



MONASH University
Medicine, Nursing and Health Sciences

**SCHOOL OF NURSING AND
MIDWIFERY**

Referencing Guidelines

School of Nursing and Midwifery

Referencing Guidelines

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Referencing in Nursing and Midwifery

This booklet has been developed to assist students to reference their assignments in accordance with the referencing system recommended by the American Psychological Association [APA]. It is intended to be used in conjunction with the APA referencing guidelines and tutorials available from the Monash University Library website and other resources listed in section 5.0 below.

1.0 Why Reference?

References demonstrate to the reader the depth of your knowledge and understanding of the facts, issues, and conflicting views of a subject. They can support your own view of the topic with scientific evidence, theory, or expert opinion. Thus, references lend your arguments greater weight by substantiating your claims.

Referencing also allows the reader to follow up on what you have said and increase her/his own knowledge of the subject area. The primary function of research is to inform others of new developments as well as new approaches and ways of thinking about a topic. This is why it is crucial to keep accurate publication details so that the reader can follow the trail of your research and find materials easily.

Finally, Western culture places a heavy emphasis on ownership of ideas. If you do not acknowledge sources of ideas as well as factual information you are committing plagiarism. This is a serious offence and may result in disciplinary action. See Appendix A for an explanation of what constitutes plagiarism.

2.0 What to Reference

Any information, ideas or opinions gathered in the course of your research and used in your assignment must be acknowledged. This means that you will need to provide citations for statistics, figures reproduced from books or websites, as well as *quotations*, *paraphrases* and *summaries* of any material used.

2.1 QUOTATIONS

Quotations are in-text citations where the exact words used by an author are copied and acknowledged. In most cases in your assignments, you will need to use your own words to describe someone's ideas but occasionally you may wish to quote. For example, quoting is a good choice when the original wording is so apt that you cannot write it in your own words adequately. However, your lecturers and tutors are interested in how YOU demonstrate your understanding of a topic, therefore, using your own words is very important and quoting should be kept to a minimum. The rule of thumb is that **AT LEAST seventy-five percent (75%)** of any one answer (be it a whole essay or a one paragraph answer) must be in your own words and NOT quotation.

When using quotations, adhere to the following:

- Place double quotation marks (". . .") around any sentence or phrase directly copied from a text.
- Make sure you copy out the quotation exactly as it is written in the text - *word for word*, including any spelling or grammatical errors. If the author has made a mistake, such as incorrect spelling, you can show that it is the author's mistake and not yours by writing [sic] next to the mistake. e.g. "Nurses can assist there [sic] patients by..."
- If it is necessary to add any words to the quotation to make it clearer for the reader, indicate words inserted with square brackets: "Doctors argue that they [nurses] must... "
- If words are taken out of the quote because they do not add any necessary information to the point being made, abbreviate the quotation by using three spaced dots: "It is . . . important to"
- Ensure that the quoted text fits grammatically with the rest of your sentence.
- Provide some context or explanation for the quotation. Do not just place a quotation as an isolated sentence in the middle of a paragraph without some sort of lead in.
- Do not just string quotations together. Paraphrase or summarise the information wherever possible.

2.2 PARAPHRASES

A paraphrase or indirect quote occurs when you take an author's sentence or brief paragraph and rewrite it in your own words. When paraphrasing, make sure that you:

- i) alter the structure and organisation of the ideas as well as the individual words (i.e. do not simply substitute synonyms);
- ii) do not distort the original meaning.

2.3 SUMMARIES

A summary draws on a larger amount of information than a paraphrase. It is a brief and condensed version of a text (article, website, book, etc) which highlights the points you want draw on to support your discussion. A summary may address the most important aspects of a particular theory or the main points that an author has made in the work you are citing. Because you're using a particular author/authors' ideas, a summary needs to acknowledge the source of those ideas by inserting an in-text reference. Within the summary, you may include a quotation if you wish, for which the page number is needed.

3.0 Referencing Systems in Nursing

There are several referencing systems and styles used in nursing publications to acknowledge the owners of the ideas or quotations. These systems can be broadly categorised in two main groups:

- author-date systems, or
- numerical systems.

Footnotes are also occasionally used.

3.1 AUTHOR-DATE SYSTEMS

Author-date systems, such as Harvard and APA, use the author/s surname/s and year of publication in parenthetical references in the text (instead of footnote and endnotes) to acknowledge the use of another author's material. For statistics, figures reproduced from texts and quotations, page numbers **must** be provided in the text together with the author and year. Page numbers may also be helpful when paraphrasing to help the reader find the idea in the source easily. For summaries, no page numbers are needed as summaries refer to ideas that may be developed throughout the whole textbook, article or chapter being cited.

The parenthetical references are brief but provide enough information for the reader to find full bibliographic details in the reference list at the end of your paper. When referring to the same work more than once in the same paragraph and it is clear which author/s and which work you are citing, it is not necessary to repeat the year of publication within the paragraph every time you cite that work; however, both surname/s and year have to be given once you start a new paragraph. If you are using electronic references, the same information is expected in the text, that is, the author of the website or document (be it an individual or an organisation), and year of publication or last update (and page or paragraph number if quoting). **All** references cited in the text must be documented in the reference list, and only those references used.

