

APA Referencing Guide - Health Sciences, Medicine and Nursing 2008

Based on the *Publication Manual of the American Psychological Association* (5th ed.). Copies held in the Reference collections of libraries at each campus (Fremantle, Broome and Sydney), or see www.apastyle.org

The APA Referencing style is a standardised format of acknowledging sources of information used in academic writing, and is the style used in the Schools of Health Sciences, Medicine and Nursing at Notre Dame. Referencing is an essential part of assignments and it must be done correctly or penalties may apply.

Plagiarism is the copying or paraphrasing of work from another source without acknowledging the author of that work. Plagiarism affects the academic integrity of both the individual and the University, and is not acceptable. (see General University Regulations 8.2.1.)

To reference correctly you need to include both in-text references within your work and a reference list at the end of the assignment. The reader can then follow the brief citation in-text to the full details in the reference list. **References cited in text must be included in the reference list, and vice-versa.** The only exception to this is for personal communications which are cited in the body of the text only (see example pages).

In-text Referencing

Within the assignment you must acknowledge where information has come from in a short, but specific way. In the APA style put the author's surname and year of publication in brackets, eg. (Smith, 2006). If using a direct quotation or statistical material you must also put the relevant **page number/s**, eg. (Smith, 2006, p.121). If there are 3-6 authors you only need to put all the surnames the first time, after that you can abbreviate. If there are 7 or more authors you can abbreviate from the first reference (see the examples given in the guide). Often within an assignment you refer to the same book or article several times. Within a paragraph you do not need to repeat the year each time if it is clear that you are referring to the same reference, but once you begin a new paragraph you will need to put both the author and year again. Look at the examples given in the middle column of the referencing guide that follows and read the notes, if you are unsure ask at the Library.

Quotations - if less than 40 words these are enclosed within double quotation marks “ ”.

- Quotations of more than 40 words should be set out in a block, commencing on a new line and indented 5 spaces from the left hand margin. Quotation marks are not used for the block.

Acronyms - should be spelled out in full on first mention and the acronym given in square brackets. In subsequent mentions the acronym only is allowed, e.g.: The World Health Organization [WHO] stated in 1996 that this had become an epidemic. Subsequent reports by WHO confirm these earlier findings

Reference Lists

The Reference list is given at the end of the work on a separate page. It gives the author's surname and initials, the title, and publication details such as the edition, place and year of publication. Electronic resources will also need the website addresses or database names, and the date the material was retrieved.

The Reference list must be set out correctly. It should:

- ❖ be in alphabetical order using the surname of the author (**DO NOT** list books, journals, websites separately)
- ❖ use the title of the material if there is no author
- ❖ use *italics* for the title of the book, website name, journal name and volume number.
- ❖ have the second and subsequent lines of the reference indented 5 spaces ('hanging indent')
- ❖ use consistent size and type of font
- ❖ be consistent and accurate in details given
- ❖ have **NO** bullet points or numbering

Author

- ❖ Use the surname of the author, followed by the initial/s only. Do not put in any titles such as Dr. or Professor. Use an ampersand (&) between two authors, or between the second last and last authors. Corporate or organisation names may be used for the author.

Date

- ❖ For books and journals use the publication year of the work; for information from the WWW use the year given or the "last updated" information. If there is no date use the notation (n.d.).
- ❖ Retrieval dates (the day the page was viewed, printed or saved) must be stated for websites, electronic database journal articles and e-books. Use the name of the month rather than numbers to avoid confusion with different date formats, e.g. February 5, 2007 (not 5/2/2007).

Title

- ❖ Use *italics* for the title of books, and the names of journals (**not** the title of the article within the journal). Journal titles must be spelled out in full, e.g. *Journal of Sports Medicine*, not *J Sports Med*.

Capitalisation

- ❖ For titles of books and articles in reference lists, capitalise only the first word, the first word after a colon or a dash, and proper nouns. Even if every word of the title starts with a capital letter on the book itself you should change to lower case as directed in the previous sentence. However, the names of journals and corporate authors remain as given, do not change these to lower case.

