HARVARD

Kaplan's Referencing Guide

KAPLAN REFERENCING GUIDE

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SUMMARY

As a student, it is important that you identify words, information or ideas you have borrowed from others in your written assessments. Referencing is the most common way of acknowledging the source of information and ideas you use in your writing. Sources of information may include but are not limited to; books, journals, magazines, websites, reports, and personal communication. At Kaplan, you are required to use the Harvard style of referencing.

"

Referencing acknowledges the source of information and ideas you use in your writing.

"

The following guide covers basic explanations and examples for the most common types of referencing techniques used across Kaplan.

Please be aware that variations of the Harvard style of referencing are used by educational institutions and publishers. Unlike many other styles, there is no single authority on Harvard referencing style.

ACADEMIC HONESTY AND PLAGIARISM

Failing to acknowledge your sources correctly is referred to as plagiarism, which is a form of academic misconduct. Students who fail to credit the original author of the idea or work they represent in their assessment(s) may be found guilty of academic misconduct under **Kaplan's relevant Academic Integrity and Conduct Policy**.

ACKNOWLEDGEMENT

Kaplan would like to acknowledge the Australian Government Publishing Service (AGPS) *Style manual for authors, editors, and printers, 6th Edition* which has been used in the development of this Guide.

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WHY YOU SHOULD REFERENCE

As a part of an academic community, it is important that you show the reader where you have used someone else's ideas or words. Referencing correctly is important because;

- it demonstrates that you have read widely on a topic;
- it gives credit to authors whose works you have used (whether you quote them or not);
- it provides a trail by which others can locate the materials you consulted;
- it provides evidence of your research, and
- accurately citing materials is one strategy to help you avoid plagiarizing.

Likewise, by correctly referencing, you allow the marker or reader to follow-up your references to check the validity of your arguments for themselves. This is an important part of the academic process as it leads to student accountability.

Failure to correctly reference may make the reader think that you are claiming someone else's work as your own. In the academic environment, we call this plagiarism, and it is considered a breach of academic integrity. Please remember that plagiarism is not just when you directly copy words from another's work; plagiarism also occurs when you re-word someone else's ideas in your own words and do not give credit to the original source.

HOW DO I KNOW WHEN TO CITE OR REFERENCE A SOURCE?

When expressing ideas or concepts in your work consider the following questions to guide you through referencing the original sources appropriately.

Q1) Are the words yours or someone else's?	→	**Someone Else's Words:** Provide an in-text citation and add full details of the work to your reference list.
	→	**Your Own Words:** Go to Question 2.
Q2) Is the idea common knowledge?	→	**Common Knowledge:** You do not need to reference it.
	→	**Uncommon Knowledge:** Go to Question 3.
Q3) Did you think of this yourself or are you re-stating (paraphrasing) someone else's idea?	→	**My Own Thought:** You do not need to reference it.
	→	**Someone Else's Idea:** Provide an in-text citation and add full details of the work to your reference list.

THE HARVARD REFERENCING STYLE

The Harvard referencing style consists of two elements:

- **in-text citations in the body** of the paper; and again
- in full **at the end of the document** (reference list).

In general, each author name that appears in the text must also appear in the reference list, and every work in the reference list must also be referred to in the main text. All sources of the same type should be treated in a consistent way when referencing and, at Kaplan, the Harvard referencing style must be consistently applied.

COLLECTING RELEVANT DETAILS FOR ACCURATE REFERENCING

All the details of a reference are important, including the full stops and commas. In order to accurately reference, and therefore have an accurate record of your research, it is important to write down the details of your sources as you study. When taking notes, use a separate page for each new book, journal article, or electronic source. At the top of each page, clearly record the following information for future reference.

For Books:

- The author(s) or editor(s) names.
- The year the book was published.
- The title of the book.
- If it is an edition, the edition number (other than the first).
- The city the book was published in.
- The name of the publisher.

For Journal Articles:

- The author(s) name.
- The year the journal was published.
- The title of the article.
- The title of the journal.
- The volume, issue and page number(s) of the article in the journal.

For Electronic Resources:

- The creator of the source.
- The type of electronic resource (email, discussion forum, webpage, etc.)
- The electronic address.
- The date it was accessed.

ABBREVIATIONS AND SYMBOLS USED WITHIN THE HARVARD REFERRING STYLE

Abbreviations can be used when referencing. It is important to use commonly accepted abbreviations which will likely be easily understood.

	Meaning and Purpose
&	'**and' or '&'** For in-text references, use 'and' between names in the text and '&' between names in brackets. Only use '&' between authors' names in the reference list.
app.	'appendix'
ed. / eds.	ed. = '**editor'** and eds. **= 'editors'**
edn	'**edition'** If a resource has several editions, write the number of the edition you have used. First editions do not say 'first edition', but second and subsequent editions will tell you which edition it is. Important: this is not same as the printing or reprinting date.
et al.	'**and others'** This is used only with in-text citations when there are four or more authors. All authors will need to be included in the reference list.
min.	'**minute'** Used for audio-visual sources that have been used within a written document to indicate the start of the information.
n.d.	'**no date'** Where a publication date or copyright date cannot be located on a resource, insert 'n.d.' in its place.
n.p.	'**no place of publication'** Resources within no place of publication will you 'n.p.' in its place within the reference.
p. / pp.	p. = '**page'** and pp. = '**more than one page'** The following examples illustrate the use of page numbers in the Harvard referencing style. • One page (Smith 2009, p. 4) • Pages in sequence (Smith 2009, pp. 25-26) • Pages not in sequence (Smith 2009, pp. 1, 4 & 6) • Pages from a website (Smith 2009)
vol.	'**volume'**
no.	'**issue number'**

IN-TEXT CITATIONS

Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources.

The Harvard in-text style appears in brackets **(author, date of publication)** after the quote or reference has been used. In addition, page numbers should be included when paraphrasing (rephrasing a short passage) or quoting directly form a source. A comma is placed between the year and the page number.

An in-text citation can go at the beginning, the middle or the end of the sentence.

All in-text citations must be included in full in the reference list.

Types of In-text Citations:

There are three (3) basics ways to cite your sources:

1. **Summary or general reference to someone else's idea or work:**
   This is the most common form of referencing and is used when you make comment on another person's work or idea. In this scenario, you must include the author and the date of publication.

   According to Foster (2008), the work represents an emotional essence distilled from multiple fleeting insights.

2. **Paraphrase:**
   A paraphrase is the expression of the same idea in different words. When you paraphrase, it is advisable to include a page number within the in-text citation.

   The number of applications to nursing schools in England has increased by twenty-five per cent (Sprinks 2010, p. 11).

