



APA referencing style guide

Please note: This is not an exhaustive guide to APA referencing style. Students are strongly recommended to purchase the APA 6 Publication Manual

REFERENCING GUIDE – APA (American Psychological Association) SYSTEM1.
(Adapted from University of Queensland APA Reference Guide)

1. For more information, refer to the American Psychological Association (2010). *Publication Manual* (6th ed.). Washington, DC: Author.

REFERENCING GUIDE: APA STYLE

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that those reading can locate the item. Referencing provides the opportunity for you to acknowledge the contributions other authors and researchers have made, and also allows the lecturer to see how thoroughly you have researched your topic. Referencing is also a way to give credit to the authors who have provided expert information about your chosen topic. Correct referencing is a way to provide evidence to support your ideas, by supporting your work with ideas from people who have spent years researching and writing. This helps you to have a better understanding of who are the experts in your field, and what they are saying. Therefore, it is important for you to verify quotations and to enable readers to follow up what you have written and locate the cited author's work.

Referencing is also very important to assist you to avoid plagiarism. Plagiarism means taking the ideas of someone else and using them as your own. It can also mean using work that you have previously submitted for assessment. There are severe academic penalties for plagiarism – please refer to the Academic Integrity Policy on the CHC webpage.

When referencing, keep in mind the following points:

- Write down all the citation details of a source as you use it.
- Place double quotation marks “ ” around a direct quote and include page number(s) when quoting directly.
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document on a new page that includes full details of all references cited.
- URLs should be in black font and the hyperlink removed

In-text citations:

- In-text citations require normal capitalisation of all major words in titles; for reference lists only the first word or the title and subtitle and any proper nouns are capitalised.
- When citing direct quotes page numbers are required in the reference. Page numbers are not required when paraphrasing however, most CHC lecturers prefer it.
- Any graphic image included in an assignment or other academic work must be referenced.
- If you produce an image yourself (such as a photo taken with a digital camera), it is recommended to cite yourself as the source, to avoid any confusion about whether an external source was involved in the image.
- If an item has no author, it is cited by the first few words of the reference list entry (usually the title) and the year.

How to create a reference list

- The reference list should start on a new page and the title 'References' should be bold and centred. A reference list contains only the books, articles, and web pages etc. that are cited in the text of the document.
- A reference list is arranged alphabetically by author.
- If an item has no author, it is cited by the first few words of the reference list entry (usually the title) and the year, and included in the alphabetical list using the first significant word of the title.

- If you have more than one item with the same author and the same date, you must differentiate the items using an alphabetical system e.g. Smith (2016a) then Smith, (2016b). This should be used both in-text and in the reference list.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication e.g. 2012 comes before 2016.
- Between elements of a reference entry, APA style uses full stops, brackets around the date, and a colon before the place of publication.
- For authors' initials, APA style uses full stops and spaces after each initial.
- APA requires the place of publication to be placed before the publisher's name.
Regarding the publisher's name, give the name of the publisher in as brief a form as is intelligible. Omit superfluous terms, such as Publishers, Co., or inc., which are not required to identify the publishers. Retain the words Books and Press.

APA Formatting

Assignment Presentation

Detailed information regarding the presentation and submission of assignments can be found at: [CHC Documents: Assignment Presentation and Submission Guide](#).

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Book

Author(s) of book – Family name and initials, Year of publication in brackets, *Title of book – italicised*, Place of Publication, Publisher.

Reference Type	In-Text Example	Reference List Example
One or two authors	<p>Always cite both names. In tables, captions and Reference lists, use an ampersand (&)</p> <p>In-text paraphrased: (Meteyard & O’Hara, 2013) OR Meteyard and O’Hara (2013) suggested that ...</p> <p>Direct quote: “...” (Meteyard & O’Hara, 2013, p. 9). OR Meteyard and O’Hara (2013) stated, “...” (p. 9).</p> <p>In last example of direct quotes, page number in brackets follows the quote</p>	Meteyard, J., & O’Hara, D. (2013). <i>Mathematics in the classroom</i> . Melbourne, Australia: Mosaic.
Three to five authors	<p>Cite all authors the first time the reference appears in the text; for subsequent uses cite the surname of the first author followed by “et al.”</p> <p>First citation: (Price, Budge, & Winter, 1994) Subsequent citations: (Price et al., 1994)</p>	<p>List all author names.</p> <p>Price, P., Budge, J., & Winter, H. (1994). <i>A guide to glass staining</i>. London, England: Pan.</p>

