

Researching Education: Practice and Theory

HOW TO LIST IN DETAIL

Hard copy books

	Examples of how to refer to the resource in-text	Model to follow in the references list
One author	<p>A recent study (Elder 1995) found that rock samples...</p> <p style="text-align: center;"><i>or</i></p> <p>Elder (1995, p.14) claims that "..."</p>	<p>Elder, B. (1995). <i>The magic of Australia</i>. Sydney:Beaut Books.</p> <p>Note: When an author has two or more initials, the entry would look like this:</p> <p>Scwartz, H.J. (1985). <i>Interactive writing: composing with a word processor</i>. Austin:Hold, Reinhardt & Winston.</p>
Two authors	<p>A recent study (Yeric & Todd 1989) predicted that ...</p> <p style="text-align: center;"><i>or</i></p> <p>Yeric and Todd (1989, p. 17) suggest that "...".</p> <p>Note: Use an ampersand (&) within the parenthesis, but use 'and' for author prominent referencing.</p>	<p>Yeric, J. & Todd, J. (1989). <i>Public opinion: the visible Politics</i>. Chicago:Peacock Publishers.</p>
Three authors	<p>A recent study highlighted the fact that ... (Yeric, Todd & Muller 1999).</p> <p style="text-align: center;"><i>or</i></p> <p>Yeric, Todd and Muller (1999, p. 28) stated that "...".</p> <p>Note: Use an ampersand (&) within the parenthesis, but use 'and' in author prominent referencing.</p>	<p>Yeric, J., Todd, J. & Muller, P. (1989). <i>Political perspectives</i>. Chicago:Peacock Publishers.</p>
Four or more authors	<p>A comprehensive study conducted in 1998 indicated that business in Australia is growing exponentially (Jones et al. 1999).</p> <p style="text-align: center;"><i>or</i></p> <p>Jones et al. (1999, p. 34) suggested in their comprehensive study that "...".</p>	<p>Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. & Gardener, J. (1999). <i>Business management for the new era</i>. Adelaide:Wyland Publishing.</p> <p>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.	
Multiple works – same author	University research (Brown 1982, 1988) has indicated that <i>or</i> 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.	Brown, P. (1982). <i>Corals in the Capricorn group</i> . Rockhampton:Central Queensland University. Brown, P. (1988). <i>The effects of anchors on corals</i> . Rockhampton:Central Queensland University. Napier, A. (1993a). <i>Fatal storm</i> . Sydney:Allen & Unwin. Napier, A. (1993b). <i>Survival at sea</i> . Sydney:Allen & Unwin.
Works by different authors – same family name	A recent report (Smith 1998) shows that ... <i>or</i> It was recently found that “...” (Smith 1999, pp. 47–48). Note: The year of publication will differentiate between the two authors.	Smith, J. (1998). <i>The world’s polluted oceans</i> . Sydney:Pacific Smith, R. (1999) <i>Evolution and religion</i> . Adelaide:Firth’s Publishers.
Works by different authors – same family name – same year	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.	Carter, A. (1999). <i>Issues in Australian education</i> . Brisbane:Cherokee Publications. Carter, T. (1999). <i>Creativity in the classroom</i> . Darwin:Watkins & O’Hara Publishers.
Second or later edition with an author	A new approach to the concept of leadership has been taken.... (Boatright 2006). <i>or</i> A new approach (Boatright 2006, p. 5) to leadership is “.....”	Boatright, J. (2006). <i>Ethics and the conduct of business</i> . 5 th edn. New Jersey:Pearson Prentice Hall.
Several sources are cited at once Note: Do not overdo this!	Bradford (1992), Curtis (1983), and Graham (1997) all agree ... <i>or</i> Recent studies (Bradford 1992; Curtis 1983; Graham 1997) agree that ...	Bradford, C. (1992). <i>Genre in perspective: a whole language approach</i> . Gosford:Bookshelf. Curtis, A. (1983). <i>Practical Math for business</i> . Boston:Houghton Mifflin.

