

Harvard Referencing Style

[Harvard (General)]

Harvard is one of several styles for academic writing. This guide provides basic guideline and examples for citing sources using the Harvard Style. General guidelines for in-text citations are included on the last page of this guide.

IN-TEXT CITATIONS

- HARVARD uses the 'author-date' style of referencing.
- In-text references (generally) appear in the following format: (Author's Surname, Year of Publication, Page Number (if required)).
Example: (Austen, 1813, p. 64).
Example: As written by Austen (1813, p.64) ...
- If you are quoting directly using ideas from a specific page or pages of a work, you must include the page number(s) in your citations. Insert the abbreviation p. then the page number. For multiple pages, use the abbreviation 'pp.' and include the full page range, i.e. 'pp.64-67'
- Page number(s) are only required when directly quoting from a text, or when referring to an idea or specific section of a larger work (e.g. a formula in an article, or a paragraph or chapter in a book).
Note: When referring to an entire work that covers a single topic, a page number is not required.
Note: For multiple pages, use the abbreviation 'pp.' and the abbreviation 'p.' for singular page.

Example:

Harris (2008, p. 56) argued that 'nursing staff ...'

In a recent study (Evans, 2010), qualifications of school-leavers were analyzed ...

- When citing publications by up to three authors or editors, all are listed:

Example:

Urry (2013, p.206) mentioned that ...

... (Hirst and Harrison, 2007)

... (Okumus, Altinay and Chatoth, 2010)

Citing one to three authors

Recent educational research (Lewis and Jones, 2009) has shown that ...

In a newly published survey Hill, Smith and Reid (2010, p. 93) argue that ...

It has been found that 'newly qualified teachers are more likely to become involved in extracurricular activities than their longer serving colleagues' (Hill, Smith and Reid, 2010, p. 142).

Citing four and more authors

- Cite the first author name listed in the work, followed by *et al.* For publications by more than three authors or editors, cite the first name listed in the work followed by *et al.* (in italic).

Example: Communication masking is a rising issue ... (Erbe *et al.*, 2016).

	(Andrews <i>et al.</i> , 2008)
Citing multiple sources	<ul style="list-style-type: none"> • When referring to two or more publications at the same time, cite them chronologically (latest publication first). If more than one work is published in the same year, list them alphabetically. • The publications are separated by semicolons (;) <p>Example: Pears and Shields (2010) and ... (Pears and Shields, 2010; Recent environmental studies (Williams, 2009; Andrews <i>et al.</i>, 2008; Martin and Richards, 2008; Town, 2009) considered ...</p>
Citing several sources published in the same year, by the same author(s)	<ul style="list-style-type: none"> • When citing two (or more) publications by an author (or authors) published in the same year, you can distinguish between multiple items by allocating lower case letters in alphabetical order after the Year of Publication. <p>Example: Miller (2006a, p. 18) (Miller, 2006b, pp. 143-152) In his study of the work of Rubens, Miller (2006a, p. 18) emphasized the painter's mastery of drama in his larger compositions. However, his final analysis on this subject (Miller, 2006b, pp. 143-152) argued that ...</p>
Citing different editions of the same work, by the same author(s)	<ul style="list-style-type: none"> • When referring to different editions of the same work by the same author(s), cite latest publication year first. • Separate the Year of Publication with a semicolon (;). <p>Example: In both editions, Hawksworth (2007; 2002) stated that ...</p>
Citing secondary sources	<ul style="list-style-type: none"> • When citing a source you have not read yourself, but which is referred to in a source you have read (also known as 'secondary referencing'), use the following method: <p>Example: Moore (as cited in Maxwell, 1999, p. 25) stated that...</p> <p>Important: You would cite Maxwell, not Moore, in the Reference List</p> <p>Note: It is always preferable to cite the original source</p>
Group or corporate author	<ul style="list-style-type: none"> • In some cases, an organization is the author. <p>Example: Center for Chemical Process Safety (2007)</p>
No author	<ul style="list-style-type: none"> • If no author can be identified, use Anonymous or Anon., together with the title of the work in italics and the date of publication. Where the name of an author/editor cannot be identified, use the title
No date	<ul style="list-style-type: none"> • If the date of publication cannot be found, use the abbreviation n.d. to indicate 'no date'. Where the date of a work cannot be identified, use the phrase 'no date'.