Six or seven authors	<p>In both the first and subsequent citations cite only the surname of the first author followed by “et al.”</p> <p><i>See ‘one or two authors’ for examples of in-text paraphrase and direct quote options</i></p> <p>(Fleer et al., 2007).</p>	<p>List all author names.</p> <p>Fleer, M., Jane, B., Ham, L., Walters, M., Flanagan, L., Massie, R., & Hardy, T. (2007). <i>Science for children: Developing a personal approach to teaching</i> (3rd ed.). Sydney, Australia: Prentice-Hall.</p>
Eight or more authors	<p>Cite only the surname of the first author followed by “et al.”</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p> <p>(Booker et al., 2010)</p>	<p>List the first six authors, followed by a comma and three ellipsis points and then the last author’s name.</p> <p>Booker, G., Bond, D., Sparrow, L., Fleer, M., Jane, B., Hardy, T., ... Swan, P. (2010). <i>Teaching primary mathematics</i>. Sydney, Australia: Education Australia.</p>
No authors	<p>In text, use the first words of the title (in italics), or the whole title if it is short, in place of an author name in the citation.</p> <p>... already mentioned (<i>Be, know, do</i>, 2004).</p> <p>In-text paraphrased: ... can be seen (<i>Be, know, do</i>, 2004).</p> <p>OR</p> <p><i>Be, know, do</i>, (2004) supported the ...</p> <p>Direct quote: (<i>Be, know, do</i>, 2004, ¶ 53).</p> <p>OR</p>	<p>If there are no authors or editors, move the title to that position.</p> <p><i>Be, know, do: Leadership the army way</i>. (2004). London, England: Jossey-Bass.</p> <p>OR</p> <p>If a work is signed "Anonymous", begin the entry with the word Anonymous.</p> <p>Anonymous. (2000). <i>Ancient wisdom</i>. London, England: Pan.</p>

	<p><i>Be, know, do</i>, (2004) stated, “...” (§ 53).</p> <p>OR</p> <p><i>Be, know, do</i>, (2004) stated, “...” (para. 53).</p>	
<p>Multiple works by the same author</p>	<p>List in date order from earliest to latest as listed in reference list.</p> <p>...education at its best (Knight, 2006, 2008).</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>List in date order.</p> <p>Knight, G. (2006). <i>Philosophy and education: Introduction to Christian perspective</i>. Berrien Springs, MI: Andrews University Press.</p> <p>Knight, G. (2008). <i>Issues and alternatives in educational philosophy</i>. Berrien Springs, MI: Andrews University Press.</p>
<p>Multiple works by same author, published in the same year</p>	<p>Append the letters ‘a’, ‘b’, etc. to the year of publication to distinguish between works.</p> <p>(Andersen, 2000a, 2000b)</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>List in alphabetical order by title.</p> <p>Andersen, F. (2000a). <i>Introduction to tertiary study</i>. London, England: Picador.</p> <p>Andersen, F. (2000b). <i>Justice in the classroom</i>. Melbourne, Australia: Pan.</p>
<p>Authors with same last name</p>	<p>Include initials of the first author in all text citations, even if the year of publication is different.</p> <p>D.F. Harris (2010) and Harris (2009)...</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>List alphabetically by first initial. If the first initials of both authors are the same list alphabetically by title.</p> <p>Harris, D. F. (2010). <i>Writing styles</i>. London, England: Phoenix.</p> <p>Harris, J. (2009). <i>Style guide 1991</i>. Boston, MA: McGraw-Hill.</p>

Author as publisher	<p>(New York Environmental Care Group, 2004)</p> <p><i>See ‘No authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>If the publisher is the same as the name of the author use “author” in place of the name of the publisher.</p> <p>New York Environmental Care Group. (2004). <i>Sustainability in the New York catchment area</i>. New York, NY: Author.</p>
Book by an organisation or institution	<p>For the first citation use the full name of the organisation. In subsequent citations abbreviate organisation names.</p> <p>First citation: According to the Australian Government Publishing Service (AGPS, 1987)...</p> <p>Subsequent citations: (AGPS, 1987)</p>	<p>Full official names of group authors such as associations or government agencies should be used. Parent bodies precede subdivisions. List by the first significant word.</p> <p>Australian Government Publishing Service. (1987). <i>Commonwealth printing and publishing manual</i>. Canberra, Australia: Author.</p>
Different editions	<p>... the meaning of philosophical research (Sire, 2010)...</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Do not put an edition number for a first (original) publication. If the publication is a revision rather than a new edition then put “Rev. ed.” in place of “ed.”</p> <p>Sire, J.W. (2010). <i>The Universe next door</i> (5th ed.). Downers Grove, IL: Intervarsity Press.</p>