3. **Quote:**
   A direct quote is the exact reproduction of someone's words, and can be either short quotes or block quotes as illustrated below. Direct quotes always require a page number within the in-text citation.

   According to Anand, Ashforth and Joshi (2004, pp. 39–53), there are six categories of rationalisation that are commonly used in business.

   3.1 Short Quotes:

   If you directly quote fewer than 30 words, enclose the quotation within single quotation marks in the text. The year of publication of the work along with the page number(s) should be provided, as illustrated below.

   The most important effects are 'provided by the use of pitch or melody' (Crystal 1987, p. 169).

3.2 Block Quotes:

If the quotation is greater than 30 words, it should be displayed in:

- double-spacing,
- an indented block without quotation marks,
- a font one size smaller than the main body of the essay.

Importantly, it should be introduced in your own words, as illustrated below.

> Worley-Warner (2001) suggests that students should focus on how journal articles in their subject are written and structured. She describes a benefit of this process:
>
> > You will also gain a sense of the complexity of being an apprentice writer in an academic culture, or rather cultures,
> >
> > where expectations may vary from discipline to discipline, even subject to subject and where you can build a
> >
> > repertoire of critical thinking and writing skills that enable you to enter the academic debates, even to challenge.
> >
> > (Morley-Warner 2001, p. 6)
>
> Reading is central to study at university. It is through reading that…

CREATING A REFERENCE LIST

The purpose of a reference list is to enable readers to locate sources noted throughout your assignment. Therefore, all sources referred to using in-text citations must be listed in detail at the end of your document in a reference list.

Reference lists are located at the end of the work and display full citations for sources used in the assignment.

The reference list should be:

- listed alphabetically by author's surname or by name of authoring organisation;
- listed chronologically when there are publications by the same author(s) or authorizing organisation;
- listed alphabetically by title where there is no author (disregarding 'A', 'An' or 'The' at the beginning of the title);
- commas separating elements of the citation rather than full stops and no full stops after initials;
- lower case letters following the year where an author has multiple entries in the same year, e.g. 2001a, 2001b, 2001c;
- left justified;
- single spaced with one-line space between references; and
- without indentation, bullet-point or number.

Example of a Reference List:

Capitalization in the Harvard referencing style is very specific and is kept to a minimum. Only capitalize the first letter of the first word of the title of an article or book, but not the first letter of the first word after a colon.

Barikin, A 2012, *Parallel presents: the art of Pierre Huyghne*, MIT Press, Cambridge, MA.

Clarke, DB, Doel, MA, Merrin, W & Smith, RG (eds.) 2009, *Jean Baudrillard: fatal theories*, Taylor & Francis, retrieved 23 March 2013, eBook Library database.

Cotterall, S & Cohen, R 2003, 'Scaffolding for second language writers: producing an academic essay', *ELT Journal*, vol. 57, no. 2, pp. 158-166.

Hindsight 2006, radio program, ABC National Radio, Melbourne, 31 August.

Human Rights and Equal Opportunity Commission 1997, *Bringing them home: report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*, HREOC, Sydney.

Priest, A 2007, 'Expression of the interesting', *The Australian*, 10 October, p. 34, retrieved 29 April 2019, Newsbank database.

Richardson, JS 2004, 'Content area literacy lessons go high tech', *Reading Online*, vol. 8, no. 1, retrieved 1 August 2004, <https://www.readingonline.org>.

Reference List Notes:

Editions and Volumes:	In most cases, the edition of the book (edn) or volume number (vol.) is placed after the title. Hocking, J 2008 *Gough Whitlam: a moment in history: the biography*, vol. 1, Melbourne University Publishing. Marshall, L & Rowland, F 2006, *A guide to learning independently*, 4th edn, Person Education, Frenchs Forest, NSW.
Names of Editors, Compilers, Revisers or Translators:	Names of the editor (ed.) editors (eds.), compiler (comp.), reviser (rev.) or translator (trans.) can be included in two ways. When these roles are of primary importance, they are placed in the author position, followed by their role in parentheses. Smith, JA (comp.) 1969, *The Faber book of children's verse*, Faber and Faber, London. Becker, WE, Watts, M & Becker, SR (eds) 2006, *Teaching economics: more alternatives to chalk and talk*, Edward Elgar, Cheltenham, UK. However, when such roles are not of primary importance, their role and name are entered after the book title. In this case, the role is not in parentheses and initials precede the family surname. Caleano, E 1973, *Open veins of Latin America: five centuries of the pillage of a continent*, trans. C Belfrage, Monthly Review Press, New York.
Publications:	The city of publication is placed after the publisher's name. The state or country of publication should also be provided to avoid confusion between place names or to provide context for a lesser known city. For examples: Cambridge, MA Cambridge, UK Milton, Qld.

BIBLIOGRAPHY LIST

A **Bibliography** list is a wider list of readings that includes both in-text references and other sources which may have informed your thinking but have not been placed as an in-text reference in your assignment. In cases where you are asked to produce a **bibliography**, you must list all sources you have consulted in alphabetical order, regardless of whether you cited from them or not.

Essay Extract	Comments
Electronic networks and different information formats are changing information access operations worldwide. Morrison and Stein (1999, p. 86) discuss the role of the University and Colleges in preparing students to handle the rapidly expanding range of information formats. There have been several articles which have tried to predict the way the information age will evolve with the impact of ICT and social exclusion in this information society (Lally 2001; Morrison & Stein 1999; Scammell 2000).	Always provide author and year (page number if applicable) when citing.
Scammell (2000, p. 16) suggests:	Several sources cited at once.

The digital era has revolutionised the methods for the organisation and automated handling
    of information due to internet and (...) has led to an influx of web-based documents which
    have been integrated to allow users to navigate and conduct the thematic searches.
	Quotes longer than thirty words are indented both sides, and are one size smaller. Ellipsis (….) shows one or more words have been omitted.

Thinking deeply about changing the academic environment, Rockman (2003, p. 67) states that 'libraries should plan ahead and take their services to where users require them most' rather than becoming too limited or denying users the change to learning in a modern environment. However, Gaur (2003) argues that manpower is one of the three main components or reengineering library processes. He felt that the impact of the technology can only be handled well if a well thought reengineering place is in place for human resources.	Quotes less than thirty words are enclosed in quotation marks.
Electronic information services and the competencies required for providing them are defined in a study by Bansolde et al. (2009, p. 7). Collection and management of digital resources challenge libraries in managing their resources and to accommodate the rapidly growing and 'ever-shifting digital landscape' (Corbin cited in Pandey 2010, p. 2). Within this ….	Internet documents require the same information for the in-text reference. No page number for electronic sources unless available. More than three authors. Quote from Corbin found in Pandey's work.

