



MONASH University
Medicine, Nursing and Health Sciences

SCHOOL OF NURSING AND MIDWIFERY

*Referencing
Guidelines*

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Monash University

School of Nursing and Midwifery

Referencing Guidelines

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Contents

1.0 WHY REFERENCE?	1
2.0 WHEN TO REFERENCE	1
2.1 QUOTATIONS	1
2.2 PARAPHRASES.....	2
3.0 REFERENCING SYSTEMS IN NURSING	2
3.1 AUTHOR-DATE SYSTEM: TEXTUAL CITATIONS.....	2
3.1.1 <i>What goes in the parentheses () ?</i>	3
3.1.2 <i>When are page numbers relevant?</i>	3
3.1.3 <i>Using quotations</i>	3
3.1.4 <i>Authors</i>	5
3.1.5 <i>Edited works</i>	7
3.1.6 <i>Personal communications (interviews, letters, telephone conversations, etc.)</i>	7
3.1.7 <i>Figures (pictures, diagrams and graphs)</i>	7
3.1.8 <i>Dates of publication</i>	9
3.1.9 <i>Example: Author-date citation</i>	10
3.1.10 <i>Practice Exercise: When to cite?</i>	11
3.2 AUTHOR-DATE SYSTEM: LIST OF REFERENCES	11
3.2.1 <i>The difference between a list of references and a bibliography</i>	11
3.2.2 <i>Books</i>	12
3.2.3 <i>Journal articles</i>	12
3.2.4 <i>Newspaper articles</i>	13
3.2.5 <i>Edited text</i>	13
3.2.6 <i>Chapter in an edited text</i>	13
3.2.7 <i>Corporate author</i>	14
3.2.8 <i>Pamphlet/Brochure</i>	14
3.2.9 <i>Government publication</i>	14
3.2.10 <i>Paper included in the published proceedings of a conference</i>	14
3.2.11 <i>Unpublished conference paper</i>	14
3.2.12 <i>Lecture notes</i>	15
3.2.13 <i>Videos/Movies</i>	15
3.2.14 <i>Audiocassettes</i>	15
3.2.15 <i>Miscellaneous notes</i>	15
3.2.16 <i>Example of a List of References</i>	16
4.0 REFERENCING ELECTRONIC MEDIA	19
4.1 IN-TEXT CITATIONS.....	19
4.2 REFERENCE LIST CITATIONS	19
4.2.1 <i>World Wide Web sites</i>	20
4.2.2 <i>Journal articles obtained from online databases</i>	20
4.2.3 <i>Online journal articles</i>	21
4.2.4 <i>E-mail</i>	21
4.2.5 <i>Other electronic media</i>	21
5.0 REFERENCE	21
APPENDIX A	22
APPENDIX B	24
APPENDIX C	25

Referencing in Nursing

This guide has been prepared to assist you to reference your assignments in accordance with the referencing system recommended by the American Psychological Association (APA) and published in the APA Publication Manual, 5th ed., 2001. The School of Nursing Referencing Guidelines are intended as a guide to many of the common citations used when referencing. If your source does not appear in this publication, please consult the APA guide available from the library. *Please note that the referencing examples in this document appear in italics for ease of recognition only; quotes and references are not written in italics in work to be submitted for assessment.*

1.0 Why Reference?

References demonstrate to the reader the depth of your knowledge and understanding of the facts, issues and conflicting views of a subject. They can support your own view of the topic with scientific evidence, theory, or expert opinion. Thus, references lend your arguments greater weight by substantiating your claims.

Referencing also allows the readers to follow up on what you have said and increase their own knowledge of the subject area. The primary function of research is to inform others of new developments as well as new approaches and ways of thinking about a topic. This is why it is crucial to keep accurate publication details so that readers can follow the trail of your research and find materials easily.

Finally, Western culture places a heavy emphasis on ownership of ideas. If you do not acknowledge sources of ideas as well as factual information you are guilty of plagiarism. This is a serious offence and may result in disciplinary action. See Appendix A for an explanation of what constitutes plagiarism.

2.0 When to Reference

Any information, ideas or opinions gathered in the course of your research and used in your assignment must be acknowledged. Providing such recognition means that you will need to provide citations for both *quotations* and *paraphrases*.

2.1 QUOTATIONS

In most cases, when you reference the ideas of an author in your text, you will need to use your own words to describe those ideas. When the original wording is so apt that you cannot paraphrase it adequately, you can quote the author's or authors' exact words. The rule of thumb is that **AT LEAST seventy-five percent (75%)** of any one answer (be it a whole essay or a one paragraph answer) must be in your own words and NOT quotation. When using quotations, adhere to the following:

- Place quotation marks (". . .") around any sentence or phrase directly copied from a text.
- Make sure you copy out the quotation exactly as it is written in the text - *word for word*, including any spelling or grammatical errors. You can show that it is the author's mistake and not yours by writing [*sic*]. e.g. "Nurses can assist there [*sic*] patients by . . ."
- Indicate words inserted with square brackets: "*Doctors argue that they [nurses] must... "*
- Abbreviate quotations by using three spaced full stops (ellipsis points): "*It is . . . important to*"
- Ensure that the quoted text fits grammatically with the rest of your sentence.
- Do not just string quotations together; paraphrase wherever possible.
- Provide some context or explanation for the quotation. Do not just place a quotation in the middle of a paragraph without introducing its relevance to your argument.