REFERENCE LIST

- The Reference List should appear at the end of your work on a separate page.
- Only include references you have cited in your work.
- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented (see examples according to the table of contents below).
- In general, references should be listed alphabetically by the last name of the first author of each work.
- Special Reference List cases:
 - ❖ In the case of works by different authors with the same family name, list references alphabetically by the authors' initials.
 - ❖ In the case of multiple works by the same author in different years, list references chronologically (latest publication first).
 - ❖ In the case of multiple works by the same author in the same year, list references alphabetically by title in the Reference List.
- When referring to Books, Book Chapters, Article Titles or Webpages, capitalize only the first letter of the first word of a title and subtitle, and proper nouns.
Example: *Aboriginals and the mining industry: Case studies of the Australian experience*
- When referring to Journal Titles, capitalize all major words (do not capitalize words such as 'of', 'and', & 'the' unless they are the first word in the title).
Example: *Journal of Exercise Science and Fitness*

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BOOKS

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname, Initials. OR Authoring body (Year) <i>Title of book (in italics)</i> . Edition. Place of publication: Publisher.	For the book title, only capitalize the first letter of the first word and proper nouns.
1 author	In reflection, you question the meanings of ... (Tribe, 2012).	Tribe, J. (2012) <i>The economics of recreation, leisure and tourism</i> . 4th ed. London: Routledge.	Put in edition only for second edition or later.
2 or 3 authors	"In order to meet the challenge of teaching in the FE sector, it is essential ..." (Huddleston and Unwin, 2007, p. 85).	Huddleston, P. and Unwin, L. (2007) <i>Teaching and learning in further education: Diversity and change</i> . 3rd edn. Abingdon: Routledge.	Use 'and' between the last two authors' name instead of the ampersand (&) symbol.
4 or more authors	This was proved by Young <i>et al.</i> (2000) *Note: Use the first author's surname followed by ' <i>et al.</i> ' (in italics)	Young, H.D., Freedman, R.A., Sandin, T. and Ford, A. (2000) <i>Sears and Zemansky's university physics</i> . 10th edn. San Francisco: Addison-Wesley.	For reference list, list all the authors' name.
Editor	The concept of key thinkers ... (Hubbard and Kitchin, 2011).	Hubbard, P. and Kitchin, R. (eds.) <i>Key thinkers on space and place</i> . London: SAGE Publication Ltd.	For edited books, use the editor(s) name.
No author	The Percy Tomb has been described as ... (<i>Treasures of Britain</i> , 1990, p. 84).	<i>Treasures of Britain and treasures of Ireland</i> (1990) London: Reader's Digest Association Ltd.	
MULTI-VOLUME WORKS		FORMAT Author or Editor (Year) <i>Title of book</i> (Volumes). Place of publication: Publisher.	

BOOK CHAPTER			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PRINTED</u> Author of chapter/section (Year) 'Title of chapter', in Author/Editor of book (ed./eds.) <i>Title of book</i>. Place of publication: Publisher, Page.</p> <p><u>ELECTRONIC</u> Author of chapter/section (Year) 'Title of chapter', in Author/Editor of book (ed./eds.) <i>Title of book</i> [Online]. Available at: URL (Accessed: DD Month YYYY).</p>	
CHAPTERS/ SECTIONS OF EDITED BOOKS	Bergquist (1992, p. 65) offers solutions to ...	Bergquist, J.M. (1992) 'Multiculturalism in the United States: A comparative guide to acculturation and ethnicity', In Buenker, J.D. and Ratner, L.A. (eds.) <i>German Americans</i> . New York, NY: Greenwood, pp. 53-76.	For multiple pages, use the abbreviation 'pp.' and the abbreviation 'p.' for singular page.

ELECTRONIC BOOKS			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname, Initials. (Year) <i>Title of book (in italics)</i> . <i>Name of e-book collection (in italics)</i> . [Online]. Available at: URL (Accessed: DD Month YYYY).	For the book title, only capitalize the first letter of the first word and proper nouns.
	... (Feretti, Gioia and Giovanni, 2001)	Feretti, L., Gioia, I.M. and Giovanni, G. (2001) <i>Merging processes in galaxy clusters</i> . <i>Ebrary</i> . [Online]. Available at: http://site.ebrary.com.ezproxy.taylors.edu.my/lib/taylorscollege/home.action?force=1 (Accessed: 17 May 2016).	

JOURNAL ARTICLE

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p>PRINTED Author's Surname , Initials. (Year) 'Title of article', <i>Name of Journal</i>, Volume number(Issue/Part number), page numbers.</p> <p>ELECTRONIC Author's Surname , Initials. (Year) 'Title of article', <i>Name of Journal</i>, Volume number(Issue/Part number), page numbers. Name of collection (in italics) [Online] DOI: or Available at: URL (Accessed: DD Month YYYY).</p>	<p>Capitalize only the first letter of the first word and proper noun in title of article.</p> <p>For name of journal, capitalize the first letter of all major words.</p>
PRINTED	(Coltheart <i>et al.</i> , 1993).	Coltheart, M., Curtis, B., Atkins, P. and Haller, M. (1993) 'Models of reading aloud: Dual-route and parallel-distributed-processing approaches', <i>Psychological Review</i> , 100(31), pp. 589-608.	
ELECTRONIC with DOI	According to Chia-Chen (2010) ...	Chia-Chen, Y. (2010) 'Factors that influence international fans' intention to travel to the United States for sport tourism', <i>Journal Of Sport & Tourism</i> , 15(2), pp. 111-137. [Online] DOI: 10.1080/14775085.2010.498249 (Accessed: 13 March 2016).	
ELECTRONIC without DOI	(Jian, 2014)	Jian, W. (2014) 'On the development of sports tourism in China', <i>Journal Of Chemical & Pharmaceutical Research</i> , 6(6), 1918-1924. <i>EBSCOhost</i> [Online] Available at: http://eds.a.ebscohost.com/eds/pdfviewer/pdfviewer?vid=1&sid=12405488-39d6-492d-8562-12b979ec0c4b%40sessionmgr4003&hid=4111 (Accessed: 17 May 2016).	If no DOI is assigned to the content and you retrieved it online, included the article page URL.

