

Continue



If you are citing an illustration, figure, diagram or table, start with the source in which it appeared. In your in-text citation, give the page number and any caption number that will help to identify the illustration, using the terminology in the book or article (for example, illus./fig./diagram/logo/table). The reference list entry will be for the whole article or book. In-text citation: Reference List: In the reference list, you list the book in which the image is found: When you include an image or photo in your text, as well as citing the source, you will also need to include a caption and list it in a Table of Figures (click here for more information). Images you created yourself don't have to be cited, but should still be included in the list of figures. Image, illustration, photo or table (online) Creator (Surname, initial(s)) [Internet handle] (if appropriate) (Year of publication, Month day). Title of image, figure, illustration or table [Type of image]. (image, chart, diagram, graph, illustration or photograph) URL Photographs (Online Collection) Photographer (Year of publication, Month day) Title of photograph/video (or collection) [Type of image]. URL Painting If you viewed an image in person rather than online (e.g. in a museum or gallery), the source information is different. You will need to include the name and location of the institution where you viewed the image. Artist (Year of creation) (if available) Title of the work (in italics) [Format description] (in square brackets) City, Country: Institution or collection that houses the work If you haven't seen the artwork in person and saw it online, use the website in the location part of your reference. Map Originator (Name of organisation) (Year of publication). Title (in italics) [Map] Sheet number, scale. Publisher (if different from author) URL (if viewed online) It can often be hard to find accurate information about images accessed online. However, if you do need to cite an image with no author, date or title listed, there are ways around this. For unfiled images, include a description of the image, in square brackets, where the title would usually go. If there is no publication date, add "n.d." in place of the date, and add the date that you accessed the image. If you have copied or adapted a figure from a book, you must include a caption underneath the figure. This is called a copyright attribution. Depending on whether you have reproduced it exactly from the book or modified it in any way, you use phrases such as these: From: if you have directly copied a figure Adapted from: if you have changed the original figure in some way Note that you must also refer to the figure by its figure number in the body of your text and include an entry in your reference list for a book, using the normal referencing format. Components: Figure number (in italics) (e.g. Figure 1) A descriptive title of the figure Reprinted (or Adapted) from Copyright attribution: Title of the book (in italics, using title case) (edition (if there is one), p. and the page number you took the figure from), by Author(s) initials and surname(s), Year of publication Place of publication: Publisher (DOI or URL). If any copyright year by Name of Copyright holder OR In the Public domain OR CC BY-NC. Reprinted with permission or Adapted with permission. Note that you should only use the wording "Reprinted (or Adapted) with permission" when permission has been sought and granted. Figure 6. Figure and Ground. Reprinted from Management & Organisational Behaviour (9th ed., p. 219), by L. J. Mullins, 2010, Harlow, England: Financial Times Prentice Hall. Copyright 2010 by Laurie Mullins. Reprinted with permission. In-Text Citation: Refer to the image or figure in the body of the text of your assignment as its figure number. Examples: As can be seen in Figure 1... Figure 2 shows... (see Figure 3) Reference List entry: Figure referred to in your text (not reproduced) If you simply refer to a figure in a book, but do not reproduce it in your document, format the in-text-citation and the reference list entry in the usual way. In-Text Citation Entry in Reference List Page 2 Citing an image such as a picture, photograph or clip art can be slightly different than citing a figure or table from a website. You must always check the copyright status of any image you use. Use of many images is only granted if you pay to use the image and if you are given permission. When searching for images to use in your work, it is a good idea to use an image that is not copyrighted, in the public domain or has a Creative Commons license. Creative Commons (CC) is a non-profit organization permitting the sharing and use of creativity and knowledge through free legitimate means. You can use CC-licensed materials as long as you follow the license conditions. See for more information about creative commons and a search engine for content available to reuse. Depending on the license, you may need to acknowledge the image creator and the license with