2.2 PARAPHRASES

When you paraphrase an author's idea, you write it in your own words, making sure that you:

- i) alter the structure and organisation of the ideas as well as the individual words (i.e. do not simply substitute synonyms);
- ii) do not distort the original meaning.

3.0 Referencing Systems in Nursing

Australian nursing publications usually use either the author-date (APA or Harvard) or Numerical (Vancouver) systems of referencing. Footnotes are also occasionally used.

The School of Nursing and Midwifery at Monash University uses the **author-date** system as outlined in the Publication Manual of the American Psychological Association (APA).

3.1 AUTHOR-DATE SYSTEM: TEXTUAL CITATIONS

Parenthetical references (instead of footnote and endnotes) are used to acknowledge the use of another author's material. These references are brief but provide enough information for readers to find the full citation in the reference list at the end of your paper. **All** parenthetical references must be documented in your reference list. Using parentheses, insert into the body of the essay:

- the author's last name,
- the year of publication,
- page numbers if relevant.

Example:

Even with early skin grafting, these burns rapidly contract and scarring results (Tortora & Anagnostakos, 1990, p.154).

NOTE: This is the only information that must be presented in the body of the paper; the full publication details should be written in the list of works cited at the end of the paper (the references list or bibliography). See section 3.2.

3.1.1 What goes in the parentheses () ?

- When you have written the author's name in your sentence, only place parentheses around the date (and page numbers if necessary - see 3.1.2):

According to Balzer-Riley (2004), nurses need to develop communication skills that will support their changing role throughout their career.

- When the author is not specifically mentioned you will need to place the name, date, and page numbers (if relevant) in parentheses at the end of the sentence and **before** the full stop:

A structured approach to moral decision making can be of value to the nurse in practice (Johnstone, 2004).

3.1.2 When are page numbers relevant?

Include page numbers when:

- you have used a quotation
- the ideas contained in your paraphrase are controversial
- you are writing a detailed account or investigation of an author's ideas
- it helps interested readers to locate the relevant passage in a lengthy text

Notation:

one page = p. 12
 pages in series = pp. 145-146
 separate pages = pp. 12, 76, 82

3.1.3 Using quotations

- Less than forty (40) words should be incorporated into the text:

Brown (2005) states that “holism involves a deep understanding of each patient as a complex and unique person who is embedded in a temporally unfolding life” (p.147).

3.1.4 Authors

When the author you are reading quotes or refers to another author

You are reading a book by Johnson and Webber written in 2005 and they quote from or refer to *Marchione*, who wrote a book in 1993.

- i) You wish to paraphrase *Marchione's* idea. Cite as follows:

According to Marchione (as cited in Johnson & Webber, 2005). . .

- ii) You wish to quote *Marchione*. Cite as follows:

Marchione (as quoted in Johnson & Webber, 2005, p.169), "health and illness are simply expressions of the life process . . .".

NOTE: You include only the name of the primary source (i.e. Johnson & Webber) in the reference list.

Citing more than one work

Some scholars argue that nursing is both an art and a science (Abdullah, 1973; Rogers, 1970).

Abdullah (1973) and Rogers (1970) argue that nursing is both an art and a science.

Citing a work with two authors

Braun and Cohen (2005) describe the health effects of camomile grande.

Citing a work with three, four or five authors

In the case of a work with multiple authors, all names should be listed the first time the work is cited. Subsequent citations will have only the first listed name, followed by the phrase et al. (not italicized).

For example, the first citation of a work by the following authors should be referenced in the body of your text as:

Nawafleh, Francis and Chapman (2005) discuss the role of health care professionals in raising community awareness of HIV/AIDS.

Subsequent references would appear as *Nawafleh et al. (2005).*

However, in the reference list you must include **all** the authors' names:

Nawafleh, H., Francis, K., & Chapman, Y. (2005). Jordan's vulnerability: A population at risk of HIV/AIDS. *Contemporary Nurse* 19(1-2), 197-210.

Citing a work with six or more authors

When citing a reference that has six or more authors, it is acceptable to use only the surname of the first author, followed by 'et al.' for the first and all subsequent citations (APA, 2001). Remember to include a full citation in the reference list that contains **all** authors' names.

Citing different works by the same author

When you cite different works by the same author arrange them according to date (i.e. the earliest work comes first: *Phipps, 1983, 1984*).

Arrange different works by the same author/s published in the same year using the suffixes a, b, c, etc. after the year, as they appear in the reference list. In the reference list these works are ordered alphabetically by their title (chapter, article or book title):

Several studies (Simpson 1998a, 1998b, 1998c)...