3.2 NUMERICAL SYSTEMS

The **numerical** systems, such as Vancouver, place a number in the text and a corresponding number in the reference list at the end of the paper where all the bibliographic details of the in-text citation, such as author, dates and title, are provided.

Students undertaking units in the Bachelor of Emergency Health may have to use this system.

4.0 Referencing System in the School of Nursing and Midwifery

The School of Nursing and Midwifery at Monash University uses the **author-date** system as outlined in the *Publication Manual of the American Psychological Association* [APA] (5th ed.,2001) **and subsequent updates**, unless otherwise stated by the unit coordinators. Section 4.16 of the APA 5th manual, which refers to electronic

sources, has been updated in the recently published *APA style guide to electronic references* (APA, 2007). From 2009, **the School expects students to use the updated APA 2007 version for referencing electronic sources.**

It is important to note that the different publications you find for your assignments may have been written following slightly different referencing styles from the one recommended here. For example, there may be slight variations in the use of capital letters, full stops, italics, order of information, among others. In addition, in many nursing publications, the qualifications of the authors (e.g. RN, PhD, MSc) are listed following their names. However, regardless of the way in which the publications present their own titles, authors and references, you are expected to follow the updated APA 5th style. So you **must pay attention to the conventions of this style**, such as where to put italics, full stops, capital letters, etc. These details matter and will affect your marks.

However, correct and accurate referencing style in the reference list does not necessarily mean you will receive full marks for the use of sources in your assignments. The **currency** and **academic quality** of the sources you use are perhaps more important as are the ways in which the sources are integrated into the writing. Therefore, think twice before using Internet sources of dubious quality, such as Wikipedia, webpages or articles without authors, works whose dates of publication are not known, secondary sources, personal communications, or lecture notes, as these are not rigorous academic sources. Your lecturers and tutors, the Faculty's Student Academic Support Unit and the library's Learning Skills Unit can provide support to help you understand what constitutes a good and reliable source and how it can be used in your text. You can also consult the Language and Learning website: <http://www.monash.edu.au/lis/lonline> and follow the link to Writing.

5.0 Recommended APA Referencing Resources

Monash University library online tutorials	http://www.lib.monash.edu/tutorials/citing/apa.html
<p>This page can be accessed from the Monash University Library homepage by following the links to ONLINE TUTORIALS – CITING AND REFERENCING. The page is based on an updated version of the APA 5th style, therefore, it includes the changes recommended in the electronic sources manual published by APA in 2007. This webpage should be your first source of information on referencing. Please note you can also print or download these guidelines to your computer.</p>	
APA 5 th manual (APA, 2001)	<i>Publication manual of the American Psychological Association</i> (5th ed.). Washington, D.C.: Author.
<p>This is the main APA manual and can be found on shelves at all Monash University libraries. If a copy is unavailable for borrowing, you can consult the manual kept on reserve at the Peninsula and Gippsland libraries Loans desks. Please note that section 4.16, which is the section on electronic sources, is no longer current. This section has been updated in the manual listed below (APA, 2007). The new updated version on referencing electronic sources is the one you should use.</p>	

Updated APA style for electronic sources (APA, 2007)	American Psychological Association (2007). <i>APA style guide to electronic references</i>. Washington, D.C.: Author.
<p>This updated APA manual on referencing electronic sources can be downloaded from the Monash University library website searching the library catalogue and using your Authcate. It is also held at the Peninsula Library Information Services Desk. This is the style you are expected to follow to reference electronic sources.</p> <p>Please read the first few pages (pp.1-3) of the APA (2007) manual to understand the main differences between the 2007 and the previous 2001 APA 5th version, and the reasons why the changes have been made.</p> <ul style="list-style-type: none"> • One of the differences is the use of an electronic document's Digital Object Identifier (DOI) instead of the usual URL or the name of the database in the reference list. The DOI is preferred because it provides a permanent link to the document regardless of where it may be located in cyberspace in the future. However, the URL should continue to be used if a DOI is not available. • Another difference is that it is no longer necessary to include the retrieval date of an electronic document whose content is not likely to change in the future. <p>More details can be found in the manual and in some of the resources listed here.</p>	

APA website	http://www.apastyle.org
<p>This is the official APA style website. You can purchase books and other resources directly from this website. You can also follow the link to referencing electronic sources for a summary of the updated style. Available at this link: http://www.apastyle.org/eleceref.html</p> <p>Another very useful section of this website is the Frequently Asked Questions (FAQs). You'll find many of your questions answered there: http://www.apastyle.org/faqs.html</p>	

APA pocket guide	Perrin, R. (2007). <i>Pocket guide to APA style (2nd ed.)</i>. Boston: Houghton Mifflin.
<p>A great little book with just about all you need to know and use. Worth buying. Available on shelves at the Peninsula and Gippsland libraries.</p>	

The OWL at Purdue	http://owl.english.purdue.edu/owl/resource/560/01/
<p>The Online Writing Lab from Purdue University offers an extremely comprehensive and easy-to-use guide to full APA style, not just APA referencing. It is up-to-date. Good to bookmark.</p>	

