

# **Ganpat University-Faculty of Management Studies**

## **Journal of Management & Research (GFJMR)**

### **Referencing Guideline for Contributors**

The “APA style” is a generic author-date style for citing and referencing information in assignments and publications. There are many styles which follow the author-date convention, including the Harvard style and the Chicago Manual of Style. This guide is based on the American Psychological Association’s Publication Manual, 5th edition.

#### **What is referencing?**

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your assignments and which allows the sources to be identified.

#### **Why reference?**

Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and more fully understand the cited author’s work.

#### **Steps in referencing**

- Record the full bibliographic details and relevant page numbers of the source from which information is taken.
- Insert the citation at the appropriate place in the text of your document.
- Include a reference list that includes all in-text citations at the end of your document.

### **In-text citations**

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page or idea. Page numbers may also be included if the you are referring to a long work and the page numbers might be useful to the reader.

### **How to create a reference list/bibliography**

- A reference list includes just the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.
- A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
- Each reference appears on a new line.
- Each item in the reference list is required to have a hanging indent.
- References should not be numbered.

## Book

### Elements of the citation

Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book – italicised*. Place of publication: Publisher.

Reference type	In-text examples	Reference list example	EndNote
One author	<p>Sophisticated searching techniques are important in finding information (Berkman, 1994)</p> <p><b>OR</b></p> <p>Berkman (1994, p. 25) claimed that ...</p>	Berkman, R. I. (1994). <i>Find it fast: How to uncover expert information</i> . New York: Harper Perrenial.	Book
Two to six authors	<p>It is futile to maintain that the sexes are interchangeable (Moir &amp; Jessel, 1991) OR</p> <p>Moir and Jessel (1991) found students...</p> <p><b>Always list the authors in the order they appear in the publication.</b></p>	Moir, A., & Jessel, D. (1991). <i>Brain sex: the real difference between men and women</i> . London: Mandarin.	Book

Six or more authors	<p>It was argued that...(Johnson et al., 2005)</p> <p>OR</p> <p>Johnson et al. (2005) talks about...</p> <p><b>Cite just the last name of the first author followed by et al. and year for the first and all other citations</b></p>	<p>Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B. et al. (2005). <i>How far Is far?</i> London: McMillan.</p> <p><b>When a work has more than six authors cite the surnames &amp; initials of the first six authors then follow with the abbreviation et al (followed by a full-stop).</b></p>	Book
No author	<p>Management is defined as (<i>CCH Macquarie Dictionary</i>, 1993)</p> <p>OR</p> <p><i>CCH Macquarie Dictionary</i> (1993) defines...</p> <p><b>Cite in the text the first few words of the title and the year.</b></p>	<p><i>The CCH Macquarie dictionary of business.</i> (1993). North Ryde, NSW: CCH Australia.</p>	Book
Multiple works by the same author	<p>...geology of Queensland's national parks (Willmott, 2004, 2006).</p>	<p>Willmott, W.F . (2004). <i>Rocks and landscapes of the national parks of Southern Queensland.</i> Brisbane: Geological Society of Australia, Queensland Division.</p> <p>Willmott, W.F. (2006). <i>Rocks and landscapes of the national parks of Central Queensland.</i> Brisbane: Geological Society of Australia, Queensland Division.</p> <p><b>Order chronologically from earliest in the reference list</b></p>	Book



Book Series	(Simons, 1996)  Simons (1996) argues that...	Simons, R. C. (1996). <i>Boo!: Culture, experience and the startle reflex</i> . Series in affective science. New York: Oxford University Press.	Book  <b>Need to add in series name manually into reference list.</b>
Electronic book – entire book	...globalisation concerns (Pettinger, 2002).	Pettinger, R. (2002). <i>Global organizations</i> . Oxford: Capston Publishing. Available from NetLibrary database.  <b>When the link leads to how to access material rather than material itself, use “Available from”.</b>	Electronic book  <b>Put NetLibrary in Name of the Database field.</b>
Translation of a book	(Yline, 2008)	Ylinen, J. (2008). <i>Stretching therapy : for sport and manual therapies</i> (J. Nurmenniemi, Trans.). Edinburgh: Churchill Livingstone.	Book  <b>Include translator name in translator field</b>

