## HOW TO LIST IN DETAIL

### Hard copy books

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the references list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author</strong></td>
<td></td>
</tr>
</tbody>
</table>
*Note: When an author has two or more initials, the entry would look like this:*  
| **Two authors**                              |                                        |
| **Three authors**                            |                                        |
| A recent study highlighted the fact that … (Yeric, Todd & Muller 1999). *or* Yeric, Todd and Muller (1999, p. 28) stated that “…” *Note: Use an ampersand (&) within the parenthesis, but use ‘and’ in author prominent referencing.* | Yeric, J., Todd, J. & Muller, P. (1989). *Political perspectives*. Chicago: Peacock Publishers. |
| **Four or more authors**                     |                                        |
*Note: Use et al. in all in-text entries for four or more authors. Include all of the authors in the reference list.* |
<p>| Note: If there is another reference starting with Jones, for example, Jones, Larsen, Green and Matthews, the names of all the authors should be given in both cases to avoid confusion. |
|---|---|
| <strong>Multiple works – same author</strong> | University research (Brown 1982, 1988) has indicated that or Recent reports (Napier 1993a, 1993b) indicate that … Note: When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order—oldest first. Ideas by Napier (1993b) were implemented … Note: You may use direct quotes when using the sources separately. Add a, b, c, etc. to differentiate between works in the same year by using the alphabetical order of the title. |
| <strong>Works by different authors – same family name</strong> | A recent report (Smith 1998) shows that … or It was recently found that “…” (Smith 1999, pp. 47–48). Note: The year of publication will differentiate between the two authors. |
| <strong>Works by different authors – same family name – same year</strong> | A. Carter (1999) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (T. Carter 1999). Note: As a general rule, it is advisable to paraphrase in this instance. |
| <strong>Second or later edition with an author</strong> | A new approach to the concept of leadership has been taken…. (Boatright 2006). or A new approach (Boatright 2006, p. 5) to leadership is “…..” |
| <strong>Several sources are cited at once</strong> | Bradford (1992), Curtis (1983), and Graham (1997) all agree … or Recent studies (Bradford 1992; Curtis 1983; Graham 1997) agree that … |
| <strong>Works by different authors – same family name – same year</strong> | Smith, J. (1998). <em>The world’s polluted oceans</em>. Sydney:Pacific |</p>
<table>
<thead>
<tr>
<th><strong>Author(s) sponsored by institution, corporation or other organisation</strong></th>
<th>Recent theories (Centre for Continuing Studies 1987) expose the link … or It has been suggested that “…” (Centre for Continuing Studies 1987, p. 23).</th>
<th>Centre for Continuing Studies. (1987). <em>Methods of learning</em>. London:Harper Collins.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No author(s) name appears (but there is a sponsoring body or title)</strong></td>
<td>A recent study (British Retail Consortium 2008) suggests … or A recent study (Family policies 1996) shows that … Note: Cite the sponsoring organisation, the newspaper or the title.</td>
<td>British Retail Consortium. (2008). <em>Industrial competition</em>. London:British Government Publishing Service.</td>
</tr>
</tbody>
</table>
| **One volume of** | It would appear that armed conflict in Asia did not cause … | Dawson, P. & Browning, M.C. (eds). (1986). *The world at
<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>No date can be established</td>
<td>Cosgrove (n.d.) states that total sales measures are often…. Cosgrove (n.d., p. 13) found that ‘…’</td>
<td>Cosgrove, K. (n.d.) <em>Trends in the retail sector</em>. London:University of London. Note: Please limit undated sources.</td>
</tr>
<tr>
<td>The date can be established but only approximately</td>
<td>In a draft policy release, the Queensland Education Department (c. 1995) suggests … or “Disciplining a child should not invoke …” (Queensland Education Department c.1995, p. xxii).</td>
<td>Queensland Education Department. (c. 1995). <em>Draft policy on school discipline</em>. Gladstone:QED.</td>
</tr>
</tbody>
</table>

**Electronic Books**
<table>
<thead>
<tr>
<th>E-book from library e-book resources</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

**Hard copy journal articles**

<table>
<thead>
<tr>
<th>One author</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Two authors</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>More than three authors</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No author</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>
| **Article reproduced in a university readings book** | Inequality amongst social groups is caused predominantly by prejudice (Greenland 1995).  
or  
| **Magazine** | Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001).  
or  

Note: Always evaluate information found in magazines for ‘scholarliness’—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly pieces of work for research. |

**Online or electronic journals (that are only e-journals).**

| **Journal article from a website** | Examples of how to refer to the resource in-text | Model to follow in the reference list |
| **Examples of how to refer to the resource in-text** | “Plagiarism is one of the biggest problems in academia at present” (Kennedy 2004, p. 2).  
or  