Electronic version of print book	<p>When citing a document without page numbers, indicate the section title, if available, and the paragraph symbol (§) followed by the number of the paragraph.</p> <p>In-text paraphrased: (Meteyard, 2013)</p> <p>OR</p> <p>According to Meteyard (2010)...</p> <p>Direct quote: “...” (Andersen, & Crawford, 2014, § 20).</p> <p>OR</p> <p>Andersen and Crawford (2014) stated, “...” (§ 20).</p> <p>OR</p> <p>Andersen and Crawford (2014) stated, “...” (para. 20).</p>	<p>If the book has a doi add this to the reference. Do not capitalise the “d.” If the book has no doi OR exists in electronic version only, list the full URL.</p> <p>doi available:</p> <p>Meteyard, J. (2010). <i>Study in the South Pacific</i> [Springerlink version]. doi: 12.45555/98-65-789-4</p> <p>Electronic only version:</p> <p>Andersen, K., & Crawford, A. (2014). <i>The soul and the sword</i>. Retrieved from http://springerlink.com/books.tps</p>
Translation	<p>(Sui, 1998)</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Include translator’s name, followed by “Trans.” after the title.</p> <p>Sui, M. (1998). <i>Ethical considerations in education</i> (P. James, Trans.). New York, NY: Springer.</p>
Edited book	<p>(Gleddon & Waites, 2010)</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Add the word “(Ed.)” or “(Eds.)” before the date.</p> <p>Gleddon, J., & Waites, P. (Eds.). (2010). <i>Information essential to social work</i>. New York, NY: Random House.</p>

<p>Article or chapter in an edited book</p>	<p>Cite the authors of the chapter <i>not</i> the editors of the book.</p> <p>(Treasure, Lemyre, Kuczka, & Standage, 2007).</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Put the name of the book in italics <i>not</i> the name of the chapter. Include page numbers of the chapter after the book title. Place initials of editor before last name followed by “(Ed.)” or “(Eds.).”</p> <p>Treasure, D. C., Lemyre, P. N., Kuczka, K. K., & Standage, M. (2007). Motivation in elite sport: A self-determination perspective. In M. S. Hagger (Ed.), <i>Intrinsic motivation and self-determination in exercise and sport</i> (pp. 153-166). Champaign, IL: Human Kinetics.</p>
<p>Indirect citations (an author published in another author’s text)</p>	<p>Dee (cited in Paul, 1994) stated ...</p> <p><i>See ‘One or two authors’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Cite only the primary source (the document containing the quote).</p> <p>Paul, C. (1994). <i>Internet systems</i>. London, England: Academic Press.</p>

The Bible

Use standard abbreviations for in-text citations of books of the Bible, or other sacred works. Cite the book, chapter and verse(s), as appropriate. The titles of books of the Bible are capitalised, but not italicised. Titles of other sacred texts, such as the Koran or the Apocrypha are not abbreviated. Note that only abbreviated names of books require full stops. For the first citation in the text include the version of that work.

Reference Type	In-Text Example	Reference List Example
Bible Direct Quote	<p>Include the version used in the first citation. In subsequent citations this is not necessary unless you use different versions.</p> <p>First citation: “and he saw all that He had made it was very good” (Genesis 1:31, King James Version)</p> <p>Subsequent citations: “Surely God is my salvation” (Isaiah 12:2)</p>	<p>While APA does not require it to be included in the reference list, most CHC lecturers require it.</p> <p><i>The Holy Bible. (King James Version).</i> (2008). Nashville, TN: Holman Bible Publishers.</p>
Bible - paraphrase	Jesus told the parable of the Good Samaritan (Luke 10:33)	Because the passage is not directly quoted, no version is stated, and there will be no corresponding reference list entry.
Online Bible	“Love is patient” (1 Cor. 13:4, NIV).	<i>The Holy Bible.</i> New International Version. (n.d.). Retrieved from http://www.biblegateway.com/quicksearch/?quicksearch=1+corinthians&qv_version=NIV

Conference paper

If the journal article has a digital object identifier (doi), include this in the reference. If there is no doi and the article was accessed electronically, include the URL in the reference.

Author(s) of paper – Family name and initials, Year of publication in brackets, Title of paper, Title of published proceedings - italicised, Name, location and date of conference (for unpublished papers), Place of Publication, Publisher, Page number(s), doi (if available), URL – if accessed electronically.

