

**Postgraduate Programmes**  
**Thesis Writing Guidelines**  
**2011**

**Office of the Deputy Vice-Chancellor  
(Research & Higher Degrees)**

All information is correct at the time of publishing and may be subject to change without notice. The publisher does not bear any responsibility for any incorrect information or omission. Every measure has been taken to make these guidelines comprehensive and accurate.

## TABLE OF CONTENT

<b>1.0</b>	<b>Introduction .....</b>	<b>3</b>
<b>2.0</b>	<b>Research Ethics .....</b>	<b>3</b>
2.1	Data Collection .....	3
2.2	Authenticity of Data .....	3
<b>3.0</b>	<b>Preparation, Presentation and Submission of Theses .....</b>	<b>3</b>
3.1	Length of Thesis.....	3
3.2	General Format for Thesis.....	4
3.3	Structure of Thesis .....	5
<b>4.0</b>	<b>Thesis Submission.....</b>	<b>8</b>
4.1	Number of Copies .....	8
4.2	Thesis Modification.....	8
4.3	Submission of Thesis After Modifications .....	8
4.4	Final Submission of Thesis.....	9
<b>5.0</b>	<b>Intellectual Property .....</b>	<b>9</b>
<b>Appendix 1</b>	<b>Sample of Title Page for Thesis .....</b>	<b>10</b>
<b>Appendix 2</b>	<b>American Psychological Association (APA) Style Guide.....</b>	<b>11</b>

## **1.0 Introduction**

This document outlines the guidelines for the presentation of theses in a format acceptable to the University. For details about the administrative and thesis examinations procedures, please refer to the respective Programme Handbook.

## **2.0 Research Ethics**

### **2.1 Data Collection**

2.1.1 Researchers must comply with ethical principles of integrity, respect for persons, justice and beneficence. Written approval from appropriate ethics committees, safety and other regulatory bodies must be obtained when required.

2.1.2 Where applicable, research activities involving human participants should be conducted in compliance with the guidelines and policies stipulated by the relevant authorities, for example:

- *Guidelines For Ethical Review Of Clinical Research Or Research Involving Human Subjects* by the Medical Review & Ethics Committee (MREC), Ministry of Health Malaysia
- *Guidelines on the Use of Human Biological Tissues for Research* by the National Committee for Clinical Research, Ministry of Health Malaysia.

### **2.2 Authenticity of Data**

2.2.1 In the course of conducting research, candidates should ensure that the authenticity of data is maintained at all times and should avoid breach of research conduct through the following means, but not limited to:

- fabrication of results,
- falsification or misrepresentation of results,
- plagiarism,
- misleading ascription of authorship, or
- willful concealment or facilitation of research misconduct by others.

2.2.2 A student will be required to submit a Statement of Original Authorship Form on submission of his/her thesis to the Office of the Deputy Vice-Chancellor (Research and Higher Degrees).

2.2.3 Any student found responsible for academic malpractices such as plagiarism shall be subject to the University's Regulations and Procedures in Respect of Academic Malpractice.

## **3.0 Preparation, Presentation and Submission of Theses**

### **3.1 Length of Thesis**

3.1.1 The length of the PhD thesis varies with each discipline. Generally the length of a PhD thesis should not exceed 100,000 words excluding footnotes, references and appendices.

- 3.1.2 The length of a Masters thesis also varies with each discipline and should not exceed 80,000 excluding footnotes, references and appendices.
- 3.1.3 Where it is proposed that a thesis will exceed the specified maximum length, a request must be submitted to the Office of the Deputy Vice-Chancellor (Research and Higher Degrees). Requests of this nature must be made in advance of the thesis being submitted for examination.

## **3.2 General Format for Thesis**

### **3.2.1 Language**

The language for the thesis is English and must conform to proper standards of linguistic presentation.

### **3.2.2 Paper**

Theses shall be printed single-page on A4 sized papers; the paper shall be white and within the range 70g/m<sup>2</sup> to 100g/m<sup>2</sup>. The final report must be typed and duplicated by printing or good quality photocopying.

### **3.2.3 Spacing**

Double spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.

### **3.2.4 Font Size and Typeface**

The entire text of the thesis, including headings and page numbers, must be printed using Times New Roman font. A font size of 12-points should be used for the texts. However, font size 10 is permitted for tables and figures. Italic print should not be used except for emphasis (e.g. foreign words other than the language used in the thesis). The same typeface must be used throughout the manuscript, including footnotes and/or endnotes. Headings and subheadings must be in bold. Headings should be typed in all uppercase letters while subheadings are to be typed in upper and lower case letters.

