

ting in the Text

The short references within the text are given wholly or partly in round brackets.

Use only the surname of the author followed by a comma and the year of publication. Include page, chapter or section numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.

No distinction is made between books, journal articles, internet documents or other formats except for electronic documents that do not provide page numbers. In this instance, use the paragraph number, if available, with the abbreviation para.

Citations in the text can either be either placed at the end of a sentence in parentheses (brackets) or alternatively, the author's name may be included in the text, and just the date and additional information placed within the brackets.

Some Examples

1. A citation for a **book** appearing in the text as:

There are many approaches to psychological testing (Kline, 2000, pp. 26-27).

would appear in the reference list in the following form:

Kline, P. (2000). *The handbook of psychological testing* (2nd ed.). Routledge.

2. A citation for a **journal article** appearing in the text as either:

It is clear that goal directed meaning connects perception and specification (Foo & Kelso, 2001, p. 222).

OR

Foo and Kelso (2001) showed that goal directed meaning connects perception and specification.

would appear in the reference list in the following form:

Foo, P., & Kelso, J. A. (2001). Goal directed meaning connects perception and specification. *Behavioral and Brain Sciences*, 24(2), 222 - 223.

Note: When referring to multiple authors within the text, precede the final author's name with the word **and**. When citing materials within parentheses, precede the final author's name with an **ampersand (&)**:

... as Kurtines and Szapocnik (2003) demonstrated.

... as has been demonstrated (Kurtines & Szapocnik, 2003).

3. An **electronic document** would be cited in the text in the same way as a print document.

For example, a citation for an internet document appearing in the text as:

There are many useful materials available (see Munro, 1999, para. 12)

would appear in the reference list in the following form:

Munro, C. (1999). Facing grief. *Synergy*, 3(3). <http://about.murdoch.edu.au/synergy/0303/grief.html>

Citation Methods

There are four common methods of referring to a source document in the text of an essay, thesis or assignment. These methods are direct quotation from another source, paraphrasing or summarising material, and citing the whole of a source document. In academic writing, most of your essay or assignment should be phrased in your own words and the overuse of direct quotation should be avoided.

Quoting

- Quotations must be identical to the original, using a small section of the source. Quotes match the source document word for word and must be attributed to the original author. When quoting, the relevant page number(s) must be given.
- If less than 40 words, quotations should be incorporated into the text of your essay or assignment and enclosed within quotation marks. Use a single quotation mark to indicate previously quoted material within your quotation:

She stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Miele (1993) found that "'the placebo effect', which had been verified in previous studies, disappeared when behaviors were studied in this manner" (p. 276).

- If 40 or more words, then the quotation should be indented as a block of text and the quotation marks omitted. In this instance, the citation, in full or part form, appears **after** the final punctuation mark:

Miele (1993) found the following:

The "placebo effect", which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviours were never exhibited again, even when reel [*sic*] drugs were administered. Earlier studies (eg. Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Note: Because the original source (Miele, 1999) used quotation marks around the term "placebo effect", this phrase will be given single quotation marks within a short quotation which is marked by double quotation marks. For block quotes, however, the passage is reproduced as in the original, including misspelling, such as "reel". The use of *sic* indicates to the reader that this is exactly what the author wrote and that you are not misquoting.

- If information is left out, three dots ... must be used to show where the missing information goes.

As Ballard and Clanchy (1988) have argued, "Learning within the university is a process of gradual socialization into a distinctive culture of knowledge, and ... literacy must be seen in terms of the functions to which language is put in that culture" (p. 14).

Paraphrasing and Summarising

- Both paraphrasing and summarising involve putting information from source material into **your own words**.
- When paraphrasing, do not add your own opinion or use the original wording. The purpose of paraphrasing is to express the ideas of others in your own words (i.e. your phrasing). Paraphrased material may be shorter than the original passage, taking a larger section of the source and condensing it slightly. When paraphrasing, you must cite the original source. Page numbers should be given, to assist in locating the relevant passages within the source material, unless you are referring to the ideas of a whole work in general (see example below).
- Summarising also involves putting the main idea(s) into your own words, which include the main point(s) only. Summaries are significantly shorter than the original and give a broad overview of the source material. Once again, it is necessary to cite the original source. You are encouraged to include page or chapter numbers when summarising, particularly if it will help your reader to locate the relevant passage within a longer work.
- The following is an example of how to appropriately paraphrase and summarise to avoid plagiarism:

As stated in the seventh edition of the *Publication Manual of the American Psychological Association* (APA, 2020), the ethical principles of scientific publication are designed to ensure the integrity of scientific knowledge and to protect the intellectual property rights of others. As the *Publication Manual* explains, authors are expected to correct the record if they discover errors in their publications; they are also expected to give credit to others for their prior work when it is quoted or paraphrased (pp. 254-257).