Reference Type	In-Text Example	Reference List Example
Conference paper, published proceedings, book form	<p>When citing a document without page numbers, indicate the section title, if available, and the paragraph symbol (§) followed by the number of the paragraph.</p> <p>In-text paraphrased: (Bourassa, 1999)</p> <p>OR</p> <p>Bourassa (1999) emphasised...</p> <p>Direct quote: “...” (Bourassa, 2014, § 31).</p> <p>OR</p> <p>Bourassa (2014) stated, “...” (§ 31).</p> <p>OR</p> <p>Bourassa (2014) stated, “...” (para. 31).</p>	<p>Reference as for a chapter in an edited book.</p> <p>Bourassa, S. (1999). Effects of child care on young children. In G. Samuel & G. Hoare (Eds.), <i>Proceedings of the third annual meeting of the International Society for Child Psychology</i> (pp. 44-46). doi: 12.15595/45/789/20</p>

Conference paper, published proceedings, online	(Deveson, 1995) <i>See ‘Conference paper, published proceedings, book form’ for examples of in-text paraphrase and direct quote options</i>	Reference as for an electronic journal article. Deveson, M. (1995). Issues in childcare: An academic discussion. <i>Proceedings of the Australian Childcare Association</i> , 70, 24-28. doi:10.1888/abc.308541943
Unpublished conference paper	... estimating partner change (Bowden & Fairley, 1996) <i>See ‘Conference paper, published proceedings, book form’ for examples of in-text paraphrase and direct quote options</i>	Include year and month of presentation and name and location of conference. Bowden, F.J., & Fairley, C.K. (1996, June). <i>Endemic STDs in the Northern States: Estimations of effective rates of partner change</i> . Paper presented at the Scientific Meeting of the Royal American College of Physicians, Harrison: MI.

Journal articles

If the journal article has a digital object identifier (doi) include this in the reference. If there is no doi and the article was accessed electronically, include the URL in the reference.

Author(s) of journal article – Family name and initials, Year of publication in brackets, Title of journal article, Title of journal – italicised, Volume number italicised, (Issue number) – in brackets, Page number(s), doi (if available), URL (if accessed electronically).

Reference Type	In-Text Example	Reference List Example
Print journal	<p>In-text paraphrased: (Alexander & Ayling, 2011)</p> <p>OR</p> <p>Alexander and Ayling (2011) emphasised...</p> <p>Direct quote: “...” (Alexander & Ayling, 2011, pp. 100-101).</p> <p>OR</p> <p>Alexander and Ayling (2011) stated, “...” (pp. 100-101).</p>	<p>Note: The title of journals are capitalised but <i>not</i> the titles of articles.</p> <p>Alexander, C., & Ayling, D. (2011). Teaching in a Christian tertiary institution. <i>Journal of Christian Education</i>, 40(9), 100-103. doi: 10.1037/a0017815</p>
Electronic journal article, no doi	<p>(Hill, 1990)</p> <p><i>See ‘Conference paper, published proceedings, book form’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Hill, S. (1990). Issues in nursing people with a disability. <i>Journal of Disability Studies</i>, 3, 7-12. Retrieved from http://www.disabilityjournal/19/hill/05</p>

Journal article, in press	<p>(Meteyard, in press)</p> <p><i>See ‘Print journal’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Insert “in press” in date section. Volume, issue and page numbers will not be available for an article which is “in press”.</p> <p>Meteyard, J. (in press). Communication in individuals with PTSD. <i>Journal of Personal Communication</i>.</p>
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Thesis

Author of thesis – Family name and initials, Year in brackets, Title of thesis – italicised, Award, Institution issuing degree, Location of institution, Name of database (if retrieved from database), URL (if accessed electronically).

Reference Type	In-Text Example	Reference List Example
Thesis, electronic, retrieved from institutional or personal website	<p>Pohlmann (2010) described the process...</p> <p>In-text paraphrased: (Pohlmann, 2010)</p> <p>OR</p> <p>Pohlmann (2010) emphasised...</p> <p>Direct quote: “...” (Pohlmann, 2010, ¶11).</p> <p>OR</p> <p>Pohlmann (2010) stated, “...” (¶ 11).</p> <p>OR</p> <p>Pohlmann (2010) stated, “...” (para. 11).</p>	<p>Pohlmann, D. (2010). <i>School chaplaincy services in Queensland state schools – A case study</i> (Doctoral dissertation). Retrieved from http://www.doctoraldissatgriff/</p>
Thesis, electronic, retrieved from database	<p>Andersen (2009) described the process...</p> <p>See ‘Thesis, electronic, retrieved from institutional or personal website’ for examples of in-text paraphrase and direct quote options</p>	<p>Include name of database in place of URL.</p> <p>Anderson, M. (2009). <i>Health and wellbeing in Karen refugees</i> (Doctoral dissertation). Available from Proquest Digital Dissertations. (AATKM25987).</p>
Thesis, unpublished	Poman (1990)	Include name and location of the institution.