University of South Australia	http://www.unisa.edu.au/ltu/students/study/referencing/questions.asp
<p>Good site developed by the Learning and Teaching Unit, UniSA. The FAQ section is recommended; very comprehensive and good to bookmark.</p>	

University of Southern Queensland library	http://www.usq.edu.au/library/help/ehelp/ref_guides/apastyle/default.htm
<p>Great site, very clear.</p>	

Curtin University	http://library.curtin.edu.au/research_and_information_skills/referencing/apa.pdf
<p>These referencing guidelines are easy and quick to use because of their chart format. They also include guidelines on how to enter a particular reference type if you're using the bibliographic management database EndNote. However, they still use the old style for electronic sources (old section 4.16). You're expected to use the new version, so be careful – don't use to find out about electronic sources. Remember to visit this site again later in the year in order to download the updated APA version when they have produced it.</p>	
Edith Cowan University library	http://www.ecu.edu.au/LDS/pdf/refguide.pdf
<p>Quite comprehensive. Includes information on APA style in general (not just referencing).</p>	
University of Auckland	http://www.cite.auckland.ac.nz/index.php
<p>An excellent referencing learning resource that has been produced by the Student Learning Centre of the University of Auckland. It might take a bit of time to navigate at first but it gets quicker as you become familiar with it.</p>	

6.0 Referencing legal sources

Legal citation is complex and usually involves footnotes and endnotes. However, for your assignments, a simpler referencing system is recommended by your lecturers. To reference non-legal sources, such as textbooks, chapters, articles and websites, the usual APA 5th (APA, 2001, 2007) conventions should be used. To reference legal sources, the conventions to be followed are illustrated in 6.1-6.3 below.

Keep in mind that when preparing the reference list for an assignment where legal references have been used, all sources – legal and non-legal – should be presented together. Do not separate by type of publication. List the sources as usual, that is, alphabetically by first author. If there's no author, such as in cases and legislation, the name of the publication should be used.

For more information on legal citations, you can consult the Monash Law Library tutorial at <http://www.lib.monash.edu.au/tutorials/citing/lawcit.html>

6.1 IDENTIFICATION OF CASES AND ACTS

Cases

In legal documents and books you may read, you'll see that cases are referred to by providing the following information:

Case name in italics	Year in which the decision was made	Volume	Report series	Starting page
<i>Rogers v Whitaker</i>	(1992)	175	CLR (Commonwealth Law Reports)	479
<i>Chappel v Hart</i>	[1998]		HCA (High Court of Australia)	55

Note: Round brackets are used when the report series is organised by volume numbers. Square brackets are used when the reports are organised by year rather than volume. Therefore, **observe the type of brackets used in your sources and use the same when you cite in your essay.**

Legislation (Acts)

A reference to an Act includes:

Title in italics	Year in which legislation was passed	Jurisdiction
<i>Sex Discrimination Act</i>	1984	Cth (Commonwealth)
<i>Drug Summit Legislative Response Act</i>	1999	NSW

Note: The year is written in *italics* (it is considered to be part of the title of the Act).

6.2 EXAMPLES OF REFERENCES TO CASES AND ACTS

The way in which you cite a case/legislation in the body of your essay and in the reference list depends on whether you read the case/legislation itself or you read about it in a secondary source.

- If you read the case or the legislation in print form, for example, if you got it off the shelves of a law library, cite as follows:

In-text:

Rogers v Whitaker (1992) – first time you refer to the case in your essay
Rogers v Whitaker – subsequent times

Medical Indemnity Act 2002 (Cth) – first time you refer to the Act
Medical Indemnity Act 2002 – subsequent times

In Reference List:

List alphabetically by first letter of case name or title of legislation:

Chappel v Hart [1998] HCA 55
Medical Indemnity Act 2002 (Cth)
Rogers v Whitaker (1992) 175 CLR 479

- If you retrieved the case/legislation from an online legal database, such as *Austlii*, the address to the actual case or Act may be too long or cumbersome to include in the reference. In that circumstance, it is sufficient to give the URL for the general

website or database where the case or Act can be retrieved from. Use the words 'available from' to clarify that the given URL does not directly take the reader to the document. List alphabetically by first letter of case/Act name, adding the retrieval information. **Note that the retrieval date is not necessary because you are referencing the final version of that particular document.**

Example:

Chappel v Hart [1998] HCA 55. Available from <http://www.austlii.edu.au>

Medical Indemnity Act 2002 (Cth). Available from <http://www.austlii.edu.au>

- If you did not read the actual case or act but only **read about the case or Act** in a textbook or website, then the case/act should be mentioned only in the body of the essay and **not** in the reference list. The book/website where you read about the case/act should be in the Reference List and listed according to APA style:

Example

In-text:

Rogers v Whitaker [1992] (as cited in Forrester & Griffiths, 2005) or

Rogers v Whitaker [1992] (as quoted in Forrester & Griffiths, 2005, p. ...)

The *Medical Indemnity Act 2002* (Cth) (as quoted in Medicare Australia, 2009, para.1) was introduced "to strengthen the availability of medical services in Australia".