DICTIONARY/ ENCYCLOPEDIA			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		<p><u>PRINTED</u> Author's Surname, Initials. (Year of Publication). Title of article. In <i>name of reference source</i>. (Vol. number, pp. page number). Place of publication: Publisher.</p> <p><u>ELECTRONIC</u> Author's Surname, Initials. (Year of Publication). Title of article. In Name of Editor (Ed.), <i>Name of reference source</i>. Retrieved from URL address</p> <p>Author's Surname, Initials. (Year of Publication). Title of article. In Name of Editor (Ed.), <i>Name of reference source</i>. doi: number</p>	Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference
	According to Roginski, Fuquay & Fox (2003, p.210)...	<p><u>PRINTED</u> Roginski, H., Fuquay J.W., & Fox, P. F. (2003). Roles and responsibility of the manager. In <i>The Encyclopedia of Dairy Sciences</i>. (Vol. 1, pp. 210-212). London: Academic Press.</p> <p><u>ELECTRONIC WITH DOI</u> E.B., & L.E. (2009). Dyslexia. In S. Wallace (Ed.), <i>A Dictionary of education</i>. Thousand Oaks, CA: Sage. Photonics. In <i>The Columbia Encyclopedia</i>. (6th ed.). doi: 10.1036/0071458492</p> <p><u>ELECTRONIC WITH URL (WITHOUT DOI)</u> Author's Surname, Initials. (Year of Publication). Title of article. In Name of Editor (Ed.), <i>Name of reference source</i>. Retrieved from URL address</p> <p>Lafleur, L. (2012). How to make Philadelphia vanilla ice cream. <i>Encyclopedia of Ice Creams</i>. Retrieved from http://eds.a.ebscohost.com/eds/ebookviewer/ebook/bmxlYmtfXzQ0O</p>	

DgzOV9fQU41?sid=afaa1f59-b5b9-421a-bbad-dded1bcdb749@sessionmgr4001&vid=6&format=EB&lpid=lp_44&rid=0

MAGAZINE ARTICLE

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PRINTED</u> Author's Surname, Initials. (Year, Month). Title of article. <i>Name of Magazine</i>, volume number (Issue/Part number), page numbers.</p> <p><u>ELECTRONIC</u> Author's Surname, Initials. (Year, Month). Title of article. <i>Name of Magazine</i>, volume number (Issue/Part number). Retrieved from URL address</p>	If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List.
	<p>Khan (2014) provided useful ...</p> <p>In the article ... (Fox, 2013)</p>	<p><u>PRINTED</u> Khan, S.K. (2014). Organisation Citizenship Behaviour and Leadership. <i>Management</i>, 49 (3), 57-58.</p> <p><u>ELECTRONIC</u> Dennis, Fox. (2013, January). The principal's mind-set for data. <i>Leadership</i>, 42(3),12-36. http://ehis.ebscohost.com/eds/detail?vid=2&sid=3a66c7f0-3039-408a-8cdc-380426f53c95%40sessionmgr4001&hid=4103&bdata=JnNpdGU9ZWRzLWxpdmUmc2NvcGU9c2l0ZQ%3d%3d#db=a9h&AN=87860</p>	

NEWSPAPER ARTICLE / NEWSLETTER / EDITORIAL			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PRINTED</u> Author (Year) 'Title of article', <i>Title of Newspaper</i> (Edition), DD Month, page numbers.</p> <p><u>ONLINE</u> Author (Year) 'Title of article', <i>Title of Newspaper</i>, DD Month [Online]. Available at: URL (Accessed: DD Month YYYY).</p>	
PRINTED NEWSPAPER	Sukumaran (2014) provided ...	Sukumaran, T. (2014) 'The pain of invisible illnesses: Lack of database and experience adds pain to rare disease patients', <i>The Star</i> , 12 December, pp. 4.	
ONLINE NEWSPAPER	... (Carvalho, 2014).	Carvalho, M. (2014) 'Agencies face 'headache' in weeding out 67,000 illegals with dubious ICs', <i>The Star Online</i> , 5 December [Online]. Available at: http://www.thestar.com.my/News/Nation/2014/12/05/Wan-Junaidi-It-will-be-a-major-task-Agencies-face-headache-in-weeding-out-67000-illegals-with-dubious/ (Accessed: 17 May 2016).	
NO AUTHOR		<i>The Star</i> (2016) 'Death penalty the way to get revenge', 28 June [Online]. Available at: http://www.thestar.com.my/news/regional/2016/06/28/death-penalty-the-way-to-get-revenge/ (Accessed: 28 June 2016).	When no author is given, bring the newspaper title to the front.
NEWSLETTER		<p><u>NEWSLETTER</u> Author's Surname, Initials. (Year). Title of the article. <i>Title of Newsletters</i>. Retrieved from URL address</p> <p>Y-Sing, L. and Cranfield, M. (2014) 'Malaysia tells banks to prevent speculation as ringgit declines', <i>MSN News</i>. Available at: http://www.msn.com/en-my/news/other/malaysia-tells-banks-to-prevent-speculation-as-ringgit-declines/ar-BBgjxvA (Accessed:</p>	Do a Web search to locate the URL of the newspaper's home page & include it in the Reference List.