Place of publication

- ❖ For locations give the city, however if the city is not well known or likely to be confused with another location of the same name, provide state or country details. States can be abbreviated, country names are written in full. If several places of publication are listed on a book, give the first one only.

Publishers

- ❖ Give the name of the publisher as briefly as possible; normally you do not need the words Publishers, Co., Ltd. or Incorporated.
- ❖ Where the author of the work is also the publisher write the word - Author - for the publisher's name.

URL References

- ❖ The URL (Internet address) should **not** be underlined or a different colour. Most word processing packages will automatically underline the URL. To get rid of this (if using MS Word) highlight the URL, go to the Toolbar – Insert – Hyperlink – Remove Link.

Common abbreviations

Ed. (Eds.) = Editor (Editors)

ed. = edition

Rev. ed. = Revised edition

Suppl. = supplement

n.d. = no date

et al. = and others

p. (pp.) = page (pages)

Formatting your assignments

It is important to present your assignment in the correct way. For the School of Health Sciences please follow the guidelines set out below.

NB: *Different types of assignments, such as Lab Reports, might require different formatting. Consult with your lecturer or refer to your course outline for further information if you are unsure.*

Cover Sheet

All assignments must be submitted with the correct University of Notre Dame cover sheet before 4pm on the due date to the school office (unless other arrangements are made by your lecturer).

Title Page

Some unit coordinators prefer that assignments also be submitted with a title page. Please see your course outline for further information. If you are not required to have a title page you must include the full title of your topic at the beginning of your work. This does not mean a title such as 'Assignment 2' or 'Tutorial Paper', but the question or topic which you are addressing in full.

Abstract

Some assignments will require abstracts, check with your lecturer or tutor. An abstract is a brief, comprehensive summary of your entire paper which allows the reader to quickly survey the content of the paper. It must contain all the crucial information that you want to impart to the reader. The abstract should be:

- ❖ Between 100 -120 words (unless otherwise stated)
- ❖ At the top of the first page, after the title but before the introduction;
- ❖ Be clearly differentiated from the main text of the essay;
- ❖ Have a subtitle of 'Abstract' centred above it;
- ❖ Be single spaced;
- ❖ Be indented from the left and right margins

Layout

Unless otherwise specified in the assignment guide, your assignments should be submitted with the following layout:

- ❖ Margins -- 3cm for the left and 2cm for the right.
- ❖ Justification -- left.
- ❖ Spacing -- 1.5 or double line spacing.
- ❖ Paragraphs -- do not leave lines between paragraphs. Instead, indent the first line of each paragraph with one tab space.
- ❖ As a general guide, each paragraph should discuss only one main point and be around 250 words in length.
- ❖ Font -- use a simple font which is easy to read. Either Arial in size 11 or Times New Roman in size 12 are recommended.
- ❖ Italics are used sparingly. Sometimes they might be required to add particular emphasis to words.
- ❖ Underlining and fancy scripts should never be used.
- ❖ Page numbers should be inserted as a header or footer beginning on the title page.

The following pages give some examples of how to reference different types of resources.