### **3.2.5 Margin**

For binding purposes, the left margin should be at least 4cm (1.5 inches) and the right, top and bottom margins should be at least 2.5cm (1 inch). All information (text, headings, footnotes and figures), including page number, must be within the text area.

### **3.2.6 Page Numbering**

All page numbers should be printed 1.25 cm from the bottom margin and placed at the right hand side without any punctuation. Roman numerals (i, ii, iii, etc.) should be used in the preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii). Arabic numerals (1, 2, 3) are used on the pages of the main text and supplementary sections.

### **3.2.7 Typographical Corrections**

The thesis must be free from typographical errors. Corrections made in ink or the use of correction fluid is not acceptable.

### 3.2.8 Illustrative Materials

Illustrative materials such as maps and CDs may be submitted with the thesis. They must either be bound with the thesis or placed in a pocket inside the cover. Extra large or bulky materials may be bound separately as an appendix.

## 3.3 Structure of Thesis

### 3.3.1 Cover and Spine

The final copy of the thesis must be hardbound with gold letterings.

The following information must be printed in uppercase with font size 14 in Times New Roman and centrally aligned on the cover:

- i Thesis Title
- ii Name of candidate
- iii Name of institution
- iv Month and Year of submission
- v Volume number - if more than one thesis volume

The following information must be printed in uppercase on the spine:

- i Thesis title
- ii Name of candidate
- iii Degree for which the thesis is submitted
- iv Month and Year of submission
- v Volume number – if more than one thesis volume in uppercase

If the title of the thesis cannot fit the space in the spine, smaller font is permitted.

### 3.3.2 Title Page

Refer to Appendix 1 for a sample of the title page.

The title page should include the following:

- i Full title of thesis (in uppercase)
- ii Full name of candidate (in uppercase)
- iii Degree for which the thesis is submitted
- iv Name of the institution to which the thesis is submitted
- v Month and year of submission

The first, last, all principal words and words with 4 letters or more must be capitalised, including those that follow hyphens in compound terms. The only words that should not be capitalised are articles, prepositions and conjunctions.

### 3.3.3 Statement of Original Authorship

The thesis should incorporate a signed Statement of Original Authorship Form to confirm that the thesis, except with the approval from the University Research and Higher Degrees Committee, contains no material which has been accepted for the award of any other degree in any university or other institution and affirms that to the best of the student's knowledge the thesis contains no

material previously published or written by another person, except where due reference is made in the thesis content.

#### 3.3.4 Thesis based on published or unpublished papers

- i. Students wishing to include relevant papers they may have published previously and which are relevant to their research topic may include these papers as a separate appendix in the thesis.
- ii. Alternatively, students may submit papers which are in press or in print, based on work completed as part of the thesis provided that the thesis as a whole presents a coherent and integrated account of the research. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter.

#### 3.3.5 Joint or Multi-authored papers

Single or multiple names of authorship is permissible in the publication, provided that the student has made a substantial contribution to the work. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter. Where joint or multi-authored papers form part of the thesis, a statement signed by the candidate and other authors indicating the relative contribution of each, must be included in the thesis (Appendix 3).

#### 3.3.6 Acknowledgement

This section should not exceed 250 words for the candidate to acknowledge the contributions of persons and/or organisations who provided assistance in matters scientific, and also indirectly by providing such essentials as food, education, genes, financial support and advice.

#### 3.3.7 Abstract

The abstract shall not exceed 350 words which is approximately one and one-half pages, doubled-spaced. The abstract should state the research problem in brief, describe the methods and procedures used in gathering data or studying, the problem, and provide a condensed summary of the findings of the study.

#### 3.3.8 Table of contents

The table of contents should be easy to read and consistent. The title of each chapter should be in uppercase with no terminal punctuation. The title of a subdivision of a chapter or section should be in lowercase, with the exception of the first letter of significant words.

#### 3.3.9 Lists

##### i Tables and/or Figures

The list of tables and/or figures follows the table of contents. This list includes the table and/or figure numbers, together with captions and corresponding page numbers.

ii Nomenclature list

Provides a list of nomenclature and definitions of acronyms used in the thesis. It is recommended as good practice to have a different section for nomenclature involving Greek symbols as might be encountered in equations and one for acronyms.