## Chapter in a book

### Elements of the citation

Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initials and family name - of book (Eds), *Title of book – italicised*, (pp. Page numbers). Publisher: Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Chapter in an edited book	(Baker & Lightfoot, 1993)  <b>Use the chapter authors, NOT the editors of the book</b>	Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), <i>Culture, ethnicity, and mental illness</i> (pp. 517-552). Washington DC: American Psychiatric Press.	Book section
Chapter from an electronic book	(Scott, 2005)	Scott, D. (2005). Colonial governmentality. In J. X. Inda (Ed.) <i>Anthropologies of modernity</i> (pp.21-49). Retrieved from Wiley InterScience database.	Electronic book  <b>Manually add page numbers and italicise the book title</b>

## Dictionary or Encyclopedia

### Elements of the citation

Author(s) of work – family name and initials, use & for multiple authors. (Year of publication). *Title – italicised.* (Edition). Publisher:  
Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Dictionary or Encyclopedia	(Wolman, 1989)	Wolman, B.B. (1989). <i>Dictionary of behavioral science</i> (2nd ed.). San Diego: Academic Press.  <b>If multiple volumes, list after edition in brackets eg. (2nd ed., Vols. 1-5).</b>	Dictionary

## Journal Articles

### Elements of the citation

Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article.  
*Journal name – italicised, Volume – italicised*( Issue or number), Page number(s).

Reference type	In-text examples	Reference list example	EndNote Reference Type
Journal article – one author	(Mellers, 2000)  OR Mellers (2000) thought that...	Mellers, B. A. (2000). Choice and the relative pleasure of consequences. <i>Psychological Bulletin</i> , 50(2), 49-52.	Journal article
Journal article – two authors	(Schafer & Kang, 2008)	Schafer, J.L. & Kang, J. (2008). Average causal effects from nonrandomized studies: A practical guide and simulated example. <i>Psychological Methods</i> , 13, 279-313.	Journal article
Journal article – three to six authors	(Skenderian, Siegel, Crano, Alvaro, & Lac, 2008)	Skenderian, J, Siegel, J. T., Crano, W.D., Alvaro, E.E. & Lac, A. (2008). Expectancy change and adolescents' intentions to use marijuana. <i>Psychology of Addictive Behaviors</i> , 22, 563-569.	Journal article

Journal article – more than six authors	(Galea et al., 2008)  <b>Use only first author last name then et al., including for first time citation used.</b>	Galea, L.A., Uban, K. A., Epp, J.R., Brummelte, S., Barha, C.K., Wilson, W. L. et al. (2008). Endocrine regulation of cognition and neuroplasticity: Our pursuit to unveil the complex interaction between hormones, the brain, and behaviour. <i>Canadian Journal of Experimental Psychology/Revue canadienne de psychologie expérimentale</i> , 62, 247-260.  <b>List the first six authors then use et al.</b>	Journal article
Journal article – in press	(Williams & Beattie, in press)	Williams, S. & Beattie, H. J. (in press). Problem based learning in the clinical setting – a systematic review. <i>Nurse Education Today</i> .	Journal article <b>Put “in press” in year field</b>
Electronic article – with DOI number	(Fletcher & Wagstaff, 2009)  Fletcher and Wagstaff argues that “...” (2009)	Fletcher, David & Wagstaff, Christopher R. D. (2009). Organizational psychology in elite sport: Its emergence, application and future. <i>Psychology of Sport and Exercise</i> , 10(4), 427-434.  doi:10.1016/j.psychsport.2009.03.009  <b>The volume number is in italics</b>	Electronic article  <b>Remove any URL field information</b>  <b>Add the DOI number to the “DOI” field</b>
Electronic article – without DOI number	(Shu-Cheng, Chi - Friedman & Yang, 2009)	Shu-Cheng, Steve , Chi - Friedman, Raymond A. & Yang, Mei-Yu. (2009). Are supervisors fair mediators? The effects of personality traits and age difference on expected mediation fairness. <i>Social</i>	Electronic article  <b>Use the URL field and enter either the URL</b>