In Reference List:

Forrester, K., & Griffiths, D. (2005). *Essentials of law for health professionals* (2nd ed.). Sydney: Harcourt.

Medicare Australia. (2009, January 21). *Medical indemnity for insurers*. Retrieved February 10, 2009, from <http://www.medicareaustralia.gov.au/provider/patients/medical-indemnity-insurers.jsp>

Note that the retrieval date is included here because the document cited is not in its final form; the content of the document may be updated.

7.0 Frequently Asked Questions

WHAT IS THE DIFFERENCE BETWEEN A REFERENCE LIST AND A BIBLIOGRAPHY?

A list of references or reference list includes **only** those texts you have **actually cited** in the body of your essay whereas **a bibliography also includes** a listing of all sources you have **read but not cited**.

Most assignments will ask for a list of references and not a bibliography. A bibliography may only be asked for when it is necessary to show breadth of reading; for example, in an honours or postgraduate thesis where you need to show that you have read everything relevant to your particular field, even if you do not address all of these sources in your text. But in coursework assignments, unless otherwise stated by your lecturer, a bibliography is not needed.

The reference list expected at the end of your assignments has to match exactly and accurately all the references made in-text. It must include all sources used in the text of the assignment, and only those sources used should be listed (with the exception of personal communications and works cited through secondary sources, which are cited in the text only - see Secondary Sources FAQ below). It is **not acceptable** to just present a list of sources at the end of the assignment. It is **essential** to indicate to the reader where those sources have been used in the text.

WHAT IS AN EDITED BOOK?

An edited book is a book consisting of articles or chapters written by different authors. The editors usually write one or two articles/chapters in the book and take on the task of putting the book together (an editor is not the same as the publisher!).

HOW DO I REFERENCE AN EDITED BOOK?

If you refer to the **whole** book in your writing, you need to use the surname of the editor/s (as you would normally do for authors) and the year of publication in your in-text reference. In the reference list, you list the book alphabetically using the surnames of the editors as you would for authors' names but you need to indicate that they are editors, not authors.

Example

In-text:

Anderson (2002)...

In Reference List:

Anderson, D.M. (Ed.). (2002). *Mosby's medical, nursing, & allied health dictionary* (6th ed.). St. Louis: Mosby.

HOW DO I REFERENCE AN ARTICLE OR CHAPTER IN AN EDITED BOOK?

If you're not referring to the whole book in your assignment but you're using ideas or words from a particular section of the book, the author/s of that section (article or chapter) are the ones to be acknowledged in the text. In the reference list, however, the entry should contain information about the editors as well. Note that the surname and initial of the editor's name are not inverted and that the page range of the article/chapter must be given.

Example

You are reading a book edited by Nizette; the particular chapter you wish to cite was written by Henderson and Elsom.

In-text:

Henderson and Elsom (2004) or (Henderson & Elsom, 2004) ...

In Reference List:

Henderson, S.L., & Elsom, S.J. (2004). Anxiety Disorders. In D. Nizette (Ed.), *Psychiatric and mental health nursing* (pp. 262-286). Sydney: Elsevier.

WHAT IS A SECONDARY SOURCE?

Secondary sources of an author's work are sources that cite and comment on the work of that author. For example, if you are reading a book by Johnson and Webber written in 2005 and they quote from or refer to Marchione, who wrote a book in 1993, the book by Johnson and Webber is a secondary source for Marchione's work. If you want to use Marchione's work in your writing, you should acknowledge Marchione but indicating that your source was actually Johnson and Webber's book. In the reference list, you should only list the source you have actually read.

Example

In-text:

- i) If you wish to **paraphrase** Marchione's idea, cite as follows:

According to Marchione (as cited in Johnson & Webber, 2005). . . or

This was an important finding at the time (Marchione, as cited in Johnson & Webber, 2005).

- ii) If you wish to quote **Marchione**, the page number of the quote should be given, e.g.:

Marchione (as quoted in Johnson & Webber, 2005, p.169), stated that "health and illness are simply expressions of the life process . . .".

In Reference List:

Johnson, B.M., & Webber, P.B. (2005). *An introduction to theory and reasoning in nursing* (2nded.). Philadelphia: Lippincott Williams & Wilkins.

Please note that **secondary sources are not considered the best sources for your assignments**. You're expected to go to the original sources as much as possible rather than citing what somebody said that somebody said!

IS AN ARTICLE/CHAPTER IN AN EDITED BOOK A SECONDARY SOURCE?

Students tend to confuse articles/chapters in edited books with secondary sources. Please note that when you're citing an article/chapter in an edited book, you're citing the actual work written by the authors of the article or chapter; you're reading the primary source; you're reading what the real authors said, not what other people said about their work. Therefore, articles/chapters in edited books are NOT secondary sources.

WHAT IS THE DIFFERENCE BETWEEN REPRINTS AND EDITIONS?

A new edition incorporates changes that have been made to the original text; a reprint merely reproduces the same text in a new print run. The date of publication is the date of the latest **edition** not the latest reprint. For example: if the inside page of the text looks like this:

First edition 1996
Second edition 2001
Reprinted 2002

the date of publication you would write in your reference is 2001, which is the date of the latest **edition**.