THESIS / DISSERTATION			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
UNPUBLISHED	... (Eaw, 2014).	<p><u>FORMAT</u> Author's Surname, Initials. (Year). <i>Title of thesis</i>. Unpublished Master's thesis or PhD thesis). Name of Institution, Location.</p> <p><u>EXAMPLE</u> Eaw, H.C. (2014). <i>Antecedents of personal bankruptcy in Malaysia</i>. Unpublished Master's thesis. Taylor's University, Malaysia.</p>	
THESE AVAILABLE ON THE INTERNET	In her thesis, Noel (2013) mentioned ...	<p><u>FORMAT</u> Author's Surname, Initials. (Year). <i>Title of thesis</i>. Master's thesis or PhD thesis. Name of Institution, Location [Online]. Available at: URL (Accessed: DD Month YYYY).</p> <p><u>EXAMPLE</u> Noel, M. (2013). <i>Biocumulative contaminants in marine mammals: Uptake and effects</i>. PhD thesis. University of Victoria, Canada [Online]. Available at: http://search.proquest.com/docview/1520453814/abstract/F16D483DFFA747D1PQ/4?accountid=130517 (Accessed: 20 June 2016).</p>	

ABSTRACTS

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PRINTED</u> Author's Surname, Initials. (Year). Title of article. [Abstract]. <i>Name of Journal, Volume number, page numbers.</i></p> <p><u>ELECTRONIC</u> Author's Surname, Initials. (Year). Title of article. <i>Name of Journal, Volume number, page numbers.</i> Abstract retrieved from URL address</p>	
	... (Woolf, Young, Fanselow & Butcher, 1991)	<p><u>PRINTED</u> Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning. [Abstract]. <i>Society of Neuroscience Abstracts, 17, 480.</i></p> <p><u>ELECTRONIC</u> Alexandra, D.M., Alexandru, C., & Larisa, T. (2014). Dark tourism, Romania and dracula. The perceptions of potential American tourists. <i>Annals of the University of Oradea. Economic Science Series, 23, 309-319.</i> Abstract retrieved from http://eds.b.ebscohost.com/eds/pdfviewer/pdfviewer?sid=4824fa17-4472-4184-85a3-c950531e2b9b%40sessionmgr115&vid=24&hid=103</p>	

IMAGE/ PHOTOGRAPHS / POSTERS

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>IMAGE ONLINE - NO AUTHOR</u> Title of work [Type of work]. (Year image was created). Retrieved Date, Year from http://www.bergoiata.org/fe/divers28/10.htm</p> <p>Flu epidemic [Online image]. (1919).Retrieved November 6, 2010 from http://www.history.net/photo/flu-epidemic-art/collections</p>	
		<p><u>IMAGE ONLINE - NO AUTHOR, TITLE OR DATE</u> [Untitled photograph of giraffe]. Retrieved April 27, 2009, from http://www.birminghamzoo.com/animals/</p>	

CONFERENCE PAPERS

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PRINTED</u> Author's Surname, Initials. (Year). Title of conference paper or poster. <i>Conference Name</i>. (Page number). Place of Publication: Publisher.</p> <p><u>ELECTRONIC</u> Author's Surname, Initials. (Year, Month). <i>Title of conference paper or poster</i>. Paper presented at the Conference Title, Place, State/Country. Retrieved from URL address</p>	
		<p><u>PRINTED</u> Smith, P. L. (1999). Motivation for exercise. In R. Morgan Ed.). <i>Proceedings of the Conference on Health and Fitness</i>. (pp. 258-98). London, England:University College Press.</p> <p><u>ELECTRONIC</u> Nebel, B. (2012, March). <i>Overview and discussion of carbon footprinting standards and guidelines</i>. Paper presented at the 2nd New Zealand Life Cycle Assessment Conference, Auckland. Retrieved from http://www.lcaconference.org.nz/proceedings</p>	

REPORTS			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
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RESEARCH REPORTS		Sharp, C. and National Foundation for Educational Research (NFER) (2015) <i>Key data on music education hubs 2014</i> [Online]. Available at: http://eric.ed.gov/?id=ED558719 (Accessed: 20 June 2016).	
COMPANY ANNUAL REPORTS		Bank Negara Malaysia (2013) <i>Bank Negara Malaysia Annual Report 2013</i> [Online]. Available at: http://www.bnm.gov.my/files/publication/ar/en/2013/ar2013_book.pdf (Accessed: 28 April 2016).	
MARKET RESEARCH REPORTS		Business Monitor International (2014) <i>Malaysia tourism report Q4 2014: Includes 5-year forecast to 2018</i> . London: Business Monitor International.	
FINANCIAL REPORTS			

