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**MAGISTER**  
**MANAGEMENT**  
UNIVERSITAS DIPONEGORO

**APA 6<sup>th</sup> STUDENT**  
**REFERENCE GUIDE**



# APA 6th

**Student Reference Guide for Master of Management Study Program, Faculty of Economics and Business, Diponegoro University.**

## FOREWORD

APA Guidebook 6th: Student Reference of the Master of Management Study Program, Faculty of Economics and Business, Diponegoro University (Master of Management Study Program) was created as a guide for standard methods of making citations and references on every assignment, scientific work, and research conducted by the academic community of the Masters Study Program Management. The standard referred to above uses the 6th edition of the APA (American Psychological Association) method.

This book is composed of five main sections that explain general principles and examples of the application of APA in various literacy sources. The composition of the books referred to includes general principles of the APA 6th edition method, guidelines for quoting from book sources, citing instructions from periodical sources, citing instructions from web / audiovisual sources and citing instructions from other sources.

Hopefully this guidebook can meet the practical needs of students in making quotes and references to their research, as well as for supervisors in providing directions to students under their guidance. It is hoped that the entire academic community can comply with the guidelines in this book in order to create uniformity in making quotations and reference lists.

Semarang, December 2020  
Head of the Master of Management  
Study Program  
Faculty of Economics and Business  
Diponegoro University

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# GENERAL PRINCIPLES

In conducting a research, especially scientific research, such as what students will often encounter Master of Management Study Program, a literature study in accordance with the topic under study plays a key role in generating a development of ideas in the research undertaken. To appreciate an idea from a previous idea, of course, the source of the idea needs to be written as a quote. Then the identity of the citation must be specified in a list called a 'Reference List' or 'Bibliography' so that your readers know the source you are using and can be used as a means of comparison.

Starting in 2019, the MM Undip Study Program sets standards for writing quotes and references for students. The standard in question is the 6th edition of the APA (American Psychological Association) method. What needs to be underlined is that the method / format used in writing citations must be similar to the format in the reference list. If the quotation is written using the APA method, so will the list of references. The following will explain further the citation format and reference list using the APA 6th edition format.

## 1.1 Description General

Each source in this 6th edition of the APA reference guide will contain two main things that will be explained, including:

1. **In-text quotes** (in-text citation) which is located on the body / content of the writing.

The citation in this text contains the research source written by including the name of the source author, date / year and sometimes the page number.

2. **reference list** which lies at the end of the study.

Providing overall details of all in-text citation, this is intended so that the sources used in the preparation of scientific writing can be easily found by readers.

This APA 6th reference guide is accompanied by various examples of sources in both print, electronic and media sources. If you're having a hard time finding ways to reference a particular source through this guide, the most important thing is to keep practicing consistently. If you are in doubt, it is highly recommended to consult with the supervisor or academic / student affairs Master of Management Study Program, Faculty of Economics and Business, Diponegoro University (MM Undip).

## 1.2 In-text citation

An in-text quote can be placed at the beginning, middle or end of a sentence. In-text citations in APA 6th format consist of the author's surname and year of publication. Also, sometimes the page number has to be included when making direct citations from multiple sources. You will also be encouraged to include the page number when paraphrasing (modifying a short excerpt). Author, year and page numbers are separated by commas.

You can emphasize the source author:

Woodward (2010) states that what we buy and how we consume something after we get it explains a lot about the society in which we live.

Or you can emphasize the information:

What we buy and how we consume something after we buy it can explain the society in which we live (Woodward, 2010)

There is **three ways** to cite your sources

### 1.2.1 Reference general

When you make general references to ideas or information contained in a work, page numbers are not required.

**Hughes et al. (2012)** examined the relationship between personality and the use of Facebook and Twitter for information and social purposes.

### 1.2.2 Paraphrase

Although not required, it is recommended that you provide a page reference when paraphrasing (or repeating) information.

**Hughes et al. (2012, p. 567)** argues that this is probably because the information you are looking for on Facebook can be obtained socially, while the information obtained from Twitter is more sensitive, for example academic and political.

### 1.2.3 Quotation (using quotes)

The words in the passage must be exactly the same as those in the source. Source details and page numbers should be provided in text. Before that you need to understand the concept of direct quotations.

- a. Text in short quotations (quotations less than 40 words), quotations must be put in quotation marks.

**Hughes, Rowe, Batey and Lee (2012, p. 563)** estimates that "in short, the 140-character limit per'tweet 'may appeal to those with caution as they can still interact in cyberspace without interfering with their world lives."

- b. Long quotes known as "complex quotes" (40 words or more)

- Starting on a new line
- Indent about 5 spaces from the left margin
- Double space
- Without using the double quotes.

..... Meanwhile, several opinions which support this view include.



We are not burdened in this 21st century. We have rights. We hope and our politicians learn how to live up to our expectations. In 2008, US presidential candidate Barak Obama got Americans to say 'hope you can believe'. Kenedi sold sacrifice, Obama sold hope. (Salt, 2011, p. 19)

The essence of a right should be .....

### **1.3 Reference list**

The reference list at the end of the research report or journal article provides identifying information and the source of the literature taken. Authors should choose references wisely and should include only those used in the study. The main purpose of the reference list is to make it easier for your readers to find the literacy source you are using. Therefore, the source details must be correct and complete.

Each in-text citation and arrangement of the reference list must match the name and year. Each source is listed only once on your reference list, regardless of how many citations you use in the source of the article. All sources of citations must be listed in the list of references, except for personal communications and classical works.

#### **1.3.1 Basic Elements**

Here are the four basic elements of the APA 6th format reference list:

- Author (who)
- Publication date (when)
- Title (what)
- Source (where)

The elements above are arranged as follows:

Author, Initials. (year). Source.

The Reference List must comply with the following conditions

- Starting on a new page with the title in the center saying 'Reference'
- The reference list has been arranged alphabetically with the surnames of the first registered authors or the names of the organizations.
- Each new reference written juts out
- Use double spaces

### 1.3.2 General provisions for writing a list of references

- a. Sources of ideas must be written in full in the Reference List. Instead, the sources listed in the Reference List must be written in the text as citations.
- b. The author's name is written with the surname / last name first, followed by the first or middle initial if any (except for Chinese, Japanese, Korean names, because the surname is already at the beginning).

Example:

Name: Kwik Kian Gie.	Writing: Kwik, <b>KG</b>
Name: Heribertus Andi Mattalata.	Writing: Mattalata, <b>HA</b>
Name: Joyce Elliot-Spencer.	Writing: Elliot-Spencer, <b>J.</b>
Name: Anthony T. Boyle, PhD.	Writing: Boyle, <b>AT</b>
Name: Sir Philip Sidney.	Writing: Sidney, <b>P.</b>
Name: Arthur George Rust Jr.	Writing: Rust, Arthur. <b>G., Jr.</b>
Name: John D. Rockefeller IV.	Writing: Rockefeller, <b>JD, IV</b>

- c. Nobility, academic, and religious titles do not need to be written.
- d. If there is no author's name, the title of the work is written as the main theme.
- e. In APA 6th format, only the first letter of the work title or sub-title is written in capital letters.