	See ‘Thesis, electronic, retrieved from institutional or personal website’ for examples of in-text paraphrase and direct quote options	Poman, J. (1990). <i>Christian studies in context</i> (Unpublished Master’s thesis, Oxford University, London, England).
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Report

Author(s) of report – (person or organisation), Year of Publication, Title of report - italicised, Report number (if available), Place of publication, Publisher/ Institution, URL - if accessed electronically.

Reference Type	In-Text Example	Reference List Example
Print report	<p>For the first citation use the full name of the organisation. In subsequent citations abbreviate organisation names.</p> <p>First citation: ... in the Thames (London Department of the Environment, 1999)</p> <p>Subsequent citations: (LDE, 1999)</p>	<p>Full official names of group authors such as associations or government agencies should be used. Parent bodies precede subdivisions. List by the first significant word.</p> <p>London Department of the Environment. (1999). <i>Contaminants in sediments from the Thames</i>. London, England: Author.</p>
Electronic report	<p>... young children's schooling (Australian Institute of Education, 2011)</p>	<p>Australian Institute of Education. (2011). <i>Better teacher appraisal and feedback: Improving performance</i> (Report No. ABC 24). Retrieved from http://www.grattan.edu.au/publications/081_report_teacher_apprais</p>

Newspaper, magazine articles and brochures

Author(s) of article – (person or organisation), Date of publication (year, month, day), Title of article, Title of newspaper – italicised, Page number(s), URL if accessed electronically.

Reference Type	In-Text Example	Reference List Example
Newspaper or magazine article, electronic	<p>In-text paraphrased: ... as seen in the way his life changed others (Norrington, 2011).</p> <p>OR</p> <p>Norrington (2011) emphasised...</p> <p>Direct quote: “...” (Norrington, 2011, ¶ 10).</p> <p>OR</p> <p>Norrington (2011) maintained, “...” (¶ 10).</p> <p>OR</p> <p>Norrington (2011) maintained, “...” (para. 10).</p>	Norrington, B. (2011, October 7). Revolutionary who gave technology the personal touch. <i>The Australian</i> . Retrieved from http://www.theaustralian.com.au/October/revon
Newspaper article, with author	<p>(Knight, 2003)</p> <p><i>See ‘Newspaper or magazine article, electronic’ for examples of in-text paraphrase and direct quote options</i></p>	Knight, K. (2003, May 6). Queen sells castle. <i>Scottish Times</i> , p. 3.

Newspaper or magazine article, no author	<p>Use the first words of the article title in place of author.</p> <p>Enclose article title with double quotation marks.</p> <p>(“Seasonal fluctuations”, 2004).</p>	<p>Treat the full title of the article as the author.</p> <p>Seasonal fluctuations in water quality. (2004, August 10). <i>The Age</i>, p. 70.</p>
Brochure, no date	<p>(Autism Association of America, n.d.)</p> <p><i>See ‘Newspaper or magazine article, electronic’ for examples of in-text paraphrase and direct quote options</i></p>	<p>Include type of resource in square brackets after title.</p> <p>Autism Association of America. (n.d.). <i>About Autism. Knowledge, understanding, acceptance</i> [Brochure]. New York, NY: Author.</p>

Web page

Author(s) of page – (person or organisation), Year (page created or revised), Title of page – italicised, URL.

Reference Type	In-Text Example	Reference List Example
Web page, with author	<p>In-text paraphrased: ... taught the statistical skills (Henderson, 2009).</p> <p>OR</p> <p>Henderson (2009) clarified ...</p> <p>Direct quote: “...” (Henderson, 2009 ¶ 12).</p> <p>OR</p> <p>Henderson (2009) stated, “...” (¶ 12).</p> <p>OR</p> <p>Henderson (2009) stated, “...” (para. 12).</p>	Henderson, M. (2009). <i>Probability lessons may teach children how to weigh life’s odds and be winners</i> . Retrieved from http://www.timesonline.co.uk/tol/news/uk/education/article5446
Web page, with corporate or organisational author	... in the student guide for Education students (Christian Heritage College, 2010)	Christian Heritage College. (2010). <i>School of education & humanities handbook 2016</i> . Retrieved from http://www.chc.edu.au/wp-content/uploads/2016/02/2016-School-Handbook-SEH-v1.pdf
Web page, with no date of publication or author	Avoid n.d. (no date) and anonymous author sites (this can be an unreliable source).	<p>If there is no author use the first few words of the title. If there is no date of publication use “n.d.”</p> <p><i>Start teaching children: A review</i>. (n.d.). Retrieved from</p>