Reference List

Bansolde, S, Carter, CE, Clegg, C & Smit, L 2009, *Looking back, moving forward in the digital age*, Routledge, New York.

Gaur, R 2003, 'Model framework for reengineering of management libraries', *University News Journal*, vol. 16, pp. 101-105, retrieved 5 December 2016, <http://wwww.universitylibraryresouces/model frameworks for reengineering>.

Lally, LA 2001, 'From library stacks to library-in-a-pocket', *Journal of Information Technology*, vol. 12, pp. 15-32.

Morrison, B, & Stein, M 1999, 'Information needs and users', *Annual Review of Information Science and Technology*, vol. 21, p. 86.

Pandey, M 2010, *Institutional shaping of cultural memory: digital library as environment for textual transmission,* Routledge, New York.

Rockman, DT 2003, 'Academic library assess', in *Institutional shaping of cultural memory*, Routledge, London, pp. 52-70.

Scammell, R 2000, 'E-resources for universities: new initiatives', *Journal of Information Management*, vol. 42, pp. 57-73, retrieved 16 December 2016, <http://www.journalofinformationmanagement.com.au/new-initiatives.pdf>.

	Book with multiple authors
	Online article (not from the Kaplan Library)
	Kaplan Library Journal article
	Journal article with two authors
	Book from Pandey in which cited works by Corbin
	Chapter in book
	Online journal article (not from the Kaplan Library)

HOW TO REFERENCE: THE BASICS

Single Author

Examples for an in-text citation:

When citing a single author in-text, state the family name, year of publication and if paraphrasing or quoting, include the page number.

In-text Citation – General Summary	Karaminas (2013) states that …
In-text Citation – Paraphrase or Quote	The concept of race 'bears the traces of its origins in the biological discourse of social Darwinism' (Karaminas 2013, p. 247).

Examples for a reference list:

Books, periodicals and speciality works all have their own variations to the citation in the reference list. However, the general order of bibliographic details is as follows:

Reference List - Book	**Author, Initials year, *Title of book*, edition, Editor / Reviser / Translator / Compiler, Publisher, City.**
Reference List - Journal Article	**Author, Initials year, 'Title of article', *Journal Title*, volume number, issue number, page numbers.**

Two or Three Authors

Examples for an in-text citation:

If a work is written by two or three authors, provide the family names of the authors in the order they appear on the title page of the work. The word '**and**' is used when the family names are a part of the sentence, but an (**&**) is used when the names are in parentheses.

In-text Citation – General Summary	Hay, Bochner and Dungey (1997) explain that reading is the best way to improve vocabulary….
In-text Citation – Paraphrase or Quote	Standard five-point triage scales were then implemented in several first-world countries (Ekwall, Gerdtz & Manias 2008, p. 6).

Examples for a reference list:

Books, reports, and periodicals all have their own variations to the citation in the reference list; however, the below examples will guide you through the process. List all authors in the order they appear on the title page or in the article. Use an ampersand (&) to separate the last two authors.

Reference List - Book	**Author, Initials & Author, Initials year, *Title of book*, edition, Publisher, City.**
Reference List - Journal Article	**Author, Initials & Author, Initials year, 'Title of article', *Journal Title*, volume number, issue number, page numbers.**

More than Three Authors

Examples for an in-text citation:

If a work has more than three authors, use only the family names and the first-listed author, followed by the expression **et al.** (meaning 'and others') when citing in-text.

In-text Citation – General Summary	Osland et al. (2004) expanded on the importance of …
In-text Citation – Paraphrase or Quote	'What lies at the origin of technology is the vision of a society in which machines replace man' (Butler et al. 2009, p. 30).

Examples for a reference list:

Books, reports, and periodicals all have their own variations to the citation in the reference list; however, the below examples will guide you through the process. Provide the names of all the authors in the order that they appear on the title page. Use an ampersand (&) to separate the last two authors.

Reference List - Books	**Author, Initials, Author, Initials, Author, Initials & Author, Initials year, *Title of book*, edition / volume, Publisher, City.**
Reference List – Journal Article	**Author, Initials, Author, Initials, Author, Initials & Author, Initials year, 'Title of article', *Journal Title*, volume number, issue number, page numbers.**

No Author

For works that do not indicate the name of an author, the title of the work should be used in place of the author in the citation.

Examples for an in-text citation:

If the author of a source is anonymous, or unknown, replace the author's surname with the title of the book.

In-text Citation – General Summary	*Style manual for authors, editors and printers* (2002) emphasises the importance of focusing on an audience's needs when producing a publication. In further recognition, Jonathon Welch received recognition for… (The Age 2008).
In-text Citation – Paraphrase or Quote	*Guide to agricultural meteorological practices* (1981, p. 8) provides… Musical director Jonathon Welch has received further recognition by a Melbourne university (The Age, 25 April 2008, p.11).

Examples for a reference list:

Books, reports, and periodicals all have their own variations to the reference list. However, the general order of bibliographic details is as follows. Works are entered in the reference list alphabetically by title.

Reference List – Books	***Title of book* year, edition / volume, Publisher, City.**
Reference List – Journal Article	**'Title of article' year, *Journal Title*, volume number, issue number, page numbers.**
Reference List – Newspaper or Magazine Article	**'Title of article' year, *Title of newspaper/magazine*, day month, page numbers (if provided), date retrieved, name of database or <URL>.**

Organisation or Group Author

Sometimes the author is an organisation, government agency, association or corporate body. In this case, use the organisation as the author.

Examples for an in-text citation:

If the name of an organisation or agency is long and cited frequently, cite the full name and include the abbreviation using square brackets [ ] in the first instance. Use the abbreviation in subsequent references.

In-text Citation – General Summary	According to the Human Rights and Equal Opportunity Commission [HREOC] (1997)…
In-text Citation – Paraphrase or Quote	The rapid growth 'indicates a global trend for financial security in property' (Chartered Accountants in Australia 2017, p. 18).

Examples for a reference list:

Provide the entry under the full name of the organisation or agency and the beginning of the citation. Add the abbreviation of the organisation or agency before the city.

Reference List – Books	**Name of Organisation year, *Title of book or report*, Publisher or Abbreviation of Organisation, City.**
Reference List – Journal Article	**Name of Organisation year, 'Title of article', *Journal Title*, volume number, issue number, page numbers.**

Secondary Sources

Sometimes the author you are quoting from will quote another source to support their argument. When you want to use the same quote you must acknowledge both sources in the in-text citation; however, only the secondary source will be used for the reference list.

For example, the below example uses Cotterall and Cohen (as the secondary source). Cotteral and Cohen refers to research performed by Donato (primary source), but you have not read Donato yourself.