Example: • **E**thical guidelines: **C**omplementing the APS code of ethics  
• **S**alvaging the self and romantic jealousy response

- **T**emperament and response processing: **F**acilitatory and inhibitory consequences of positive and negative motivational states.
  - **A**pplication of multivariate analysis with the IBM SPSS 23 program.
  - **A**to analyze the sales improvement strategy of PT. Selaras Pariwisata Ekacitra Advertising.
- f. The second line of each source is written with a distance of 5 beats / spaces from the left margin of the first line with 1.5 spaces between lines.
- g. The list is sorted alphabetically by family name / last name with a distance of 1.5 spaces.

### **1.3.3 General Example of Writing a Reference List**

The following are examples of writing references in APA format. The following examples are general. You can find a sample reference list below on each type of source and how to cite it in this guide.

#### **Reference List (illustrative example)**

- Australian Psychological Society. (2014). *Ethical guidelines: Complementing the APS code of ethics* (12th ed.). Melbourne: Author.
- Friedman, HS, & Schustack, MW (2012). *Personality: Classic theories and modern research* (5th ed.). Boston: Pearson Allyn & Bacon.
- Gardner, H. (1983). *Frames of mind: The theory of multiple intelligences*. New York: Basic Books.
- Holder, MD (2012). *Happiness in children: Measurement, correlates and enhancement of positive subjective well-being*. SpringerBriefs in well-being and quality. doi: 10.1007 / 978-94-007-4414-1
- Hughes, DJ, Rowe, M., Batey, M., & Lee, A. (2012). A tale of two sites: Twitter vs. Facebook and the personality predictors of social media usage. *Computers in Human Behavior*, 28, 561–569. doi: 10.1016 / j.chb.2011.11.001

- Krieger, T., Zimmermann, J., Huffziger, S., Ubl, B., Diener, C., Kuehner, C., & Grosse Holtforth, M. (2013). Measuring depression with a well-being index: Further evidence for the validity of the WHO well-being index (WHO-5) as a measure of the severity of depression. *Journal of Affective Disorders*, 156, 240–244. doi: 10.1016 / j.jad.2013.12.015
- Marelich, WD, & Holt, T. (2006). Salvaging the self and romantic jealousy response. In AP Prescott (Ed.), *The concept of self in psychology* (pp. 167–181). New York: Nova Science.
- Midford, R. (2005). Australia and alcohol: Living down the legend. *Addiction*, 100 (7), 891–896. Obtained from <http://www.addictionjournal.org>
- Nader, C. (2009, June 19). Mental health issues soar among children. *The Age*. Obtained from <http://www.theage.com.au>
- National Health and Medical Research Council. (2013). *Australian dietary guidelines*. Canberra: Author.
- Noel, H., Denny, S., Farrant, B., Rossen, F., Teevale, T., Clark, T.,... Fortune, S. (2013). Clustering of adolescent health concerns: A latent class analysis of school students in New Zealand. *Journal of Paediatrics and Child Health*, 49, 935–941. doi: 10.1111 / jpc.12397
- Publication manual of the American Psychological Association* (6th ed.). (2010). Washington, DC: American Psychological Association.
- Reed, MA, & Derryberry, D. (1995a). Temperament and attention to positive and negative trait information. *Personality and Individual Differences*, 18, 135–147. Obtained from <http://www.sciencedirect.com/science/journal/01918869>
- Reed, MA, & Derryberry, D. (1995b). Temperament and response processing: Facilitatory and inhibitory consequences of positive and negative motivational states. *Journal of Research in Personality*, 29, 59–84. Obtained from <http://www.sciencedirect.com/science/journal/00926566>

Savage, J. (2004). Researching emotion: The need for coherence between focus, theory and methodology. *Nursing Inquiry*, 11, 25–34. Obtained

from <http://onlineibrary.wiley.com/journal/10.1111/%28ISSN%291440-1800>

Silavera, DH, Lavack, AM, & Kropp, F. (2008). Impulse buying: The role of affect, social influence, and subjective wellbeing. *Journal of Consumer Marketing*, 25, 23–33.

## 1.4 Quoting Two Authors

If the source you are using is compiled by two authors, then use the in-text citation format and the following reference format.

### 1.4.1 In-text quotes

Use the word 'and' between the author's names when the author's name is part of a sentence, and use an ampersand (&) between the author's names if the author's names are in parentheses

**Friedman and Achustack (2012)** argued that personality has long been used as a way of predicting a person's actions and responses to something and what their tendencies are.

Or

Personality has been used for years to predict how people will act and react and what their tendencies are (Friedman & Schutack, 2012).

### 1.4.2 reference list

The following is an example of writing the author's name in the reference list

**Friedman, HS, & Schustack, MW (2012).** *Personality: Classic theories and modern research (5th ed.)*. Boston: Pearson Allyn & Bacon.

## 1.5 Three to five authors

If the source you are using is composed of three to five authors, then use the in-text citation format and the following reference format.

### 1.5.1 In-text quotes

- Use the word 'and' when the author's name is part of a sentence, and use an ampersand (&) if the author's name is in parentheses
- First you cite all the author's last names, then in subsequent citations just use the surname of the first author and add the initials "et al."

**Vasta, Miller and Ellis (2004)** explained that Western European cultures tend to show clear differences between themselves and others and see themselves independently and autonomously. However, in most East Asian cultures, they assume that each individual is related to one another (Vasta Art et al., 2004).

### 1.5.2 Reference list

Vasta, R., Miller, SA, & Ellis, S. (2004). *Child psychology* (4th ed.). Hoboken, NJ: John Wiley & Sons.

## 1.6 Six or more authors

If the source you are using is composed by six or more authors, then use the in-text citation format and the following reference format.

### 1.6.1 In-text quotes

In all citations (including the first quote) only cite the surname of the first author plus "et al."

**Krieger et al. (2013)** observed that ...

### **1.6.2 reference list**

If the number of authors is up to seven authors, list all the surnames and initials of the authors:

Krieger, T., Zimmermann, J., Huffziger, S., Ubl, B., Diener, C., Kuehner, C., & Grosse Holtforth, M. (2013). Measuring depression with a well-being index: Further evidence for the validity of the WHO well-being index (WHO-5) as a measure of the severity of depression. *Journal of Affective Disorders*, 156, 240–244. doi: 10.1016/j.jad.2013.12.015

If there are eight or more authors, write the names of the first six authors followed by the three dots “...” then write the final author's surname with initials before adding the year:

Noel, H., Denny, S., Farrant, B., Rossen, F., Teevale, T., Clark, T.,... Fortune, S. (2013). Clustering of adolescent health concerns: A latent class analysis of school students in New Zealand. *Journal of Paediatrics and Child Health*, 49, 935–941. doi: 10.1111/jpc.12397

## **1.7 The author is an organization**

If your source is written by an organization, government agency, association, legal entity, or related institution. Use the following citation and reference formats.

### **1.7.1 Quote in the text**

Sometimes the author of your source is an organization, government agency, association or legal entity. If the name of the group of institutions is long but has an abbreviation that is familiar to the reader, write the full name and provide the abbreviation in brackets in the first example. Then use the abbreviation in the next reference.

**National Health and Medical Research Council** (NHMRC, 2013) provides practical and realistic recommendations for healthy eating ...

...

Most Australians eat only about half the recommended amount of fruit, even though they drink excess fruit juice (NHMRC, 2013).

If the abbreviation is unfamiliar, use the full name of the organization each time.

### **1.7.2 reference list**

- works that are included in the reference list according to the name of the making organization
- the word 'author' is written in the position of a publisher if the author is also a publisher

National Health and Medical Research Council. (2013). *Australian dietary guidelines*. Canberra: Author.

