau of Statistics. (2006). *Alcohol consumption in Australia: A snapshot, 2004-05* (cat. no. 4832.0.55.001). Retrieved from http://www.abs.gov.au/ausstats
7. Reading on *Reading List* (eReserve) (Dixson Library) *Some of your unit readings are available with your Moodle unit materials. They provide online, copyright-compliant access to resource links, streamed videos, book chapters, electronic articles, books in the library, and eBooks.* *Treat the reference as you would any other reference of its type.*	**In-text** Business & Linguistics use p. or pp. or para.	Keesing (1991) argues that culture "implies a substantial degree of . . ." (p. 44).
	References	Keesing, R. M. (1991). "Culture" and Asian studies. *Asian Studies Review, 15*(2), 43–50. A citation disclaimer on each unit Reading List states that students must refer to their own referencing guide to follow the citation's correct formatting. So, you will need to use the information on the reading list items to transfer to the format required for APA style.

8. Paper presented at a conference, seminar, workshop **(a) published** **(b) unpublished** *In-text: Use usual author format* ***References:*** ***(a)** published conference proceedings are similar to an edited book and papers by presenters are treated much like chapters of edited books* ***(b)** not formally published in proceedings, note (date, month)*	**In-text** Business & Linguistics use p. or pp. or para	**(a)** A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan, 2005). **(a)** Williams and Taji (1990) believe . . .
	References	**(a)** McGowan, U. (2005, December). Educational integrity: A strategic approach to anti-plagiarism. In *Proceedings of the 2nd Educational Integrity Conference.* Newcastle, Australia: University of Newcastle. Retrieved from http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf **(b)** Williams, R. R., & Taji, A. M. (1990, June). *Factors affecting vitrification — cytokinin and shoot growth.* Paper presented at the International Congress on Plant Cell and Organ Culture, Amsterdam, The Netherlands.
9. Report (other than government) **(a) society, group, committee** **(b) business** *Reports from businesses, groups, committees and societies may provide concrete evidence in your writing.* ***In-text:** if no person/s as author, cite the name of the group or business (corporate author)* ***References:** if no person/s as author, use the name of the group or business (corporate author) in the author position*	**In-text** Business & Linguistics use p. or pp. or para	**(a)** In this financial report, Diabetes Australia (2012) clarifies the purpose . . . **(b)** GM Holden (2010) proposes that the future will lie . . . *Business & Linguistics examples* **(a)** In this financial report, Diabetes Australia (2012, p. 5) clarifies the purpose . . . **(b)** GM Holden (2010, p. 9) proposes that the future will lie . . .
	References	**(a)** Diabetes Australia. (2012). *Financial report for the year ended 30 June 2012.* Retrieved from http://www.diabetesaustralia.com.au/PageFiles/618/DA%20Financial%20Report%20YE%2030.06.12%20Signed%20with%20Audit%20Report.pdf **(b)** GM Holden. (2010). *Holden business report: Writing our own future.* Retrieved from http://www.holden.com.au/resources/documents/2010_Holden_Business_Report.pdf
10. Dictionaries / Encyclopedias **(a) dictionary (author or editor)** **(b) encyclopedia (author)** **(c) dictionary (no author)** ***In-text:*** • *if no person/s as author, use the title and date of publication* • *page or paragraph numbers may not apply to the in-text reference* • *no author, place the title of the publication in author position in italics* ***References:** use "In" before the title*	**In-text** Does not require p. or pp. or para.	**(a)** A primary verb is one of the three verb types (Chaulker & Weiner, 1998). **(b)** AC/DC, formed in 1973, became one of Australia's best known rock groups (McFarlane, 1999). **(c)** 'Tmesis' involves separating syllables of a word with other intervening words, for example, fan-damn-tastic (*Oxford English Dictionary Online*, 2013).