**If journal exists as a hardcopy, then please reference as hardcopy even if you read the softcopy.**

**Hardcopy—newspaper articles**

<p>| <strong>Article with an author</strong> | Examples of how to refer to the resource in-text | Model to follow in the reference list |</p>
<table>
<thead>
<tr>
<th>Article without an author</th>
<th>Smith (2008, p. 5) reported that…..</th>
<th>June, p. 5. Author is name of reporter or journalist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the <em>Advertiser</em> (23 October 2001, p. 10) … or Reform to tax laws was mentioned as “…” (<em>Advertiser</em> 23 October 2001, p. 10). Note: At graduate study level, you are strongly encouraged not to use newspaper articles without an author. You should seek to locate a more acceptable scholarly representation of the information you wish to use.</td>
<td><em>Advertiser</em> (2001). ‘Federal election: new Chip in politics’, 23 October, p. 10. Note: In this case the name of the newspaper is substituted for the name of the sponsoring body.</td>
<td></td>
</tr>
</tbody>
</table>

Electronic copy—newspaper articles

<table>
<thead>
<tr>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper article with no author (online newspaper)</td>
<td>In the <em>Advertiser</em> (30 September 2005, p. 21) … Note: Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.</td>
</tr>
</tbody>
</table>

If the newspaper exists as hard copy, then please reference as hard copy.

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<tr>
<th>Examples of how to refer to the resource in-text</th>
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</tr>
</thead>
<tbody>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tutorial/workshop handout (unpublished)</td>
<td>The roots of cultural identity… (Teaching in multicultural environments 2010, p. 2)…</td>
</tr>
<tr>
<td>Lecture material – non-print (e.g. whiteboard notes or verbal explanations)</td>
<td>Iyer (2010) demonstrated the features of teacher development as…</td>
</tr>
</tbody>
</table>

### Electronic copy of university provided study materials

<table>
<thead>
<tr>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study guide CD</strong></td>
<td>Arithmetic is a branch of mathematics…(Mathematics Learning Centre (MLC) 2004).</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>

### Other documents on the World Wide Web (WWW)

Indicate page numbers by using, for example, p. 3 of 4 in in-text referencing. To see the page numbers, click on **File** then **Print Preview** while in **Internet Explorer**. When referencing documents from the WWW, always apply this principle: Author and date, *name of document*, accessed date, URL.

<table>
<thead>
<tr>
<th>Web pages with organizations as authors</th>
<th>Examples of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document on the WWW (no author/sponsor)</td>
<td>As stated in “Harvard style” (2003), … \ Note: Always check the validity of a site that has no author or sponsor. The use of such sites is highly discouraged.</td>
<td>‘Harvard style’. (2003). <em>Citing or referencing electronic sources of information</em> [online]. [Accessed 3 June 2003]. Available at: <a href="http://www.unisanet.unisa.edu.au/learningconnection/students/L_guides/harvard-referencing.pdf">http://www.unisanet.unisa.edu.au/learningconnection/students/L_guides/harvard-referencing.pdf</a>. \ Note: Sometimes there may be an editor’s name given on the page—reference this like you would an edited work.</td>
</tr>
<tr>
<td>Source Type</td>
<td>Example of how to refer the resource in-text</td>
<td>Model to follow in the reference list</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>website</strong></td>
<td><em>or</em> Smith (1998, p. 2 of 3) highlights lavender as having “…”*.</td>
<td><em>Ockham’s Razor [online].</em> ABC Radio National Transcripts. [Accessed 1 September 1998]. Available at: <a href="http://www.abc.net.au/rn/science/ockham/or110896.htm">http://www.abc.net.au/rn/science/ockham/or110896.htm</a></td>
</tr>
</tbody>
</table>

**Conferences**

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example of how to refer the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

Note: No titles are italicized as this paper is unpublished. |

### Dissertations/Theses

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation/Thesis</td>
<td>Research by Saxton (1994)…</td>
</tr>
<tr>
<td>Online dissertation/thesis</td>
<td>Saxton (1994) argues that….</td>
</tr>
</tbody>
</table>

### Official Reports

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Paper</td>
<td>The latest advice (Department for Education and Skills 2005)…</td>
</tr>
<tr>
<td>Government Report</td>
<td>The NHS states (National Health Service 2003)…</td>
</tr>
<tr>
<td>Online Report</td>
<td>The latest advice (Department of Health 2007)…</td>
</tr>
</tbody>
</table>
### Market Research Reports

<table>
<thead>
<tr>
<th>Mintel Papers</th>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

### British Standards

<table>
<thead>
<tr>
<th>British Standards</th>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

### Maps

<table>
<thead>
<tr>
<th>Map</th>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
</table>

*Note: When you are referencing online maps make sure you note the author and not just the search engine, for example Tele Atlas produce Google maps.*
|-----------------------|----------------------------------------------------------|-----------------------------------------------------------------|

**Images**

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Images in a book</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Online image from a database/website</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All online sources should be referenced as hard copies unless they ONLY exist as online publications.