WHY DO SOME REFERENCES WRITE 'AUTHOR' INSTEAD OF THE NAME OF THE PUBLISHER?

The word Author is used to avoid repetition when the actual author of the work and the publisher are the same. This is common in the case of organisations as authors, for example:

American Psychological Association (2007). *APA style guide to electronic references*. Washington, D.C.: Author.

HOW DO I REFERENCE A SOURCE IF THERE IS NO AUTHOR? CAN I USE 'ANONYMOUS'?

This is a common situation with Internet sources. Make sure you scroll down the page because many times the credits are at the end of the page and not readily visible. You can also try the link 'About us' or 'Contact us' (or similar) to discover who the authors are.

If after searching for this information, you conclude that there is no author, then the first thing you need to think about is whether you should use that source in the first place. Is the (unknown) author reliable? Is the work based on research? Is the web page put out by a commercial organisation in an attempt to promote their products? Will this source be strong enough to support your arguments or data?

If you convince yourself that the reference is worth using and you can't find individuals as authors, you can take the organisation as the author (e.g.: Monash University, World Health Organisation, Southern Health).

If there is no identifiable individual or organisation, you can reference the source by using its title, both in the text and in the reference list. The date of publication immediately follows the title, and the item is listed alphabetically in the reference list according to the title (see resources listed in 5.0 for more details on this).

Anonymous should not be used where there is no identifiable author. Anonymous should only be used where the word Anonymous has been explicitly used in the publication as the published name of the author. It indicates that there are authors taking ownership for the ideas/data but they prefer not to disclose their names. In this case, Anonymous is used as the author's name for both in-text citation and reference list entries.

HOW DO I REFERENCE A SOURCE IF THERE IS NO DATE?

First of all, make sure you have looked everywhere and decide whether the publication is reliable and worth citing even if it doesn't have a date. If you decide to use the source, write n.d. in the place of the date (n.d. means 'no date').

Example

In-text:

McDonald's Family Restaurants, for example, have ensured that information regarding the nutritional value of their food is clearly communicated to the public (McDonald's Corporation, n.d.).

In Reference List:

Mc Donald's Corporation. (n.d.). *Nutrition*. Retrieved February 16, 2009, from <http://www.mcdonalds.com.au/HTML/nutrition>

WHAT PLACE OF PUBLICATION SHOULD I USE IF THERE ARE SEVERAL?

If two or more places of publication are cited, write only the first-listed place. Please note that the place of publication in APA 5th refers to the CITY of publication. If the city is not well-known, the abbreviated name of the state should be provided. For example, you may simply write "New York", but would need to write "St. Lucia, Qld." for the lesser known St. Lucia. If needed, the country should be included after the state.

If there is no known publisher or place of publication write n.p.

HOW DO I REFERENCE A DICTIONARY OR AN ENCYCLOPAEDIA?

Reference these as edited books, that is, use the editor's surname both in-text and in the reference list. If there is no known editor, use a shortened form of the title in-text and the full title in the reference list. In both cases, words representing the title should be in italics. However, you should only cite in this way **if you're referring to the whole dictionary or encyclopaedia**. Include retrieval information if it is an online dictionary or encyclopaedia. See resources listed in 5.0 for guidelines.

HOW DO I REFERENCE A DICTIONARY OR AN ENCYCLOPAEDIA ENTRY?

If you're only using an **entry** in a dictionary or encyclopaedia, reference as you would for a chapter/article in an edited book, that is: if there is an author for the entry, use the author's surname. If there is not known author/s, use a shortened form of entry title in-text between double quotation marks, and the full title of the entry in the reference list. In both cases, use regular font, not italics. Include retrieval information if it is an online dictionary/encyclopaedia. See Monash library tutorial for details. Please note that dictionaries and encyclopaedias **are secondary sources**.

CAN I USE WIKIPEDIA IN MY ASSIGNMENTS?

Wikipedia can be good to develop a basic understanding of an unfamiliar topic but it is not a source of rigorous scientific or academic evidence and **will not be accepted as an appropriate source** in your assignments. As APA (2007, p.16) explains:

Wikis (including Wikipedia) are collaborative Web pages that anyone can write, review, and edit. They are "refereed" in the sense that anyone who reads the information and wishes to change it can do so. There is no guarantee that professionals or subject experts have contributed to the information found in a wiki.

HOW DO I REFERENCE WIKIPEDIA?

The School of Nursing and Midwifery discourages students from using Wikipedia. Therefore, no instructions are provided in these guidelines on how to reference this source. Other referencing resources may be able to provide information to that respect.

HOW DO I REFERENCE LECTURE NOTES OR SLIDES?

If you want to use an author or work that your lecturer or tutor has cited in lecture slides or notes, or discussed in class, it is not acceptable to cite the lecture, notes or slides where the author/work was cited. Lectures, lecture notes, etc, are only secondary sources for those works. You are expected to obtain the bibliographic information of those works and cite the original. If this information has not been provided in detail, use the name of the authors, year of publication and topic of the work and search the Monash (and other) library catalogues and databases for the full reference. As a last resort, contact your lecturer or tutor for this information.