Examples for an in-text citation:

When citing an author who has cited another author, you will need to provide both authors' family names. Use the phrase **cited in** before the secondary source.

In-text Citation – General Summary	The process was shown to be more complex (Donato cited in Cotterall & Cohen 2003)…
In-text Citation – Paraphrase or Quote	Donato (cited in Cotterall & Cohen 2003, p. 158) explains the concept of scaffolding, which supports learners as they extend their competence and skills.

Examples for a reference list:

In the reference list, provide details of the source you have read (the secondary source), not the primary source that they are citing.

Reference List – Journal Article	Cotterall, S & Cohen, R 2003, 'Scaffolding for second language writers: producing an academic essay', *ELT Journal*, vol. 57, no. 2, pp. 158-166.

Multiple Publications by the Same Author in the Same Year

If an author has published two or more works in the same year, the lower-case letters **a**, **b**, **c** and so forth are used after the date to distinguish between them. Letters are assigned according to the alphabetical order of the publication title.

Examples for an in-text citation:

To distinguish between different publications, a letter of the alphabet is added to the date.

In-text Citation – General Summary	A recent study by Zizek (2001a) shows that packaging is more…
In-text Citation – Paraphrase or Quote	Genome research confronts us with 'the ongoing decoding of the human body' (Zizek 2001b).

Examples for a reference list:

When a single author has multiple entries in the reference list, the author's name is listed only in the first instance. Subsequent entries begin with a long dash followed by the year and then lower-case letters as appropriate.

Reference List - Books	Zizek, S 2001a, *Enjoy your symptom: Jacques Lacan in Hollywood and out*, Routledge, London.
	--------- 2001b, *On belief*, Routledge, London.

Multiple Sources

For more than one source at one place in the text.

Examples for an in-text citation:

When citing more than one source at the same point in the text, list the sources alphabetically by author and separate each with a semicolon within the same parentheses.

In-text Citation – General Summary	Many agree that Forster Wallace's work in fact critiques an ironic mode of postmodernism (Cioffi 2000; Dulk 2012; Goerandt 2006).

Examples for a reference list:

List each of the entries in the reference list in alphabetical order, following the general bibliographic format specified for the entry.

HOW TO REFERENCE TEXT - BOOKS, REPORTS, AND PERIODICALS

Books (Print)

Examples for an in-text citation:

When citing a single author in-text, state the family name, year of publication and if paraphrasing or quoting, include the page number.

In-text Citation – General Summary	Watts (2006) demonstrated that … Osland et al. (2004) expanded on the importance of …
In-text Citation – Paraphrase or Quote	Standard five-point triage scales were then implemented in several first-world countries (Ekwall, Gerdtz & Manias 2008, p. 6). *Guide to agricultural meteorological practices* (1981, p. 8) provides….

Examples for a reference list:

In general, the order of bibliographic details for book entries in the reference list is as follows:

Author, Initials year, *Title of book*, edition, Editor / Reviser / Translator / Compiler, Publisher, City.

Reference List	Galeano, E 1973, *Open veins of Latin America: five centuries of the pillage of a continent*, trans. C Belfrage, Monthly Review Press, New York.
	Guide to agricultural meteorological practices 1981, 2nd edn, Secretariat of the World Meteorological Organisation, Geneva.
	Human Rights and Equal Opportunity Commission 1997, *Bringing them home: report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*, HREOC, Sydney.
	Karaminas, V 2013, *Fashion in popular culture: literature, media and contemporary studies*, Intellect Books, Bristol, UK.

Chapter in a Compiled Book (Chapter Written by a Different Author)

In a compiled book, each chapter or article is written by a different author(s). In the following example, Watts has written a chapter in a book edited by Becker, Watts and Becker.

Examples for an in-text citation:

Acknowledge the author of the chapter or article used when citing from a section of a book or report that consists of multiple authors. Do this also for sections of books, such as prefaces, forwards and introductions.

In-text Citation – General Summary	Watts (2006) demonstrated that …
In-text Citation – Paraphrase or Quote	….explained the 'best way to improve vocabulary' (Watts 2006, p. 18).

Examples for a reference list:

The entry in the reference list should appear under the name of the author of the chapter, not the editor(s) of the book. Include the name(s) of the editor(s) after the title of the chapter – note the initials before the family name. Provide the page numbers of the entire chapter.

Author, Initials year, 'Chapter title', in Initials Editor (ed./eds), *Title of book*, **Publisher, City, page numbers of chapter.**

Reference List	Watts, M 2006, 'Team term papers and presentations', in WE Becker, M Watts & SR Becker (eds), *Teaching economics: more alternatives to chalk and talk*, Edward Elgar, Cheltenham, UK, pp. 151-170.

eBooks

Examples for an in-text citation:

When citing an author in-text, state the family name(s) and year of publication as presented on the title page. If you are paraphrasing or quoting, include the page number.

In-text Citation – General Summary	Bellamy (2008) defines citizenship as …
In-text Citation – Paraphrase or Quote	The internet can be used to 'conduct a founded literature research' (Clarke 2009, p. 10).

Examples for a reference list: Kaplan Library

eBooks accessed via the Kaplan Library do not require a URL. However, should a DOI (Digital Object Identifier) be available, this should be included in the citation.

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. No concluding full stop is necessary following a DOI.

Author, Initials year, *Tile of e-book,* **Publisher, DOI (if available)**

Reference List	Clarke, DB, Doel, MA, Merrin, W & Smith, RG (eds.) 2009, *Hean Baudrillard: fatal theories,* Taylor & Francis.
	Clarke, DB, Doel, MA, Merrin, W & Smith, RG (eds.) 2009, *Hean Baudrillard: fatal theories,* Taylor & Francis, doi:10.1093/acprof:9780198565895

Examples for a reference list: internet

eBooks obtained from the internet will need to have the date retrieved (viewed) and the URL or DOI (Digital Object Identifier) included in the citation.

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. No concluding full stop is necessary following a DOI.

Author, Initials year, *Title of e-book,* **Publisher, date retrieved or DOI, database / <URL>.**

Reference List	Taylor, M 2009, *Mind maps: quicker notes, better memory, and improved learning*, Oxford University Press, retrieved 1 December 2019, <http://www.oxforduniversitypress/mindmaps1985>.
	Clarke, DB, Doel, MA, Merrin, W & Smith, RG (eds.) 2009, *Hean Baudrillard: fatal theories,* Taylor & Francis, doi:10.1093/acprof:9780198565895

Dictionary or Encyclopaedia

In general, citing Wikipedia entries is not recommended.

When citing an encyclopaedia (print or online) in-text, use the authors name and year. Encyclopedia sources should be listed in the Reference List only where the author is identified for individual entries.