	<p>Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.</p>	<p>Graham, A. (1997). <i>Managing more postgraduate research students</i>. Oxford: Oxford Centre for Staff Development.</p> <p>Note: Each author will appear as a separate entry in the reference list.</p>
<p>Author(s) sponsored by institution, corporation or other organisation</p>	<p>Recent theories (Centre for Continuing Studies 1987) expose the link ... <i>or</i> It has been suggested that "...” (Centre for Continuing Studies 1987, p. 23).</p>	<p>Centre for Continuing Studies. (1987). <i>Methods of learning</i>. London:Harper Collins.</p>
<p>No author(s) name appears (but there is a sponsoring body or title)</p>	<p>A recent study (British Retail Consortium 2008) suggests ... <i>or</i> A recent study (Family policies 1996) shows that ... Note: Cite the sponsoring organisation, the newspaper or the title.</p>	<p>Sponsoring body example</p> <p>British Retail Consortium. (2008). <i>Industrial competition</i>. London:British Government Publishing Service.</p> <p>Title example</p> <p><i>Family Policies</i>. (1996). Canberra:Australian Government Publishing Service.</p>
<p>No author</p>	<p>Selling a house is.....(<i>Marketing strategy</i> 2001)</p> <p>When selling a house, it is important that "...” (<i>Marketing strategy</i> 2001, p. 90).</p>	<p><i>Marketing Strategy</i> (Anon 2001). London:British Design Press.</p>
<p>Edited work – role of editor is significant</p>	<p>Current essays edited by Danaher (1998) suggest ... <i>or</i> Current essays (ed. Danaher 1998) suggest ... <i>or</i> Danaher (ed. 1998, p. 87) indicates that "...”.</p>	<p>Danaher, P. (ed.). (1998). <i>Beyond the Ferris wheel</i>. Rockhampton:CQU Press.</p>
<p>Chapter in edited work</p>	<p>There is a connection between..... (Lane 1996)</p> <p>According to Mayer and Whittington (1996, p. 84), "...”</p>	<p>Lane, C. (1996). ‘The social constitution of supplier relations in Britain and Germany: an institutional analysis’, in R. Whitley and P.H. Kristensen (eds). <i>The changing European firm</i>. London:Routledge, pp. 271-304. <i>or</i> Mayer, M. & Whittington, R. (1996). ‘The survival of the European holding company: institutional choice and contingency’, in R. Whitley and P.H. Kristensen (eds). <i>The changing European firm</i>. London:Routledge. Ch.4.</p>
<p>One volume of</p>	<p>It would appear that armed conflict in Asia did not cause ...</p>	<p>Dawson, P. & Browning, M.C. (eds). (1986). <i>The world at</i></p>

multivolume work	(eds Dawson & Browning 1986). <i>or</i> Dawson and Browning (eds 1986, p. 32) stated that "...".	<i>war</i> . Vol. 3. <i>The Asian Conflict</i> . Hammondsworth: Penguin.
One issue in a series	"The kings of Scotland were ..." (Grant 1982, p. 34). <i>or</i> Many of the Scottish kings were landed gentry before ... (Grant 1982). "The birthrate is declining and the population is aging" (ed. Healey 2005, p. 12)	Grant, E. (1982). <i>World Bibliographic Series:Scotland</i> . Vol. 34. Oxford:Clio Press. Healey, J. (ed.). (2005). <i>Issues in society: population</i> . Vol. 224. Balmain:Spinney Press.
No date can be established	Cosgrove (n.d.) states that total sales measures are often.... Cosgrove (n.d., p. 13) found that '....'	Cosgrove, K. (n.d.) <i>Trends in the retail sector</i> . London:University of London. Note: Please limit undated sources.
The date can be established but only approximately	In a draft policy release, the Queensland Education Department (c. 1995) suggests ... <i>or</i> "Disciplining a child should not invoke ..." (Queensland Education Department c.1995, p. xxii).	Queensland Education Department. (c. 1995). <i>Draft policy on school discipline</i> . Gladstone:QED.
Referring to an author (secondary source) read about in another publication (primary source)	Simpson's observations in 1975 (cited in Cole 1992) led to ... <i>or</i> Learning is a process of association and development ... (Simpson 1975, cited in Cole 1992). <i>or</i> Cole (1992, p. 9), in reporting Simpson's study, highlights that in 1975, ...	Cole, P. (1992). <i>Teaching and learning</i> . Yeppoon:Cap Press. Note: Cole is the author who will appear in the reference list. Try to locate the secondary source if possible.
Referring to two secondary sources within a primary source	Findings from studies (Reich 1971; Johnson 1982, cited in Singer 1997, p. 90)....	Singer, P. (1997). <i>How are we To live?</i> Oxford:Oxford University Press. Note: Singer is the author who will appear in the reference list.
Author is also the publisher	Learning with the whole brain is said to... (Manchester Business School 2004) According to the Manchester Business School (2004, p. 32), "whole brain learning is...."	Manchester Business School. (2004). <i>Immigrants into a new time</i> . Manchester: MBS Press.