Books	In-text citation	Reference list
<i>One author</i>	Williams (1997) suggested that OR as the survey results showed (Williams, 1997).	Williams, D. (1997). <i>Communication skills in practice: A practical guide for health professionals</i> . London: J.Kingsley.
<i>Two authors</i>	A recent study (Remley & Herlihy, 2001) predicted that ... OR Remley and Herlihy (2001) point out that ... NB: Use an ampersand (&) within the parentheses, but use 'and' in your sentence.	Remley, T.P., & Herlihy, B. (2001). <i>Ethical, legal, and professional issues in counseling</i> . Chicago: Peacock.
<i>Three to six authors</i> (The first time cited in-text list all authors' surnames, subsequent entries use the first surname and et al.)	A further study (McArdle, Katch & Katch, 2001) highlighted that ... OR McArdle, Katch and Katch, (2001) state that ... Subsequent entries: (McArdle et al., 2001) OR McArdle et al. (2001) state	McArdle, W.D., Katch, F.I., & Katch, V.L. (2001). <i>Exercise physiology: Energy, nutrition, and human performance</i> . Philadelphia: Lippincott, Williams & Wilkins.
<i>More than 6 authors</i>	In an earlier study (Harrison et al., 1999) the results indicated that Just use first surname and et al. when citing in text.	Harrison, G., Woods, R., Morrison, J., Zappa, F., Lennon, J., Wright, S., et al. (1999). <i>Group dynamics</i> . London: Record Press. List the first six authors then put et al.
<i>No author</i>	Respiratory acidosis is characterised by (<i>Fluids & electrolytes made incredibly easy</i> , 2002) Use italics for title of a book; use double quotation marks for title of a journal article or book chapter.	<i>Fluids & electrolytes made incredibly easy</i> . (2002). Springhouse, PA: Springhouse. Most titles will use 'and' but if title page uses an ampersand (&) then your reference should do the same.
<i>Second or later edition</i>	Applegate (2000, p. 381) states that about "19% of the plasma is " OR The steps described (Applegate, 2000) show that the first	Applegate, E. (2000). <i>The anatomy and physiology learning system</i> (2nd ed.). Philadelphia: WB Saunders.
<i>Book with an editor</i>	Tuberculosis is a "mycobacterial disease that is a major cause of disability and death... " (Heymann, 2004, p. 560)	Heymann, D.L. (Ed.). (2004). <i>Control of communicable diseases manual</i> (18 th ed.). Washington: American Public Health Association.

<p><i>Chapter in edited work</i></p>	<p>According to Schofield (1990) the vast majority of Australians</p>	<p>Schofield, T. (1990). Living with a disability. In J. Reid & P. Trompf (Eds.), <i>The health of immigrant Australia</i> (pp. 288–311). Sydney: Harcourt Brace Jovanich.</p> <p>Note that the author has surname then initial but the editors' names have initial then surname and are preceded with 'In'.</p>
<p><i>Several sources are cited at once</i></p>	<p>Healey (2002a, 2002b), Purtilo and Haddad (1996) and Townsend (2002) all found evidence of</p> <p>OR</p> <p>Several studies (Healey, 2001, 2002; Purtilo & Haddad, 1996; Townsend, 1999) show that</p> <p>Each source cited in text should appear as a separate entry in the reference list. Use a, b, etc to differentiate books by the same author in same year.</p>	<p>Healey, J. (2002a). <i>Adolescent health</i>. Rozelle, NSW: Spinney Press.</p> <p>Healey, J. (2002b). <i>Suicide and self-harm</i>. Rozelle, NSW: Spinney Press.</p> <p>Purtilo, R., & Haddad, A. (1996). <i>Health professional and patient interaction</i>. Philadelphia: W.B. Saunders.</p> <p>Townsend, M.C. (1999). <i>Essentials of psychiatric/mental health nursing</i>, Philadelphia: F.A. Davis.</p>
<p>Secondary reference: Referring to an author (primary reference) read about in another publication (secondary reference)</p> <p>NB: Try to locate the primary source if possible</p>	<p>...more than infection control (McPherson, as cited in Wass, 2000, p. 195).</p> <p>OR</p> <p>McPherson's 1993 study (as cited in Wass, 2000, p. 195) stated that ...</p> <p>OR</p> <p>An earlier study by McPherson (cited in Wass, 2000, p. 195) showed that ...</p> <p>OR</p> <p>Wass (2000, p. 195), in reporting McPherson's research, states that ...</p>	<p>Wass, A. (2000). <i>Promoting health: The primary care approach</i> (2nd ed.). Philadelphia: Saunders.</p> <p>In this case you have only actually used the book by Wass to find the information, so that is the book that will appear in the reference list. Unless you find and read the original work by McPherson you do not put it in your reference list.</p>
<p>E-books</p>	<p>In-text citation</p>	<p>Reference list</p>
<p>Same as books BUT a Retrieval statement must also be given with name of database (preferable) or URL</p>	<p>According to the British Medical Association [BMA] (2002) medicalisation of sport is one of the reasons that.....</p>	<p>British Medical Association. (2002). <i>Drugs in sport: The pressure to perform</i>. London: BMJ Books. Retrieved February 5, 2008 from Ebrary database.</p>