Citing the whole of a document

- Sometimes it may be necessary to give a general reference to the whole of a source document. This method of referencing is used least often.

Sternberg (2006) explores the basics of cognitive psychology through its coverage of cognitive neuroscience, attention and consciousness, perception, memory, knowledge representation, language, problem solving and creativity, decision making and reasoning, cognitive development, and intelligence.

Citation Examples

Single author

- Short references within the text are given wholly or partly in round brackets.
- Use only the surname of the author followed by a comma and the year of publication:

(Matthews, 1999)

- Include page, chapter or section numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.:

Matthews discusses the role of drawings in the psychological evaluation of children (1979, pp. 34-35). OR
... in the psychological evaluation of children has been studied elsewhere (Matthews, 1979, pp. 34-35).

Two authors

- Cite both authors every time you cite within the text.
- Separate the authors' names in the citation with an ampersand (&):

(Lawson & Green, 1997, pp. 34-35)

- When the authors' names are incorporated into the text the "&" is replaced with "and". Always cite both names every time the reference occurs in the text:

Lawson and Green (1997, pp. 34-35) were unable ...

Three or more authors

- For a work with three or more authors, include the name of the first author only followed by et al. in every citation, including the first citation, unless doing so would create ambiguity:

Wasserstein et al. (2004, p. 301) have found ... OR
... as has been found in a previous study (Wasserstein et al., 2004, p. 301).

- To avoid ambiguity, include as many author names as necessary followed by et al.:

Kapoor, Bloom, Montez, et al. (2017)
Kapoor, Bloom, Zucker, et al. (2017)

- As et al. is plural, include all names in the citation when only the final name is different.

Volume numbers included

- Include volume numbers within the citation between the year and the page numbers.
- If more than one volume is given separate with a semicolon (;):

This theory is dealt with in detail by Brysen (2003, Vol. 2, p. 23; Vol. 3, pp. 17-36).

Authors with the same surname

- Make a distinction between authors with the same surname by including the author's initials.
- If the author's surname is incorporated in the text place the initials before the surname; if it is a citation within brackets the initials follow the surname:

The theory was propounded in 1970 (Larsen A.E., 2001) ...
M.K. Larsen (2003) is among those ...

Multiple works by the same author in the same year

- A distinction is made by adding lower case letters, a, b, c, etc. to the date.
- These letters are also included in the full reference in the reference list to distinguish between the two documents:

Bursch (2005a) described how the yak made transport possible in the high mountains of Inner Asia, as did the llama in the Andes of South America (Bursch, 2005b).

Corporate author

- These are works without a personal author.
- Corporate authors may be associations, agencies like government departments, corporations or organisations.
- Names of organisations should be given in full the first time they are cited within the text, followed by any relevant abbreviation.
- In subsequent citations, the abbreviation may be used:

(CSIRO, 1999) ...

More than one work cited

- List all sources of information either in the text or within the citation separated by a semicolon (;):

(Haddon, 1999; Larsen, 1991) ...

Haddon (1999) and Larsen (1991) demonstrated that ...

(Haddon, 1999, Vol. 3, p. 734; Larsen, 1991, p. 11)

No author

- When a work has no author, cite in the text the first few words of the reference list entry (usually the title) and the year.
- Use italics for the title:

This was apparently not the case in seventeenth-century England (*On Travelling to London*, 1683) ... OR

On Travelling to London (1683) reveals that this was not true.

- If the author is specifically given as "Anonymous", then Anonymous takes the place of the author name in the in text citation

(Anonymous, 2017)

No date of publication

- Use the abbreviation n.d. to indicate that no date of publication is given:

Carruthers (n.d.) has suggested ... OR

(Carruthers, n.d.)

Newspapers

- If the author of the article is named, cite in the normal way with the author and date. If there is no author given, cite the newspaper title in italics.
- Include the specific date as well as year and page or section numbers, if appropriate:

(*Canberra Times*, 24 Jan. 1997, p. B6) ...

The Weekend Australian (24-25 Jan. 1997, p. 19) reported ...