WEBSITE			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>With Author</u> Author or Source. (Year of Publication). <i>Title of web document or web page</i>. Retrieved from http://www.fullURL.com</p> <p><u>Website with no author</u> Title of web document or web page. Retrieved from URL address</p> <p><u>Website with no date</u> Author or Source. (n.d). Title of web document or web page. Retrieved from URL address</p>	
	<p>(Economic Planning Unit, 2013)</p> <p>(Malaysia International Investment Position, 2013)</p>	<p><u>WITH AUTHOR</u> MacRae, M. (2014). <i>Dx Marks the spot in cancer research</i>. Retrieved from https://www.asme.org/engineering-topics/articles/bioengineering/dx-marks-spot-cancer-research</p> <p><u>WITH SOURCE</u> Economic Planning Unit. (2013). <i>The Malaysia Economy in figures 2013</i>. Retrieved from http://www.epu.gov.my/documents/10124/1e9cd2e5-67a8-4b6c-b530-b1448a6a1475</p> <p><u>WEBSITE WITH NO AUTHOR</u> Malaysia International Investment Position. (2013). Retrieved from http://www.statistics.gov.my/portal/download_External/files/IIPPost/IIPPost2013.pdf</p> <p><u>WEBSITE WITH NO DATE</u> Lee, J. (n.d.). Kinship and family ties. Retrieved from http://www.postcolonialweb.org/nz/maorijlg2b.html</p>	

WEBLOG/BLOGS

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		Author's Surname, Initials. (Date of publication). Document title: Subtitle of entry. [Web log message]. Retrieved from URL address	List the author's name as it is used in the posting.
	... as Stuart indicated in his blog (2013, March 1).	Stuart, R. (2013, March 1). <i>Essential of human resource training and development</i> [Web log message]. Retrieved from http://www.hrps.org/blogpost/736528/HR-Management-Strategies .	
	... (New child vaccine gets funding boost, 2001).	<u>WITHOUT AUTHOR</u> New child vaccine gets funding boost. (2001). Retrieved April 16 2012 from http://news.ninemsn.com.au/helth/story_13178.asp	When there is no author for a source you find on the web (Web document or Web page), the title moves to the first position of the reference entry

GRAPHS / TABLES

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		<p><u>PRINT- BOOK/TEXT</u> Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. <i>In Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston,MA: Harvard Business School.</p> <p><u>PRINT - JOURNAL</u> Chia-Chen, Y. (2010). Factors that Influence International Fans' Intention to Travel to the United States for Sport Tourism. <i>Journal Of Sport & Tourism, 15(2)</i>,111-137. doi: 10.1080/14775085.2010.498249</p> <p><u>ELECTRONIC</u> Department of Statistics Malaysia. (2013). Findings of the Household Income Survey 2012. Retrieved from http://www.statistics.gov.my/portal/images/stories/files/LatestReleases/household/HIS_2012_Eng.pdf</p>	Cite each of these as you would for a book or print/electronic journal .Include, in square brackets, the type of entry immediately after the title:

MAPS

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
	The model of human needs (from Adair, 2006, p. 28).	<p><u>FROM BOOK/AN ATLAS</u> Adair, J. (2006). <i>Leadership and motivation: The fifty-fifty rule and the eight key principles of motivating other</i>. London, England: Kogan Page.</p> <p><u>FROM JOURNAL</u> Escobar, A. (1999). Insight 2 April 1997: Are all food pyramids created equal?. <i>Family Economics and Nutrition Review</i>, 12(30),75-77. Retrieved from ProQuest database.</p> <p><u>ELECTRONIC</u> Healthline Network Inc. (2014). Human body. Retrieved from http://www.healthline.com/human-body-maps</p>	Cite each of these as you would for a book. Include , In square brackets, the type of entry immediately after the titles: [Figure]. [Table]. [Map]. [Graph]. [Chart].

MULTIMEDIA (DVD/CDs)			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		Producer Surname, A.A. (Producer), & Director Surname, B.B (Director). (Year). <i>Title of motion picture</i> [Format e.g. DVD]. Country of Origin: Studio.	
		<p><u>FILMS</u> Gary, K. (Producer), & George, L. (Director). (2006). <i>Star wars. Episode IV, A new hope</i> [Films]. Beverly Hills, CA: Twentieth Century Fox Home Entertainment.</p> <p><u>DVD</u> Colson, C. (Producer), & Boyle, D. (Director). (2008). <i>Slumdog millionaire</i> [DVD]. Beverly Hills, USA: 20th Century Fox Home Entertainment.</p> <p><u>CDs/CASSETTE/PODCAST</u> Nolan, A. (Presenter). (2007). <i>AM: news & current affairs</i> [Audio podcast]. Retrieved from http://abc.net.au/nws/subscribe/amrss.sm1</p> <p><u>VIDEO RECORDING</u> Alexander, B. (Producer). (2006). <i>The Gambia West Africa : the smiling coast</i> [Video Recording]. South Africa : Alexander Publications.</p>	In the author position, use the name of the film's producer and / or director and the year of its release.