which they've allowed you to use the image. To attribute sources that you reuse under a Creative Commons license, you generally must at least include: The title Name of the author The specific license the work is under Caption: Figure 2. Soda Bread. Reprinted from "Simple bread", by O. Tacke, 2015, Retrieved from N05/22715563513. CC BY 1.0. In-Text Citation Entry in the Reference List Page 3 Tables usually show numerical values or text and are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a figure. Tables must be identified with the word "Table" and include a title and source. As with figures, there are 3 elements to include: Caption In-text sentence referring to the table by number Reference list in the Reference List If you are writing a thesis with a lot of tables, they should be referenced in a List of Tables. In a shorter assignment, where you might have included only one or two tables, you can reference them in your bibliography or reference list. Captions: Above the table: The word Table: A number from 1, in numerical order) The brief description of the table Below the table: The word From Author, date, title, page number of the source (if taken from another source) Copyright license Table 1. Car insurance quotations January 2022 Company Price 2022 Price 2021 % change from 2021 Company A 310 301 1.03 Company B 320 339 0.94 Company C 353 353 0 Company D 476 492 0.97 From Car insurance quotations, by H. Smith, 2022 (.). Copyright 2022 by ABC Ireland. In-Text Citations Number all the tables that are part of the main text. In the text of your assignment, refer to them by their number. Do not write "the table above or below" or "the table on page 18". Reference List Page 4 Many academic books and journal articles quote earlier books or articles on the same topic. If you cannot access the original source, you can cite the secondary source instead. However, you should only cite secondary sources sparingly—for instance, when the original work is out of print, unavailable, or available only in a language that you do not understand. If possible, find the primary source, read it, and cite it directly rather than citing a secondary source. Follow these instructions when citing a secondary source: In the reference list, provide an entry for the secondary source that you used. In the text, identify the primary source and write "as cited in" the secondary source that you used. Because you have not viewed Byrne's work, it only appears in the in-text citation and not in the reference list. The secondary source (Lynch, 2020) should be listed in the reference list, according to the normal format for that type of source. Ellipsis If you want to omit a word or words from a quotation, indicate this with an ellipsis (three dots) with a space before and after the ellipsis (...). A direct quotation should neither start nor end with an ellipsis. Words should only be omitted from a quotation if they are superfluous to the reason why you are using the quotation and the meaning of the quote is not affected by the change. Square Brackets If you need to add a word or words to a quote, or change the capitalisation of a word to fit with your writing, put the word(s)/letter in square brackets []. Words should only be added to a quote for explanatory reasons (e.g. a name might be added to explain who a pronoun is referring to). Six lines you need to indicate a misspelling, a grammatical error, the lack of punctuation, insert a word [sic] (meaning 'in this way'), or a word that is not in the dictionary. Share a copy and redistributing the material in any medium for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke anything as long as you follow the license terms. Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Book (Corporate author) (Economic and Social Research Institute [ESRI], 2019) Economic and Social Research Institute.(2019). ESRI research strategy 2019-2023. Dublin, Ireland: ESRI. The first time you mention the author in the in-text citation, put in the full name and abbreviation in brackets. In subsequent citations, you can use the abbreviation. Book (1 author) (Greenfield, 2014) Greenfield, S. (2014). Mind change: how digital technologies are leaving their mark on our brains. London, England: Rider Books. Book (2 or 3 authors) Ulrich and Eppinger (2020) found that ... Ulrich, K. T., & Eppinger, S. D. (2016). Product design and development (7th ed.). New York, NY: McGraw-Hill Education. Book (3 or more authors) (Fuller, Murphy & Chow, 2020) First citation Fuller, P., Murphy, M., & Chow, A. (2020). The leader's guide to unconscious bias. London, England: Simon & Schuster. Book Chapter (with author) (O'Donovan & McCrea, 2015, p. 190) O'Donovan, D. & McCrea, J. (2015). Education and the historic house: where the past has a voice for the future. In T. Dooley & C. Ryan (Eds.), The Irish country house: Its past, present and future (pp. 184-202). Dublin, Ireland: Four Courts Press. Book (editor) (Wyrce, 2009) Wyrce, N. (Ed.). Introduction to mental health nursing. Maidenhead, England: Open University Press. Blog (Hanley, 2020) Hanley, M. (2020, December 21). Winter solstice at Newgrange, Ireland [Blog post]. Retrieved from Company Report (Bord na Móna, 2021) Bord na Móna. (2021). Rethink. Renew. Restore. Annual report 2021. Retrieved from Conference paper (O'Donovan & McCrea, 2015) O'Donovan, D. & McCrea, J. (2019). Empowering farmers by resolving the trust and legal issues emerging from precision farming. In J. V. Stafford (Ed.), Precision agriculture 19 (pp. 99-106). Wageningen, The Netherlands: Wageningen Academic Publishers. Conference Paper (Journal) (Kurniadi, Abdurachman, Warnars, & Suparta, 2019) First citation Kurniadi, D., Abdurachman, E., Warnars, H., & Suparta, W. (2019). A proposed framework in an intelligent recommender system for the college student. Journal of Physics: Conference Series, 1402(6), 066100. doi:10.1088/1742-6596/1402/6/066100 Conference Presentation (Hynes, 2013) Hynes, S. (2013, April). The economics of aquatic invasive species. Paper presented at the Freshwater Invasives - Networking for Strategy Conference, Galway, Ireland. Dataset (Health Service Executive, 2017) Health Service Executive. (2017). List of pharmacies in Ireland [Dataset]. Retrieved from: Dictionary or Encyclopaedia (Palmer, 2011) Palmer, A. L. (2011). Empire style. In J. Woronoff (Ed.), Historical dictionary of neoclassical art and architecture (Vol. 48). Lanham, MD: Scarecrow Press. E-book (with DOI) Breslin & Leavey, 2019, Chapter 4, Section 3, para. 2 Breslin, G., & Leavey, G. (Eds.). (2019). Mental health and well-being interventions in sport. doi: 10.4324/9781315147703 E-book (with URL) (Iyer, 2021) Iyer, N. (2021). Everyday superfoods. London, England: Bloomsbury India. Retrieved from Exhibition (Keaveney, 2021) Keaveney, M. (2021). My social bubble [Exhibition]. Kinvara Area Visual Arts (KAVA), Kinvara, Ireland. Retrieved from Facebook (WEEE Ireland, 2021) WEEE Ireland. (2022, February 25). Do you have electrical, battery or lighting waste? Use our online interactive map to find your nearest Local Authority Recycling Centre where you can recycle for FREE [Facebook update]. Retrieved from Film (Gerwing, 2019) Gerwing, G. (Director). (2019). Little Women [Film]. USA: Columbia Pictures. Government Publication (Department of Health, 2021) Department of Health. (2021). Right care, right place, right time - Alternative pathways. Retrieved from Image, Photo, Illustration (Print) (Da Vinci, 1503) Da Vinci, L. (1503). Mona Lisa [Painting]. Paris, France: The Louvre. Image, illustration, photo or table (online) (MacEntee, 2015) MacEntee, S. (2015, January 11). Galway [Photograph]. Retrieved from Instagram (Psychology Today, 2021) Psychology Today [psych. today]. (2022, February 28). 9 ways to release regret [Photograph]. Retrieved from Journal Article (Print) (Mihal, 2020) Mihal, E. C. (2020). Mood disorders in children due to COVID-19 pandemic. Journal of Educational Sciences & Psychology, 10(2), 147-152. Journal Article (Online) (Costello, 2020) Costello, R. A. (2020). Courtroom dialogues and feminist legal theory in Irish literature. Irish Studies Review, 28(3), 370-392. doi:10.1080/09670882.2020.1794316 Journal Article (more than 7 authors) (Rollins et al., 2021) Rollins, N., Minckas, N., Jehan, F., Lodha, R., Raiten, D., Thorne, C., ... Victoria, C. G. (2021). A public health approach for deciding policy on infant feeding and mother-infant contact in the context of COVID-19. The Lancet Global Health, 9(4), e552-e557. doi:10.1016/S2214-109X(20)30538-6 Journal Article (uses Article Numbers) (Brown & Beausoleil-Morrison, 2021) Brown, S., & Beausoleil-Morrison, I. (2021). Characterizing the performance of a passive solar house with hydronic floor energy capture system - Heating season experiments. Energy and Buildings, 252, Article 111404. doi:10.1016/j.enbuild.2021.111404 Journal Articles (pre-publication) (Lagestad, Ropo & Bratbak, 2021) Lagestad, R., Ropo, E., & Bratbak, T. (2021). Boys' experience of physical education when their gender is in a strong minority. Frontiers in Psychology, 12, Article 573528. Advance online publication. doi:10.3389/fpsyg.2021.573528 Lecturer Notes (Online) (Hughes, 2021) Hughes, M. (2011). 146223: Business law [Lecture notes]. Retrieved from Magazine Article (Goldberg, 2022) Goldberg, S. (2022, February 7). Why the storyteller matters as much as the story itself. National Geographic. Retrieved from Map (Ordnance Survey of Ireland, 1999) Ordnance Survey of Ireland. (1999). Covering part of county Mayo [Map]. Sheet 30, 1:50,000. Music (Queen, 1976) Queen. (1976). Somebody to love. On A day at the Races [Song]. London: EMI Records. Newspaper Article (Print) (MacKenzie, 2021) MacKenzie, L. (2021, March 25). Financial boost for Galway's live arts. Galway Advertiser, p. 8. Newspaper Article (Online) (Murphy, 2021) Murphy, P. (2021, 21 April). Ireland's sculptures: Where are the women? The Irish Times. Retrieved from Online course or MOOC (Bloom, 2022) Bloom, P. (2022). Introduction to Psychology [MOOC]. Coursera. Retrieved from Photograph (online collection) (Leja, 2016) Leja, D. (2016, September 25). Beneficial gut bacteria. [Photograph]. Retrieved from Podcast (Groves, McMahon, & Baker, 2021) First citation Groves, T., McMahon, M. & Baker, J. (Hosts). (2021, March 15). The Echo Chamber Podcast. (No. 460) [Podcast]. Retrieved from Radio Programme (online) (Byrne, 2022) Byrne, C. (2022, March 7). Today with Claire Byrne [Radio broadcast]. RTE Radio 1. Retrieved from Standard (National Standards Authority of Ireland, 2020) National Standards Authority of Ireland. (2020). I.S. EN 17412-1: Building Information Modelling - Level of information need - Part 1: Concepts and Principles. Retrieved from Thesis (Acampora, 2017) Acampora, H. (2017). Interactions between seabirds and pollution in Irish waters. (Ph.D. Doctoral Thesis). Galway-Mayo Institute of Technology, Galway, Ireland. Retrieved from TikTok (Gardinerbrothers, 2021) Gardinerbrothers [@gardinerbrothers]. (2021, March 13). An Irish Dancing Twist on this trend "literally" #pupliudance #twist #beats Pupiu Dance -. [Video]. Retrieved from gardinerbrothers/video/694295145539352965 TV Programme (Bradley, 2021) Bradley, A. (Producer & Director). (2021, November 18). Unspoken [Television programme]. Dublin, Ireland: RTE. TV Episode (Morton & Murphy, 2020) Morton, J. (Writer) & Murphy, I. (Director). (2020). Photochemistry [Television series episode]. In S. Murphy & D. Crean (Executive Producers). Dead Still. Dublin, Ireland: Deadpan Pictures. Twitter (Room Rater, 2021) Room Rater. (2021, April 9). Good perspective. Art. Flowers. Chairs. Pro dining room. 10/10 @rebbeccaalunucci. [Image attached] [Tweet]. Retrieved from Video (barrierm, 2013) barrierm, B. (2013, July 9). The Connemara pony [Video]. Retrieved from Website (Alston, 2021) Alston, F. (2021, March 15). 7 ways to keep company culture alive when working remotely. RTE. Retrieved from Wikis ("Greta Thunberg," 2021) Greta Thunberg. (2021). In Wikipedia. Retrieved March 8, 2021, from DOI DOI = digital object identifier A DOI commonly identifies a journal article but it can also be found on other publication types including books. All DOIs start with 10, and includes numbers and letters. Example: doi:10.1016/j.addbeh.2009.08.001 The DOI provides a permanent internet address for the item making it easy to locate. You may search by DOI numbers in Library Search to locate articles. Doi in your reference list entry: Always use the DOI if available (for print or online articles and books). No full stop at the end of a DOI. New! A new citing format for DOI was introduced by APA in March 2017. The new format includes https and the prefix doi.org: Example: Oppenheimer, D., Zaromb, F., Pomerantz, J. R., Williams, J. C., & Park, Y. S. (2017). Improvement of writing skills during college: A multi-year cross-sectional and longitudinal study of undergraduate writing performance. Assessing Writing, 32, 12-27. NOTES: Articles retrieved from library databases may include exproxy.aut.ac.nz in the DOIs. This exproxy information should be removed. For example: The correct URL for this DOI is: URL If there is no DOI for a online journal article or an e-book, include a URL in your reference. Use the URL of a journal home page for journal articles without DOI Use the URL of the journal homepage, NOT the full URL of the article, in your reference. Finding a journal homepage URL: You could do a Google search for the journal title (within double quotation marks), e.g. "new zealand management magazine" to find the journal's homepage Or, go to the Library database Ulrichsweb, search by the journal title or the journal's ISSN to find the journal record. On the journal record page, find the journal URL for your reference. Journals without a home page and no DOI: This can happen to some discontinued journals, or journals archived in an archival database only. Use the database home page URL in your reference. See the example in the following section. Use a URL of a library database: Resources retrieved from a library database, without a DOI: If you use electronic resources without DOI, such as an ebook or a data set or a journal without a website, from a library database, you are required to include the URL of the database homepage in your reference. Do not use the full URL of the source that you retrieved from a database. Example: An ebook "Small town sustainability: economic, social and environmental innovation". The URL on the ebook page is: Page 2 DOI DOI = digital object identifier A DOI commonly identifies a journal article but it can also be found on other publication types including books. All DOIs start with 10, and includes numbers and letters. Example: doi:10.1016/j.addbeh.2009.08.001 The DOI provides a permanent internet address for the item making it easy to locate. You may search by DOI numbers in Library Search to locate articles. Doi in your reference list entry: Always use the DOI if available (for print or online articles and books). No full stop at the end of a DOI. New! A new