Citing different authors with the same last name

In the text you may use initials to distinguish between authors with the same last name:

S. K. Green (1980) provides some useful advice on writing articles; however, more comprehensive works on academic writing and publishing are available (Sheridan, 1986; Green, T. A., 1983).

NOTE: When the author's name appears in parentheses, the initials must follow the surname.

If the author is an organisation

The first time you mention an organisation write the name out in full followed by its acronym in parentheses:

The World Health Organisation [WHO], provides the following statistics... (World Health Organisation [WHO], 2005).

Subsequent references need only use the acronym:

WHO (2005) reports that. . . (WHO, 2005).

If the name is short or if the abbreviation would not be easily recognised use the full name each time it is mentioned.

NOTE: Use the full name in the list of references.

If the author is not known

When the author is unknown, cite in text the first few words of entry as it appears in the reference list (this is usually the title) and the year of publication. If the title is short, cite it in its entirety, if the title is long, cite the first few words only, as in this fictitious example:

e.g. Article or chapter:

The struggle of nursing to attain professional status in developing countries. (2002). *Nursing Issues*, 7(2), 123-130.

In the text cite it as

Nursing education in these regions remains at a high standard (*"The struggle of nursing" 2002*).

e.g. Book, report, journal, or brochure:

Gerontic nursing. (2004) St.Louis: Origin Publishing.

In the text cite it as:

The book *Gerontic nursing* (2004) discusses the importance of.....

3.1.5 Edited works

In some works with a common theme or focus, or where a number of topics have been discussed, and to which several authors have contributed chapters, which have then been edited, list the editor as you would the author:

e.g. Edited dictionary or pharmacology reference.

In the text cite it as:

Anderson (2002) defines appendicitis as.....

3.1.6 Personal communications (interviews, letters, telephone conversations, etc.)

Personal communications do not need to be included in a list of references, but must be cited in the body of your text. Include the initials and surname of the person spoken to and the date of the conversation. In the very **first** mention of the personal communication, try to indicate the nature of the communication (i.e. interview, letter, email) in your sentence:

An interview with Ms. Donna Chang, Community Health Nurse with the Glen Eira council, conducted on June 6, 2003, revealed that . . .

For subsequent references you may simply reference as you would for written texts:

Donna Chang believes that.... (personal communication, June 6, 2003)

It has been suggested that....(D. Chang, personal communication, June 6, 2003).

3.1.7 Figures (pictures, diagrams and graphs)

Permission must be obtained to reproduce all or part of a picture, diagram, image or table from a copyrighted source, when its intention is for use in a publication or for wider dissemination. In using figures obtained from another source in work

submitted for assessment, remember to provide appropriate attribution to the original source.

Examples are given below of notes that must be placed at the bottom of any reproduced article, in order to give due credit to the author and copyright holder of the original piece (APA, 2001, p. 174-175). In the case of work submitted for publication and wider distribution, an indication that permission was obtained must be included.

Material reprinted from a journal article

Note: From “Title of Article,” by author’s initials and surname, year of publication, *Title of Journal*, *volume number* (issue number), page. Copyright 2003 by Name of Copyright Holder. Reprinted with permission.

Example (fictitious):

Note: From “Can we change things” by R. M. Forster, 2001, *Reproduction Today*, 35(3), p. 12. Copyright 2004 by Rumpelstine. Reprinted with permission.

Material reprinted from a book

Note: From *Title of Book* (page), by author’s initials and surname, year of publication, Place of publication: Publisher. Copyright year by Name of Copyright Holder. Reprinted with permission.

Example (fictitious):

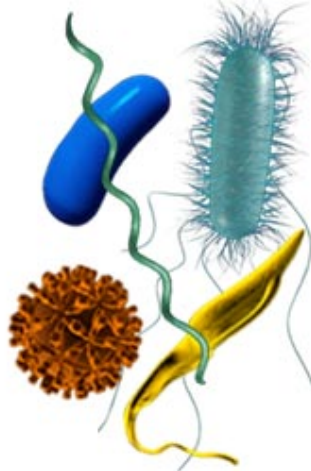
Note. From *We Can Change Things* (page 65), by J. D. Forster, 2002, Boston: Heavenly Publishing. Copyright 2002 by Heavenly Publishing. Reprinted with permission.

Online images

Images obtained from online sources (such as a world wide web page) must also be referenced with acknowledgement of the original source. In the absence of APA guidelines for the referencing of online images, the principles that apply to citation of electronic media generally (see Section 4.0) can be applied to the caption of an image:

Title of image or a description. (Year) [Online image]. Retrieved date of visit-Month day, year, from URL

Example:



Mircobes. (2005) [Online image]. Retrieved January 21, 2005 from <http://www.sdnhm.org/exhibits/epidemic/teachers/>

3.1.8 Dates of publication

Editions vs Reprints

A new edition incorporates changes that have been made to the original text; a reprint merely reproduces the same text in a new print run.