		<i>Behavior and Personality</i> , 37(1), 59-118. Retrieved from <a href="http://www.swetswise.com/titleBank/getAtoZList.do?title=187408">http://www.swetswise.com/titleBank/getAtoZList.do?title=187408</a>	<b>of the journal's website (for subscription journals), or the full URL of the article (for articles available free on the web)</b>
Cochrane Library	(Loveman, Royle & Waugh, 2003)	Richter, B., Bandeira Ehtler, E., Bergerhoff, K., Clar, C., & Ebrahim, S.H. (2007, July 18). Rosiglitazone for type 2 diabetes mellitus. <i>Cochrane Database of Systematic Reviews</i> , 2007 (3), DOI: 10.1002/14651858. CD006063.pub2. Retrieved August 11, 2008, from The Cochrane Library Database.	Electronic article  <b>Needs to be modified to include all information</b>
Article from UQ eReserve	(Shaw, 2003)	Shaw, J. (2003). Epidemiology and prevention of type 2 diabetes and the metabolic syndrome. <i>Medical journal of Australia</i> , 179, 379-383. Retrieved December 19, 2007, from University of Queensland Library E-Reserve.	Electronic article  <b>Put "University of Queensland Library E-Reserve" in URL field</b>  <b>Need to add retrieval date manually</b>

## Conference papers

### Elements of the citation

Author(s) of paper – family name and initials, use & for multiple authors. (Year of publication). Title of paper. *Title of published proceeding – italicised*. Place of Publication: Publisher.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Published conference paper	(Bohrer, Zielke & Freiburg, 1995)	Bohrer, S., Zielke, T., & Freiburg, V. (1995). Integrated obstacle detection framework for intelligent cruise control on motorways. <i>Paper presented at IEEE Intelligent Vehicles Symposium</i> . Detroit, MI: Piscataway.	Conference paper <b>Add “Detroit, MI: Piscataway” to Conference Title field as well</b>
Unpublished conference paper	(Bowden and Fairley, 1996)	Bowden, F.J. & Fairley, C.K. (1996, June). <i>Endemic STDs in the Northern Territory: estimations of effective rates of partner change</i> . Paper presented at the scientific meeting of the Royal Australian College of Physicians, Darwin.	Conference paper <b>Add “scientific meeting of the Royal Australian College of Physicians, Darwin” in the Conference Name field</b> <b>Add “1996, June” in the Year field</b>

## Newspaper and magazine articles

### Elements of the citation

Author(s) of article – family name and initials, use & for multiple authors. (Year of publication, month day). Title of article. *Title of newspaper – italicised*, p. page number(s).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Newspaper article with author	(Cook, 2002)	Cook, D. (2002, January 28). All in the mind. <i>The Age</i> , p. 8.	Newspaper article
Newspaper article without author	(Meeting the needs, 2001)	Meeting the needs of counsellors. (2001, May 5). <i>The Courier Mail</i> , p. 22.	Newspaper article
Magazine article	(Marano, 2008)	Marano, H.E. (2008, March-April). Making of a perfectionist. <i>Psychology Today</i> , 41, 80-86.	Magazine article
Electronic newspaper or magazine article	(Sandy, 2009)	Sandy, A. (2009, January 22). Cheaper to fly than hire a bike in Brisbane. <i>The Courier Mail</i> . Retrieved from <a href="http://www.news.com.au/couriermail/story/0,23739,24949645-952,00.html">http://www.news.com.au/couriermail/story/0,23739,24949645-952,00.html</a>	Electronic article <b>Put date in Year field eg. 2009, January 22</b>

## Government Publications

### Elements of the citation

Author(s) of report – (person or organisation), use & for multiple authors. (Year of Publication). *Title of report – italicised*. Place of publication: Publisher.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Government report	(Queensland Health, 2005)	Queensland Health. (2005). <i>Health Systems Review Final Report</i> . Brisbane: Queensland Government.	Report

## Thesis

### Elements of the citation for a thesis

Author of thesis – family name and initials. (Year of preparation of thesis). *Title of thesis – italicised*. (Award, Institution, Year).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Thesis- retrieved from institutional or personal website	(Axford, 2007)	Axford, J.C. (2007). <i>What constitutes success in Pacific island community conserved areas?</i> (Doctoral dissertation, University of Queensland, 2007). Retrieved from <a href="http://espace.library.uq.edu.au/view/UQ:158747">http://espace.library.uq.edu.au/view/UQ:158747</a>	Thesis
Thesis – retrieved from database	(Sheehan, 2007)	Sheehan, L. R. (2007). Destination management organizations: A stakeholder perspective. Retrieved from Proquest Digital Dissertations. (AAT NR25719)	Thesis