HOW DO I REFERENCE READINGS PUT UP ON BLACKBOARD?

They should be listed as if you had found them yourself from catalogues and databases, that is, you need to provide the usual bibliographic information. If this information is not readily available, you are advised to contact the lecturer/tutor and ask them for the bibliographic details.

DO I HAVE TO REFERENCE FIGURES TAKEN FROM THE INTERNET?

Images obtained from online sources must be referenced with acknowledgement of the original source. The image should be inserted in the body of the assignment (or in an Appendix if there are too many). In either case, a reference to the image has to be provided in the text. A figure number and a caption should be inserted beneath the image to provide a brief description and acknowledge the source. A full bibliographic reference should be entered in the reference list according to the principles that apply to citation of electronic media generally. Note that images may be subject to copyright.

Example:

In-text:

Microbes can have very different shapes, as can be seen in Figure 1.

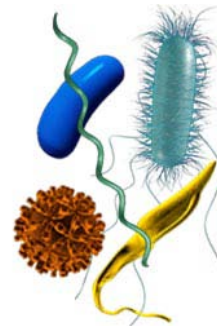


Fig. 1: Microbes of different shapes
(*Microbes*, 2005)

In Reference List:

Microbes. (2005). [Online image]. Retrieved January 21, 2005 from <http://www.sdnhm.org/exhibits/epidemic/teachers>

HOW DO I REFERENCE CENSUS DATA TAKEN FROM THE AUSTRALIAN BUREAU OF STATISTICS WEBSITE?

Information on how to reference ABS data is provided by the ABS on their website:

<http://www.abs.gov.au/ausstats/abs@.nsf/web%20pages/Citing%20ABS%20Sources#Census%20material%20on%20the%20Web%20site>

However, the style illustrated by ABS site is NOT exactly APA 5th so you need to adapt their guidelines to satisfy the APA (2007) conventions based on the general principles for electronic sources. Here is an adaptation of the example provided on the ABS site under the “Census material on the Website” subheading (as retrieved on February 20, 2009):

In-text:

(Australian Bureau of Statistics [ABS], 2001) – first time you use in the text

(ABS, 2001) – subsequent times

In Reference List:

Australian Bureau of Statistics. (2001). Randwick (C) (Statistical Local Area): Indigenous Profile. Retrieved from [http://www.ausstats.abs.gov.au/Ausstats/subscriber.nsf/Lookup/D9379A6FFA24473CCA256D470005CC1C/\\$File/20350_2001.pdf](http://www.ausstats.abs.gov.au/Ausstats/subscriber.nsf/Lookup/D9379A6FFA24473CCA256D470005CC1C/$File/20350_2001.pdf)

8.0 APA Referencing Examples and Practice Exercises

8.1 IN-TEXT REFERENCING EXAMPLE

Pain can be described as "A complex phenomenon that involves not only the immediate sensation and stimulus of hurt, but also the individual responses of the person experiencing it" (Beebe, 1989, p.17). These responses can vary depending on the psychological reactions of the individual. While a person may only experience a mild discomfort or ache, another person's quality of life can be destroyed by pain. Appetite and sleep can be impaired by severe persistent pain. This can impede recovery from illness or injury by producing fatigue and reducing nutrients available to vital organs. In the elderly, who are weak and frail, this could make the difference between life and death (Melzack, 1990). As Autton (1986) has suggested, pain can have a range of meanings and effects on people; it is an intrinsically "personal experience common to all individuals yet unique to each" (p.1).

Pain has a useful physiological purpose (Stimmel, 1997). It can be the signal of disturbances that may cause tissue damage or may be the expression of potentially serious conditions. Pain is the reason why patients seek medical attention. Therefore, health professional must accept that a patient is in pain when he/she says so. Furthermore, believing the patient is central to the development of a trusting therapeutic relationship (Phipps et al., 2003). Thus, understanding the personal nature of pain is a starting point to ensure the provision of good quality care and the delivery of satisfactory patient outcomes.

Extract adapted from a student's essay.

Try this quick quiz to test your understanding so far...

1. Find examples of:
 - i) the author's name outside the parentheses
 - ii) the author's name inside the parentheses
 - iii) citations where no page number is given
2. What information is always inside the parentheses?
3. In the second paragraph, what is the meaning of "Phipps et al."?
4. How many authors has this student cited in these two paragraphs?
5. How many citations are direct quotes? How many are paraphrases? How many are summaries?

8.2 IN-TEXT REFERENCING PRACTICE EXERCISE: WHEN TO CITE?

The citations have been removed from the following passage. Indicate where you think the citations should be placed.

It has been suggested that the rapid growth in both proportion and absolute numbers of professionals from 1930 to 1960 may have had various consequences. According to Taylor "Continual growth has brought saturation, less quality, semi-professionals, and the echoes at least of deprofessionalization". We in nursing with our burgeoning numbers and levels must pay special attention to this admonition. Both Wilensky and Goode doubt that professions in the precise sense will continue to proliferate indefinitely.