The date of publication is the date of the latest **edition** not the latest reprint.

For example: if the inside page of the text looks like this:

First edition 1996
Second edition 2001
Reprinted 2002

The date of publication you would write in your reference is 2001, the date of the latest **edition**.

If the date of publication is not known:

no date = n.d. : *Smith (n.d.) suggests that...*

approx publication date = c. (circa, about): *Jones (c. 2003) found that ...*

3.1.9 Example: Author-date citation

Beebe (1989, p. 17) describes pain as "A complex phenomenon that involves not only the immediate sensation and stimulus of hurt, but also the individual responses of the person experiencing it". Melzack (1990) states that the quality of life can be destroyed by pain. Appetite and sleep can be impaired by severe persistent pain. He argues that this can impede recovery from illness or injury by producing fatigue and reducing nutrients available to vital organs. In the elderly, who are weak and frail, this could make the difference between life and death (Melzack, 1990).

A patient is in pain when he/she tells you. It is important to believe the patient so as to build a trusting relationship (Phipps et al., 2003). Stimmel (1997) reports pain as having a useful physiological purpose that signals the presence of potentially serious disturbances that may cause tissue damage. Pain is the reason we seek medical attention.

Autton (1986, p. 1) suggests, "Pain is a personal experience common to all individuals yet unique to each. It means significantly different things to different people". Depending on the psychological reactions of the individual, pain can be either an ache or agony.

A patient's pain can sometimes manifest itself from a lack of knowledge. If procedures and coping strategies were explained to the patient the anxiety level could be reduced and the patient may gain some control over the situation. Melzack and Wall (1988) found that the patient who is taught how to cope with pain through relaxation and distraction strategies experienced less severe pain.

Extract from a student's essay.

Try this quick quiz to test your understanding so far...

1. Find examples of:
 - i). the author's name outside the parentheses
 - ii) the author's name inside the parentheses
 - iii) citations where no page number is given
2. What information is always inside the parentheses?
3. In the second paragraph, what is the meaning of "Phipps *et al.*"?
4. How many authors has this student cited in these four short paragraphs?
5. How many citations are direct quotes? How many are paraphrases?

3.1.10 Practice Exercise: When to cite?

The citations have been removed from the following passage. Indicate where you think the citations should be placed.

It has been suggested that the rapid growth in both proportion and absolute numbers of professionals from 1930 to 1960 may have had various consequences. According to Taylor "Continual growth has brought saturation, less quality, semi-professionals, and the echoes at least of deprofessionalization". We in nursing with our burgeoning numbers and levels must pay special attention to this admonition. Both Wilensky and Goode doubt that professions in the precise sense will continue to proliferate indefinitely.

Resistance to the professionalization of aspiring occupations comes from both inside and outside the emerging group. As to external reluctance, Roberts, a nurse from Canada and Australia, attributes obstructionist attitudes to the established professions, who, cognisant of the finite professional rewards granted by society, oppose moves by other occupations toward professionalization. This is the motive she imputes to physicians who question why nurses need advanced knowledge and education.

On the other hand, we are all intimately and painfully aware of the disaffection with professionalization within the would-be professions themselves. Ritti, Ference, and Goldner have argued that what is suspect by the professional is not the beliefs, but "the organizational and institutional embodiment of these beliefs . . . the occupational myth rather than the belief system". Stresses exist between the professional and the employing organization and "between the idealized and the day-to-day profession".

Extract from Styles, M. (1982). *On nursing: Toward a new endowment*. St. Louis: C. V. Mosby.

See Appendix B for the answer to this exercise.

3.2 AUTHOR-DATE SYSTEM: LIST OF REFERENCES

3.2.1 The difference between a list of references and a bibliography

The list of references should appear at the end of your assignment, but before any appendices, and should include all works you have specifically cited in the text (both quotations and paraphrases). A **list of references** includes **only** those texts you have **actually cited** in the body of your essay, whereas a **bibliography** will **also include** a listing of all sources you have **read but not cited**. Most assignments will only ask for a list of references. A bibliography may be asked for when it is necessary to show breadth of reading; for example, in an honours' thesis you need to show that you have read everything relevant to your particular field, even if you do not address all of these sources in your text.

Important points to remember:

- Reference lists and bibliographic entries are arranged alphabetically by the surname of the first author of each work listed **not** by publication type
- Do not arrange multiple authors of the same work in alphabetical order; list them as they appear on the book or in the article
- Single author entries must be placed before multiple-author entries where they begin with the same surname
- When listing more than one entry by the same author, these should be listed in order of year of publication
- Do not number references or use bullet points
- Reference lists should be double-spaced (due to space constraints in this guide most examples used are single-spaced)

3.2.2 Books

The publishing information of books should be presented as follows:

Author's surname, and initials. (Year of publication). *Title of book* (edition, if applicable.). Place of publication: Publisher.