	<p>If there is no author use the first few words of the title.</p> <p>If there is no date of publication, check the bottom of the website for a date and use this date; if no date there use “n.d.”</p> <p>... are many ways children can earn their own money</p> <p>(“Start teaching children”, n.d.)</p>	<p>http://healthkids.biz/start-teaching-children-about-money-from-a-young-age.html</p>
<p>Image on a webpage with no author of publication</p>	<p>Placed under or next to the graphic</p> <p>(Pixabay, 2016)</p>	<p>Always try to search for the original site of the image for the author and date. Search the properties of the photo/image</p> <p>Pixabay, (2016). [Christmas candle photograph]. Retrieved from https://pixabay.com/en/blog/posts/40-free-christmas-wallpapers-and-images-for-any-us-72/</p>
<p>Image on a webpage with no date of publication</p>	<p>(National Geographic, n.d.)</p>	<p>Insert the type of resource (e.g., image) in square brackets after the title. Note: Do not italicise title.</p> <p>National Geographic. (n.d.). [Image of a grave]. Retrieved from http://www.imageofgrave_ancient</p>

Electronic and internet references

The primary contributor(s) (director, producer, writer, artist, author) – Family name and initials, Date of production (year) or transmission (year, month, day), Title - italicised, Type of resource – in square brackets, Production company and location of production (if available), URL.

Reference Type	In-Text Example	Reference List Example
Blogs	(Pohlmann, 2000)	Do not italicise title. Pohlmann, K. (2000, January 26). How can chaplaincy be promoted in QLD? [Web log post]. Retrieved from http://abc.blogspot.com/
DVD/Video	(Leon, 2000)	Leon, T. (Producer). (2000). <i>Educational resources for the classroom</i> [DVD]. Available from http://educationalvideos.org/
E Book (Electronic Book)	In-text paraphrased: ... reflective practice (Ayling, 2016). OR Praeger (2016) explored ... Direct quote: “...” (Ayling, 2016 ¶ 29). OR Praeger (2016) claimed, “...” (¶ 19). OR Praeger (2016) claimed, “...” (para. 19).	Ayling, D. E. (2016). <i>How to develop reflective practice</i> [Adobe Digital Editions version]. doi:10.1036/002535455 Praeger, S. (2016). <i>Magnificent assessment</i> [Kindle version]. Retrieved from http://www.books.com

Email or personal communication	L. Flanagan (personal communication, December 20, 2000)	Do not include in reference list – only cite in text.
Episode from television series	(Beness, 2005).	Italicise title of series <i>not</i> title of episode. Beness, T. (Director). (1998). American cultural influences are often apparent in local television programs [Television series episode]. In M. Wright (Producer), <i>International Culture</i> . New York, NY: American Broadcasting.
Image on a webpage with no date of publication	(National Geographic, n.d.)	Insert the type of resource (e.g., image) in square brackets after the title. Note: Do not italicise title. National Geographic. (n.d.). [Image of a grave]. Retrieved from http://www.imageofgrave_ancient
Image on a webpage with no author of publication	Placed under or next to the graphic (Pixabay, 2016)	Always try to search for the original site of the image for the author and date. Search the properties of the photo/image Pixabay, (2016). [Christmas candle photograph]. Retrieved from https://pixabay.com/en/blog/posts/40-free-christmas-wallpapers-and-images-for-any-us-72/
Online forums	(Pohlmann, 2010)	Do not italicise title. Pohlmann, D. (2010, December 14). Chaplaincy in the news again [Online forum comment]. Retrieved from http://chaplaincyforum

Podcast	(Collins & Webster, 2009)	<p>Insert the name of the producer and presenter in the author section. Use square brackets to indicate the type of resource.</p> <p>Collins, W. (Producer), & Webster, J. (Presenter). (2009, April 10). <i>Accounting for the real world</i> [Audio podcast]. Retrieved from http://www.abc.net.au/accounting</p>
Social media (Facebook status update)	Herst (n.d.)	<p>Do not italicise title.</p> <p>Herst, P. [Percy]. (2013, March 9). Calling all Chaplains [Facebook status update]. Retrieved from http://www.facebook.com/percyherst/posts/98654</p>
YouTube	(Levitin, D, 2015)	<p>The format for online references, you need to show:</p> <p>Author, A. A. [Screen name]. (year, month day). <i>Title of video</i> [Video file]. Retrieved from http://xxxxx</p> <p>Levitin, D. (2015, Nov 23). <i>How to stay calm when you know you'll be stressed</i> [Video file]. Retrieved from https://www.youtube.com/watch?v=8jPQjjsBbIc</p>