## **1.8 No author**

When you can't find the author's identity in your quoted source or the author's identity is disguised. You can use the following citation and reference formats.

### **1.8.1 In-text quotes**

If you don't have an author, just include the article title and year in the text. If the title is long, use only the first few words of the title. Use double quotation marks in the title of the article, chapter or web page. Use italics without quotation marks for the title of a magazine, book, brochure, or report.

("With GM pact", 2009) .....



... (Published manual of the American Psychological Association, 2010).

**If the author's name is mentioned as anonymous**, use the word "anonymous" in the text as the author's name.

... (Anonymous, 1997).

### **1.8.2 reference list**

Articles without authors that are included in the reference list are replaced by titles.

*Publication manual of the American Psychological Association* (6th ed.). (2010).  
Washington DC: WHAT.

If the author's name is written as anonymous, then the reference list is written as anonymous, then the list of references is as follows:

Anonymous. (1997). *The art of non-doing*. Los Angeles: Starlight.

## **1.9 No date**

If the source you want to quote does not include the date / year. Use the following format for citing and referencing.

### **1.9.1 In-text quotes**

If there is no date in the citation source, use 'nd' (meaning 'no date') in parentheses after the author's name.

In a detailed analysis, Jones (nd) argues ...

### 1.9.2 reference list

Jones, P. (nd). *The hanging hypothesis*. New York: Metzger & Son.

## 1.10 Citing several authors on the same point

Sometimes sometimes you want to cite more than one source at once in the paragraph that you make. Use the following format for citation and reference.

### 1.10.1 In-text quotes

Quoting more than one source at once, write the author's name in alphabetical order and separate each author with a semicolon (;) and all authors are in the same brackets.

There have been several studies on the relationship between personality and Facebook use (Amichai Hamburger & Vinitzky, 2010; Ross et al., 2009; Ryan & Xenos, 2011).

Please note that the names of the authors can also be used as a narrative like the following example.

Amichai-Hamburger and Vinitzky (2010), Ross et al. (2009) and Ryan xenos (2011) studied the relationship between personality and Facebook use.

## 1.11 Repeating the citations in the same paragraph

In one paragraph, if you are quoting an author or multiple authors (when the author's name is not included in brackets) then in the first quotation write the author's surname and year, then in the next quotation in the narrative in the same paragraph, just write the surname. .

Hughes et al. (2012)observed that Facebook and Twitter appear to be used for different purposes by different users. They found that people searching for and spreading

information on Facebook did not use Twitter in the same way and vice versa. Hughes et al. suggested that this might be because ...

When the author's name (or multiple authors) and the year are in parentheses in the same paragraph, the year is still included in the next citation, with the following example:

Facebook and Twitter appear to be used for different purposes by different users (Hughes et al., 2012). The researchers found that people searching for and sharing information on Facebook did not use Twitter in the same way and vice versa. Hughes et al. (2012) suggest that this may be because ...

## 1.12 Secondary sources

When you want to quote a quote in a citation. Then use the following format to make appropriate citations and references.

### 1.12.1 In-text quotes

Sometimes you read one author (secondary) who quotes another author (primary). In the following example you are quoting savage's opinion referring to a publication by Lupton, but you have not read lupton yourself. Then use the editorial sentence "as quoted in" followed by the year.

**Lupton (as quoted in Savage, 2004)** distinguishes between "emotional labor" and "emotional labor."

### 1.12.2 reference list

References are listed only the sources you have read (secondary sources).

Savage, J. (2004). Researching emotion: The need for coherence between focus, theory and methodology. *Nursing Inquiry*, 11, 25-34. Obtained from <http://onlineibrary.wiley.com/journal/10.1111/%28ISSN%291440-1800>

### 1.13 Multiple publications by the same author in the same year

If you wish to cite several publications by the same author in the same year. Use the following format to make it easier to create citations and references.

#### 1.13.1 In-text quotes

If an author (or authors listed in the same order) have published two or more works in the same year, use lowercase a, b, c ... after the year to distinguish each work. The letters that are affixed are in accordance with the alphabetical order of the title.

Reed and Derryberry (1995b) find that ...

According to Reed and Derryberry (1995a) ...

#### 1.13.2 reference list

Reed, MA, & Derryberry, D. (1995a). Temperament and attention to positive and negative trait information. *Personality and Individual Differences*, 18, 135–147.

Obtained from <http://www.sciencedirect.com/science/journal/01918869>

Reed, MA, & Derryberry, D. (1995b). Temperament and response processing: Facilitatory and inhibitory consequences of positive and negative motivational states. *Journal of Research in Personality*, 29, 59–84. Obtained

from <http://www.sciencedirect.com/science/journal/00926566>

# BOOKS

One of the main sources in the study of literature in making research is books. The following will explain how to quote from a book source and make appropriate references.

## 2.1 Books: general principles

The following will explain the general principles of quoting from a book. Further explanation regarding the types of book sources will be explained later in the discussion of this chapter.

### 2.1.1 In-text quotes

Gardner (1983) develops a different view and a pluralistic view, by carrying out the seven intelligences.

*or*

Intelligence is not a single monolithic ability that can be measured solely by an IQ test (Gardner, 1983).

- See also: General Principles of citing multiple authors (sections 1.4; 1.5; 1.6; 1.7; 1.10)

### 2.1.2 reference list

- In some cases, the editor listed in the author section will be followed by an (Ed.) Sign.
- Capital letters are only the first letter of the first word of the book title (as well as any nouns, acronyms or initializations). The first letter of the sub-title, if any, is also capitalized.
- See General Principles for how to cite multiple authors. (sections 1.4; 1.5; 1.6; 1.7; 1.10)

The following reference format is used:

Author, Initials. (year). Book title: Book subtitles. City: Publisher.

Gardner, H. (1983). *Frame of mind: The theory of multiple intelligences*. New York: Basic Books.

In some cases an organization is the author of a book. The word 'Author' is written in the position of publisher if the author is also a publisher.

Australian Psychological Society. (2014). *Ethical guidelines: Complementing the APS code of ethics (12th ed.)*. Melbourne: Author.

For books that are not named by the author, the reference list should begin with the title of the book.

*Publication manual of the American Psychological Association (6th ed.) (2010)*. Washington, DC: American Psychological Association.

For works other than the first edition, indicate the number of editions after the title, with the following abbreviations: Second edition = (2nd ed.), Third edition = (3rd ed.), 4th edition = (4th ed.), Revised edition = (Rev. ed.).

Author, Initials. (year). Book title (if not first edition). City: Publisher.

Burton, LJ (2010). *An interactive approach to writing essays and research reports in psychology (3rd ed.)*. Milton, Qld: John Wiley & Sons.

## **2.2 Chapters in an edited book**

If the source you wish to cite is an edited book. Use the following format to source appropriate citations and references.

### **2.2.1 In-text quotes**

If citing from a specific chapter in an edited book (a collection of articles / chapters written by different authors), only cite the author (or authors) of that chapter.

Marelich and Holt (2006) study confirms previous research that people's jealous reactions in threatening relationship situations can be linked to the need to defend themselves.

### **2.2.2 reference list**

Write a list of references using the names of the authors of the Chapter.

Author, Initials. (year). Chapter title. In Initials. Editor (Ed.), Book title (p. Xx-xx). City: Publisher.