Take note of where full stops, commas and parentheses are used. Published titles must be in *italics*. Reference lists are double spaced (APA, 2001, p. 216). Every line apart from the first should have a hanging indent. Capitalise only the first word of the title (and the first word of the subtitle, if any) and any proper names. If it is a multiple edition book ensure that you include the edition number in the citation.

Examples:

Forrester, K., & Griffiths, D. (2005). *Essentials of law for health Professionals* (2nd ed.). Sydney: Harcourt.

Crisp, J., & Taylor, C. (Eds.). (2005). *Potter and Perry's fundamentals of nursing* (2nd ed.). Sydney: Mosby.

Potter, P.A., & Weilitz, P.B. (2003). *Mosby's pocket guide to physical assessment*. St. Louis: Mosby.

3.2.3 Journal articles

Author's last name, initials. (Year of publication). Title of article. *Title of Journal, Volume number*(issue number), first and last pages of article.

Note that in this case it is the title of the journal itself, not the title of the article, which should be in *italics*. Also note that although the title of the article is not fully capitalised, the title of the journal is. The volume number must be italicised. In addition, some journals may not have an issue number. Use the issue number (placed just after the volume number in parenthesis) only if each issue of that journal begins on page 1.

Examples:

Grant, E., & McKenna, L. (2003). International clinical placements for undergraduate students. *Journal of Clinical Nursing*, 12(4), 529-535

O'Connor, M. (2005). Mission Statements: an example of exclusive language in palliative care? *International Journal of Palliative Nursing*, 11(4), 190-196.

3.2.4 Newspaper articles

Author's surname, initials. (Year of publication, Month, Day). Title of article. *Name of Newspaper*, page(s).

Examples:

Known author

McIntyre, M. (1998, October 10). Danger: Men at work. *New Woman*, p. 35.

If the author of the article is not known, list the item alphabetically in your reference list according to the title of the article (ignoring the words "a" "an" and "the").

Unknown author

Nurses can go on to become hospital directors. (2005, 4th August). *Borneo Post*, p. 6.

3.2.5 Edited text

Crookes, P., & Davies, S. (Eds.). (1998). *Research into practice*. Edinburgh: Bailliere Tindall.

Anderson, D.M. (Ed.). (2002). *Mosby's medical, nursing, & allied health dictionary* (6th ed.). St. Louis: Mosby.

3.2.6 Chapter in an edited text

Author's last name, initials. (Year of publication). Title of chapter. In name of editor(s) (Eds.), *Title of text* (page numbers). Place of publication: Publisher.

Example:

You are reading a text edited by Nizette; the particular chapter you wish to cite was written by Henderson and Elsom. You should list the work under the author(s) of the chapter, in this case Henderson and Elsom:

Henderson, S.L., & Elsom, S.J. (2004). Anxiety Disorders. In D. Nizette (Ed.), *Psychiatric and mental health nursing* (pp. 262-286). Sydney: Elsevier.

3.2.7 Corporate author

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author.

Life Activities (Association : Newcastle N.S.W.). (2005). *Is anyone listening? : A reference guide for service providers working with victims of violent crime with an intellectual disability*. Newcastle, N.S.W. Author.

3.2.8 Pamphlet/Brochure

The format is the same as that for a book. In brackets, identify the publication as a pamphlet/brochure:

American Academy of Otolaryngology. (1992). *Ears, altitude and airplane travel* [Pamphlet]. Alexandria, VA: Author.

Sexual Assault Committee Women's Co-ordination Unit. (1987). *Women & rape. A woman's handbook on sexual assault* (Rev. ed.) [Brochure]. Sydney: New South Wales Women's Advisory Council.

3.2.9 Government publication

Australian Bureau of Statistics. (1985). *Domestic travel and tourism survey, Australia* (Cat no. 9216.0.). Canberra: ABS.

3.2.10 Paper included in the published proceedings of a conference

Ribbons, R.M., & McKenna, L.G. (1997). Facilitating higher order thinking skills in nurse education: A prototype database for teaching wound assessment and management skills. In U. Gerdin, M. Tallberg, & P. Wainwright (Eds.), *Nursing Informatics: The impact of nursing knowledge on health care informatics* (pp. 389-392). Stockholm: IOS Press.

If only an abstract of the article appears in the proceedings, insert [Abstract] after the article title and before the period.

3.2.11 Unpublished conference paper

Fairhall, R. (1998, May). *Medication calculations: The Holy Grail or a bridge too far*. Paper presented at the 8th National Nurse Education Conference, Melbourne, Victoria.

McKenna, L., McIntyre, M. & Lawson, M. (2005, July). *Mapping the professional socialisation and clinical experiences of Bachelor of Midwifery students*. Paper presented at the 27th Triennial Congress of the International Confederation of Midwives, Brisbane, Queensland.

3.2.12 Lecture notes

Lecture notes are a secondary source. Use of a primary source is preferable. Where you feel you *must* use lecture notes, do so sparingly and cite as follows:

Birks, M. (2004). *The law of negligence* [Lecture notes]. Melbourne, Victoria: Monash University, School of Nursing.