INTERVIEW

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		<p>Producer Surname, A.A. (Producer). (Year). <i>Title of interview</i> [Format]. Country of Origin: Studio.</p> <p><u>VIDEO RECORDING</u> Moloney, C. (2013). Interview by Andrea McCannon [Video Recording]. Developing a website. Bendigo, Vic: VEA.</p> <p><u>RADIO BROADCAST</u> Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.</p> <p><u>TELEVISION BROADCAST</u> Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with AndrewDenton</i>. [Television broadcast]. Sydney, Australia: Australian Broadcasting</p>	

YOUTUBE AND STREAMED VIDEO

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
	<p>Crawford (1995) in his film mentioned that ...</p> <p>Baker (2007) found that ...</p>	<p>Author's Surname, A.A or Source. (Year, Month Day of video post). <i>Title of video</i> [Video file]. Retrieved from URL</p> <p><u>STREAMED VIDEO</u> Crawford, B. (Producer/Director). (1995) <i>Interpersonal process recall: The recall process-individual recall(#IPR-D-1)</i> [Video file]. Retrieved from http://0-ctiv.alexanderstreet.com.innopac.douglas.bc.ca/View/537785</p> <p><u>YOUTUBE</u> EduWorldGroup. (2010 November 12). Taylor's University: Lakeside Campus Virtual Tour [Videofile]. Retrieved from https://www.youtube.com/watch?v=FnLNDIIbj0</p>	<p>In the author position, use the name of the producer and /or director and the year of its release</p>

SOCIAL NETWORKING (FACEBOOK /TWITTER)

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		Author's Surname, Initials. (Year, Month Day). <i>Title of the entry</i> . [Facebook update] Retrieved from URL	
	As found in this article (Taylor's Library, 2013) ...	Taylor's Library (2013, November 21). Taylor's Graduate Capabilities & Blended Learning Showcase 2013. [Facebook updates]. Retrieved from https://www.facebook.com/TaylorsLibrary	

GOVERNMENT DOCUMENT			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		<p><u>PRINTED</u> Name of Department/Agency. (Year of Publication). <i>Title of document: Subtitle of document.</i> (Report No. if available). Place of publication: Department.</p> <p><u>ELECTRONIC</u> Name of Department/Agency. (Year of Publication). <i>Title of document: Subtitle of document.</i> (Report No. if available). Retrieved from URL</p>	Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in text citation. Use the abbreviation for subsequent references.
	MOHE (2011) identified...	<p><u>PRINTED</u> Higher Education of Malaysia. (2011). <i>Statistics of Higher Education of Malaysia.</i> Putrajaya : Kementerian Pengajian Tinggi Malaysia.</p> <p><u>ELECTRONIC</u> Economic Planning Unit. (2013, December 19). General circular No.5 for 2004: Preparation of the Ninth Malaysia Plan. (UPE(S)12-9/3). Retrieved from http://www.epu.gov.my/en/c/document_library/get_file?uuid=acf69b78-14cf-4893-8ec7-6da0ca6a2403&groupId=283545</p>	

MANUSCRIPTS			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>UNPUBLISHED WITH A UNIVERSITY CITED</u> Author's Surname, Initials. (Year). <i>Title of manuscript</i>. Unpublished manuscript, University, Location.</p> <p><u>SUBMITTED FOR PUBLICATION OR IN PROGRESS</u> Author's Surname, Initials. (Year). <i>Title of manuscript</i>. Manuscript submitted for publication/ Manuscript in preparation.</p>	
	<p>(Blackwell and Conrad, 2003)</p> <p>Ting, Florsheim and Huang, (2008) point of view ...</p>	<p><u>UNPUBLISHED WITH A UNIVERSITY CITED</u> Blackwell, E., & Conrad, P. J. (2003). <i>A five-dimensional measure of drinking motives</i>. Unpublished manuscripts, Department of Psychology, University of British Columbia, Vancouver, Canada.</p> <p><u>SUBMITTED FOR PUBLICATION OR IN PROGRESS</u> Ting, J. Y., Florsheim, P., & Huang, W. (2008). <i>Mental health help seeking in ethnic minority populations: A theoretical perspective</i>. Manuscript submitted for publication.</p>	<p>Unpublished work includes work that is in progress, has been submitted for publication or has been completed but not submitted for publication</p>

EMAIL MESSAGES/ PERSONAL COMMUNICATION			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
	<p>K. Bennett (personal communication, June 2013) commented on ...</p> <p>... this comment (L. M. Robertson, personal communication, September 28, 2013)</p>	<p>Personal communication can be personal interviews, letters, memos, emails, non-archived messages from discussion groups and bulletin boards, telephone conversations etc. Because they do not provide recoverable data, personal communications are not included in the reference list and are cited in the text only. Give the initials as well as the surname of the communicator and provide an exact a date as possible.</p>	<p>NEVER cite addresses without permission of the owner of the address.</p>