Marelich, WD, & Holt, T. (2006). Salvaging the self and romantic jealousy response. In AP Prescott (Ed.), *The concept of self in psychology* (pp. 167–181). New York: Nova Science.

## **2.3 E-book**

If the source you want to quote is an E-book (not in physical form). Use the following format to source appropriate citations and references.

### **2.3.1 In-text quotes**

If psychotherapists do not look at clients' ages and take developmental theories into account they may misdiagnose pathologies that do not actually exist (Adler-Tapia, 2012).

If the e-book doesn't have page numbering, you can cite chapter, section headings or paragraph numbers in the text.

(Kavishe, 1993, Chapter 8, “Public works for food security”, para. 2).

### 2.3.2 reference list

The following are the provisions that apply in making a reference list on e-book sources.

- For e-books that have a DOI (Digital Object Identifier), include the DOI in the reference list entry. If you do not have a DOI, then the URL or homepage URL of the publisher must be provided.
- Use the DOI format that appears in the source of your citation: doi: xx.xxxx / xxxx OR <http://dx.doi.org/xxxxx>
- Put the phrase "Obtained from" before the URL, but use it without a DOI
- Don't give a full stop (period) after the DOI or URL.
- Not required to include the date of collection
- It is not mandatory to display the database name

#### *If you don't have a DOI (URL cite):*

Author, Initials. (year). The title of the e-book. Retrieved from the homepage URL of the publisher

Adler-Tapia, R. (2012). Child psychotherapy: Integrating developmental theory into clinical practice. Obtained from <http://www.springerpub.com>

#### *DOI available:*

Author, Initials. (year). The title of the e-book. doi

Weatherall, A., Watson, BM, & Gallois, C. (Eds). (2008). Language, discourse and social psychology. doi: 10.1057 / 9780230206168

#### *E-reader version:*

Author, Initials. (year). The title of the e-book [e-reader version]. doi



Schiralidi, GR (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe digital version]. doi: 10.1036 / 0071393722

**If the book is part of several series**, series titles are displayed after the book titles, using minimal capitalization and not italicizing:

Author, Initials. (year). The title of the e-book. Series title. doi

Holder, MD (2012). Happiness in children: Measurement, correlates and enhancement of positive subjective well-being. SpringerBriefs in well-being and quality. doi: 10.1007 / 978-94-007-4414-1

## 2.4 Dictionary, encyclopedia

Generally, citing from Wikipedia is discouraged. It should be noted that in some study program regulations sometimes quoting a dictionary is also not justified. Consult supervisors and the academic section for more detailed information.

### 2.4.1 In-text quotes

When the author is cited in the source, include the author's name and year as in any other citation.

**Low and Jin (2012)** Comments that urge someone to do their best do not appear to be as effective as engaging the person in setting specific and relatively difficult goals ...

When the author is not mentioned at the source, just mention the title on the source

Field theory is defined as “a systematic approach describing behavior in terms of patterns of dynamic interrelationships between individuals and the psychological, social and physical situations in which they exist” (“Field theory”, 2007, p. 375).

### 2.4.2 reference list

The following is the format and examples for making a reference list from dictionary and encyclopedia sources.

#### ***Online encyclopedia with known authors:***

Author, Initials. (year). Title. In Initials. Editor (Ed.), Encyclopedia title (Ed. If not the first, vol. No., P. Xx-xx). doi or Retrieved from URL

Low, R., & Jin P. (2012). Achievement motivation and learning. In NM Seel (Ed.), Encyclopedia of the sciences of learning (pp. 47–51). doi: 10.1007 / 078-1-4419-1428-6

#### ***Print dictionary with unknown author:***

Enter title. (year). In Initials. Editor (Ed.), Dictionary title (Edition if not the first, vol. No., P. X). City: Publisher.

Field theory. (2007). In GR VandenBos (Ed.), APA dictionary of psychology (p. 375). Washington, DC: American Psychological Association.

## **MAGAZINE / JOURNAL (PERIODICALLY PUBLISHED)**

If you want to use periodicals such as magazines. In the following, we will describe general principles and examples of each type of periodical. Pay attention to always consult with the supervisor or the academic department of the MM Undip Study Program if you experience difficulties.

### **3.1 Magazines / Journals: general principles**

The following is a guideline for a reference list on magazine or journal sources (periodicals), both printed and online articles.

- See General principles for information on how to reference multiple authors. (review sections 1.4; 1.5; 1.6; 1.7; 1.10)
- Capitalize only the first letter of the first word in the article title (as well as the subtitle). nouns, initializations and acronyms are also capitalized.
- Capitalize the first letter of each main word in the periodic title.
- Periodic titles and issue numbers are in italics.
- Display the issue number only if each periodical is numbered separately, ie each issue starts on page 1. Enter the issue number in parentheses.
- Writing page numbers does not need to be preceded by "p."

#### **3.1.1 DOI and URL**

- For print or online articles that have a DOI (Digital Object Identifier), the DOI is included in the reference list component.
- If no DOI is available for the online article, then the URL or homepage URL of the publisher must be provided.
- If an article is only available through a database, include the URL from the database.

- Use the DOI format stated in the source you quoted: doi: xx.xxxx / xxxx OR <http://dx.doi.org/xxxx>
- Write the sentence "Obtained from" before the URL, but not accompanied by the DOI.
- Don't add a full stop (period) after the DOI or URL.
- The date of collection / access is not required to be stated.
- The database name is not mandatory.

## 3.2 Print journal articles

If you wish to quote from a printed journal. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

### 3.2.1 In-text quotes

Here's an example of writing an in-text citation for a print journal article.

Borton, Markowitz and Dietrich (2005) note that ...

### 3.2.2 reference list

Use the following format for making references.

Author, Initials. (year). Article title. Journal title, volume number (issue number), page number.

Baker, BC, Buckenmaier, C., Narine, N., Compeggie, ME, Brand, GJ, & Mongan, PD (2007). Battlefield anesthesia: Advances in patient care and pain management. *Anesthesiology Clinics*, 25 (1), 131–134.

Borton, JLS, Markowitz, LJ, & Dietrich, J. (2005). Effects of suppressing negative self-referent thoughts on mood and self-esteem. *Journal of Social and Clinical Psychology* 24, 172–190.

### 3.3 Online journal articles

The following conditions must be considered in making references from if you are taking a quote from an online journal.

- For journal articles that have a DOI (Digital Object Identifier), enter the DOI in the reference list entry.
- If there is no DOI, then the URL or homepage URL of the publisher must be provided.
- If this article is only available through a database, provide the URL from the database.
- Use the DOI format that appears in the source of your citation: doi: xx.xxxx / xxxx  
OR <http://dx.doi.org/xxxxx>
- Put "Obtained from" before the URL, but not used in conjunction with the DOI.
- Don't add a fullstop after the DOI or URL.
- The date of collection is not mandatory.
- The database name is not mandatory.

#### 3.3.1 In-text quotes

Hughes et al. (2012) examined the relationship between personality and the use of Facebook and Twitter for information and social purposes.

According to Reed and Derryberry (1995), ...