Resistance to the professionalization of aspiring occupations comes from both inside and outside the emerging group. As to external reluctance, Roberts, a nurse from Canada and Australia, attributes obstructionist attitudes to the established professions, who, cognizant of the finite professional rewards granted by society, oppose moves by other occupations toward professionalization. This is the motive she imputes to physicians who question why nurses need advanced knowledge and education.

On the other hand, we are all intimately and painfully aware of the disaffection with professionalization within the would-be professions themselves. Ritti, Ference, and Goldner have argued that what is suspect by the professional is not the beliefs, but "the organizational and institutional embodiment of these beliefs . . . the occupational myth rather than the belief system". Stresses exist between the professional and the employing organization and "between the idealized and the day-to-day profession".

Extract from Styles, M. (1982). *On nursing: Toward a new endowment*. St. Louis: C. V. Mosby.

See Appendix B for the answer to this exercise.

8.3 REFERENCE LIST EXAMPLE

Note:

- List should have a title: Reference List or List of References
- List should start on a new page.
- List is double spaced (same as the assignment).
- No numbers or bullets are used.
- Order of authors in a given work is not changed.
- First line of each entry is hanging.
- Hyperlinks are removed.
- No full stops are used after URLs.
- If a URL doesn't fit in the line, break it in such a way to preserve whole words.

REFERENCE LIST (example)

- Australian Institute of Health and Welfare (2003a). *Disability prevalence and trends*. (AIHW Cat. No. DIS 34). Retrieved from <http://www.aihw.gov.au/publications/dis/dpt/dpt.pdf>
- Australian Institute of Health and Welfare (2003b). *Nursing labour force 2002*. (AIHW Cat. No. .HWL 29). Retrieved from <http://www.aihw.gov.au/publications/hwl/nurslf02/nurslf02.pdf>
- Australian Nursing and Midwifery Council. (2008). *Code of professional conduct for nurses in Australia*. Retrieved from <http://www.anmc.org.au/docs/Research%20and%20Policy/Codes%20Project/New%20Code%20of%20Professional%20Conduct%20for%20Nurses%20August%202008.pdf>
- Barnett, T., Cross, M., Jacob, E., Shahwan-Akl, L., Welch, A., Caldwell, A., et al. (2008). Building capacity for the clinical placement of nursing students. *Collegian: Journal of the Royal College of Nursing Australia*, 15(2), 55-61. doi:10.1016/j.colegn.2008.02.002
- California Board of Psychology. (2005). *For your peace of mind: A consumer guide to psychological services* [Brochure]. Retrieved from <http://www.psychboard.ca.gov/pubs/consumer-brochure.pdf>
- Cheung, D., & Seedsman, T. (2005). Internationalisation of nurse education: Reflection on higher education engagement with the UMAP scheme. In R. Adams & K. White (Eds.), *Internationalising education: Risks and returns. Proceedings of 2003 Victoria University/UCLA Conference* (pp. 71-81). Melbourne: Victoria University.
- Forrester, K., & Griffiths, D. (2005). *Essentials of law for health professionals* (2nd ed.). Sydney: Harcourt.

- Heuristic. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved October 20, 2005, from <http://www.m-w.com/dictionary>
- Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>
- Medforth, J., Battersby, S., Evans, M., Marsh, B., & Walker, A. (2006). *Oxford handbook of midwifery*. London: Oxford University Press.
- Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), *The modern treatment of nervous and mental diseases* (Vol. 1, pp. 287–330). Retrieved from PsycBOOKS database.
- Monash University. (2009, January 29). *Language and learning online*. Retrieved February 17, 2009, from <http://www.monash.edu.au/lls/llonline>
- O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Available from <http://www.onlineoriginals.com/showitem.asp?itemID=135>
- State Government of Victoria Department of Human Services (2008, February 4). Heatwave. *Emergency management*. Retrieved February 17, 2009, from <http://www.dhs.vic.gov.au/emergency/current-events/heatwave>
- Stedman's medical dictionary for the health professions and nursing illustrated*. (2008). (6th ed.). Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins.
- Stedman's medical dictionary*. (2006). (28th ed.). Philadelphia: Lippincott Williams & Wilkins. Available from Stat!Ref: <http://www.statref.com>
- Victorian Department of Human Services. (2009). *Diabetes explained* [Fact sheet]. Retrieved from [http://www.betterhealth.vic.gov.au/bhcv2/bhcvpdf.nsf/ByPDF/Diabetes_explained/\\$File/Diabetes_explained.pdf](http://www.betterhealth.vic.gov.au/bhcv2/bhcvpdf.nsf/ByPDF/Diabetes_explained/$File/Diabetes_explained.pdf)

To help you understand the format for referencing, answer the following questions in relation to the Reference List:

Which item in each entry is always in *italics*?

Which entries in this list refer to books and which to articles in journals?

Which entry refers to a chapter in a book?

What is done when the author is unknown?

What information is given for an online document?

Why in some cases the expression 'Available from' is used instead of 'Retrieved from'?

Why in some cases the date of retrieval is not given?