Journals	In-text citation	Reference list
<p><i>Journal article in print</i></p> <p>Rules for multiple authors same as books.</p>	<p>Cresswell and Eklund (2004) conducted a study.....</p> <p>In-text citations - for two authors always put both surnames; for 3-6 authors list all authors' surnames in first citation, then use first surname et al. for subsequent entries; more than 6 authors just put first surname et al.</p>	<p>Cresswell, S.L., & Eklund, R.C. (2004). The athlete burnout syndrome: Possible early signs. <i>Journal of Science and Medicine in Sport</i>, 7(4), 481-487.</p> <p>Rules for multiple authors same as books.</p>
<p><i>Journal article from an electronic database</i></p> <p>Retrieval statement needed</p>	<p>A model from New Zealand is presented by Durie (2004), which shows.....</p>	<p>Durie, M. (2004). An Indigenous model of health promotion. <i>Health Promotion Journal of Australia</i>, 15(3), 181-185. Retrieved February 11, 2007, from Meditext database.</p>
<p><i>Journal articles published online by the journal (where a print version is also published)</i></p>	<p>Lee, Lansbury and Sullivan's study (2005) was part of a larger project looking at this interaction.</p>	<p>Lee, T.S., Lansbury, G., & Sullivan, G. (2005). Health care interpreters: A physiotherapy perspective [Electronic version]. <i>Australian Journal of Physiotherapy</i>, 51(3), 161-165.</p>
<p><i>Journal article from a journal available on the Internet only</i></p> <p>Retrieval statement needed</p>	<p>A survey by Murray, Warm and Fox (2005) found that...</p> <p>For subsequent entries (3 - 6 authors): Murray et al. also noted that adolescent girls</p>	<p>Murray, C., Warm, A., & Fox, J. (2005). A survey of adolescent self-injurers. <i>The Australian e-Journal for the Advancement of Mental Health</i>, 4(1). Retrieved March 10, 2007 from http://www.auseinet.com/journal/vol4iss1/murray.pdf</p>
<p><i>Journal article from a Supplement</i></p>	<p>...and hand hygiene should always be performed between patient contacts (Collignon & Carnie, 2006).</p>	<p>Collignon, P.J., & Carnie, J.A. (2006). Infection control and pandemic influenza. <i>Medical Journal of Australia</i>, 185(Suppl. 10), S54-S57.</p>
<p><i>Abstract only</i></p> <p>If abstract only is used it must be indicated so in the Ref List.</p>	<p>Holm, Lepp and Ringveld's study of dementia patients (2005) is part of a larger project that</p>	<p>Holm, A., Lepp, M., & Ringsberg, K.C. (2005). Dementia: Involving patients in storytelling – A caring intervention. <i>Journal of Clinical Nursing</i>, 14(2), 256-263. Abstract retrieved January 22, 2007, from CINAHL Plus database.</p>
<p><i>Book review in journal</i></p>	<p>While Armstead (2007) also states that people with Asperger's syndrome tend to be</p>	<p>Armstead, J., (2007). Finding a different kind of normal. [Review of the book <i>Finding a different kind of normal: Misadventures with Asperger Syndrome</i>]. <i>Healthcare Counselling and Psychotherapy Journal</i>, 7(1), 33. Retrieved June 5, 2007, from Psychology and Behavioral Sciences Collection database.</p>