## Web-Pages

### Elements of the citation

Author(s) of page – person or organisation, use & for multiple authors. (Year page created or revised). *Title of page – italicised.*  
Retrieved month day, year of retrieval, from web address.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Web page - with author	(Atherton, 2005)	Atherton, J. (2005). <i>Behaviour Modification</i> . Retrieved February 5, 2009, from <a href="http://www.learningandteaching.info/learning/behaviour_mod.htm">http://www.learningandteaching.info/learning/behaviour_mod.htm</a>	Web Page
Web page - no author	(Behaviour modification, 2007)  <b>Use title instead of author name</b>	<i>Behaviour modification</i> . (2007). Retrieved February 5, 2009, from <a href="http://www.educational-psychologist.org.uk/behaviour.html">http://www.educational-psychologist.org.uk/behaviour.html</a>	Web Page
Webpage – no date	(Society of Clinical Psychology, n.d.)	Society of Clinical Psychology. (n.d.) <i>About Clinical Psychology</i> . Retrieved January 28, 2009, from <a href="http://www.apa.org/divisions/div12/aboutcp.html">http://www.apa.org/divisions/div12/aboutcp.html</a>	Web Page

Webpage – corporate author	(Queensland Health, 2008)  As stated by Queensland Health (2008),	Queensland Health. (2008). <i>Healthy start in life</i> . Retrieved March 10, 2009, from <a href="http://www.health.qld.gov.au/ph/documents/saphs/hsil_full_doc.pdf">http://www.health.qld.gov.au/ph/documents/saphs/hsil_full_doc.pdf</a> .	Electronic article
Web Article with DOI	(Degenhardt, Bohnert & Anthony, 2008)	Degenhardt, L., Bohnert, K. M., & Anthony, J. C. (2008). Assessment of cocaine and other drug dependence in the general population: 'Gated' versus 'ungated' approaches. <i>Drug and Alcohol Dependence</i> , 93(3), 227-232. doi:10.1016/j.drugalcdep.2007.09.024	Electronic article
Web Article with no DOI or feely available on Web	(Kenardy & Piercy, 2006)	Kenardy, J., & Piercy, J. A. (2006). Effect of information provision on trauma symptoms following therapeutic writing. <i>Australian Psychologist</i> , 41(3), 205-212. Retrieved from <a href="http://www.psychology.org.au/Journal.aspx?ID=1202">http://www.psychology.org.au/Journal.aspx?ID=1202</a>	Electronic article
Image on a webpage	The image of the rash (Scarlet Fever Rash Picture, n.d.)	Scarlet Fever Rash Picture [Image] (n.d.). Retrieved December 19, 2007 from <a href="http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html">http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html</a>	Web page  <b>Add image to “Type of medium” field</b>

## Other Internet Sources:

### Elements of the citation

Author. (Year, month day). *Title*, [Type of media]. Date Accessed, Year Accessed, Web address

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Podcasts	(Al Zaabi & Bjarnesen, 2006)	Al Zaabi, M. (Producer) & Bjarnesen, T. (Presenter). (2006, November 7). <i>Diabetes in the elderly</i> [Podcast radio programme]. Sydney: ABC Radio National. Retrieved January 11, 2007, from <a href="http://www.abc.net.au/hn/talks/">http://www.abc.net.au/hn/talks/</a>	Film or broadcast  <b>Add “Producer” and “Presenter” in manually</b>
Email or personal communication	K.P.Miles (personal communication, August 6, 2008) Or (L.J.Henderson, personal communication, February 5, 2007)	Not included in reference list, only cited in text.	Entered into text manually

<p>Message posted to a newsgroup, online forum or discussion group</p>	<p>(Winther, 2009)</p>	<p>Winther, M. (2009, January 14). <i>The Unconscious is Spirit</i> [Msg 1]. Message posted to <a href="http://groups.google.com/group/alt.psychology.jung/topics?lnk">http://groups.google.com/group/alt.psychology.jung/topics?lnk</a></p>	<p>Generic</p> <p><b>Add “2009, January 14” to Year field</b></p> <p><b>Add “The Unconscious is Spirit [Msg 1].” in Secondary Title field</b></p> <p><b>Add “Message posted to <a href="http://groups.google.com...">http://groups.google.com...</a>” to Publisher field</b></p>
<p>Blog Post</p>	<p>(Reville, 2006)</p>	<p>Reville, L. (2006, September 5). <i>Where to find fundraising ideas</i>. Message posted to <a href="http://nlrp.blogspot.com/">http://nlrp.blogspot.com/</a></p>	<p>Generic</p> <p><b>Add “2006, September 5” to Year field</b></p> <p><b>Add “Where to find fundraising ideas” in Secondary Title field</b></p> <p><b>Add “Message posted to <a href="http://nlrp.blogspot.com/">http://nlrp.blogspot.com/</a> to Publisher field</b></p>