Citing Electronic Documents

- Documents published in electronic formats are cited in the same way as print documents. If the electronic document has a author and date of publication, cite these in the text. The full description of the document (including its electronic source data) will be given in the reference list or bibliography at the end of your essay or assignment. Always question the validity of electronic documents with no author or publication details.
- If page numbers are not given, use paragraph or other section numbers if you need to be specific.
- If there is no author or date, follow the guidelines above for print resources.
- In the unlikely case that the document has no author, date or obvious title, then the internet address may be cited in the text.

Whole internet site

- To direct readers to an entire internet site (but not a specific document on the site), it is sufficient to give the address of the site in the text. Make sure the internet address you provide is current and links to the site. Remember that internet addresses may change:

Kidspsych (<http://www.kidspsych.org>) is a wonderful interactive Internet site for children.

No page numbers

- Use a paragraph number if no page numbers are present:

(Derrida, 1994, Section 2, para. 7)

No author, date or title

- Please keep in mind that citing information from an internet page with so few credentials may not be suitable in a piece of academic writing:

It has been stated that the problem cannot be solved (<http://www.xyz.com>).

Citing Images

- All images, referred to in the text or reproduced in an essay, assignment or presentation, must be cited and included in your reference list.
- When referring to an image in the text of your essay, give a short citation consisting of the name of the creator(s) or author(s), the date of publication or creation and, if appropriate, the relevant page, figure, table, paragraph number or time:

Debate raged about the ethics of child care after the publication of the cartoon "Thoughts of a Baby Lying in a Child Care Centre" in the *Sydney Morning Herald* (Leunig, 1995, p. 24).

The power and strength of the female athlete is depicted in Leibovitz's portrait of Jackie Joyner-Kersey (1996, p. 72).

The positive and negative implications of five aspects of Confucian ethics were analysed (Yeh & Xu, 2010, Table 1).

Ardagna et al. have created a three layer structure for e-services; e-service components, an application server and the operating system platform (2008, Figure 1).

Ryder has created a framework to illustrate the major factors which influence moral decision making (2006, para. 10).

The fear of the officers, who had no desire to meet with Ned Kelly, is unambiguously portrayed on the face of the trooper in the painting *The Encounter* (Nolan, 1946).

The artistic process of characterisation is explained (Kessel, 1995, min.10:10).

- When reproducing an image, a caption should be placed immediately below the image with the appropriate citation:

IMAGE

Thoughts of a baby lying in a child care centre (Leunig, 1995, p. 24).

IMAGE

Jackie Joyner-Kersey (Leibovitz, 1996, p. 72).

IMAGE

The positive and negative implications of Confucian ideas (Yeh & Xu, 2010, Table 1).

IMAGE

E-services three-layered structure (Ardagna et al., 2008, Figure 1).

IMAGE

The problem of values (Ryder, 2006, para. 10).

IMAGE

The Encounter (Nolan, 1946).

IMAGE

The Making of a Monologue: Robert Wilson's Hamlet (Kessel, 1995, 10:10).

Citing Personal Communications

- Personal communications include letters, memos, personal interviews, telephone conversations, emails, text messages, online chats, messages from discussion lists and electronic bulletin boards.
- Citations for this type of material are not included in the reference list because they do not contain recoverable data. Cite personal communications in the text only. Adding "personal communication" to the citation within the text is a useful indicator of the kind of information under discussion.
- Give the initials as well as the surname of the communicator and provide as exact a date as possible:

M. Day (personal communication, July 30, 2000) finds the film meets several criteria ...

Professor Lutes in an email to the author gave details of his clinical experience with this treatment (T. K. Lutes, personal communication, April 18, 2001).

Citing Secondary Sources

Use secondary sources sparingly; you should always try to locate the original source of information which is cited in a work that you have read. This is not, however, always possible: sometimes the original work is out of print, unavailable through your usual sources or not available in English.

If you read an article or book which cites information that you want to cite; always refer to the source where **you found the information**, not the original source.

For example:

If you read an article by Alex Reid, in which he cites information from a previous study by Seidenberg and McClelland, and you wish to refer to this information in your assignment:

- You would acknowledge Seidenberg and McClelland in the text:

Seidenberg and McClelland's study (as cited in Reid, 2007) found that the paranormal...

- In your reference list at the end of your assignment; your entry would be a reference for Reid's article because that is where you sourced the information:

Reid, A. S. (2007). Study of multiple paranormal phenomena. *Journal of Abnormal Psychology*, 45, 13-26.