WWW	In-text referencing	Reference list
<p><i>Document on the World Wide Web (with date and author)</i></p> <p>Retrieval statement needed</p>	<p>Basser (2005) notes that this is not</p>	<p>Basser, S. (2005). <i>Anti-immunisation scare: The inconvenient facts</i>. Retrieved May 2, 2006, from http://www.skeptics.com.au/journal/1997/1_immunise.htm</p> <p>Web addresses are not underlined and no full stop is used.</p>
<p><i>Document on the WWW (with corporate author)</i></p> <p>Retrieval statement needed</p>	<p>The Therapeutic Goods Administration [TGA] guidelines (2004) state that</p> <p>Subsequent entries use only the acronym, eg: The TGA (2004) also recommends</p>	<p>The Therapeutic Goods Administration. (2004). <i>Medicines regulations and the TGA</i>. Retrieved January 27, 2007, from http://www.tga.gov.au/docs/html/medregs.htm</p>
<p><i>Document on the WWW (with author but no date)</i></p> <p>Retrieval statement needed</p>	<p>Drug Aware (n.d.) describes ecstasy as similar to.....</p> <p>OR</p> <p>These effects can occur within 20 minutes (Drug Aware, n.d.) ...</p>	<p>Drug Aware. (n.d.). <i>Ecstasy</i>. Retrieved February 10, 2007, from http://www1.drugaware.com.au/pages/ecstasy.asp</p>
<p><i>Document on the WWW (no author / sponsor, no date)</i></p> <p>Retrieval statement needed</p>	<p>As claimed ("Why we don't vaccinate", n.d.),</p> <p>**Always question the validity of a site that has no author or sponsor.</p>	<p><i>Why we don't vaccinate</i>. (n.d.). Retrieved March 15, 2007, from http://www.geocities.com/Heartland/8148/vac2.html</p>
<p><i>Conference Proceedings available on WWW</i></p> <p>Retrieval statement needed</p>	<p>The local GP was a first point of health service contact for many people (Patterson, 2005).</p>	<p>Patterson, S. (2005). <i>Multiple partners for mental health</i>. Paper presented at the 8th National Rural Health Conference. Retrieved October 12, 2006, from http://www.ruralhealth.org.au/nrhpublic/publicdocs/conferences/8thNRHC/Papers/patterson,%20susan.pdf</p>
<p><i>Image from the web</i></p> <p>Retrieval statement needed</p>	<p>....as can be seen in the distinct shape of the bacteria.</p> <p>In-text - Insert photograph and beneath it put: <i>Figure #. Spirillus (spiral-shaped) bacteria.</i></p> <p>NB. Images may be subject to copyright.</p>	<p><i>Spirillus (spiral-shaped) bacteria</i> [Image] (n.d.). Retrieved January 28, 2007, from www.uic.edu/classes/bios/bios100/labs/celllab.htm</p>

Other	In-text referencing	Reference list
<i>Magazine article - no author</i>	It is also toxic when consumed in high doses ("The hard road ahead", 2005) and..... Use quotation marks " " for title. Abbreviate if long.	The hard road ahead. (2005, October 24). <i>Time</i> , 166(17), 80-86. For magazine & newspapers give full date in Year, Month, Day order. If no author alphabetise by first significant word in title (in this case, hard).
<i>Newspaper article with an author</i>	Laurie (2004) also finds this quite conceivable and states that ...	Laurie, V. (2004, November 20-21). In the eye of the storm. <i>Weekend Australian</i> , p. 1.
<i>Newspaper article with no author</i>	Health experts warn that ... ("Detection", 2003). Abbreviate and use quotation marks " " for title.	Detection proves its worth for cancer prevention. (2003, April 4). <i>The West Australian</i> , p.22.
<i>Videorecording or DVD</i> Put the format in [] brackets.	Harrison and Freedman (2005) were able to show these tensions in their documentary, which is.....	Harrison, K. (Director), & Freedman, R. (Producer). (2005). <i>Crossing the line</i> . [DVD]. A.C.T., Australia: Ronin Films.
<i>Television broadcast</i>these hospitals are only for the wealthy (Harley, 2005).	Harley, W. (Producer). (2005, November 8). India: Medical tourism. <i>Foreign correspondent</i> . [Television broadcast]. Sydney, NSW: ABC Television.
<i>Podcast</i> Retrieval statement needed	The issue of pain control was also debated in another area (Seega & Swan, 2007) and it appears that.....	Seega, B. (Producer), & Swan, N. (Presenter). (2007, January 29). <i>Chronic disease self-management</i> [Podcast radio programme]. Sydney: ABC Radio National. Retrieved February 12, 2007, from http://www.abc.net.au/rn/healthreport/stories/2007/1833599.htm
<i>CD-Roms</i>as heard in the lung sounds of an overweight, middle aged male (Kerr, 2001).	Kerr, R. (2001). <i>Physical assessment: Practical chest auscultation</i> . [CD-ROM]. Wagga Wagga, NSW: Katscan Digital Imaging.
<i>Government publication</i> Give full title & acronym initially, then use acronym	The guidelines suggest (National Health and Medical Research Council [NHMRC], 2003). Subsequent entries use only the acronym, eg: The NHMRC (2003) also recommends	National Health and Medical Research Council [NHMRC]. (2003). <i>Dietary guidelines for all Australians</i> , Canberra: Australian Government Publishing Service.
<i>Legislation (Acts)</i>	In Western Australia, the <i>Mental Health Act</i> (1996) defines a mental health practitioner as	<i>Mental Health Act 1996</i> (WA).