3.3.10 Main Text

There is no specific format for the main text. Candidates and supervisors may discuss the arrangement of the main text and ensure that the text follows the agreed conventions of the individual School. The list of contents and chapter headings below may be used as the main text of the thesis:

i Introduction

This section may provide an overview of the thesis and may include the following areas pertaining to the study:

- Background
- Objectives
- Research Questions
- Scope
- Significance And Limitations

ii Literature Review

This section may contain a methodical review of related and relevant literature and should also include recent findings in the particular area of study.

iii Research Methodology

This section provides the steps that will be adopted to address the research questions. The outline for this section may vary depending on whether the research is quantitative or qualitative based. The following sub-sections may be relevant in a quantitative study:

- The generation of models, theories and hypotheses
- The selection of instruments and methods for measurement
- Sampling design / size
- Data Collection Procedure
- Modeling and analysis of data

The sub-sections for a qualitative study might vary depending on the actual research method used.

iv Data Analysis / Findings / Discussion

For quantitative study, the following sub-sections may be relevant:

- Summary Statistics
- Analyses of Measures
- Testing of Hypothesis

- Summary of Research Results

Again, the sub-sections for a qualitative study will be slightly different, depending on the actually research method used.

v Conclusion and Recommendations

This section will present the summary and conclusion of the research study undertaken and may include recommendations for further work or suggestions of ways in which the work could be improved by future researchers. This section may also include practical implications of the particular research study.

vi Appendices

Appendices contain those parts of thesis that are either well known or does not contribute directly to the main text, but needs to be included for completeness. Examples are research instruments such as questionnaires, maps, interview protocols, or tests, sample calculations, derivation of a published result which forms the basis for the work, background information or selected bibliography or references.

vii Reference List

The reference list should be presented according to the American Psychological Association i.e. the APA Style Manual format (Appendix 4). Where particular disciplines have their own conventions, these may be followed. Whichever format is adopted should then be used consistently throughout the thesis. Full and appropriate attribution is essential. The reference list should be single-spaced, with a font size of 12-points. Please refer to Appendix for referencing examples.

## 4.0 Thesis Submission

### 4.1 Number of Copies

Students must submit Three (3) soft bound copies of the completed thesis to the Office of the Deputy Vice-Chancellor.

### 4.2 Thesis Modification

In any case where additional work is required, the University Higher Degrees Committee is responsible for ensuring that both the student and supervisor(s) are provided [within two (2) weeks after the *viva voce* examination] with written notification of the:

- details of the additional work required, and
- deadline for the completion of the required additional work.

### 4.3 Submission of Thesis After Modifications

- 4.3.1 A student whose thesis is accepted or accepted with minor or major modifications shall submit the final draft (comb-bound) to the Office of the Deputy Vice-Chancellor within the prescribed time as determined by the Panel of Examiners for Viva. The Supervisor will verify that all required amendments have been made in the thesis.

- 4.3.2 A student whose thesis requires re-submission shall submit the final draft (comb-bound) to the Office of the Deputy Vice-Chancellor within the prescribed time as determined by the Panel of Examiners for Viva. The thesis following revision would normally be considered again by all members of the Panel of Examiners for Viva for final approval.

#### **4.4 Final Submission of Thesis**

- 4.4.1 The student whose thesis is accepted with/without modification is given two (2) weeks to submit three (3) hardbound copies to the Office of the Deputy Vice-Chancellor together with a compact disc (CD) containing a soft copy of the thesis within the prescribed time. The supervisor(s) shall provide guidance to the student to make the required changes and the Internal Examiner(s) shall verify that all required amendments have been made.

#### **5.0 Intellectual Property**

According to Sunway University Intellectual Property Policy, in the case of intellectual property created by a student while registered as a candidate for higher degrees at the University, the student shall assign the ownership to the University at time of enrolment for the programme.

**Appendix 1 Sample of Title Page for Thesis**

<Title of Thesis>

by

<Full Name of Candidate>

Submitted in total / partial fulfilment (*delete where not applicable*) of the requirements

for the

<Name of Programme>

at Sunway University

<Month, Year>

Copyright © <Year> by Sunway University  
All rights reserved.