9.0 EndNote

If you find the task of referencing very daunting, be assured you are not alone! An effective way of dealing with referencing is to use a bibliographic management system such as EndNote. EndNote software allows you to store bibliographic details of your sources; make notes relative to those sources; integrate references automatically into your writing and import references found in databases. EndNote is loaded on all Monash computers and is available for free download to your computer from the Monash University library website:

<http://www.lib.monash.edu.au/endnote/obtain-endnote.html>

EndNote is easy to use and training is provided by the library on a regular basis (see the Library class booking system). Online support is also available at

<http://www.lib.monash.edu.au/endnote/>

Appendix A

PLAGIARISM

All written work submitted for assessment must be a student's own work. This does not mean that students may not make use of the work of others. However, in quoting, paraphrasing or summarising material from other sources, *those sources must be acknowledged in full*. It may be useful to seek the help of a teacher in preparing the piece of work and to enlist the help of fellow students in sorting out ideas, but **the final product must be written by the student in his or her own words**.

It is accepted that students will assist each other with problems associated with their studies and discuss issues with each other. All assigned work, however, must be undertaken by students independently and students must not work in groups unless specifically requested to do so by the lecturer.

WHEN IS PLAGIARISM COMMITTED?

As explained in the 2008 Student Resource Guide, available from <http://www.monash.edu.au/pubs/handbooks/srg/section2-22.html> :

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other students' work is copied or partly copied;
- other people's designs, codes or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
- lecture notes are reproduced without due acknowledgement.

Plagiarism is considered a serious offence and an attempt to obtain undeserved academic advantage and is treated as cheating.

HOW CAN PLAGIARISM BE AVOIDED?

The following hints will help students avoid plagiarism:

- students should take accurate notes, distinguishing in these between their own ideas and the ideas of other writers
- in notes, as well as essays, quotation marks should be placed around all material that is copied out directly and the source noted
- any idea that is not their own should be referenced by students, even if it is paraphrased or summarised and does not appear in quotation marks
- even when receiving advice from fellow students, the final product should be formulated by the student himself or herself.

Appendix B

ANSWER TO PRACTICE EXERCISE IN 8.2

It has been suggested that the rapid growth in both proportion and absolute numbers of professionals from 1930 to 1960 may have had various consequences. According to Taylor (**year**) "Continual growth has brought saturation, less quality, semi-professionals, and the echoes at least of deprofessionalization" (**page number**). We in nursing with our burgeoning numbers and levels must pay special attention to this admonition. Both Wilensky (**year**) and Goode (**year**) doubt that professions in the precise sense will continue to proliferate indefinitely.

Resistance to the professionalization of aspiring occupations comes from both inside and outside the emerging group. As to external reluctance, Roberts (**year**), a nurse from Canada and Australia, attributes obstructionist attitudes to the established professions, who, cognizant of the finite professional rewards granted by society, oppose moves by other occupations toward professionalization. This is the motive she imputes to physicians who question why nurses need advanced knowledge and education.

On the other hand, we are all intimately and painfully aware of the disaffection with professionalization within the would-be professions themselves. Ritti, Ference, and Goldner (**year, page number**) have argued that what is suspect by the professional is not the beliefs, but "the organizational and institutional embodiment of these beliefs . . . the occupational myth rather than the belief system". Stresses exist between the professional and the employing organization and "between the idealized and the day-to-day profession" (**Ritti, Ference & Goldner, year, page number**).

Notes:

Paragraph one: The quotation from Taylor must have a page number. "Wilensky and Goode" refers to two different works (note the word "both"), hence two citations are required.

Paragraph two. The word "she" in the last sentence makes it clear that Roberts' views are still being discussed; hence it is not necessary to place another citation at the end of that sentence.

Paragraph three: Each quotation should be cited separately.

Extract from Styles, M. (1982). *On nursing: Toward a new endowment*. St. Louis: C.V. Mosby.

Appendix C

COMMON ERRORS IN REFERENCING

Referencing of Journals

- Capital letters throughout the title (not just start of title and after colon)
- Title of journal article in italics (only journal title should be italicised)
- Leaving page numbers and other vital information out of the essay (if you do not have full data, put what you have into OVID and search for articles – thus obtaining missing details)
- Web addresses incorrect – (copy and paste from browser into reference list)
- Incorrect referencing of electronic journals

In text Referencing

- Using authors initials in in-text referencing
- Web addresses used in text (use only author and date in text)
- Failure to use authoritative/relevant/prescribed references - students need to be selective about sources and select only those relevant to nursing or the topic
- Incorrect placement or absent full stop after in text reference
- Use of et al. for less than three authors
- Failing to attribute assertions to a published source – i.e. absent or insufficient in text referencing
- Lack of understanding of the differences between primary and secondary sources
- Overuse of lecture notes – should be avoided as this is a secondary source

Reference List

- Articles cited in essay not included in reference list and vice versa
- Reference list not organised in alphabetical order and/or is numbered
- Not using author of chapter in edited book, using editor's name only
- Including web addresses for journal articles retrieved from databases
- Failure to know the difference between a bibliography and a reference list
- Referencing private journals or other students work (unless published) is inappropriate