Electronic Books

	Examples of how to refer to the resource in-text	Model to follow in the reference list
E-book from library e-book resources Note: Only if book has not been published as hard copy at all.	Macroeconomics has been defined as ... (Barro 1997). <i>or</i> According to Barro (1997, p. 3), macroeconomics has been defined as "...".	Barro, R.J. (1997). <i>Macroeconomics</i> . 5th edn. Viewed 17 February 2006. http://purl.library.cqu.edu.au/EBOOKS/339-0289-29960

Hard copy journal articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
One author	Lambert (2003) argued that...	Lambert, P. (2003). Armed conflict: a pacifist experience and the implications for counseling. <i>Journal of Critical Psychology, Counselling and Psychotherapy</i> , vol. 3 (2), pp. 75-83.
Two authors	Growing concern regarding ... (Peterson & Schmidt 1999). <i>or</i> Peterson and Schmidt (1999, p. 90) maintain that "...".	Peterson, J & Schmidt, A. (1999). Widening the horizons for secondary schools, <i>Journal of Secondary Education</i> , vol. 3 (8), pp. 9–106.
More than three authors	A review by Bowlin et al. (2003)...	Bowlin, W.F., Simpson, H., Renner, C.J. & Rives, J.M. (2003). A DEA Study of gender equity in executive compensation. <i>Journal of the Operation Research Society</i> , vol. 54(7), pp. 7-751.
No author	The competitiveness of solar power has been ... ('Building theories on sand' 1999). <i>or</i> "Solar power may be a competitive ..." ('Building theories on sand' 1999, p. 521).	'Building theories on sand'. (1999). <i>Science</i> , vol. 285, p. 521.

No volume or issue number	Sprague and Shameen (1999) indicate that alternatives to continual economic growth	Sprague, J. & Shameen, A. (1999). Boosting growth, courting disasters?, <i>Asiaweek</i> , 31 July, pp. 50–51.
Article reproduced in a university readings book	Inequality amongst social groups is caused predominantly by prejudice (Greenland 1995). <i>or</i> Greenland (1995, p. 27) argues that “...”	Greenland, H. (1995). On the road to prejudice. <i>Australian Magazine</i> , pp. 22–27, in Central Queensland University (CQU) 1999, <i>LAWS53287: Working with communities: resource materials</i> . Rockhampton:CQU.
Magazine	Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001). <i>or</i> According to McVeigh (2001, p. 20) the increase in the rate of youth suicide is “of great concern to those employed in the social welfare sector”.	McVeigh, T. (2001). Death wish. <i>Australian Magazine</i> , 12–13 May, p. 20. 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).

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Journal article from a website	“Plagiarism is one of the biggest problems in academia at present” (Kennedy 2004, p. 2). <i>or</i> Kennedy (2004) suggests that plagiarism in universities is very common.	Kennedy, I. (2004). An assessment strategy to help forestall plagiarism problems. <i>Studies in Learning, Evaluation, Innovation and Development</i> [online]. Vol. 1 (1). [Accessed 7 October 2005]. Available at: http://www.sleid.cqu.edu.au/viewissue.php?id=5

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

Hardcopy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Article with an author	House prices fell by 2.1% last month (Smith 2008)....	Smith, D. (2008). House price markets. <i>The Times</i> . 26

	Smith (2008, p. 5) reported that....	June, p. 5. Author is name of reporter or journalist.
Article without an author	In the <i>Advertiser</i> (23 October 2001, p. 10) ... <i>or</i> Reform to tax laws was mentioned as "...” (<i>Advertiser</i> 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.	<i>Advertiser</i> (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.