#### 3.3.2 reference list

***If a DOI is provided:***

Author, Initials. (year). Article title. Journal title, volume number (issue number), page number. doi

Hughes, DJ, Rowe, M., Batey, M., & Lee, A. (2012). A tale of two sites: Twitter vs. Facebook and the personality predictors of social media usage. *Computers in Human Behavior*, 28, 561–569. <http://dx.doi.org/10.1016/j.chb.2011.11.001>

***If a DOI is not available:***

Author, Initials. (year). Article title. Journal title, volume number (issue number), page number. Retrieved from URL

Reed, MA, & Derryberry, D. (1995). Temperament and attention to positive and negative trait information. *Personality and Individual Differences*, 18, 135–147. Obtained from <http://www.sciencedirect.com/science/journal/01918869>

### **3.4 Journal Articles - Further online publication (initial)**

Further online publication may refer to a work that does not yet have a volume, issue or page number. This publication may also refer to a work that has been heavily cited but not yet copiededited or formatted for final production.

#### **3.4.1 In-text quotes**

**Treize et al. (2014)** studying working memory in adolescent males ...

#### **3.4.2 reference list**

Author, Initials. (year). Article title. Journal Title. Further online publication. doi

Treize, KL, Gray, KM, Taffe, J., & Sheppard, DM (2014). Working memory in adolescent males with Down syndrome and males with autism and intellectual disability: Implications for the classroom. *Journal of Intellectual and Developmental Disability*. Advance online publication. doi: 10.3109 / 13668250.2013.874550

### 3.5 Newspaper article - print

If you quote from a newspaper. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

#### 3.5.1 In-text quotes

While it has been widely demonstrated that children living in poverty are at risk of emotional and behavioral problems, US research shows that youth from privileged backgrounds increasingly display these tendencies (Luthar, 2013).

#### 3.5.2 reference list

Author, Initials. (year month day). Article title. Newspaper Title, p. XXX.

Luthar, S. (2013, December 7). Poor little rich kids. *The Sunday Age*, p. 21.

If the article appears in an independently numbered section of a newspaper, provide the section title after the newspaper title.

Edgar, R. (2014, May 10). Double vision. *The Age, Spectrum*, p. 18.

### 3.6 Newspaper article - online

If the quote you take comes from a newspaper you access online. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

#### 3.6.1 In-text quotes

Nader (2009) highlighted the increasing incidence of mental health problems among children.

#### 3.6.2 reference list

Follow the provisions for making references to an online newspaper article

- Please provide the complete date.

- Include the homepage URL of the online newspaper article (or database URL if only available from the database).

Author, beginning. (year month day). Article title. Newspaper Title. Obtained from [URL](#)  
newspaper homepage

Nader, C. (2009, June 19). Mental health issues soar among children. The Age.  
Obtained from <http://www.theage.com.au>

### 3.7 Periodic review

If you quote from a review of a journal / magazine / periodical newspaper. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

#### 3.7.1 In-text quotes

Although Shafak's report refers to women's struggles for creative expression in a male-dominated culture, she largely categorizes her personal depression as an internal conflict (Juchau, 2014).

#### 3.7.2 reference list

Provide the following information followed by details relevant to the source.

Author, Initials. (year month day). Article title. [Book review Book title by Initials. Author].  
Newsletter title ...

Juchau, M. (2014, January 18). The maternal and a mystery [Review of Black milk: On motherhood and writing by E. Shafak, Trans. H. Zapsu]. The Age, Life & Style, p. 27.

**If what is reviewed is film, DVD or other media, input the release year and media type.**



McKenna, M. (2014, February). ASIO surveillance in 'Persons of interest' [Review on TV mini-series Persons of interest, 2013]. *The Monthly*, (97). Obtained from <http://www.themonthly.com.au/issue/2014/february/1391173200/mark-mckenna/asio-surveillance-persons-interest>

## WEB, AUDIOVISUAL.

This section will provide guidance on how to write citations as well as list references to online, web and audiovisual sources. The sources that will be described include (1) websites, web pages or web documents, (2) social media, (3) blogs (4) audio recordings from albums, (5) online audio, podcasts, (6) streaming videos, (7) movies, DVDs, videos, and (8) TV.

It should be noted that the methods of writing citations and making references to online sources often vary across courses, faculties and institutions. This is because standard methods are still being developed today. Consult the supervisor or the academic section of the Master of Management Study Program in determining the writing style that suits your needs.

Points to pay attention to online sources:

- The pick-up date does not have to be included
- No full stop (dot) is placed after the URL.

### 4.1 Website, web page, web document

The following describes how to write in-text citations and list references on websites, web pages and web documents.

#### 4.1.1 In-Text Quotes

Websites and web documents must be cited according to the author's name. The name of the author in question could be the name of a person or be a group or organization.

The Australian Psychological Society (2014) provides nine strategies for better communicating on issues of violence, peace and social justice.

If the author is not listed on the web page or web document. Cite using the title.

Furthermore you can also quote the available page numbers. If page numbers are not provided, you can cite chapter numbers, section headings or paragraph numbers.

The Australian Psychological Society (2014, "Why is it so difficult", para. 3) shows ...

#### 4.1.2 reference list

Author, Initials. (year). The title of a web page or web document. Retrieved from URL

Australian Psychological Society. (2014). Communicating about violence, peace and social justice. Obtained from [http://www.psychology.org.au/publications/tip\\_sheets/communicating/](http://www.psychology.org.au/publications/tip_sheets/communicating/)

## 4.2 Social media

Whenever you want to use social media in a quote, you need to consider whether the social media source is acceptable for your assignment. If you are not sure, instead of taking risks by using this kind of source, it is highly recommended that you first consult with your supervisor or the academic section of the Master of Management Study Program, Faculty of Economics and Business, Diponegoro University (MM Undip Study Program).

Social network accounts are classified into those that are open to the public or only for personal consumption. Only posts that are open to the public can be cited in the text and in the list of references. Posts from personal Facebook pages, blogs, emails or wikis that are private in nature are categorized as private communications. Personal communication cannot be included in the reference list. This section relates only to social media posts that are public in nature.

### 4.2.1 In-text quotes

Include author and year of posting.

Michael Carr-Gregg (2014) compares anxiety to a rocking chair: "It gives you something to do, but it doesn't get you very far".

### 4.2.2 reference list

Only public social media accounts can be included in the reference list. The author's real name is listed at the beginning of the order, followed by the username / screen name in square brackets. If only the screen name is known, enter it without brackets.

Below is an example of writing a reference list from several social media sources.

#### ***Facebook***

Author, Initials [screen name]. (year, month day). Up to the first 40 words of a post / update [Facebook post / update]. Obtained from [URL](#)

de Botton, A. [Alain de Botton]. (2014, April 13). To be human nowadays means we almost certainly have an envy problem ... We don't envy everyone, we do so only when we think something they have is within our reach [Facebook post]. Obtained from <https://www.facebook.com/alaindebotton>

### **Twitter**

Author, Initials [screen name]. (year, month day). Text from a twitter post [Twitter post]. Retrieved from URL

Carr-Gregg, M. [MCG58]. (2014, April 25). Anxiety's like a rocking chair. It gives you something to do, but it doesn't get you very far [Tweet]. Obtained from <https://twitter.com/MCG58/status/459932487863369728>

## **4.3 Blog**

If you quote from a blog. Consider whether the blog is relevant and most importantly public. If possible also consider asking permission before quoting.

Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

### **4.3.1 In-text quotes**

Rutledge (2013) comments that balance is important in the use of ...

### **4.3.2 reference list**

Provide a blog post title, not a blog title. Cite the author (or multiple authors) of the blog post (be aware that the author in question here is not always the owner of the blog).