When your source is a dictionary (print or online), use the title and year within your text. However, no entry in the Reference List is required.

Examples for an in-text citation:

Where the author is identified for entries in print or online, provide the author and year as for other authored sources.

In-text Citation – Encyclopaedia	In m-commerce the token can be a symbol string that the customer might present while paying for goods (Khashchanskiy & Kustov 2007).
In-text Citation – Dictionary	The Macquarie dictionary (2005, p. 104) defines political correctness as …

Examples for a reference list:

Author, Initials year, 'Title of entry', in Editor (ed.), Title, date retrieved or DOI, database / <URL>.

Reference List – Encyclopaedia	Khashchanskiy, V & Kustov, A 2007, 'Acoustic data communication with mobile devices' in D Taniar (ed.), *Encyclopaedia of mobile computing and commerce*, doi: 10.4018/9781599040028

Journal Articles (Print and Electronic)

Examples for an in-text citation:

For both print and electronic articles, include the name of the author(s) name and year as listed in the periodical. Should there be more than three authors, input the name of the first author followed by **et al.** and then the year of publication.

In-text Citation – General Summary	While most students are immersed in the world of new communication technologies, many teachers need guidance in understanding how this can be incorporated into classroom planning (Richardson 2004).
In-text Citation – Paraphrase or Quote	The number of applications to nursing schools in England has increased by twenty-five per cent (Sprinks 2010, p. 11).

Examples for a reference list: Kaplan Library

Journal articles accessed via the Kaplan Library database do not require a URL. However, should a DOI (Digital Object Identifier) be available, this should be included in the citation.

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. No concluding full stop is necessary following a DOI.

Author, Initials year, 'Title of articles', *Tile of Journal*, volume number, issue number, page number(s).

Reference List	Sprinks, J 2010, 'Nursing schools ask students to defer take-up of limited places', *Nursing Standards*, vol. 27, no. 1, pp. 11-16.
	Ekwall, A, Gerdtz, M & Manias, E 2008, 'The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends, and carers', *Journal of Clinical Nursing*, vol. 17, no. 6, pp. 800-809, doi:10.111/1365-2702

Examples for a reference list: Internet

Journal articles from the internet will need to include the date retrieved (viewed) and the URL or DOI (Digital Object Identifier).

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. No concluding full stop is necessary following a DOI.

Author, Initials year, 'Title of articles', *Title of Journal*, **volume number, issue number, page number(s), date retrieved, <URL> or DOI**

Reference List	Richardson, JS 2004, 'Content area literacy lessons go high tech', *Reading Online*, vol. 8, no. 1, retrieved 1 August 2018, <http://www.readingonline.org>.
	Ekwall, A, Gerdtz, M & Manias, E 2008, 'The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends, and carers', *Journal of Clinical Nursing*, vol. 17, no. 6, pp. 800-809, doi:10.111/1365-2702

Non-English Journal Articles Translated into English

Examples for an in-text citation:

In-text Citation – General Summary	Von Der Luhe (1982) concludes that both states are essential…
In-text Citation – Paraphrase or Quote	... that both states are essential (Von Der Luhe 1982, p. 31).

Examples for a reference list:

Reference List – Retrieved from the Kaplan Library	Von Der Luhe I 1982, 'I without guarantees: Ingeborg Bachmann's Frankfurt lectures on poetics', trans. MT Kraus, *New German Critique*, vol. 8, no. 27, pp. 31-56.

Newspaper or Magazine Article (Printed or Electronic)

Examples for an in-text citation:

In-text Citation – General Summary	…Afghan refugees faced an increased chance of being sent home (Narushima 2010).
In-text Citation – Paraphrase or Quote	It was suggested that 'handouts may not be sent' (Crafti 2010, p. 16).

Examples for a reference list:

For articles from a separately numbered section of a newspaper, add the section name between the month and the page number.

Author, Initials year, 'Title of article', *Title of Newspaper*, **day month, page number(s).**

If the article was accessed online, not all electronic newspaper or magazine articles provide page numbers, however, if they do, ensure to include them in the citation.

Author, Initials year, 'Title of article', *Title of Newspaper/magazine*, day month, page numbers (if provided), date retrieved, name of database or <URL>.

Reference List	Narushima, Y 2010 'Expulsion looming for Afghans', *The Age*, 1 October, p. 12.
	Crafti, S 2010, 'Winning design moored in Spain', *The Age*, 25 August, Business Day, p. 16.
	Thistleton, R 2013, 'New house sales build', *The Australian Financial Review*, 2 October, p. 39, retrieved 2 October 2019, Factiva database.
	Colebatch, T 2010, 'Housing slump may help keep rise on hold', *The Age*, 1 October, p. 1, retrieved 21 November 2018, <http://www.theage.com.au/business/housing-slump.html>.

Conference Papers

Examples for an in-text citation:

In-text Citation – General Summary	Fenton (2012) recommends…

Examples for a reference list:

Reference List – Published Conference Papers	**Author, Initials year of conference, 'Title of paper presented', in initials Editor(s), *Proceedings of Name of Conference*, Organisation, Location, page numbers, <URL> (if accessed online).**
	Fenton, A 2012, 'Using a strengths approach in collaborative education', *Proceedings of the 2012 Australian Collaborative Education Network (ACEN) National Conference*, ACEN, Geelong, pp. 71-76, <http://acen.edu.au/2012conference/usingstrengthsappraoch.pdf>.
Reference List – Unpublished Conference Papers	**Author, Initials year of conference, 'Title of paper presented', paper presented to name of conference, Location, date.**
	Blaiklock, B 2009, 'Seeking a new model of learning support', paper presented to the 9th biennial national conference of the Association of Academic Language and Learning, University of Queensland, St Lucia, 25-26 November.

Course Material and Lecture Notes

If you are citing from articles or chapters that have been presented to you in your course Reading List, cite the original source.

Some units advise that it is not acceptable to cite from lectures or accompanying notes. Cite only if you have been given permission to do so.

Examples for an in-text citation:

Like 'multiple works by the same author', use lower case letters 'a', 'b', 'c' to distinguish between the various sources by the same author. If the lecture / practitioners name is not available, use the organisations name as the author.

In-text Citation – General Summary	Kaplan Business School 2019, 'Madonna and Child' PowerPoint explained….
	….as suggested (Dr. Nunan 2018a; 2018b; 2018c).
	Kaplan Professional 2018, 'Masters of Economics' podcast infers…..
In-text Citation – Paraphrase or Quote	Dr. Coles (2018, week 10) recommends that…
	The behavioural finance approach came into being largely as a result of difficulties with traditional paradigms (Kaplan Professional 2020, p. 43)

Examples for a reference list:

General citation for course material and lecture notes:

Lecturer Surname, Initials year, *Course code and Title*, Publishing School, lecture number or document type, day month.