Lecture notes, lectures and public speeches

Name of author (person or institution), Year of Publication, Title and subtitle – italicised, Type of material – [in square brackets], Name of institution, Location of institution, URL.

For unpublished addresses, cite the name and position of the speaker and their organisational affiliation, and the venue and full date of the address. If it is available, cite a published version of the address – this will be noted in the reference list with full details. When citing an unpublished lecture, cite the academic title, name and position of the lecturer, the title of the lecture and the venue and date. If the lecture is part of the delivery of a university or similar subject, include the code or title of the subject. As a general rule lecture notes should be cited sparingly as these are not published sources. Students should aim to substantiate their academic writing with published academic literature.

Reference Type	In-Text Example	Reference List Example
Lecture notes, print, named author	<p>In-text paraphrased: ... guiding tables (St Hill, 2002).</p> <p>OR</p> <p>St Hill (2002) suggested ...</p> <p>Direct quote: “...” (St Hill, 2002 ¶ 19).</p> <p>OR</p> <p>St Hill (2002) stated, “...” (¶ 19).</p> <p>OR</p> <p>St Hill (2002) stated, “...” (para. 19).</p>	<p>St Hill, R. (2002). Week 5: Tables and graphs [Lecture notes].</p> <p>Unpublished manuscript, BS230, School of Business, Christian Heritage College, Brisbane, Australia.</p>

Online lecture notes, no named author	(Christian Heritage College, 2016) <i>See ‘Lecture notes, print, named author’ for examples of in-text paraphrase and direct quote options</i>	Christian Heritage College. (2016). <i>EY232, Curriculum frameworks, learning approaches and evaluation, lecture 5, week 5: Presentations Curriculum Models and Best pedagogy</i> [Lecture PowerPoint slides]. Retrieved from http://chc.moodle.com.au/pluginfile.php/84898/mod_resource/content/3/Play%20and%20investigation.pdf
Online lecture notes, author known	(Ayling, 2016, slide 23) <i>See ‘Lecture notes, print, named author’ for examples of in-text paraphrase and direct quote options</i>	Ayling, D. (2016). <i>PE334, Teaching for learning: Curriculum and planning (P-7), lecture 2, week 1: Unit Goal/Enduring Understanding</i> [Lecture PowerPoint slides]. Retrieved from http://chc.moodle.com.au/pluginfile.php/18585/mod_resource/content/2/Lectures/PE33_%20W1L1_14_Introduction%20to%20Curriculum%20Work.pdf
Lecture	Cite as for a personal communication. “Being a Christian ...” (Dr Herschell, Week 10, lecture, ED601, 15 October 2016). <i>See ‘Lecture notes, print, named author’ for examples of in-text paraphrase and direct quote options</i>	An entry for an oral address will appear in the reference list only if a published version is available.
Speech/sermon, unpublished	Cite as for a personal communication. Ps H. Blackman (sermon at Highway Christian Church, 11 November 2003).	Do not include in reference list.

	<i>See 'Lecture notes, print, named author' for examples of in-text paraphrase and direct quote options</i>	
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Example APA page layout (p. 1)

Example: APA Referencing page layout (SEH indented quote example)

Issues in Education: Retaining Good Teachers

Two words appear in almost every list of adjectives for the occupation of teaching: 'challenging' and 'rewarding' (e.g., Davidson, 1998; Jamieson, 1999; Michaels, Harrison & Thompson 2003; New Zealand Education Institute [NZEI], 1998; *Teachers Under the Spotlight*, 2001). As Schmidt et al. (2000) noted, "no career invokes more heartache, more fatigue and at the same time more rewards, than teaching" (p.45). All teachers, it seems, are aware of these two aspects of their chosen career. However, it appears that many teachers find that the challenges outweigh the rewards, and leave the profession early in their career. Considering the considerable time, effort and money involved in training a teacher, this is clearly a waste; as Wright (2003) stated:

That teachers are faced with challenges few other adults, even professionals, would be prepared to bear ... approximately one out of every three public school teachers leaves the profession within the first five years on the job. Governments and departments of education worldwide... [have] to deal with this crisis in public education. (pp. 16-17)

Comparisons between Christian and Public School Teachers

Most Christian teachers believe that they are called to teaching. "He Himself gave some to be... teachers" (Eph. 4:11, NKJV). Despite this, there is much evidence that teachers in Christian schools also often leave their career early. There is a marked difference in the profiles of staff member ages in the two education systems, Christian and public.