	References	**(a)** Chalker, S., & Weiner, E. (1998). In *The Oxford dictionary of English grammar.* Retrieved from http://www.oxfordreference.com **(b)** McFarlane, I. (1999). In *Encyclopedia of Australian rock and pop.* St Leonards, Australia: Allen & Unwin. **(c)** Tmesis. (2013). In *Oxford English dictionary online.* Retrieved from http://www.oed.com
11. Legal materials **(a) Legislation / Acts** **(b) Cases** *Since APA only covers US legislation and legal sources, the AGLC has been used in this guide as a model for citing Australian legislation and case law* ***In-text:** use italics for legislation name and date and for case names* ***References:** follow basic instructions opposite and refer to the AGLC for more complex legal references*	**In-text** All students use section pinpoints: 's' or 'S' at start of a sentence	**(a)** As stated in tenancy legislation, a landlord has the right to evict tenants for a just cause (*Residential Tenancies Act 2010* (NSW), s 87) S 87 of the *Residential Tenancies Act 2010* (NSW) requires that a landlord has the right to . . . **(b)** According to the case of *King v Philcox* (2015), damages for . . .
	References	**(a)** *Residential Tenancies Act 2010* (NSW). Retrieved from https://www.legislation.nsw.gov.au/#/view/act/2010/42/part5/div2/sec87 *Act + year in italics* - jurisdiction in round brackets - Retrieved from URL of electronic source **(b)** *King v Philcox* (2015) 255 CLR 30. Retrieved from http://eresources.hcourt.gov.au/downloadPdf/2015/HCA/19 *Case Name in italics* - (year) - volume - report series - starting page. Retrieved from URL of electronic source
12. Pamphlet/brochure *Treat a brochure or a pamphlet as you would a book.* ***In-text:** mostly, use corporate author or title with no page numbers required unless multi-paged* ***References:** place document type in square brackets next to title e.g. [Brochure] or [Pamphlet]*	**In-text** Does not require p. or pp. or para. unless multi-page work.	According to the High Country Urban Biodiversity Project (2012), a large diversity of native wildflowers grows on the New England Tableland. *Business & Linguistics examples* According to the High Country Urban Biodiversity Project (2012, para. 5) a large diversity of native wildflowers grows on the New England Tableland.
	References	High Country Urban Biodiversity Project. (2012). *Native plants of southern New England, New South Wales* [Brochure]. NSW Government Environmental Trust.

13. Newspaper article
(a) specified author
  i. Print newspaper
  ii. Online newspaper
(b) unspecified author
In-text: *use the author name, if no name move the short title in quote marks into the author position.*
References:
• *use italics for the title of the newspaper.*
• *print newspaper: Write page number after the title of newspaper.*
	In-text
	Business & Linguistics use p. or pp. or para.
		(a) *i. ii.* Target funding is not being met (Leech, 2002).
		  i. ii. Leech (2002) suggests that . . .
		(b) Debt levels have fallen ("Computer Industry Blamed", 1997) . . .
		Business & Linguistics examples
		(a) *i ii* Target funding is not being met (Leech, 2002, p. 13).
		  i ii Leech (2002, para. 2) suggests that . . .
		(b) Debt levels have fallen ("Computer Industry Blamed", 1997, para. 16) . . .

	References	**(a)** i. Leech, G. (2002, September 19). Call for research shake-up. *The Australian.* **(a)** ii. Leech, G. (2002, September 19). Call for research shake-up. *The Australian.* Retrieved from http://www.theaustralian.news.com.au **(b)** Computer industry blamed. (1997, July 7). *The Sydney Morning Herald*, p. 3.