Reference List	Smith, AB 2019, *BUS100 Business foundations*, Kaplan Business School, lecture 8, 10 March
	Nunan, D 2018a, *PCP325 Economics for masters*, Kaplan Professional, lecture recording week 7, 14 July 2018.
	------- Nunan, D 2018b, PCP325 Economics for masters, Kaplan Professional, podcast week 6, 03 July 2018.

However, if the lecture / practitioners name is not available, provide the organisation at the beginning of the citation.

Name of Organisation year, *Course code and Title*, Publishing School or Abbreviation of Organisation, lecture number or document type, day month.

Reference List	Kaplan Higher Education 2020, *FPC002B Ethics and professionalism in financial advice*, KHE, Topic 3 course material, 20 April.
	Kaplan Business School 2017, *FIN206 Investment Management*, KBS, podcast week 3, 1 April.

Government Publications

Examples for an in-text citation:

Often the author of government publications is a department or agency. Cite the full name (using correct capitalisation of departments or agencies as they appear in the source) in the first instance and give the abbreviation in square brackets [ ].

Use the abbreviation in subsequent references thereafter.

In-text Citation – General Summary	According to the Human Rights and Equal Opportunity Commission [HREOC] (1997), children of Aboriginal parents…
	HREOC (1997) also recommends…

Examples for a reference list:

Provide the entry under the full name of the organisation or agency and the beginning of the citation. Add the abbreviation of the organisation or agency before the city.

Name of Organisation year, *Title of book or report*, Publisher or Abbreviation of Organisation, City.

Reference List	Human Rights and Equal Opportunity Commission 1997, *Bringing them home: report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*, HREOC, Sydney, NSW.
	Public Transport Victoria 2011, 'Melbourne Airport rail link study', PTV, retrieved 8 October 2019, <http:ptv.vic.gov.au/railstudys>.
	Department of Justice 2007, *Step forward: getting help about sexual violence*, Northern Territory Department of Justice, NTDJ, retrieved 25 August 2019, <http://www.not.gov.au>.

Standards:

Examples for an in-text citation:

For standards not retrieved from an electronic database, replace the 'online' database with the publisher information statement.

In-text Citation – General Summary	The standard published by Standards Australia Online (2006) entitled *Glass in buildings: selection and installation* states that…
	… stated that electrical cabling must be contained within conduit (Standards Australian IEC 2019).

Examples for a reference list:

Author year, *Standard Title in Full*, Standard number, Publisher, City or retrieved day month year <URL>.

Reference List	Standards Australia 2006, *Quality management systems – Guidelines for quality plans*, AS/NZS ISO 10005:2006, Standards Australia, Sydney, NSW.
	Standards Australia 2001, *Information technology – code of practice for information security management*, AN/NZS ISO/IEC 17799:2001, Standards Australia, retrieved 16 May 2017, <https://www.standardsaustralia.16563>.
	Australian Accounting Standards Board 2015, *Revenue from contracts with customers*, Standard no. AASB 15, Commonwealth of Australia, Melbourne.

HOW TO REFERENCE LEGAL CONTENT – LEGISLATION, CASES AND TREATIES

Legislation, Acts and Bills

The following details are included in both in-text citations and the reference list.

- **Title and year:** the title of the Act is followed by the year and are both in *italics*.
- **Jurisdiction:** abbreviated and in round brackets e.g. (Cth) for Commonwealth.
- **Pinpoint reference:** reference to the page, paragraph, section or clause e.g. s. = section; pt. – part; sch. = schedule; cl. = clause; sub-cl. = sub-clause.

Examples for an in-text citation:

Citations of legislation may be integrated into the sentence or cited in round brackets at the end of the sentence.

Where legislative names can be shortened, you must provide the full name of the Act in the first instance and subsequent citations may be shortened. For example: *Competition and Consumer Act 2010* (Cth) sch. 2 ('Australian Consumer Law').

In-text Citation – General Summary	In the *Transfer of Land Act 1958* (Vic) s. 74, we find that…
	…as a result of the industry review (*Banking Act 1959* (Cth) s. 5).
	The principle consumer protection law in Australia is found in schedule 2 of the *Completion and Consumer Act 2010* (Cth) ('Australian Consumer Law').
	Subsequent citations: In relation to goods and services, the 'Australian Consumer Law' …

Examples for a reference list:

There is no full stop at the end of the reference list entries.

Create a separate section for Acts and Bills within the reference list, under the sub-heading 'Legislation'. List Acts and Bills alphabetically.

***Title of Act* year (abbreviation of jurisdiction) pinpoint**

Reference List	*Banking Act 1595* (Cth) s. 5
	Transfer of Land Act 1958 (Vic) s. 74
	Competition and Consumer Act 2010 (Cth) sch. 2 ('Australian Consumer Law')
	Carbon Pollution Reduction Schedule Bill 2009 (Cth) cl. 83

Legal Cases and Trials

The following details are included in both in-text citations and the reference list.

- **Case name:** full name of the case in *italics*.
- **Year**: in square brackets.
- Unique court identifier.
- Judgement number.
- **Pinpoint if required:** reference to paragraph number.

Examples for an in-text citation:

Citations of cases may be integrated into the sentence or cited in round brackets at the end of the sentence.

| In-text Citation – General Summary | In *Minister for Immigrating and Citizenship v SZIA* [2009] HCA 39 [27], it is stated that… |

Examples for a reference list:

There is no full stop at the end of a reference list entry. Create a separate section for cases within the reference list, under the sub-heading 'Cases'. List cases alphabetically.

Case name [year] Unique court identifier judgement number pinpoint

| Reference List | *Minister for Immigration and Citizenship v SZIAI* [2009] HCA 39 |

Treaties (Conventions, Declarations, Protocols and Statutes)

Treaties (also known as Conventions, Covenants, Declarations, Protocols and Statutes) are international agreements between states and are part of international law.

Examples for an in-text citation:

| In-text Citation – General Summary | The United Nations Convention on Contracts for the International Sale of Goods ('CISG') governs contracts of sale of commercial goods between signatories. A written contract is not mandatory (CISG art. 11) and an offer becomes effective. |

Examples for a reference list:

| Reference List | United Nations Convention on Contracts for the International Sale of Goods, signed 11 April 1980, 1489 UNTS 3 (entered into force 1 January 1988). |

HOW TO REFERENCE ONLINE CONTENT – WEBSITES, SOCIAL MEDIA, STREAMING

Webpages or Documents from a Website

Where possible, it is best to cite the specific page or section of a website (as opposed to the entire site) - this provides a more accurate indication of your source.