A recent investigation of demographic profiles in the Christian and public school sectors (Baker & Richards, 2002) showed a significant difference in the numbers of teachers in their 20s and 30s (Table 1).

1

Level 1 Heading: Bold text.

Corporate author; first citation

Reference to source document with no named author

Reference to source with six or more authors

APA: Quotes surrounded by double quotation marks

APA: Past tense verb to refer to cited work

Long direct quote: Indented on left. No quotation marks (SEH): single spacing,

Level 2 Heading: Bold italic text, smaller font, left aligned

Ellipsis: text omitted from original

Square brackets: text inserted for clarity

Scripture reference in brackets

APA: First line of paragraph indented; no extra spaces between paragraphs. One and a half (1.5) or double spacing throughout except for indented quotes

In-text reference to table, placed before the table itself

Page number: centred in page footer

Example: APA Referencing page layout (Social Science indented quote example)

Issues in Education: Retaining Good Teachers

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Square brackets: text inserted for clarity

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APA: First line of paragraph indented; no extra spaces between paragraphs. One and a half (1.5) or double (2.0) spacing throughout

In-text reference to table, placed before the table itself

Page number: centred in page footer

Example APA page layout continued (p. 2)

Table 1.
Percentages of Teachers of Each Age Group in Australian Schools

Age Groups	Schooling System	
	Christian Schools	Public Schools
20-29	14	29
30-39	33	20
40-49	21	19
50-59	20	18
60+	12	14

Note. From DFS Baker & M. Richards, 2002, *Australian School Demographics in Perspective*, p. 135.

The data in Table 1 support the proposition that teachers in Christian schools are more likely to remain in teaching, and less likely to change schools, than their counterparts in public schools. This and similar points have been made by authors including Jamieson (1999) and Adams, Grantham and Islesworth (2001). This notion is also reinforced by data such as those included in Figure 1, showing that among teachers in Christian and public schools there are significant differences in levels of job satisfaction (Adam, Grantham & Islesworth 2001; NZEI 1998) and morale (Michaels et al., 2003).

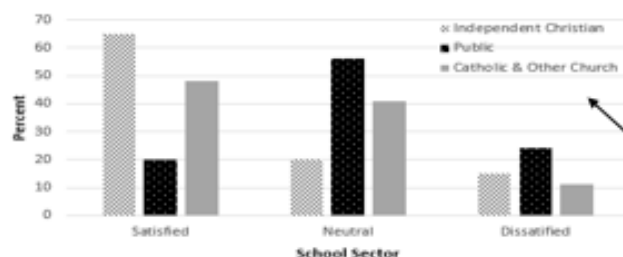


Figure 1. Levels of Job Satisfaction Among Teachers, by School Sector
The data shown in Figure 1 match Jamieson's (1999) observation that the independent Christian school sector is thriving in Australia (p. 5).

APA: Table title on new line, left aligned, italicised, capitalised and not followed by full stop

Spanned header: centred over sub-headers

APA: Horizontal rules used to separate headers and data. No vertical rules.

Table Note: Smaller font provides brief reference details, including page number in cited source. Full reference details in references list

Use of 'and' to separate authors' names in text, and '&' inside brackets.

Second reference to source with three or more authors

Second reference to corporate author

Figure: Graphic uses shading for clarity with grey-scale printing

APA: Figure label left aligned, not italicised or capitalised, with no following full stop

Page number included with paraphrase of cited text. APA: page number(s) after cited text

Example APA page layout continued (p. 3)

Interviews with Practising Teachers

Eight short interviews were conducted at an independent Christian school, during which teachers were asked about their reasons for entering the profession and how likely they felt that they would retire or resign in the next five years. It was evident that while several teachers were indeed planning to resign within five years, most saw their career as a long-term commitment. As stated by a Year 3 teacher, "I know it will sound like a cliché, but I really see this as a ministry. I had a prophecy in ... at a home cell meeting in 1991, and never once since then have I doubted that I was called by the Lord to teach children" (M Rierdon, personal interview, 17 June 2006).

Number below 10 in words; (also number starting a

Citation of interview

Example APA page layout continued (p. 4)