<p>Email Discussion List – Web Archive</p>	<p>(Vuinovich, 2001)</p>	<p>Vuinovich G. (2001, April 4). <i>Report on malaria outbreak</i>. Message post to HCMATTERS electronic mailing list, archived at <a href="http://www.hcmatters.org/VirtualListserv_Archives/HCM/Policy/2001/msg016.html">http://www.hcmatters.org/VirtualListserv_Archives/HCM/Policy/2001/msg016.html</a></p>	<p>Generic</p> <p><b>Add “2001, April 4” to Year field</b></p> <p><b>Add “Report on malaria outbreak” in Secondary Title field</b></p> <p><b>Add “Message posted to HCMATTERS...” to Publisher field</b></p>
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## Brochures

### Elements of the citation

Author. (Year). *Title of brochure*. [Brochure]. Place: Use author as publisher.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Brochure	(University of Queensland, Student Services, 2000)	University of Queensland, Student Services, Personal Counselling Program. (2000). <i>Eating disorders</i> [Brochure]. Brisbane: Author.	Book  Put “Author” in publisher field.  Add [Brochure] after title manually

## Lecture Notes

### Elements of the citation

Name of author(s) or the institution responsible, use & for multiple authors. (Year of publication). *Title and subtitle of publication – italicised*, Name of institution, Location of institution.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Lecture notes - print	(Johnson, 2008)	Johnson, A. (2008). <i>Week three: Foucault</i> [Powerpoint slides]. Unpublished manuscript, BESC1001, University of Queensland, St Lucia, Australia.  <b>List name of city, state and country. Do not include state if listed in university name .</b>	Unpublished work  <b>Add [Powerpoint slides] manually</b>  <b>Add “manuscript” to Type of Work field</b>  <b>Add “BESC1001, University of Queensland, St Lucia, Australia” to the Institution field</b>

Lecture notes - online	(Johnson, 2008)	Johnson, A. (2008). <i>Week three: Foucault</i> [Powerpoint slides]. Retrieved from BESC1001, University of Queensland Blackboard Online: <a href="http://www.elearning.uq.edu.au/">http://www.elearning.uq.edu.au/</a>	Web page  <b>Add “Week three: Foucault [Powerpoint slides] to title field</b>  <b>Add “BESC1001, University of Queensland Blackboard Online: <a href="http://www.elearning.uq.edu.au/">http://www.elearning.uq.edu.au/</a>” to URL field</b>
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## Video or DVD

### Elements of the citation

*Title of video or DVD – italicised* Year of publication, Format, Publisher, Place of recording.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Video or DVD	(Spielberg & Rodat, 1998)	Spielberg, S. (Director), & Rodat, R. (Writer). (1998). <i>Saving Private Ryan</i> [Motion picture]. United States: Paramount Pictures.	Film or broadcast  <b>In the Medium field, put in Motion picture</b>

## Television programs

### Elements of the citation

Writer name(s) (Writer). (Year, month day). [ Type of medium]. Place of broadcast: Who broadcast the program.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Television or radio programs	(Bryant, 2001)	Bryant, B. (Writer). (2001, September 12). <i>The Bryant medical hour</i> [Television broadcast]. Sydney, NSW: Public Broadcasting Service.	Film or broadcast  <b>In Year field, add 2001, September 12</b>  <b>In the Medium field, put in Television broadcast</b>

## Indirect citation

An indirect citation is when the ideas of one author are published in another author’s text but you have not read or accessed the original author’s work. In the list of References provide the details of the author of the work you have read.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Indirect citation or secondary source	Miller (cited in Agrios 2005) found ...  ... it was found (Miller, cited in Agrios 2005).	Agrios, G.N. (2005). <i>Plant pathology</i> (5th ed.) Burlington, Massachusetts: Elsevier Academic Press.  <b>Cite the source where you found the citation</b>	Book  <b>Use the relevant reference for what you are citing.</b> <b>Include “cited in” manually using “Edit Citation” option.</b>