TELEVISION PROGRAMMES			
FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
		<p><u>TELEVISION SERIES/BROADCAST</u> Writer, W. W. (Writer), & Director, D. D. (Director). (Date of broadcast or copyright). Title of broadcast [<i>Television broadcast or Television series</i>]. In P. Producer (Producer). City, state of origin: Studio or distributor.</p> <p><u>SINGLE EPISODE IN A TELEVISION SERIES</u> Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), <i>Series title</i>. City, state of origin: Studio or distributor.</p>	
	Important (1990) mentioned that ...	<p><u>TELEVISION SERIES/BROADCAST</u> Important, I. M. (Producer). (1990, November 1). <i>The nightly news hour</i> [Television broadcast]. New York, NY: Central Broadcasting Service.</p> <p>Bellisario, D. L. (Producer). (1992). <i>Exciting action show</i> [Television series]. Hollywood, CA: American Broadcasting Company.</p> <p><u>SINGLE EPISODE IN A TELEVISION SERIES</u> Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude Producer), <i>Creatures and monsters</i>. Los Angeles, CA: Belarus Studios.</p>	

PATENTS / STANDARDS

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		<p><u>PATENT</u> Author's Surname, Initials. (Year). <i>Patent Number</i>. Place of Publication: Publisher.</p> <p><u>STANDARD</u> Author's Surname, Initials. (Year). <i>Standard title</i>. (Standard Number).Place of Publication: Publisher.</p>	
	<p>U.S. Patent No. 123,445 (1988)</p> <p>(Standards Australia, 2008)</p> <p>(Standards Australia, 1994)</p> <p>(Standards Australia, 2008)</p>	<p><u>PRINT PATENT</u> Smith, I. M. (1988). <i>U.S. Patent No. 123,445</i>. Washington, DC: U.S. Patent and Trademark Office.</p> <p><u>ELECTRONIC – PATENT</u> Clark, J. M. & McCallum, J. M. (2008). <i>Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom</i>. Australian Patent AU 2008100919. Retrieved from SciFinder Scholar.</p> <p><u>PRINT STANDARD</u> Standards Australia. (1994). <i>Information processing - text and office systems - office document architecture (ODA) and interchange format: part 10: formal specifications (AS 3951.10:1994)</i>. Homebush, NSW: Author.</p> <p><u>ELECTRONIC STANDARD</u> Standards Australia. (2008). <i>Personal flotation devices - General requirements (AS 4758.1-2008)</i>. Retrieved from Australian Standards Online.</p>	

A LECTURE NOTES / SPEECH

	IN-TEXT CITATION	REFERENCE LIST	REMARK
FORMAT		Author's Surname, Initials. (Year). <i>Lecture title</i> [Format of notes]. Program or Department, Name of University, City, State Abbreviation/Country.	
	Smith (2012) mentioned that...	<p><u>PRINT- LECTURE NOTES / HANDOUTS</u></p> <p>Smith, P.R. (2012). <i>Robot boss battles</i> [Class handout]. Instrumentation Engineering Technology, NAIT, Edmonton, Canada.</p>	
	Johannesson (2008) reported that ...	<p><u>ELECTRONIC- LECTURE NOTES</u></p> <p>Johannesson, C. (2008). <i>The mole</i> [PowerPoint slides]. Retrieved from Communication Arts High School web site: http://www.nisd.net/communicationsarts/pages/chem/ppt/molarconv_pres.ppt</p>	

WORK OF ARTS (SCULPTURE/ MODELS. ETC)			
	IN-TEXT CITATION	REFERENCE LIST	REMARK
BOOK ILLUSTRATIONS, DIAGRAMS, LOGOS OR TABLES		<p><u>FORMATS</u> Author (Year) <i>Title of book</i>. Place of Publication: Publisher, page numbers, medium type (illus./fig./logo/table)</p> <p><u>EXAMPLE</u></p>	
CARTOONS		<p><u>PRINTED</u> Artist (Year) 'Title of cartoon' [Cartoon]. <i>Title of Publication</i>, DD Month.</p> <p><u>ONLINE</u> Artist (Year) 'Title of cartoon' [Cartoon]. <i>Title of Publication</i>, DD Month [Online]. Available at: URL (Accessed: DD Month YYYY).</p>	
PAINTINGS/ DRAWINGS	From a painting by Streeton (1889) ...	<p><u>FORMATS</u> Artist (Year) <i>Title of the work</i> [Medium]. Institution/Collection name, City.</p> <p><u>EXAMPLE</u> Streeton, A. (1889). <i>Golden summer, Eaglemont</i> [Paintings]. National Gallery of Australia, Canberra, Australia.</p>	
SCULPTURE		<p><u>FORMATS</u> Sculptor (Year) <i>Title of the work</i> [Sculpture]. Collection name.</p> <p><u>EXAMPLE</u> Rodin, A. (1896) <i>Balzac</i> [Bronze sculpture]. National Gallery of Victoria.</p>	