3.2.13 Videos/Movies

Reference to video recordings should follow the same principles as above:

Author (individual or corporate, if known, and their role in production of the video or movie e.g. producer/director). (Year of production). *Title* (vformat). Place of recording: Publisher.

If this information is not on the cover of the video, it may appear at the end of the tape. If the author is not known, place the title first, then the date.

Examples:

National League for Nursing (Producer). (1993). *Critical thinking in nursing: Lessons from Tuskegee* [videorecording]. New York: National League for Nursing.

Bird, N, & Waterkeyn, X. (producers). (1997). The big C - Oncological nursing [videorecording]. Melbourne: Waterbyrd Filmz: Medifilmz Australia.

3.2.14 Audiocassettes

Reynolds, M. (Speaker). (n.d.). *An introduction to music as therapy* (Cassette Recording No. 176-213-4). Sydney: Sound Information.

Give a number in parenthesis for the recording if it is necessary for identification or retrieval.

3.2.15 Miscellaneous notes

- If no author is known then the date of publication immediately follows the title, and the item is listed alphabetically in the references list according to the title. For example, *Bringing up Parents*. (1953). . .
- In the reference list an anonymous work is alphabetized by the word 'Anonymous'

- If no publication date is known write n.d. For example, Tierney, J. (n.d.). *The life and times of Fred Read*. . . . If no publisher (or place of publication) is known write n.p.
- If two or more places of publication are cited, write only the first-listed place
- If the place of publication is not a well-known city include more information. For example, you may simply write "New York", but would need to write "St. Lucia, QLD." for the lesser known St. Lucia.

3.2.16 Example of a List of References

- American Academy of Otolaryngology. (1992). *Ears, altitude and airplane travel* [Pamphlet]. Alexandria, VA:Author.
- Anderson, D.M. (Ed.). (2002). *Mosby's medical, nursing, & allied health dictionary* (6th ed.). St. Louis: Mosby.
- Balzer-Riley, J. W. (2004). *Communication in nursing* (5th ed.). St. Louis.: Mosby.
- Braun, L., & Cohen, M. (2005). *Herbs & natural supplements: An evidence-based guide*. Marrickville, NSW: Elsevier Australia.
- Bird, N, & Waterkeyn, X. (producers). (1997). *The big C - Oncological nursing* [videorecording]. Melbourne: Waterbyrd Filmz: Medifilmz Australia.
- Birks, M. (2004). *The law of negligence* [Lecture notes]. Melbourne, Victoria: Monash University, School of Nursing.
- Crisp, J., & Taylor, C. (Eds.). (2005). *Potter and Perry's fundamentals of nursing* (2nd ed.). Sydney: Mosby.
- Fairhall, R. (1998, May). *Medication calculations: The Holy Grail or a bridge too far*. Paper presented at the 8th National Nurse Education Conference, Melbourne, Victoria.
- Forrester, K., & Griffiths, D. (2005). *Essentials of law for health professionals* (2nd ed.). Sydney: Harcourt.
- George, J. B. (1990). *Nursing theories: The base for professional nursing practice* (3rd ed.). London: Prentice-Hall International.
- Grant, E., & McKenna, L. (2003). International clinical placements for undergraduate students. *Journal of Clinical Nursing*, 12(4), 529-535
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To help you understand the format for referencing, answer the following questions:

1. In what order are the entries listed?
2. What information always follows the author's name?
3. Which item in each entry is always in *italics* or underlined?
4. Which entries in this list refer to books and which to articles in journals?
5. Which entry refers to a chapter in a book?
6. What information follows each book title? Each journal title?
7. If an additional article written by the World Health Organisation in 2003 was to be added, where would it be placed?
8. How far is the second line of the entry indented?

4.0 Referencing Electronic Media

Referencing of electronic media shares much the same principles as referencing of hard-copy documents (e.g. authors, titles, dates). Therefore, the citation method for documents obtained from these sources often follows a format similar to that for print, with some information omitted and some added.

The most commonly cited electronic source in nursing publications and student assignment are internet sources. As there is often little uniformity in the presentation of material obtained available on the internet, APA (2001) recommend that the following guidelines be observed:

- Be specific in referring the reader to the document concerned – avoid using home or menu pages where possible
- Ensure that the address provided works

You are also advised to be judicious in your selection of material from internet sources. In many cases the sites located offer the opinion of the writer, rather than supported factual information. Use the same discretion in selecting sources to support your arguments that you would in selecting print material.

4.1 IN-TEXT CITATIONS

When citing an electronic source in-text, the same principles apply as those for material in print form. The author's surname, followed by the date should be given. Remember to always give page numbers for quotations.