Examples for an in-text citation:

In-text Citation – General Summary	It is estimated that between 3 and 8 per cent of pregnant women will develop gestational diabetes around the 24th to 28th week of pregnancy (Diabetes Australia 2010).
In-text Citation – Paraphrase or Quote	'Sexual violence is not cultural, it is a crime' (Department of Justice 2007, p. 2).

Examples for a reference list:

If a website document does not have an author (individual or corporate), start with the title of the document in italics followed by the date. Often the date will be located under the heading 'last updated'. However, if there is no date, use 'n.d.' (meaning 'no date').

Author, Initials or Governing body year, *Title of webpage or document*, Organisation responsible for site, date retrieved, <URL>.

Reference List	Diabetes Australia 2010, *Gestational diabetes*, Diabetes Australia, retrieved 26 November 2019, <https:www.diabetesaustralia.com.au>.

Social Media

Social networking accounts can either be open to the public or restricted to nominated readers or participants. Posts that are public should be cited in text and in the reference list.

Posts from a private Facebook page, blog, email or wiki are treated as **personal communication** and are cited in text, but not in the reference list. You should always get the permission of the person concerned before citing personal communication in an assignment.

The following examples deal with public social media posts only.

Examples for an in-text citation:

Include the author and year of the post.

In-text Citation – General Summary	Kevin Rudd (2013) challenged Tony Abbott to a further broadcast debate via Twitter.

Examples for a reference list:

Only public social media accounts need to be included in the reference list. In general, sources are considered more credible when they include the name of the author (or organisation), the title, and date of publication.

Author Initials year, 'First few words of post/update', Account Name, *Title of website*, day month of post/update, date retrieved, <URL>.

Reference List	Early Childhood Australia 2013, 'Did you know that in 1955 the annual salary', Early Childhood Australia, *Facebook*, 2 October, retrieved 6 November 2013, <https://www.facebook.com/earlychildhoodaustralia>.
	Rudd, K 2013, 'Mr Abbott is happy to sit', KRuddMP, *Twitter*, 23 July, retrieved 13 August 2013, <https://twitter.com/KRuddMP>.

Weblogs and Blogs

Examples for an in-text citation:

For weblogs and blogs include author, username or alias, as well as the year of the post.

In-text Citation – General Summary	Kable (2011) gives many examples of how to use the natural environment when creating play spaces for children.

Examples for a reference list:

Use the username or alias if the author's name is not available. If the author has posted more than once on the same day, add the time of the post to the date.

Author of post, Initials (or alias) year of post, 'Title of post' (if applicable), *Title of blog*, weblog post, day month of post, date retrieved, <URL>.

Reference List	Kable, J 2011, 'Ideas for adding natural elements to your outdoor play space: part 1', *Let the children play*, weblog post, 17 June, retrieved 5 August 2019, <https://www.letthechrildrenplay.net>.

Podcast or Streaming Video

Examples for an in-text citation:

Provide the title (italics) and the year of production. When referencing a quote or comment from a podcast or video, refer to the person in the recording by name within your paper followed by the citation.

In-text Citation – Paraphrase or Quote	Jill Vialet and Michael Opitz (*More than just gym: integrating movement across the school day* 2011) emphasise the importance of children .....

Examples for a reference list:

Title **year, medium, Producer / Publisher / Username, day month, date retrieved, <URL> or database.**

Reference List	*More than just gym: integrating movement across the school day* 2011, podcast, ASCD, 3 November, retrieved 19 August 2019, <http://www.wholechildreneducation.org>.
	The power of play: segment 1/6 2012, YouTube, Steve Freier, 5 December, retrieved 19 August 2019, <https://www.youtube.com/watch15646>.

Images from a Website (Photo's, Maps and other Online Images)

Be very careful when reproducing copyright material. Read the Kaplan Copyright Policy and any guidelines when referencing.

Photos, maps and other online images are cited by the artist's name; or by the of title of the work (in italics) if the artists name is not known.

Examples for an in-text citation:

If you include the image itself in the text, you will need to caption your image in addition. See below example.

In-text Citation – General Summary	Takver (2013) documented several protests in the lead-up to the election.
	Images from this time show libraries to be places of bustling activity (*Garden party in the grounds* 2016).

Examples for captioning a graph or figure:

Captioning is required for all figures (images, maps, graphics) that you have reproduced in your assignment.

When including a 3ʳᵈ party image, graph or figure within the body of your text, you will need to include a capture underneath the image with the word 'Figure'. Here is where you will include a figure number, brief description and then an in-text reference.

Captioning an Image – In-text

Full bibliographic citation to be included in the reference list.

Figure 2: Bruno Taut's Glass Pavilion (Ascher-Barnstone 2018)

Examples for a reference list:

If your image is of a creative work, such as a painting, photograph, building, or logo, use the year that the work was created rather than the date the image was uploaded.

If you include the image itself in the text, you will need to caption your image as well.

Artist, Initials (or alias) year, *Title of image*, medium type, Publisher, retrieved day month year, <URL>.

Reference List

Takver 2013, *Banner and signs: refugee action protest 27 July 2013 Melbourne*, photograph, Flickr, retrieved 4 October 2019, <http://flickr.com/photos/93755069>.

Garden party in the ground 2016, photograph, Flickr, retrieved 12 February 2019, <https://www.fickr.com/12151>.

Datasets

Examples for an in-text citation:

In-text Citation – General Summary

…according to the Bureau of Meteorology (2011).

Examples for a reference list:

A Digital Object Identifier (DOI) is a unique identifier with a more stable link to a publication than a URL. If a DOI is provided for a source, then it should be given in the reference list entry. However, if no DOI is available, then the name of the database or the URL should be given. No concluding full stop is necessary following a DOI.

Authoring body year, *Title of dataset*, catalogue number (if applicable) or Publisher, date retrieved, <URL> or DOI.

Reference List

Australian Bureau of Statistics 2013, *Industrial disputes, Australia, June 2013*, cat. no. 6321.0.55.001, retrieved 8 October 2019, <httpLwww.abs.gov.au>.

Bureau of Meteorology 2011, *High-quality Australian daily rainfall dataset*, Bureau of Meteorology, doi:10.38643/15334433

Media Releases

Examples for an in-text citation:

In-text Citation – General Summary	The Department of Education and Training provided funding for the children of asylum seekers in Darwin to attend three schools (Mullins 2010).

Examples for a reference list:

Author, Initials (Title of author, if relevant) year, *Title of media release*, media release, day month, name of organisation or agency, date retrieved, <URL>.