**Video/Audio**

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DVD Film</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Video Film</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Audio cassette</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Television

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TV Programme</strong></td>
<td>Beautiful gardens (2005) is…</td>
</tr>
<tr>
<td><strong>Episode of a TV programme</strong></td>
<td>The history of Britain is portrayed in Blackadder (1987) as…</td>
</tr>
<tr>
<td><strong>Interview</strong></td>
<td>The Prime Minister answered (2003)…</td>
</tr>
</tbody>
</table>

Note: If you view a programme on the internet just add [online] and the URL of the site you viewed it at.

### Advertisements

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TV Advertisement</strong></td>
<td>The recent advertisement by Vodafone (2009)…</td>
</tr>
<tr>
<td><strong>Newspaper Advertisement</strong></td>
<td>The recent advertisement by Vodafone (2009)…</td>
</tr>
<tr>
<td><strong>Internet Advertisement</strong></td>
<td>The recent advertisement by Vodafone (2009)…</td>
</tr>
</tbody>
</table>

Note: Personal communications, such as interviews, conversations, letters and personal email messages, are not usually included in a reference list.

### Specialised Sources

<table>
<thead>
<tr>
<th>Example of how to refer to the resource in-text</th>
<th>Model to follow in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal Email</strong></td>
<td>This was disputed by Stolarczuk (2009)…</td>
</tr>
<tr>
<td><strong>Personal communication /interviews</strong></td>
<td>Director of Nursing at … , Dr Petty, highlighted the … or Evidence given by the Director of Nursing at … , suggested that … (Petty, H 1999, pers. comm., 17 July) … or In an email communication on 10 June 1995, The Director of Nursing, Mary Wren, indicated that …</td>
</tr>
<tr>
<td><strong>Pamphlet</strong></td>
<td>Centrelink (1999, p. 10) concluded that…</td>
</tr>
</tbody>
</table>

Note: Personal communications, such as interviews, conversations, letters and personal email messages, are not usually included in a reference list.
| **The Koran** | Consider the words of Luqman as reported by God in the Qur’an: “Oh my son! If it be anything equal to the weight of a grain of a mustard seed, and though it be in a rock, or in the heavens, or in the earth, Allah will bring it forth” (*Holy Qur’an*, 31.16). | *The Holy Qur’an does not appear in the reference page. For translations use this model:* Cleary, T. (2004). *The Qur’an: A New Translation.* Translated from the Arabic. CA: Shambhala Publications. |
Figures & Tables

If you have used figures and tables exactly or adapted from a source, then treat them as quotes giving the surname, year and page number. The source(s) must appear on your reference list. Follow the examples below:

Sample format for Tables

<table>
<thead>
<tr>
<th>KM Processes</th>
<th>Contingency Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Task Uncertainty</td>
</tr>
<tr>
<td>Combination</td>
<td>Low</td>
</tr>
<tr>
<td>Socialization for Knowledge Discovery</td>
<td>High</td>
</tr>
<tr>
<td>Socialization for Knowledge Sharing</td>
<td>High</td>
</tr>
<tr>
<td>Exchange</td>
<td>Low</td>
</tr>
<tr>
<td>Externalization</td>
<td>Low</td>
</tr>
<tr>
<td>Internalization</td>
<td>Low</td>
</tr>
<tr>
<td>Direction</td>
<td>High</td>
</tr>
<tr>
<td>Routines</td>
<td>Low</td>
</tr>
</tbody>
</table>

Low Cost – LC; Differentiation – D

Table 1: Contingency factors and KM Processes
(Al Amri 2011, p. 40) or (Adapted from Al Amri 2011, p. 40).

Sample format for Figures

Figure 1: The Clinical Supervision Cycle (Smyth 1984, p. 13) or (Adapted from Smyth 1984, p.13)

If you created the figure or table using your own data/information, then no citation is required but titles ARE required.
Sample reference list


Bibliography

Note: Some faculties may request a bibliography. All your sources from the reference list plus additional readings that were not referred to should be included in the bibliography.

Format should be same as reference list and all items should be listed in alphabetical order.