citing format for DOI was introduced by APA in March 2017. The new format includes https and the prefix doi.org: Example: Oppenheimer, D., Zaromb, F., Pomerantz, J. R., Williams, J. C., & Park, Y. S. (2017). Improvement of writing skills during college: A multi-year cross-sectional and longitudinal study of undergraduate writing performance. Assessing Writing, 32, 12-27. NOTES: Articles retrieved from library databases may include exproxy.aut.ac.nz in the DOIs. This exproxy information should be removed. For example: The correct URL for this DOI is: URL If there is no DOI for a online journal article or an e-book, include a URL in your reference. Use the URL of a journal home page for journal articles without DOI Use the URL of the journal homepage, NOT the full URL of the article, in your reference. Finding a journal homepage URL: You could do a Google search for the journal title (within double quotation marks), e.g. "new zealand management magazine" to find the journal's homepage Or, go to the Library database Ulrichsweb, search by the journal title or the journal's ISSN to find the journal record. On the journal record page, find the journal URL for your reference. All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails) which cannot be retrieved. A bibliography is different from a reference list as it lists all the sources used during your research and background reading, not just the ones you refer to in your writing. References Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). The business writer's handbook. New York, NY: St Martin's Press. Best, A. (2004). International history of the twentieth century. Retrieved from Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), Understanding health inequalities in Aotearoa New Zealand (pp. 97-106). Dunedin, New Zealand: Otago University Press. Flesch, R. (n.d.). How to write plain English. Retrieved April 12, 2009, from /writing/flesch.shtml Global warming. (2009, June 1). Retrieved June 4, 2009, from Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. Qualitative Health Research, 17, 1442-1452. Radio New Zealand. (2008). Annual report 2007-2008. Retrieved from /pdf/file/00101/179676/Radio_NZ_Annual_Report_2008.pdf Read, E. (2007, November 1). Myth-busting gen Y. New Zealand Management. Retrieved from Formatting Title Include the title 'References' (one word, beginning with a capital letter, centred, and not in italics Indent Hanging indent your references (space bar in 5 - 7 spaces for the second and subsequent lines of each reference) Space between references In general double-space between references Ampersand Use for 2 - 6 authors, use & before the final author One author, two publications Order by year of publication, the earlier one first. Same year of publication for both - add 'a' and 'b' after the year, inside the brackets. Include this in the in-text citation, example: Baheti, J. R. (2001a). URLs Remove the underlines from URLs so that any underscores () can be seen Same first author, different second author Order alphabetically by second or subsequent authors Upper case letters (capital letters) Journal title - use headline style, i.e. capitalise all the words, except articles and prepositions Book title or article title (in a journal, magazine or newspaper) - use sentence style; i.e. capitalise the first word of the title, and subtitle (after the colon), and any proper names Place of publication USA publishers give the city in full and the abbreviation for the state. New York, NY Springfield, MA Publishers outside the USA: Give the city in full and the country in full London, England Auckland, New Zealand Square brackets If format, medium or description information is important for a resource to be retrieved or identified, use square brackets after the title to include this detail: Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). You can count on me [Motion picture]. United States: Paramount Pictures. Page 4 A reference list only lists the sources you have referred to in your writing. The purpose of the reference list is to allow your sources to be found by your reader. It also gives credit to authors whose work and ideas you have considered. All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails) which cannot be retrieved. A bibliography is different from a reference list as it lists all the sources used during your research and background reading, not just the ones you refer to in your writing. References Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). The business writer's handbook. New York, NY: St Martin's Press. Best, A. (2004). International history of the twentieth century. Retrieved from Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), Understanding health inequalities in Aotearoa New Zealand (pp. 97-106). Dunedin, New Zealand: Otago University Press. Flesch, R. (n.d.). How to write plain English. Retrieved April 12, 2009, from /writing/flesch.shtml Global warming. (2009, June 1). Retrieved June 4, 2009, from Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. Qualitative