Electronic copy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author (online newspaper)	Graduates were offered financial guidance (Taylor and Black 2009)	Taylor, M. & Black, B. (2009). Financial incentives to tempt graduates. <i>The Times</i> [online] 14 February, p.14. [Accessed 19 February 2009]. Available at: http://business.timesonline.co.uk/tol/article6558.ece
Newspaper article with no author (online newspaper)	In the <i>Advertiser</i> (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.	<i>Advertiser</i> . (2005). 23m won but no prize claimed. 30 September, p. 21. [Accessed 30 September 2005]. Available at: http://www.theadvertiser.news.com.au/sectionindex/0,5934,national%20news%5ENATIONAL%5ETEXT%5Etheadvertiser,00.html .

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

Hard copy - university provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study guide (author known)	Reports by Hallinan (2000) indicate that ... <i>or</i> Similarly, Hallinan (2000, p. 66) reported that "...”.	Hallinan, P. (2000). <i>EDED4810: Development and disability: study guide</i> . Rockhampton:CQU.

Study guide (author unknown)	Findings from a 1999 study indicate that “...” (Central Queensland University (CQU) 2000, p. 5).	Central Queensland University (CQU). (2000). <i>EDE48201 Development and disability: study guide</i> . Rockhampton:Author
Text reprinted in a university resource readings	Little (1982) indicated that...	Little, J. (1982). <i>Norms of collegiality and experimentation: Workplace conditions of school success</i> , pp. 325-340, in Deakin University (1984), ESA843 <i>School-based professional development: Readings</i> . Victoria:Deakin University Press.
Tutorial/workshop handout (unpublished)	The roots of cultural identity... (Teaching in multicultural environments 2010, p. 2)...	Cultural identity, tutorial handout distributed in the module, 01403 Teaching in multicultural environments, the British University in Dubai, Dubai on 10 July 2010. Note: No italics are shown because class handouts are unpublished materials.
Lecture notes	Head and Taylor (1997) define teacher development as...	Head, K. & Taylor, P. (1997). Defining teacher development. Lecture notes distributed in the module, 01403 Professional Development, the British University in Dubai, Dubai on 3 July 2010.
Lecture material – non-print (e.g. whiteboard notes or verbal explanations)	Iyer (2010) demonstrated the features of teacher development as...	Note: This should not be included in the reference list. Treat it the same as personal communication and indicate ‘who’ (author) and ‘where’ (date) in the sentence in the body of your essay.

Electronic copy of university provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study guide CD	Arithmetic is a branch of mathematics...(Mathematics Learning Centre (MLC) 2004).	Mathematics Learning Centre (MLC). (2004). Transition mathematics 1. <i>MATH40236: Transition Mathematics 1A</i> . CD-ROM.
Course Resources Online	Isolation is a key factor in... (Kendall 1998).	Kendall, C.N. (1998). Teen suicide, sexuality and silence. <i>Alternative Law Journal</i> . Vol. 23(5). University of

		London Course Resources Online (LAWS11045).
Blackboard Lecture Notes/Slides	Awan (2010) states...	Awan, N. (2010). <i>Lecture 1: Views on human development</i> . EDU1504 Learning, Teaching & Assessment. Course documents. Blackboard.