Author, Initials. (year month day). The title of the blog post [Blog post]. Retrieved from URL

Rutledge, P. (2013, October 21). The healthy use of social media: think goals [Blog post]. Obtained from <http://mprcenter.org/blog/2013/10/the-healthy-use-of-social-media-think-goals/>

#### 4.4 Audio recording from the album

The following conditions you should pay attention to when making references from the audio recording source of an album:

- Provide the copyright year, not the record year.
- Show the media you have accessed, for example [CD], [MP3], [Record], [Cassette].
- If appropriate, include the recording artist after the record title.

**If accessed via medium (such as CDs, DVDs and the like),** use the format below.

Songwriter / Composer, Initials. (Copyright year). Record title [Recorded by Initials. Artist]. On the title of the album [medium]. City: Record label.

Iglesias, A. (2002). Cucurrucucu paloma [Recorded by C. Veloso]. On Talk to her original soundtrack [CD]. Sherman Oaks, USA: Milan Music.

**If accessed online,** provide the official media type, and replace the city and record label with [homepage URL](#) from the source provider.

Iglesias, A. (2002). Cucurrucucu paloma [Recorded by C. Veloso]. On Talk to her original soundtrack [MP3]. Obtained from <https://itunes.apple.com/>

- *See also:* Online audio, audio podcast.

#### 4.5 Online audio, podcasts

Audio files may be provided by many different online sources / websites. You only need to quote the sources you have accessed.

- If you are citing a transcript and not the recording itself, see the copy (transcript).

##### 4.5.1 In-text quotes

You may quote a producer, writer, presenter or speaker. The names of these persons must be included in the citation text and must be included in the list of references.

**Cummins (2010)** argued that ...

##### 4.5.2 reference list

- You may cite a variety of roles, for example producer, writer, presenter, speaker. This may also depend on who you wish to quote and the publication

information available. The most important thing is that the source should be easily accessible to your readers.

- Indicate the media in square brackets, for example [Audio podcast].

Author, Initials. (Producer / Writer / Speaker). (year month day). Podcast title [Audio podcast]. Retrieved from URL

Malcom L. (Presenter). (2014, January 5). The music in your brain [Audio podcast]. Obtained from <http://www.abc.net.au/radionational/programs/allinthemind/the-music-in-your-brain/5132382>

#### ***Provide a homepage URL***

If the podcast originates from a URL link that is likely to change over time, it is best to provide only the homepage URL rather than the full URL.

Cummins, R. (Author & presenter), & Deakin University (Producer). (2012, September 17). Happiness and wellbeing [Audio podcast]. Obtained from <http://itunes.apple.com>

## **4.6 Streaming video, YouTube**

Online videos may be available from a number of different sources on the web and in different formats such as downloaded video files, streaming video, or video podcasts. However, you only need to cite the sources that you have accessed.

### **4.6.1 In-text quotes**

You may quote a producer, writer, presenter or speaker. Their roles can be included in the text and must be included in the list of references.

Cain (2010) argues that introverts should be given encouragement and celebration.

... (Beyond Blue, 2013).

### **4.6.2 reference list**

- You usually have to cite a variety of roles, for example producer, writer, presenter, speaker. This may also depend on who you wish to quote and the

publication information available. What's important is how to make sure your sources are easily accessible to your readers.

- In the case of YouTube and other video publishing platforms, information is usually provided about the person who has uploaded the video.
- Resources may be available in more than one place. However, you can simply cite the sources that have been accessed.
- Indicate media in brackets, for example [Video file], [Video podcast].
- If the video comes from a URL that is very likely to change from time to time, you can provide a homepage URL instead of the full URL.

### ***Youtube:***

The "producer" of YouTube (or similar platforms) is the person who has uploaded the video. Enter their real name and then the screen name / username in square brackets. If only the screen name is known, include it without the brackets.

- Show media as [Video file].

Producer, Initials. [screen name]. (year, month day). Video title [Video file]. Retrieved from URL

Beyond Blue [beyondblueofficial]. (2013). I am anxiety [Video file]. Obtained from <http://www.youtube.com/user/beyondblueofficial>

TED [TalkDocumentary's channel]. (2013, September 10). Susan Cain: The power of introverts: TED talks: documentary, lecture, talks [Video file]. Obtained from <http://www.youtube.com/watch?v=c0KYU2j0TM4>

*Streaming video from database via Library of Management Master Program or Diponegoro University:*

- Provide the homepage URL of the video database (not the full URL).

Producer, Initials. (year). Video title [Video file]. Retrieved from database URL homepage

VEA. (2011). Anxiety disorder [Video File]. Obtained from <http://vlearn.vea.com.au>

## 4.7 Movies, DVDs, Videos

If the source you are using is Movie, DVD, Video. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

### 4.7.1 In-text quotes

*A beautiful mind*(Howard & Grazer, 2001) describe ...

### 4.7.2 reference list

- Include the name of the producer or director.
- Indicate media with square brackets, for example [motion picture], [DVD], [Video]. Simply cite sources you have access to.

Producer, Initials. (Producer), & Director, Initials. (Director). (year). Movie title [medium]. country of origin: Studio.

Howard, R., & Grazer, B. (Producers), & Howard, R. (Directors). (2001). *A beautiful mind* [DVD]. United States: Imagine Entertainment.

**For film** accessed online:

- Serve media as [Video file]
- Instead of country of origin and studio name, provide the homepage URL of the provider.

Producer, Initials. (Producer), & Director, Initials. (Director). (year). Movie title [Video file]. Obtained from [site URL](#)

Howard, R., & Grazer, B. (Producers), & Howard, R. (Directors). (2001). *Beautiful thoughts* [Video file]. Obtained from <http://www.amazon.com/>

- *See also:* Streaming video, YouTube before.

## 4.8 Television

If the source of the quote you are using is a television (TV). Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.



### 4.8.1 In-text quotes

Give the title of the film in text in italics and include the writer, director and / or producer in the citation.

Thompson & Michelmore (2014) provide a comprehensive account of the Human riots ...

### 4.8.2 reference list

- Give the names of writers, directors or producers. In this case, include the names of the reporters and producers as well.
- If not accessed online, please provide the production city and TV studio name instead of the URL.
- You don't need to provide the full URL. Homepage URL is sufficient.

#### *Single TV episode*

Author / Reporter Name, Initials. (Author / Reporter) & Name of Director / Producer, Initials. (Director / Producer). (year). Episode title. [Television series episodes]. In Initials. Name of Producer (executive producer). Series title. Obtained from [URL](#)

Thompson, G. (Reporter), & Michelmore K. (Producer). (2014, April 29). The manuscript solution [Television series episode]. In S. Spencer (executive producer), Four corners. Obtained from <http://www.abc.net.au/4corners/>

#### *The whole TV series*

Name of Producer / Creator, Initials. (Producer / Creator). (Year aired). Series title [television series]. Obtained from [URL](#)

Bernstein, M., & Gilligan, V. (Producers). (2008-2013). Breaking bad [television series]. Obtained from <http://www.tv.com/>

- See also Streaming video, YouTube above.

## OTHER RESOURCES

The following describes how to create citations and reference lists from other sources. Other sources referred to are sources other than books, periodicals and web / audiovisuals that have been described in the previous presentation, which you may use in your research.