Reference List	Hockey, J (Treasurer of the Commonwealth of Australia) 2013, *Australia-Indonesia steps towards a regional infrastructure financing market*, media release, 20 September, The Treasury, retrieved 1 October 2013, <https://jbh.ministers.treasury.gov.56321466>.

HOW TO REFERENCE OTHER SOURCES:

Film, DVD, Video or CD-ROM

Examples for an in-text citation:

Provide the title (in *italics*) and the year of production.

In-text Citation – General Summary	*Sunday too far away* (1975) was the first ever Australian film….
In-text Citation – Paraphrase or Quote	'I love the smell of napalm in the morning' (*Apocalypse now* 1979) continues to be one of the most parodied lines in TV.

Examples for a reference list:

***Title* year, medium, Producer, City.**

Reference List	*Apocalypse now* 1979, film, Zoetrope Studios, San Francisco.
	Sunday too far away 1975, film, South Australian Film Corporation, Adelaide.
	Essay writing made easy 1996, video recording, Kaplan Course Development, Sydney, NSW.

Television and Radio

Examples for an in-text citation:

Provide the title (in italics) and the year of production. When referencing a quote or comment from any broadcast media, refer to the person in the recording by name within your paper followed by the citation.

In-text Citation – General Summary	Tony Abbott (Four corners 2010) said he found life as a seminarian difficult.

Examples for a reference list:

***Title of program* year, medium, Broadcaster, City, day month.**

Reference List	*Four corners* 2010, television program, ABC, Sydney, 12 March.

Images from a Print Publication

Be very careful when reproducing copyright material. Read the Kaplan Copyright Policy and any guidelines when referencing.

Examples for an in-text citation:

In-text citations are required for all figures (images, maps, graphics) referred to in your work. When you refer an image in-text, include the name of the source for which the image appears, the year, figure number, and page number - as it appears in the source, the title of the image should be italicised.
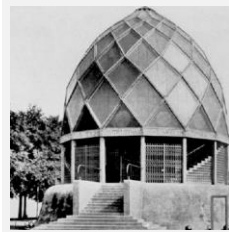
In-text Citation – General Summary	Huyghe's location photographs of incomplete architecture in *Chantier permanent* are an early investigation into the 'open present' (Barikin 2012, fig 2.1, p. 43).

Examples for captioning a graph or figure:

Captioning is required for all figures (images, maps, graphics) that you have reproduced in your assignment.

When including a 3rd party image, graph or figure within the body of your text, you will need to include a capture underneath the image with the word 'Figure'. Here is where you will include a figure number, brief description and then an in-text reference. Remember to include the page number of the source where the image was taken from.

Captioning an Image – In-text

Full bibliographic citation to be included in the reference list.

Figure 2: Bruno Taut's Glass Pavilion (Ascher-Barnstone 2018, p. 63).

Examples for a reference list:

Include the source type that the image was published in and cite accordingly.

Reference List	Barikin, A 2012, *Parallel presents: the art of Pierre Huyghe*, MIT Press, Cambridge, MA.

Table or Charts

Examples for an in-text citation:

When referring to a table or a chart, provide the author name and year of the source, as well as a figure or page number if applicable.

In-text Citation – General Summary	Marmot and Wilkinson (2009, fig. 9.6) presents….

Examples for a reference list:

Reference the source when the table or chart is located and cite accordingly.

Reference List	Marmot, M & Wilkinson, R (eds.) 2009, *Social determinants of health*, Oxford Scholarship Online, doi:10.1093/135523155

Advertisement

Examples for an in-text citation:

Include the name of the company that produced the advertisement, if known, and the year of the publication that the advertisement appears in.

In-text Citation – General Summary	The message in Impact Digital's (2010) 'The sun loving digital printer' advertisement…

Examples for a reference list:

Producer of advertisement year, 'Title of advertisement' (or your own descriptive title of advertisement), advertisement, *Title of publication*, issue, page number(s).

Reference List	Impact Digital 2010, 'The sun loving digital printer', advertisement, *Desktop*, December-January, p. 7.

Brochures, Posters and Pamphlets

Examples for an in-text citation:

Include the author or authoring organisation and year (if known).

In-text Citation – General Summary	Engaging in regular exercise has many benefits (Australian Heart Foundation 1999).

Examples for a reference list:

Provide as much information as is available.

The year of publication may not always be known; however, if the year can be inferred with some certainty place a **c.** (meaning '**circa**') before the year.

Author Initials year, *Title (or your own descriptive title*), source, Publisher, City (if known), Location (if held in a library).

Reference List	Australian Heart Foundation 1999, *Be active everyday: physical activity for a healthy heart*, brochure, Australian Heart Foundation.
	The Australian Greens c.2013, *We're standing up for what matters*, flyer, The Australian Greens, Melbourne.

Personal Communications

Personal communications include letters, emails, private social media posts, personal interviews, telephone conversations and the like. It is always important to get the permission of the person concerned before referring to them in an assignment.

Personal communications are not an acceptable academic source unless they are part of research.

Examples for an in-text citation:

The initials of the person precede the family name. The day, month and year can be provided within the narrative or as part of the in-text citation. It is sometimes appropriate to indicate the role of the person being cited and their organisation.

In-text Citation – General Summary	When interviewed on 8 October 2016, J Robinson, Manager, Heathville Community Centre, confirmed…

(J Robinson, Manager Healthville Community Centre, interview, 8 October 2016)…

J Robinson (email, 8 October 2016) indicated…

Examples for a reference list:

No entry is required.

Artwork in Museum / Gallery

Be very careful when reproducing copyright material. Read the Kaplan Copyright Policy and any guidelines when referencing.

Examples for an in-text citation:

Include the artist's name and year of the artwork. The tile of the artwork should be in *italics*.

In-text Citation – General Summary	*Vernon* (Green 2009) presents us with …

Examples for a reference list:

If an artwork is viewed within an exhibition, add the title of the exhibition and the exhibition dates.

Artist, Initials year of production, *Title of artwork*, medium, exhibited at Name of gallery, Location, date viewed.

Reference List	Green, R 2009, *Vernon*, linocut, exhibited at Deakin University Art Gallery, Melbourne Burwood Campus, viewed 27 October 2010.

Software and Games

Examples for an in-text citation:

Provide the name of the producer and year of production in the in-text citation. Software and computer games are referred to by title in *italics* in the narrative.

In-text Citation – General Summary	*Assassins creed III* (Ubisoft Entertainment 2012) incorporates design elements that …

Examples for a reference list:

Provide the source type as 'computer program' in the reference list entry for all software, games and apps.

Reference List	Ubisoft Entertainment 2012, *Assassins creed III*, computer program, Ubisoft Australia.