Legislation (Cases)	In <i>Malouf v. AME Properties (2007)</i> it was found that If referring to a particular page put the case name and the page no. If referring to the judgement as a whole, leave out the page number.	<i>Malouf v. AME Properties Pty Ltd (2007)</i> FCA 1616. Retrieved February 4, 2008 from http://www.austlii.edu.au
MIMS (Online) MIMS (Print journal) MIMS (Print Annual)	Panadol can be given to..... (“Panadol”, n.d.). Interactions given are..... (MIMS, 2003, p.128). Somac tablets are well tolerated (MIMS, 2004, p.17)	<i>Panadol</i> . (n.d.). Retrieved March 17, 2007, from MIMS Online. Paradex. (2003). <i>MIMS 41(4)</i> 128. MIMS Australia (2004). <i>June 2004 MIMS Annual</i> . St Leonards, NSW: Medi Media.
From a university course readings book	Brackenreg (1999, p. 48) discusses these theories and states that	Brackenreg, M. (1999). Learning from our mistakes – Before it’s too late. In <i>HPE 3205 —Outdoor Education Course Reader</i> (pp. 46–54). Fremantle, WA: University of Notre Dame Australia.
Tutorial/Workshop Handout (unpublished)gave examples of the danger of not evaluating web resources (<i>The WWW: The good, the bad and the ridiculous</i> , 2007).	<i>The WWW: The good, the bad and the ridiculous</i> . Tutorial handout distributed in the course CO115 – Health Communications, at The University of Notre Dame Australia on April 12, 2007.
Lecture notes (unpublished)	These biological processes are associated with ageing (White, 2007) and	White, C. (2007). <i>Pathology: Week 6</i> . Lecture notes distributed in the course SS220 — Pathology, at the University of Notre Dame Australia, Fremantle on September 6, 2006.
Lecture material – non-print (e.g. whiteboard notes, OHT notes, lecturer’s statements)	In a lecture (CO115—Health Communications) given at the University of Notre Dame Australia, Fremantle, on 17 April 2007, Prof. H. Parker suggested that ...	This should not be included in the reference list; consequently the in-text reference must give all details.
Personal Communications	In a telephone conversation on 6 August 2007, Dr Lawrence stated that... OR Evidence given (C. Lawrence, personal communication, 6 August, 2007) ...	Personal communications such as conversations, letters, personal email messages and messages on bulletin boards/discussion lists, are not usually included in a reference list unless specifically requested by your lecturer.

REMEMBER: You must check your references carefully before handing in your assignments. If you are unsure or have an item that does not have an example given above, check the *Publication Manual of the American Psychological Association* or ask at the Library. Please note however, that Library staff CANNOT check or proof- read assignment reference lists for students.

See the next page for an example of how the Reference List should be presented.

References

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