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.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Web pages with organizations as authors	The information literacy scheme (CILIP 2008)....	Chartered Institute of Library and Information Professionals (CILIP). (2008). <i>Information literacy: a definition</i> [online]. [Accessed 7 August 2008]. Available at: http://www.cilip.org.uk/policyadvocay/informationliteracy/definitiondefault.htm .
Web pages with individual authors	Yau (2001) provided information....	Yau, T. (2001). <i>Dragon Project</i> [online]. [Accessed 4 August 2002] Available at: http://www.geocities.com/dragonproject2000/ptr0 .
Document on the WWW (author/sponsor given but not dated)	According to Greenpeace (n.d.), genetically modified foods are ... <i>or</i> Greenpeace (n.d., p. 1 of 2) recommends that “fewer genetically ...”.	Greenpeace. (n.d.). <i>The future is GE free</i> [online]. [Accessed 28 September 2005]. Available at: http://www.greenpeace.org.au/ge/farming/canola.html Note: The title of a webpage is treated like the title of a book. It is written in italics in the reference list.
Document on the WWW (no author/sponsor)	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.	‘Harvard style’. (2003). <i>Citing or referencing electronic sources of information</i> [online]. [Accessed 3 June 2003]. Available at: http://www.unisanet.unisa.edu.au/learningconnection/students/Lguides/harvard-referencing.pdf Note: Sometimes there may be an editor’s name given on the page—reference this like you would an edited work.
Radio transcript from a	Smith (1998) indicates that lavender has healing properties.	Smith, H. (1998). Medicine in Chaucer’s time.

website	<i>or</i> Smith (1998, p. 2 of 3) highlights lavender as having “...”.	<i>Ockham's Razor</i> [online]. ABC Radio National Transcripts . [Accessed 1 September 1998]. Available at: http://www.abc.net.au/rn/science/ockham/or110896.htm
Web blogs	Curtis (2009) noted.....	Curtis, H. (2009). <i>125 years of the IEEE</i> . [blog entry] [Accessed 2 July 2009]. Available at http://scitblog.wordpress.com/ .
YouTube videos	This video (Eiriko 2008) illustrates....	Eiriko, K. (2008). <i>One life in 40 seconds</i> [online]. Viewed 7 January 2009. Available at: http://uk.youtube.com .
Podcast	Johnson (2009) argues...	Johnson, B. (2009). Critical rethink in schools. <i>BBC schools podcast</i> [online]. [Accessed 7 January 2009]. Available at: http://bbc/edu/podcasts .

Conferences

	Example of how to refer the resource in-text	Model to follow in the reference list
Full conference proceedings	The conference (Institute for Small Business Affairs 2002)....	Institute for Small Business Affairs. (2002). <i>Small firms: adding a spark: the 25th ISBA national small firms policy conference</i> . Robert Gordon University. Aberdeen. 15-17 November. ISBA:Leeds.
Individual conference paper	Llyod (2002) highlighted....	Llyod, S. (2002). Capturing the consumer. <i>Small firms: adding a spark: the 25th ISBA national small firms policy conference</i> . Robert Gordon University. Aberdeen. 15-17 November. ISBA:Leeds.
Online full conference proceedings	The conference (IEEE Computer society 2009).....	IEEE Computer Society. (2009). <i>Cover Art: 14th IEEE international Conference on Engineering of Complex Computer Systems</i> [online]. University of Potsdam. Potsdam. 2-4 June. IEEE Computer Society: Los Alamitos. [Accessed 14 June 2009]. Available at: http://www.computer.org/portal/web/csdl/doi/10.1109/ICECCS.2009.57
Online conference paper	A recent paper (Pellizoni <i>et al</i> 2009)...	Pellizoni, R., Franks, S., Sha, L. & Bradford, R.M. (2009). ASIIST: Application Specific I/O Integration Support Tool for Real-Time Bus Architecture Designs. <i>Cover Art: 14th IEEE international Conference on Engineering of</i>

		<i>Complex Computer Systems</i> [online]. University of Potsdam. Potsdam. 2-4 June. IEEE Computer Society: Los Alamitos. [Accessed 14 June 2009]. Available at: http://www.computer.org/portal/web/csdl/doi/10.1109/ICECCS.2009.57
Paper presented at a meeting (unpublished)	The escalating abuse of (Lanktree & Briere 1991)..	Lanktree, C. & Briere, J. (January 1991). Early data on trauma symptom checklists for children. Paper presented at the meeting of the American Professional Society of the Abuse of Children, San Diego. Note: No titles are italicized as this paper is unpublished.