14. Inserting data (Tables & Figures) *Data can be shown in many ways in your text: e.g. tables, graphic representations, images, maps, charts, drawings, photographs.* ***In-text:*** *refer to the table or figure in your paragraph, then place your table or figure immediately below the paragraph with the in-text reference* • *tables and figures have separate numbering systems.* • *italicise Figure number but not Table number* • *your own/personal data does not require an author reference* ***References:*** *include type of source*	**In-text** Does not require p. or pp. or para.	As shown in Figure 6, daily extremes in temperature in Australia …(in your writing) The in-text citation is in the 'Note.' below the figure or table. *Figure 6*. Maximum Temperatures in Australia 2013 (label) *Note.* Reprinted from *Daily maximum temperature extremes graph of Australia*, by Australian Government Bureau of Meteorology (BOM), 2013, retrieved from http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi *NOTE: Table number goes above table, but Figure number goes below the figure. See ASO factsheet Tables & Figures.*
	References	Australian Government Bureau of Meteorology (BOM). (2013). *Daily maximum temperature extremes graph of Australia* [Graph]. Retrieved from http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi *NOTE: Provide full citation in the reference list, with type of source in square brackets next to the title e.g.* [Table], [Graph], [Image], [Map].
15. Audio-visual **(a) film** **(b) DVD** **(c) CD-ROM** **(d) television programs** **(e) TV show episode** ***In-text:*** *refer to the title and date of production.* ***References:*** • *round brackets for role of person after author position* • *description of form/medium of recording in References in square brackets (not italics) after the title position* e.g. [Motion picture], [DVD], [CD ROM], [Audio podcast], [Television series episode].	**In-text** Does not require p. or pp. or para.	**(a)** In *The Third Man* (Korda & Wells, 1949) . . . **(b)** *Australia's Geological History* (Clarke, 1986) explores . . . **(c)** Fine tuning the vocal folds creates different voice qualities . . . (Reid, 2004). **(d)** In *The Future of Work* (2010) . . . **(e)** The dialogue demonstrates the tension in the city's projects (Simon & Johnson, 2002).
	References	**(a)** Korda, A. (Producer), & Wells, O. (Director). (1949). *The third man* [Motion picture]. Great Britain: RKO Films. **(b)** Clarke, C. (Producer). (1986). *Australia's geological history* [DVD]. Sydney, Australia: Outback Films. **(c)** Reid, N. (Producer). (2004). *Phonetics: An interactive introduction* [CD-ROM]. Armidale, Australia: University of New England. **(d)** Productivity Association (Producer). (2010, November 26). *The future of work* [Television broadcast]. Sydney, Australia: ABC Television. **(e)** Simon, D. (Writer), & Johnson, C. (Director). (2002). The detail [Television series episode]. In D. Simon & E. Burns (Executive producers), *The wire*. New York, NY: HBO Time Warner.
16. Other electronic sources *e.g. Wikis (Wikipedia), YouTube, Online Discussions, Apps, Computer software*	Requires citations in-text and in the reference list	**See ASO factsheet for referencing electronic sources** APA: Referencing emerging electronic media
17 UNE teaching material **(a) topic notes** **(b) podcast of a lecture** *e.g. unit information, topic notes, assessment, presentation / powerpoint slides, podcast of lecture* *Replace 'audio podcast' with 'video webcast' for appropriate format. Make sure you indicate the type of material in square brackets e.g.* [Video webcast]	**In-text** Does not require p. or pp. or para.	**(a)** According to Fisher (2011), there are two types of ethical concerns facing multinational corporations. **(b)** A. Brown (2010) argues that nationalism is . . .
	References	**(a)** Fisher, J. (2011). *GSB 751: Business ethics, corporate social responsibility and sustainability* [Topic notes]. Armidale, Australia: University of New England, Graduate School of Business. **(b)** Brown, A. (Producer). (2010, August 15). Nationalism: Lecture 1. [Audio podcast]. In *PAIS102: Introduction to Political Ideology*. Armidale, Australia: University of New England. Retrieved from http://www.une.edu.au
18. Personal communication *Information privately obtained e.g. a live lecture, personal conversation, interview, letter, email.*	**In-text** Does not require p. or pp. or para.	Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2014). In an email communication on 3 May 2014, Peter Darnell explained . . .
	References	Personal communications are not recorded in your reference list.