Other sources that will be explained in this section include (1) brochures or pamphlets, (2) paper conferences, (3) course or study materials, (4) government publications, (5) press conferences, (6) personal communication / personal, (7) reports, (8) standards, (9) theses, (10) copies or transcripts, and (11) translated works. If you are unsure and having difficulties, consider consulting with your supervisor or the academic section of the MM Undip Study Program.

### 5.1 Brochures or pamphlets

If the source you are using comes from a brochure / pamphlet. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

#### 5.1.1 In-text quotes

The American Psychological Association (2001) provides advice to help girls deal with the challenges of adolescence.

#### 5.1.2 reference list

##### *Online brochure*

Author, Initials. (year). *Title* [Brochure]. Retrieved from URL

American Psychological Association. (2001). *Staying connected: A guide for parents on raising an adolescent daughter* [Brochure]. Obtained from <http://www.apa.org/pubs/info/brochures/staying-connected.pdf>

##### *Print brochures*

Author, Initials. (year). *Title* [Brochure]. City: Publisher.

Quit Victoria (2011). *Quit because you can* [Brochure]. Carlton South, Vic: Author.

## 5.2 Conference paper

Use the following format to produce an appropriate citation and reference from a paper conference resource. If you have trouble, consult with a supervisor or academics.

### 5.2.1 In-text quotes

Cronji and Dandy (2012) concluded that ...

### 5.2.2 reference list

#### *Paper from the published proceedings (print)*

Author, Initials. (Year, day of month). Title of paper. In Initials. Editor (Ed), Title of publication: Proceedings of the Conference title (page number). City: Publisher.

Parsons, OA, Pryzwansky, WB, Weinstein, DJ, & Wiens, AN (1995). Taxonomy for psychology. In JN Reich, H. Sands, & AN Wiens (Eds.), Education and training beyond the doctoral degree: Proceedings of the American Psychological Association National Conference on Postdoctoral Education and Training in Psychology (pp. 45-50). Washington, DC: American Psychological Association.

#### *Abstract from the conference paper (taken online):*

Author, Initials. (Year, day of month). Title of paper. Paper presented at the name of the conference, City. Abstract taken from [URL](#)

Cronji, I., & Dandy, J. (2012, September). Anglo-Australian attitudes toward refugees: Integrated threat theory, in-group identification, and the exploration of stereotypes. Paper presented at the 47th Annual Conference of the Australian Psychological Society, Perth, WA. Abstract taken from <https://www.psychology.org.au/Assets/Files/Combined-Abstracts-of-2012-AustralianPsychology-Conferences.pdf>

## 5.3 course material

Always consult with the supervisor or the academic section of the Master of Management Study Program, whether quoting from a course material can be accepted by the assignment given by the study program.

Some study programs at universities do not recommend quoting from course material. Only cite if you have been given prior approval. Perl also notes that course materials which are available for private and not public consumption can only be cited as private communication and cannot be included in the reference list.

### **5.3.1 In-text quotes**

#### ***Lectures and lecture notes***

Several departments have suggested that citing lecture teaching materials or notes provided by lecturers is strongly discouraged. Remember that you should only cite if you have been given permission beforehand. Lecture notes are very likely to be considered as private communication, and that means the notes are not for public consumption and cannot be included in the reference list.

... (Lecturer, course code and title, Diponegoro University, lecture, March 8, 2014).

*Or*

... (Lecturer, Course code and title, Diponegoro University, PowerPoint slide, 8 March 2014).

## **5.4 Figures (pictures, maps, diagrams) and tables**

### ***Reproduce numbers or tables in your assignments***

When you copy a figure or table in the task you are working on (or an adapted version of the figure / table). It requires not only a quote, but also a copyright statement.

As a student, you can reproduce (copy or adapt) numbers or tables into your assignments, without asking for permission or copyright, as long as you meet the following criteria:

- You always ensure that full credit goes to the authors and publishers as copyright holders (see details below)
- You believe that this job will be used only for the purposes of your assignment. Apart from that you still need copyright

Under each picture (photo, map or diagram) or table in the task you are working on, you need to identify the image by a number and a title, for example Figure 2 Results of the feedback on the first try.

***If you reproduce an image from a book***, You must write down the following:

From / Adapted from Book Title (any edition or volume information, p. Xxx), by AN Author and CO Author, year, Place of Publication: Publisher. Copyright [year] by Copyright Holder Name.

Adapted from Managing Therapy-Interfering Behavior: Strategies From Dialectical Behavior Therapy (p. 172), by AL Chapman and MZ Rosenthal, 2016, Washington, DC: American Psychological Association. Copyright 2016 by the American Psychological Association.

Here's how to write a list of references to the copyright statement above:

Chapman, AL, & Rosenthal, MZ (2016). Managing therapy-interfering behavior: Strategies from dialectical behavior therapy. Washington, DC: American Psychological Association.

***If you reproduce images from the website***, You must write down the following:

From / Adapted from "Web Document Title," by AN Author and CO Author, year (<http://URL>). Copyright [year] by the Name of the Copyright Holder.

Adapted from "Nutrition, Physical Activity and Obesity: Data, Trends and Maps. Alabama Indicator Details Percent of Adults Aged 18 Years and Older Who Are Obese," by Centers for Disease Control and Prevention, 2015 ([http://nccd.cdc.gov/NPAO\\_DTM/DetailedData.aspx?indicator=29&statecode=30](http://nccd.cdc.gov/NPAO_DTM/DetailedData.aspx?indicator=29&statecode=30)). In the public domain.

Here's how to write a list of references to the copyright statement above:

Centers for Disease Control and Prevention. (2015). Nutrition, physical activity and obesity: Data, trends and maps. Alabama indicator details percent of adults aged 18 years and older who are obese. Taken from [http://nccd.cdc.gov/NPAO\\_DTM/DetailedData.aspx?indicator=29&statecode=30](http://nccd.cdc.gov/NPAO_DTM/DetailedData.aspx?indicator=29&statecode=30)

Note the possibility that some images are copyright free, and may not need to include this kind of information, although including it is not difficult !!

***Just refer to (don't reproduce)***

When you only refer to a work, such as a table, figure or appendix (but don't reproduce it into your assignment), provide additional additional details including author name, year and page.

#### **5.4.1 In-text quotes**

Eunson (2008, Table 10.3, p. 324) defines eight reframing strategies that can be used by individuals or groups to solve problems, create new perspectives and eliminate counterproductive language.

#### **5.4.2 reference list**

Write a list of references to where the table, graph, image or appendix is located, and by their location.

Eunson, B. (2008). *Communicating in the 21st Century* (2nd ed.). Milton, Qld: John Wiley and Sons.

### **5.5 Government publications**

#### **5.5.1 In-text quotes**

The Australian Government's Department of Public Services (2011) has given direction and priority to the diversity and inclusiveness of the workforce.

If the department or agency name is long and the abbreviation is familiar to the reader, cite the full name and provide the abbreviation in brackets (first example). After that just use the abbreviation in the next reference (second example).

The National Health and Medical Research Council (NHMRC, 2013) provides practical recommendations for a healthy diet ...

...

Even though they drink a lot of fruit juices, most Australians eat only about half the recommended amount of fruit (NHMRC, 2013).

#### **5.5.2 reference list**

- If a report number is available, place it after the title.

