

## You need to cite sources of information used in your assignments in two places:

1. As a brief 'in-text citation' within the body of your assignment
2. In a Reference List at the end of the your assignment

### In-text Citation

<b>Basic in-text citation:</b> (Author surname, year, page number/s)	<b>Note:</b> You must use page numbers for direct quotes. You do not need to include page numbers when paraphrasing and summarising.
<b>Direct Quote:</b> "quote ..." (Baker & Grant, 2012, p. 136). Fraser (2013) said "quote ..." (p. 27).	<b>3-5 authors:</b> 1st citation (Abbot, Bell, Cook & Daly, 2015).
<b>Paraphrase:</b> Reynolds (2015) described this as ... ... this was described as... (Reynolds, 2013).	<b>3-5 authors:</b> later citations (Abbot et al., 2015)
<b>To cite from more than one source:</b> (Scullard, 2010; Syme & Wood, 2012).	<b>No author / No date :</b> Use the title / use (n.d.) ( <i>Economics</i> , n.d., para 9) Fraser (n.d.) found that "quote ..." (p. 5).
<b>Secondary Referencing:</b> Jones (as cited in Martin, 2014) stated that...	<b>Personal communication</b> Greer (personal communication, July 30, 2014) said

### Reference List

#### Books

##### Book – one author

**Author surname, A. A. (year). Title: Capital letter also for subtitle (ed.). Location: (City, US state OR City, non-US Country) Publisher.**

Reynolds, H. (2015). *Black pioneers* (2<sup>nd</sup> ed.). New York, NY: Penguin.

##### Book – two authors

**Author, A. A., & Author, B. B. (year). Title: Subtitle. Location: (City, US State OR City, non-US Country) Publisher**

Cole, K., & Smith, L. B. (2013). *Management today: Looking forward*. Sydney, Australia: Pearson Education.

##### Book – with editors

**Editor surname, A. A. (Ed.). (year). Title: Capital letter also for subtitle. Location: Publisher.**

Reynolds, H. (Ed.). (2015). *Black pioneers*. New York, NY: Penguin.

##### Book Chapter

**Author Surname, A. A., & Author, B. B. (year). Title of chapter: Subtitle. In A. Editor & B. Editor (Eds.), Title of book: Subtitle (pages of chapter). Location: Publisher.**

Fraser, T., & Daly, S. (2013). Researching assignments. In M. Wood, J. Ford, & D. Andrews. (Eds.), *Writing winning assignments* (pp. 22-34). Miami, FL: Tertiary Press

##### Book – no author / no author

**Title. (year). Location: Publisher.**

*Common law: an introduction*. (n.d.). Auckland, New Zealand: Wiley Press.

#### eBooks

##### Electronic version of a print book:

**Author, A. A. (year). Title: Subtitle [Format]. Retrieved from URL**

Newton, P., & Bristoll, H. (2013). *Accounting principles*. [Adobe Digital Editions version]. Retrieved from <http://www.free-management-ebooks.com/dldebk/dlfi-principles.htm>

**Author, A. A. (year). Title: Subtitle. [Format]. doi**

Fraser, T. (2013). *Economics: An introduction* [Kindle DX version]. doi:10.1036/0071393722

##### Electronic-only book:

**Author, A. A. (year). Title: Subtitle. Retrieved from URL**

Frogmouth, T. (2013). *Think like a cat: Mice dreams*. Retrieved from <http://www.electrochook/sneaky1.html>

## eJournal Articles – URL or DOI

**Author Surname, A. A., & Author, B. B. (Year). Title of article: Subtitle. Title of Journal, volume number (issue number), pp-pp. doi or URL if available**

Frogmouth, T., & Drongo, S. (2013). Think like a cat: Mouse dreams. *Journal of Crazy Chooks*, 17(4), 26-32. doi:10.1037/1061

Frogmouth, T., & Drongo, S. (2013). Think like a cat: Mouse dreams. *Journal of Crazy Chooks*, 17(4), 26-32. Retrieved from <http://www.electrochook.com>

## Webpage / Document from a Webpage – HTML or PDF

**Author Surname, A. A. (year). Title of web page. Retrieved from URL**

Bank of Melbourne. (n.d.). *Business benchmarking tool*. Retrieved from

<https://www.bankofmelbourne.com.au/business/business-centre/tools/business-benchmarking-tool>

Australian Securities and Investment Commission. (2008). *Insolvency: A guide for shareholders*.

Retrieved from [http://download.asic.gov.au/media/1339292/Insolvency\\_guide\\_for\\_shareholders.pdf](http://download.asic.gov.au/media/1339292/Insolvency_guide_for_shareholders.pdf)

## YouTube

**Author Surname, A. A. [author screen-name]. (Year, Month Day). Title of web page [Video file]. Retrieved from URL**

USFLibraries. (2013, January 29). *Quick guide to APA style 6th edition* [Video file]. Retrieved from

<https://www.youtube.com/watch?v=nzOoUF5H6uA>

## Lecture Notes

### Hardcopy

**Author, A.A. (year). Subject code: Title of subject, Title of handout [Format]. City, Country: Publisher.**

Frogmouth, T. (2013). *PY1011: Exploring psychology: Psychopaths* [Class handout]. Department of Psychology, James Cook University. Cairns, Australia.

### Online

**Author, A.A. (year). Subject code: Title of subject, week x notes [Format]. Retrieved from URL**

Frogmouth, T. (2013). *ED1401: Foundations of education, week 6 notes* [PowerPoint slides]. Retrieved from <https://learnjcu.jcu.edu.au/s7re/>

## Newspapers

### Print

**Author, A. A. (Year, Month Day). Title of article: Subtitle. Title of Newspaper, page numbers of the whole article**

Walsh, L. (2016, May 26). Suncorp acts on client churn: New strategies. *The Courier Mail*, pp. 45-46.

### Online

**Author, A. A. (Year, Month Day). Title of article: Subtitle. Title of Newspaper. Retrieved from URL**

Stephens, M. (2016, May 30). Why alumina is the mouse that roared. *Financial Review*. Retrieved from <http://www.afr.com/opinion/columnists/alumina-is-the-mouse-that-roared-at-alcoa-20160530>

## Images

**Artist/Owner, A. A. (year). Title [Image]. Retrieved from URL**

Frogmouth, T. (n.d.). *Think like a cat* [Image]. Retrieved from <http://www.electrochook/sneaky1.html>

## Things to Remember:

- The Reference List should be in **double-line spacing**
- Each reference in the list should display a **hanging indent** (CTRL T)
- Display a URL as 'text-only' – **no live links**
- For more information look at a **complete guide** –  
E.g. JCU Library Referencing Guide - <http://libguides.jcu.edu.au/apa>