Dissertations/Theses

	Example of how to refer to the resource in-text	Model to follow in the reference list
Dissertation/Thesis	Research by Saxton (1994)....	Saxton, J.M. (2009). <i>Exercise-induced damage to human skeletal muscle</i> . Ph.D. Thesis. University of Wolverhampton.
Online dissertation/thesis	Saxton (1994) argues that....	Saxton, J.M. (2009). <i>Exercise-induced damage to human skeletal muscle</i> [online]. Ph.D. Thesis. University of Wolverhampton. [Accessed 12 June 2006]. Available at: http://wlv.openrepository.com/wlv/ .

Official Reports

	Example of how to refer to the resource in-text	Model to follow in the reference list
Command Paper	The latest advice (Department for Education and Skills 2005)...	Department for Education and Skills. (2005). <i>Higher standards, better schools for all, more choice for parents and pupil</i> . Cm. 6677. London: The Stationery Office.
Government Report	The NHS states (National Health Service 2003)...	National Health Service. (2003). <i>Can walking make you slimmer and healthier?</i> London: National Health Service.
Online Report	The latest advice (Department of Health 2007)...	Department of Health. (2007). <i>Health inequalities: progress and next steps</i> [online]. London: National Health Service. [Accessed 23 January 2009]. Available at: http://www.dh.gov.uk .

Market Research Reports

	Example of how to refer to the resource in-text	Model to follow in the reference list
Mintel Papers	Mintel (2008)....	Mintel. (2008). <i>Coffee: Mintel marketing report</i> . January 2008. London: Mintel.
Online Mintel Papers	Mintel (2008) stipulates....	Mintel. (2008). <i>Mintel marketing report</i> [online]. London: Mintel. [Accessed 12 December 2008]. Available at: http://academic.mintel.com .

British Standards

	Example of how to refer to the resource in-text	Model to follow in the reference list
British Standards	Copper alloys are subject to strict controls (BSI 2008)...	British Standards Institution. (2008). BS EN 1173:2008. <i>Copper and copper alloys. Material condition designation</i> . London: BSI.
British Standards online	Iron drain pipes are governed by standard (BSI 2008)...	British Standards Institution. (2008). BS 437:2008. Specifications for cast iron drain pipes, fittings and their joints for socketed and socketless systems [online]. London: BSI. [Accessed 15 August 2008]. Available at: http://www.bsi-global.com

Maps

	Example of how to refer to the resource in-text	Model to follow in the reference list
Map	Archeological sites are italicized (Ordnance Survey 2000)...	Ordnance Survey. (2000). <i>Telford, Ironbridge and The Wrekin</i> , sheet 242. 1:25,000. Explorer Series. Southampton: Ordnance Survey.
Online Map	Port Vale Football Club can be seen using Google Maps (Tele Atlas 2009)...	Tele Atlas. (2009). Burslem. <i>Google Maps</i> [online]. [Accessed 19 July 2009] Available at http://maps.google.co.uk . 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

		not Google themselves.
Atlas (with an editor)	The position of the new city... (ed. Eales 2003, map 34).	Eales, S. (ed.). (2003). <i>The Jacaranda atlas</i> . 3 rd edn. Brisbane: John Wiley & Sons.
Atlas (with no editor)	The position of the new city... (<i>The Jacaranda atlas</i> 2003, map 34).	<i>The Jacaranda atlas</i> . (2003). 3 rd edn. Brisbane: John Wiley & Sons.

Images

	Example of how to refer to the resource in-text	Model to follow in the reference list
Images in a book	Lambert's painting illustrates a typical Ukrainian mine (Himka 1988, p. 44)...	Himka, J. (1988). <i>Galician villagers and the Ukrainian national movement in the nineteenth century</i> . Basingstoke: Macmillan.
Online image from a database/website	Dali's Madonna (1958) is a...	Dali, S. (1958). <i>Madonna</i> . Oil on canvas [online]. [Accessed 10 July 2009]. Available at http://www.oxfordartonline.com . Note: If you are referencing an image from a website make sure you reference the actual site and not the search engine used such as Google images.