### ***Online documents***

Author, Initials. (year). Title. (report number, if available). Obtained from [URL](#)  
Australian Government Public Services Department. (2011). Workplace diversity and  
inclusion strategy 2011–15. Obtained  
from [http://www.humanservices.gov.au/spw/corporate/publications-  
andresources/resources/workplace-diversity-inclusion-strategy.pdf](http://www.humanservices.gov.au/spw/corporate/publications-andresources/resources/workplace-diversity-inclusion-strategy.pdf)

### ***Print document***

If the publisher is also an author, list the publisher section with the word 'author'.

Author, Initials. (year). Title. (Report number, if available). City: Publisher.

Government of the Victorian Department of Health and Community Services. Main  
Care Division. (1994). Victorian families. Melbourne: Author.

- *See also* Pers conference.

## **5.6 Press Conference (Press release)**

### **5.6.1 In-text quotes**

The Australian Psychological Society (2014) suggests that a holistic approach to bipolar disorder will focus on creativity, lateral thinking and openness to new ideas that characterize those with bipolar disorder.

### **5.6.2 reference list**

Author, Initials. (Year, day of month). Title [Press conference]. Obtained from [URL](#)  
Australian Psychological Society. (2014, March 30). Reducing stigma a key to  
improving life for people with bipolar disorder. Obtained  
from <http://www.psychology.org.au/Content.aspx?ID=5731>

## **5.7 Personal communication**

### **5.7.1 In-text quotes**

Personal communication can include letters, e-mails, personal interviews, telephone conversations, private Facebook messages, university lectures or other course materials not

publicly available. The most important thing is to get the role of the person you are quoting and that allows it to show that person's role.

J. Robinson (personal communication, 11 May 2010) indicated ...

Or

... (L. Frazer, Manager, Heathville Community Center, interview, 4 June, 2009).

### 5.7.2 reference list

personal communication is not included in the reference list.

## 5.8 Report

### 5.8.1 In-text quotes

Sydney Water (2013) states ...

### 5.8.2 reference list

The following formats can be used for both print reports and online reports.

Author, Initials. (year). Title of work (Report No. xxx). City: Publisher.

Author, Initials. (year). Title of work (Report No. xxx). Obtained from URL

#### *research report (online):*

Rutledge, S., Cohen-Vogel, L., & Osborne-Lampkin, L. (2012). Identifying the characteristics of effective high schools: Report from year one of the national center on scaling up effective schools. Obtained from <http://files.eric.ed.gov/fulltext/ED538011.pdf>

Health Determinants Social Commission. (2008). Closing the gap in a generation: Health equity through action on the social determinants of health. Final report of the Social Commission for Health Determinants. Obtained from [http://whqlibdoc.who.int/publications/2008/9789241563703\\_eng.pdf](http://whqlibdoc.who.int/publications/2008/9789241563703_eng.pdf)

#### *research report (print):*



Alfred Medical Research and Education Precinct. (2004). AMREP research report. Melbourne: Author.

***Company annual report (online):***

Sydney Water. (2013). Sydney Water annual report 2013 (Report No. SW 103 10/13). Obtained from [http://www.sydneywater.com.au/web/groups/publicwebcontent/documents/document/zgrf/mdul/~edisp/dd\\_055996.pdf](http://www.sydneywater.com.au/web/groups/publicwebcontent/documents/document/zgrf/mdul/~edisp/dd_055996.pdf)

***Company annual report (print):***

National Association of Social Workers. (2012). 2011-2012 annual report. Washington DC: Author.

***Pcompany profile (from database):***

Datamonitor. (2010). Datamonitor: Rio Tinto [Company Profile]. Obtained from <http://www.ebscohost.com/academic/business-source-complete>

***Unpublished company reports:***

- Always seek permission from report authors before citing unpublished documents.

Author, Initials. (year). Title of work. Description, Organization, City.

Babel Invention Metrics. (2005). Focus group feedback. Unpublished internal marketing report, BIM, London.

- *See also* government publications

## **5.9 Standard**

Sometimes you will use a standard in your citation (such as ISO, APA, SKKNI or other standards). Use the following format to create an appropriate citation and reference to the standard. If you have trouble, consult with a supervisor or academics.

### **5.9.1 In-text quotes**

**Australian Standards (2008, p. Iv)** recommends "the adoption of a quality management system should be a strategic decision by the organization."

The temperature of milk should not exceed 4 degrees C after cooling, according to the Australian Standard for Farm milk cooling and storing systems (Australian Standard, 1996, p. 6).

## 5.9.2 reference list

### *Print Source*

Standard name. (Year). Standard title (standard number). Location: Publisher.  
Australian Standard. (2004). Risk management (AS / NZS 4360-2004). Sydney, NSW: Australian Standard; Wellington [NZ]: Standards New Zealand.

### *Online sources or databases*

Standard name. (Year). Standard title (standard number). Retrieved from URL or database  
Australian Standard. (1996). *Farm milk cooling and storage systems* (USA 1187-1996). Obtained from <http://www.saiglobal.com/online/autologin.asp>

## 5.10 Thesis

If you possibly use a thesis as your reference. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

### 5.10.1 In-text quotes

Sigler (2014) shows ...

### 5.10.2 reference list

#### *commercial databases*

Author, Initials. (year). Thesis title (Thesis / Dissertation master / doctoral). Available on Database Name. (Accession or Order Number if available)  
Sigler, C. (2014). Any sorrow can be borne if you put it in a story: Grieving and the reconstruction of meaning in contemporary memoir. Available on the ProQuest Dissertations and Theses Global database. (UMI Number: 3613489)

#### *Institutional database*

Author, Initials. (year). Thesis title (Thesis / Dissertation master / doctoral).  
Obtained from Database URL  
Macvean, EB (2010). Converting potential organ donors: A situational analysis of  
Australian physicians (doctoral thesis). Obtained from <http://dro.deakin.edu.au/>

## 5.11 Copy

If you quote from a source the transcript. Use the following format to create an appropriate citation and reference. If you have trouble, consult with a supervisor or academics.

### 5.11.1 In-text quotes

... (Seega & Swan, 2014).

### 5.11.2 reference list

Use the following format for transcripts of audio or video files (podcasts, interviews, speeches). Keep in mind that files that cannot be owned by the general public (for example interviews and speeches that have not been published or published) should be referred to as private communications.

- You can start a citation by listing the details of the producer, resource person or speaker.
- Include the media, for example [Interview transcript], [Podcast transcript].

Seega B. (Producer). (2014, May 5). Cognitive behavior therapy for psychosis [Podcast transcript]. Obtained from <http://www.abc.net.au/radionational/programs/healthreport/cognitivebehaviour-therapy-for-psychosis/5430430>

**For an interview**, start the quotation by including the name of the source later give the interviewer name after the title.

Respondents / resource persons, Initials. (year, month day). Title of work (Initials. Name behind interviewer, interviewer) [Interview transcript]. Obtained from URL

McWilliams, N. (2013, 7 November). A psychodynamic understanding of personality structure (D. Van Nuys, interviewer) [Interview transcript]. Obtained from <http://www.shrinkrapradio.com/376.pdf>

## 5.12 Translation work

### 5.12.1 In-text quotes

Piaget (1932) observed that children ...

### 5.12.2 reference list

Author, Initials. (year). Title of work (Initials. Translator, Trans.). City: Publisher.

Piaget, J. (1932). The moral judgment of the child (M. Gabain, Trans.). London: Kegan Paul, Trench & Trubner.