INSTALLATION		<p><u>FORMAT</u> Artist (Year) <i>Title of installation</i> [Installation]. Location, Date seen</p>	
	<p>... (Streeton, 1889)</p> <p>... (Rose, 1994)</p> <p>... (Rodin, 1896)</p>	<p><u>PAINTINGS</u> Streeton, A. (1889). <i>Golden summer, Eaglemont</i> [Paintings]. Canberra, Australia: National Gallery of Australia.</p> <p><u>PRINTS – ONLINE</u> Rose, D. (1994). <i>On the road to Oberon</i> [Stencil screenprint]. Retrieved from http://cs.nga.gov.au/Detail-LRG.cfm?IRN=130305</p> <p><u>SCULPTURES</u> Rodin, A. (1896). <i>Balzac</i> [Bronze sculpture]. Melbourne, Australia: National Gallery of Victoria.</p>	<p>The artists assign the titles, they are italicized</p>
		<p>Healy, G. P. A. (1987). Abraham Lincoln [Oil on canvas]. Washington DC, USA: National Portrait Gallery, Washington, DC.</p>	<p>The artists did not assign the titles, other people have assigned to the work, therefore the title is not italicized</p>

SECONDARY CITATION

FORMAT	IN- TEXT CITATION	REFERENCE LIST	REMARKS
	...O'Reilly, as cited in Byrne (2008) argues that... or (O'Reilly as cited in Byrne 2008)	Author's Surname, Initials. (Year). Document title. <i>Name of Journal</i> , Volume (Issue), Page number. Byrne, A. (2008). Web 2.0 strategies in libraries and information services. <i>The Australian Library Journal</i> , 57 (4), 365-376.	To cite a work discussed in a secondary source, give the secondary source in the reference list.

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APA Reference Style - 6th edition 2010. (n.d.). *APA Reference Style - 6th edition 2010.* Retrieved from <http://library.nmu.edu/guides/userguides/styleapa.htm>

Dixie State University Library (2014). *Citation Guide: How to cite Encyclopedias.* Retrieved from <http://libguides.dixie.edu/c.php?g=57887&p=371718>

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Eastern Institute of Technology (2012). *Library and Learning Services: APA referencing style 6th edition.* Retrieved from <http://www2.eit.ac.nz/library/OnlineGuides/2012%20APA%20Referencing%206th%20Edition.pdf>

Himmelfarb Health Sciences Library (2014). *APA Citation Style, 6th edition:Electronic Image.* Retrieved from <http://libguides.gwumc.edu/c.php?g=27779&p=170351>

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Schwartz, B. M., Landrum, R. E., & Gurung, R. A. (2012). *An easyguide to APA style.* Thousand Oaks, Calif.: SAGE Publications.

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The University of Newcastle Australia (2014). *Quick Guide to the APA 6th Edition Referencing Style*. Retrieved from <http://libguides.newcastle.edu.au/content.php?pid=51927&sid=3368567>

The Northern Alberta Institute of Technology Library (2014). *APA Style Guidelines & Examples (6th edition)*. Retrieved from http://www.nait.ca/libresources/Citations/APA_Examples.pdf

Unitec Institute of Technology (2014). *A guide to APA referring (6th edition)*. Retrieved from <http://libguides.unitec.ac.nz/content.php?pid=58156&sid=3092651>

University of Washington Bothell (2014). *Citing and Assessing Business Sources*. Retrieved from <http://libguides.uwb.edu/content.php?pid=87677&sid=767102>

Wayne State College U.S. Conn Library (2010). *APA Citation Style Examples: 6th Edition 2010*. Retrieved from http://academic.wsc.edu/conn_library/research/citation/APAExamples6.pdf

Welcome to the Purdue OWL. (2014). *Purdue OWL: APA Formatting and Style Guide*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/11/>

Welcome to the Purdue OWL. (2014). *APA Formatting and Style Guide, Reference List: Other Print Sources*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/09/>

Examples used:

O'Dell, F. and Black, M. (2015) *Advanced trainer: six practice test with answers*. Cambridge: Cambridge University Press.

Lee, S.T. and Lien, N.H. (2015) 'The influence of adult family members on children's fast food consumption: a health belief perspective. *Journal of Communication in Healthcare*, 8(3), pp. 185-196, *EBSCOhost* [Online]. DOI: 10.1179/1753807615Y.0000000017 (Accessed: 22 April 2016).

Urry, J. (2013) *Societies beyond oil: oil dregs and social futures*. New York: Zed Books Ltd.

Erbe, C., Reichmuth, C., Cunningham, K., Lucke, K. and Dooling, R. (2016) 'Communication masking in marine mammals: a review and research strategy', *Marine Pollution Bulletin*, 103(1-2), pp. 15-38, *ScienceDirect* [Online]. DOI: 10.1016/j.marpolbul.2015.12.007 (Accessed: 22 April 2016).

Center for Chemical Process Safety (2007) *Guidelines for risk based process safety*. Hoboken, N.J.: Wiley-Interscience.