(Seers & Friedli, 1996, p.1162)

Some electronic sources do not provide page numbers, in this instance use the paragraph number, if available, preceded by the paragraph symbol (¶) or the abbreviation 'para'. If neither paragraph nor page numbers are available, cite the heading and the number of the paragraph following it to assist the reader to find the relevant information. (APA, 2001)

(Coghill, 2002, ¶ 9)

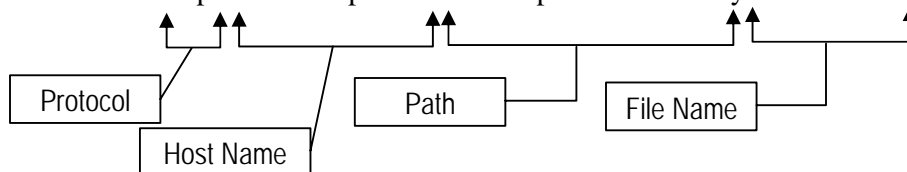
(Jamison, 2003, Conclusion section, para 1)

4.2 REFERENCE LIST CITATIONS

The basic component of the reference citation is simple;

Author's Last Name, Initial(s). (Date of last update). Title of work. *Title of Complete Work*. Retrieved date of visit-Month day, year, from protocol: host name/path/filename

Burka, L.P. (1993). A hypertext history of multi-user dungeons. *MUDdex*. Retrieved January 22, 2000, from <http://www.utopia.com/talent/lpb/muddex/essay/muddex.htm>



Below, you will find specific examples. Bear in mind however, that like the Internet itself, information sources are in a constant state of flux and therefore, this work will need to change as sites proliferate and adapt to the era of electronic print.

4.2.1 World Wide Web sites

Note that not all internet addresses start with “www” although most do. If you have to carry an internet address across lines do not insert a hyphen, break the URL after a slash or before a period.

University of Iowa. (1999). Information by department: Nursing. *The Virtual Hospital: Information by Department: Nursing*. Retrieved September 18, 1999, from <http://www.vh.org/index.html>

In a stand-alone website, the title of the work may be all that is available. These sites should be referenced as indicated in the following fictitious example:

Greenwood, M.A. (2003). *Principles of aromatherapy*. Retrieved November 18, 2003, from www.greengardens.com/aroma.html

In the following example, no author is identified on the website. In such cases the reference commences with the title of the document (APA, 2001):

GVU's 10th WWW user survey (n.d.). Retrieved January 7, 2003, from http://www.gvu.gatech.edu/user_surveys/survey-1998-10/

4.2.2 Journal articles obtained from online databases

Full-text journal articles (e.g. PDF versions) that are sourced from online databases (e.g. CINAHL) are often the same as those available in print form. These can therefore be referenced according to the principles that apply to journal articles generally, with the addition of [Electronic version], as in the following fictitious example, to indicate that you have viewed it in the electronic form only. (APA, 2001)

Kearon, D. (2003). The image of the nurse in contemporary society [Electronic version]. *Journal of Professional Nursing*, 7(3), 13-17.

If the full-text HTML version is used instead of the PDF, slight differences from the original print form may exist. Therefore the reference must include the date the article was retrieved and the name of the database used. The above article in full-text HTML format would be referenced as follows:

Kearon, D. (2003). The image of the nurse in contemporary society. *Journal of Professional Nursing*, 7(3), 13-17. Retrieved October 13, 2005, from CINAHL database.

4.2.3 Online journal articles

When a journal is only available in a given form online, the reference should contain the date accessed along with the URL:

Kathleen, G. Mastrian, K.G., & McGonigle, D. (1997). Older student perceptions of technology based learning assignments. *On-line Journal of Nursing Informatics*, 1(2). Retrieved January 25, 2000 from <http://cac.psu.edu/~dxm12/percepab.html>

4.2.4 E-mail

E-mail communications from individuals should be cited as personal communications, as noted in APA's Publication Manual (5th ed., p. 214). **Do not include personal e-mail in the list of references.** The format in text is as follows:

R. F. Smith (personal communication, March 28, 2000).

4.2.5 Other electronic media

For additional information on how to reference electronic media and for other examples, please visit:

<http://www.apastyle.org/elecref.html>

You can also access this site from the School of Nursing site, Student Information page.

5.0 Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author.

Appendix A

Plagiarism

The following is an excerpt from the 2006 Student Resource Guide
<http://www.monash.edu.au/pubs/handbooks/srg/srg-119.html>

In the academic community, there is a particular form of cheating which is known as plagiarism. Plagiarism is the use of another person's work or idea and/or manner of expressing them as if it were your own by failing to give appropriate acknowledgment.

The submission of essays, assignments and homework is an essential part of the learning process and a vital way of assessing students' understanding of a unit. The submitted work must therefore be a *student's own work*. This does not mean that students may not make use of the work of others. However, in quoting or paraphrasing material from other sources, *those sources must be acknowledged in full*.

It may be useful to seek the help of a tutor, lecturer or demonstrator in preparing the piece of work, and to enlist the help of fellow students in sorting out ideas, but *the final product must be written by the student in his or her own words*.