Health Research, 17, 1442-1452. Radio New Zealand. (2008). Annual report 2007-2008. Retrieved from /pdf/file/00101/179676/Radio_NZ_Annual_Report_2008.pdf Read, E. (2007, November 1). Myth-busting gen Y. New Zealand Management. Retrieved from Formatting Title Include the title 'References' (one word, beginning with a capital letter, centred, and not in italics Indent Hanging indent your references (space bar in 5 - 7 spaces for the second and subsequent lines of each reference) Space between references In general double-space between references Ampersand Use for 2 - 6 authors, use & before the final author One author, two publications Order by year of publication, the earlier one first. Same year of publication for both - add 'a' and 'b' after the year, inside the brackets. Include this in the in-text citation, example: Baheti, J. R. (2001a). URLs Remove the underlines from URLs so that any underscores () can be seen Same first author, different second author Order alphabetically by second or subsequent authors Upper case letters (capital letters) Journal title - use headline style, i.e. capitalise all the words, except articles and prepositions Book title or article title (in a journal, magazine or newspaper) - use sentence style; i.e. capitalise the first word of the title, and subtitle (after the colon), and any proper names Place of publication USA publishers give the city in full and the abbreviation for the state. New York, NY Springfield, MA Publishers outside the USA: Give the city in full and the country in full London, England Auckland, New Zealand Square brackets If format, medium or description information is important for a resource to be retrieved or identified, use square brackets after the title to include this detail: Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). You can count on me [Motion picture]. United States: Paramount Pictures. Page 5 A reference list only lists the sources you have referred to in your writing. The purpose of the reference list is to allow your sources to be found by your reader. It also gives credit to authors whose work and ideas you have considered. All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails) which cannot be retrieved. A bibliography is different from a reference list as it lists all the sources used during your research and background reading, not just the ones you refer to in your writing. References Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). The business writer's handbook. New York, NY: St Martin's Press. Best, A. (2004). International history of the twentieth century. Retrieved from Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), Understanding health inequalities in Aotearoa New Zealand (pp. 97-106). Dunedin, New Zealand: Otago University Press. Flesch, R. (n.d.). How to write plain English. Retrieved April 12, 2009, from /writing/flesch.shtml Global warming. (2009, June 1). Retrieved June 4, 2009, from Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. Qualitative Health Research, 17, 1442-1452. Radio New Zealand. (2008). Annual report 2007-2008. Retrieved from /pdf/file/00101/179676/Radio_NZ_Annual_Report_2008.pdf Read, E. (2007, November 1). Myth-busting gen Y. New Zealand Management. Retrieved from Formatting Title Include the title 'References' (one word, beginning with a capital letter, centred, and not in italics Indent Hanging indent your references (space bar in 5 - 7 spaces for the second and subsequent lines of each reference) Space between references In general double-space between references Ampersand Use for 2 - 6 authors, use & before the final author One author, two publications Order by year of publication, the earlier one first. Same year of publication for both - add 'a' and 'b' after the year, inside the brackets. Include this in the in-text citation, example: Baheti, J. R. (2001a). URLs Remove the underlines from URLs so that any underscores () can be seen Same first author, different second author Order alphabetically by second or subsequent authors Upper case letters (capital letters) Journal title - use headline style, i.e. capitalise all the words, except articles and prepositions Book title or article title (in a journal, magazine or newspaper) - use sentence style; i.e. capitalise the first word of the title, and subtitle (after the colon), and any proper names Place of publication USA publishers give the city in full and the abbreviation for the state. New York, NY Springfield, MA Publishers outside the USA: Give the city in full and the country in full London, England Auckland, New Zealand Square brackets If format, medium or description information is important for a resource to be retrieved or identified, use square brackets after the title to include this detail: Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). You can count on me [Motion picture]. United States: Paramount Pictures. APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). APA (American Psychological Association) style is most commonly used to