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

Video/Audio

	Example of how to refer to the resource in-text	Model to follow in the reference list
DVD Film	The movie (<i>Che, Part One</i> 2008) shows...	<i>Che, Part One</i> . (2008). Directed by S. Soderbergh [DVD]. New York: IFC Films.
Video Film	Similarly, in <i>The Sixth Sense</i> (1999)...	<i>The Sixth Sense</i> . (1999). Directed by M. Night Shyamalan [Video]. New York: Warner Home Video.
Audio cassette	In <i>Plum Blossom</i> (1990), it is claimed that...	<i>Plum Blossom</i> . (1990). Sound recording. Cassette WS8871. London: White Swan Audio and Video Publishing House.

Television

	Example of how to refer to the resource in-text	Model to follow in the reference list
TV Programme	Beautiful gardens (2005) is....	Beautiful garden. (2005). BBC 2 Television. Viewed 23 June 2005.
Episode of a TV programme	The history of Britain is portrayed in Blackadder (1987) as...	Ink & Incapability. (1987). Blackadder. BBC 2 Television. Series 3 episode 2. Viewed 23 June 2005. Note: If you view a programme on the internet just add [online] and the URL of the site you viewed it at.
Interview	The Prime Minister answered (2003)...	Blair, A. (2003). Interviewed by J. Paxman for <i>Newsnight</i> [TV]. BBC 2 Television. 2 February 2003.

Advertisements

	Example of how to refer to the resource in-text	Model to follow in the reference list
TV Advertisement	The recent advertisement by Vodafone (2009)...	Vodafone. (2009). <i>Advertisement for 3G mobile telephone</i> [advertisement on ITV Television]. Viewed 20 April 2009.
Newspaper Advertisement	The recent advertisement by Vodafone (2009)...	Vodafone. (2009). <i>Advertisement for 3G mobile telephone</i> [advertisement in The Times]. Viewed 20 April 2009.
Internet Advertisement	The recent advertisement by Vodafone (2009)...	Vodafone. (2009). <i>Advertisement for 3G mobile telephone</i> [online advertisement]. 20 April 2009. Available at: http://www.sky.com

Specialised Sources

	Example of how to refer to the resource in-text	Model to follow in the reference list
Formal Email	This was disputed by Stolarczuk (2009)...	Stolarczuk, P. (2009). Email to J. Granger. 20 June 2009.
Personal communication /interviews	Director of Nursing at ... , Dr Petty, highlighted the ... <i>or</i> Evidence given by the Director of Nursing at ... , suggested that ... (Petty, H 1999, pers. comm., 17 July) ... <i>or</i> In an email communication on 10 June 1995, The Director of Nursing, Mary Wren, indicated that ...	Note: Personal communications, such as interviews, conversations, letters and personal email messages, are not usually included in a reference list.
Pamphlet	Centrelink (1999, p. 10) concluded that...	Centrelink. (1999). <i>Bonus for working seniors</i> . Brisbane:

		Key Publishers.
Brochure (author is also the publisher)	According to guidelines developed by the Research and Training Centre of Independent Living (RTCIL) (1993, p. iv)...	Research and Training Centre of Independent Living (RTCIL). (1993). <i>Guidelines for reporting and writing about people with disabilities</i> . New York: RTCIL.
Handbook	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (<i>MIMS Annual Australian Edition 1975</i>)..	<i>MIMS Annual Australian Edition</i> . (1975). Crows Nest: IMS Publishing.
Microfiche (with a reference number)	Rallis (1995, p.11) believes that...	Rallis, S.F. (1995). <i>Dynamic teachers: leaders of change</i> . ERIC Microfiche ED 388626. London: Sage Productions.
Microfiche (without a reference number)	Mundy (1980, p. 42)explained that...	Mundy, G. (1980). <i>Ideology and the mass media</i> . Microfiche. The Library, Social Sciences and Humanities Division, Australian National University, Canberra.
Dictionary	The <i>Concise Oxford English Dictionary</i> (2004, p. 369) defines 'debouch' as...	<i>The Concise Oxford English Dictionary</i> . (2004). 11 th edn. Oxford: OUP.
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" (<i>Holy Qur'an</i> , 31.16).	The Holy Qur'an does not appear in the reference page. For translations use this model: Cleary, T. (2004). <i>The Qur'an: A New Translation</i> . Translated from the Arabic. CA: Shambhala Publications.
Foreign language material	Thurfjell (1975) believed that...	Thurfjell, W. (1975). Vart hav varan doktor tagit vagen? <i>Lakartidningen</i> . Stockholm:Lars Publications. or Thurfjell, W. (1975). [Where has our doctor gone?] <i>Lakartidningen</i> . Stcokholm:Lars Publishers. (In Swedish).
Translated works	Alberti (1974) described...	Alberti, L. (1974). <i>Music through the ages</i> . Translated from the Italian by R. Pierce. London: Cassell. (Originally published in 1968).

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

KM Processes	Contingency Factors						
	Task Uncertainty	Task Interdependence	Explicit (E) or Tacit (T) Knowledge	Procedural (P) or Declarative (D) Knowledge	Organizational Size	Business Strategy*	Environmental Uncertainty
Combination	Low	High	E	P/D	Small/Large	D	High
Socialization for Knowledge Discovery	High	High	T	P/D	Small	D	High
Socialization for Knowledge Sharing	High	High	T	P/D	Small	LC/D	Low
Exchange	Low	High	E	P/D	Large	LC/D	Low
Externalization	Low	Low	T	P/D	Small/Large	LC/D	Low
Internalization	Low	Low	E	P/D	Small/Large	LC/D	Low
Direction	High	High/ Low	T/E	P	Small	LC	High
Routines	Low	High/ Low	T/E	P	Large	LC	High

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

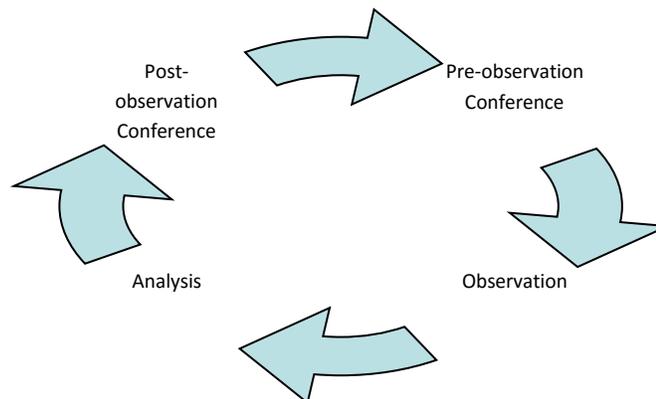


Figure 1: The Clinical Supervision Cycle (Smyth 1984, p. 13) or
(Adapted from Smyth 1984, p.13)

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

Sample reference list

Cosgrove, K. (n.d.) *Trends in the retail sector*. London:University of London.

Elder, B. (1995). *The magic of Australia*. Sydney:Beaut Books.

Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. & Gardener, J. (1999). *Business management for the new era*. Adelaide:Wyland Publishing.

Peterson, J & Schmidt, A. (1999). Widening the horizons for secondary schools, *Journal of Secondary Education*, vol. 3(8), pp. 9–106.

Saxton, J.M. (2009). *Exercise-induced damage to human skeletal muscle* [online]. Ph.D. Thesis. University of Wolverhampton. [Accessed 12 June 2006]. Available at: <http://wlv.openrepository.com/wlv/>.

The Concise Oxford English Dictionary. (2004). 11th edn. Oxford: OUP.

Research and Training Centre of Independent Living (RTCIL). (1993). *Guidelines for reporting and writing about people with disabilities*. New York: Time Publications.

Yeric, J. M., Todd, J. & Muller, P. (1989). *Political perspectives*. Chicago:Peacock Publishers.

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.