Plagiarism occurs when students fail to acknowledge that ideas have been borrowed. Specifically, it occurs when:

- phrases and passages are used verbatim without quotation marks and without a reference to the author or a web page
- an author's work is paraphrased and presented without a reference
- other students' work is copied or partly copied
- other people's designs and images are presented as the student's own work
- laboratory results of someone else are used without appropriate attribution, and
- items for assessment are written in conjunction with other students (without prior permission of the relevant staff member).

It is acknowledged that students will assist each other with problems associated with their studies and discuss issues with each other. All assigned work, however, must be undertaken by students independently, and students must not work in groups unless specifically instructed to do so by the lecturer.

Cases of intentional plagiarism, where the student has attempted to obtain an unfair academic advantage in an assessment, will be reported to the chief examiner/staff member in charge of the subject. If plagiarism is determined to have occurred, the piece of work may be disallowed or referred to the faculty manager for investigation. Cases of plagiarism will be reported in accordance with the requirements of Statute 4.1 -- Discipline. Students who are at all uncertain about what is required should consult their tutor or lecturer.

The following suggestions are outlined below to help students maintain academic integrity in their submission of work:

- students should take accurate notes, distinguishing in these between their own ideas and the ideas of other writers
- in notes, as well as essays, quotation marks should be placed around all material that is copied out directly and the source noted
- any idea that is not their own should be referenced by students, even if it is paraphrased or summarised and does not appear in quotation marks, and
- even when receiving advice from fellow students, the final product should be formulated by the student himself or herself.

The university may use electronic plagiarism detection software to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other student work submitted for assessment.

Appendix B

Answer to Practice Exercise in 3.1.11

It has been suggested that the rapid growth in both proportion and absolute numbers of professionals from 1930 to 1960 may have had various consequences. According to Taylor (year) "Continual growth has brought saturation, less quality, semi-professionals, and the echoes at least of deprofessionalization" (page number). We in nursing with our burgeoning numbers and levels must pay special attention to this admonition. Both Wilensky (year) and Goode (year) doubt that professions in the precise sense will continue to proliferate indefinitely.

Resistance to the professionalization of aspiring occupations comes from both inside and outside the emerging group. As to external reluctance, Roberts (year), a nurse from Canada and Australia, attributes obstructionist attitudes to the established professions, who, cognizant of the finite professional rewards granted by society, oppose moves by other occupations toward professionalization. This is the motive she imputes to physicians who question why nurses need advanced knowledge and education.

On the other hand, we are all intimately and painfully aware of the disaffection with professionalization within the would-be professions themselves. Ritti, Ference, and Goldner (year, page number) have argued that what is suspect by the professional is not the beliefs, but "the organizational and institutional embodiment of these beliefs . . . the occupational myth rather than the belief system". Stresses exist between the professional and the employing organization and "between the idealized and the day-to-day profession" (Ritti, Ference & Goldner, year, page number).

Notes:

Paragraph one: The quotation from Taylor must have a page number. "Wilensky and Goode" refers to two different works (note the word "both"), hence two citations are required.

Paragraph two. The word "she" in the last sentence makes it clear that Roberts' views are still being discussed; hence it is not necessary to place another citation at the end of that sentence.

Paragraph three: Each quotation should be cited separately. If, however, the entire paragraph is a **paraphrase** of a single work, you do not need to cite each sentence separately. Instead you can place a single citation at the **end** of the paragraph, **after** the full stop. (See 3.1.1.)

Extract from Styles, M. (1982). *On nursing: Toward a new endowment*. St. Louis: C.V. Mosby.

Appendix C

Common Errors in Referencing

Referencing of Journals

- Capital letters throughout the article title (not just start of title and after colon)
- Title of article in italics (only journal title should be italicised)
- Leaving page numbers and other vital information out of the essay (if you do not have full data put what you have into OVID and search for article – thus obtaining missing details)
- Web addresses incorrect – (copy and paste from browser into reference list)
- Incorrect referencing of electronic journals

In text referencing

- Using authors initials in in-text referencing
- Web addresses used in text (use only author and date in text)
- Failure to use authoritative/relevant/prescribed references - students need to be selective about sources and select only those relevant to nursing or the topic
- Incorrect placement or absent full stop after in text reference
- Use of et al. for less than three authors
- Failing to attribute assertions to a published source – i.e. absent or insufficient in-text referencing
- Lack of understanding of the differences between primary and secondary sources
- Overuse of lecture notes – should be avoided as this is a secondary source

Reference List

- Articles cited in essay not included in reference list and vice versa
- Reference list not organised in alphabetical order and/or is numbered or bulleted
- Not using author of chapter in edited book, using editor's name only
- Including web addresses for journal articles received from databases (refer 4.2.2 above)
- Failure to know the difference between a bibliography and a reference list
- Referencing private journals or other students work (unless published) is inappropriate

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Contributions from Robyn Fairhall, Janet Delange and Melanie Birks.