## Appendix 2 American Psychological Association (APA) Style Guide

### Book

#### Elements of the citation

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

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

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

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Multiple works by the same author, published in the same year	(Dawkins, 1996a, 1996b)	Dawkins, R. (1996a). <i>Climbing Mount Improbable</i> . London: Viking.  Dawkins, R. (1996b). <i>River Out of Eden</i> . London: Phoenix. <b>Order alphabetically by title in the Reference list.</b>	Book
Book by an organisation or institution (corporate author)	(Queensland Health, 2002) Queensland Health (2002) recommends that....	Queensland Health. (2002). <i>Best practice guidelines for the management of type 1 diabetes in children and adolescents</i> . Brisbane, Qld.: Queensland Health.	Book
Different Editions	(DeHart, Alan & Cooper, 1995) DeHart, Alan & Cooper (1995) state the idea that....	DeHart, G. B., Alan Sroufe, L., & Cooper, R. G. (1995). <i>Child development: Its nature and course</i> (4th ed.). Boston: McGraw-Hill. <b>The edition statement is placed after the title of the work. This is not necessary for a first edition.</b>	Book
Edited book	(Friedman & Wachs, 1999) (Everson, 1991)	Friedman, S. L., & Wachs, T. D. (Eds.). (1999). <i>Measuring environment across the life span: Emerging methods and concepts</i> . Washington, DC: American Psychological Association. Everson, S. (Ed.). (1991). <i>Psychology</i> . Cambridge: Cambridge University Press.	Edited book

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
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 Year of publication, ‘Title of chapter – in single quotation marks’, in Editor(s) of book (eds), Title of book – italicised, Edition, Publisher, Place of publication, Page numbers.

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 Year of publication, 'Title of work – in single quotation marks', in Editor(s) of book (eds), Title of book – italicised, Edition, Publisher, Place of publication, Page numbers.

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 Year of publication, 'Title of journal article – in single quotation marks', *Title of journal – italicised*, Volume, Issue or number, Page number(s).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which 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

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
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>

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Article from electronic database	(Wharton, 1996)	Wharton, N. (1996). Health and safety in outdoor activity centres. <i>Journal of Adventure Education and Outdoor Leadership</i> , 12(4), 8-9. Retrieved November 10, 2007, from ABI/INFORM Global database.  <b>The details required are the same as for a journal article in print BUT a retrieval statement must also be given with the name of the database.</b>	Electronic article  <b>Put database name in URL field Need to add retrieval date manually</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  Need to add retrieval date manually</b>

## Conference papers

### Elements of the citation

Author(s) of paper – family name and initials Year of publication, ‘Title of paper – in single quotation marks’, *Title of published proceeding which may include place held and date(s) – italicised*, Publisher, Place of Publication, Page number(s), (viewed date-in-full, web address – if accessed electronically).

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 Year of publication, 'Title of article – in single quotation marks', *Title of newspaper – italicised*, Day month, 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) Year of Publication, *Title of report - italicised*, Publisher, Place of publication, (viewed date-in-full, web address - if accessed electronically).

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 – in single quotation marks', Award, Institution issuing degree, Location of institution.

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

## Webpages

Elements of the citation

Author(s) of page – (person or organisation) Year (page created or revised), Title of page - italicised, viewed date-in-full, 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

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
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). 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
Message posted to a newsgroup, online forum or discussion group	(Winther, 2009)	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?Ink">http://groups.google.com/group/alt.psychology.jung/topics?Ink</a>	Generic  <b>Add “2009, January 14” to Year field</b>  <b>Add “The Unconscious is Spirit [Msg 1].” in Secondary Title field</b>  <b>Add “Message posted to <a href="http://groups.google.com...">http://groups.google.com...</a>” to Publisher field</b>

<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). Report on malaria outbreak. 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>

## 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  <b>Put "Author" in publisher field.</b>  <b>Add [Brochure] after title manually</b>

## Lecture Notes

### Elements of the citation

Name of author(s) or the institution responsible 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). Week three: Foucault [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>

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Lecture notes - online	(Johnson, 2008)	Johnson, A. (2008). Week three: Foucault [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>

## 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). Saving Private Ryan [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, Title of the program, Year of the program, 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; however 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. Include "cited in" manually using "Edit Citation" option.</b>

Source: The University of Queensland Library. (2009) References/Bibliography APA Based on the "Publication Manual of the American Psychological Association" 5th edition. Retrieved April 22, 2010, from <http://www.library.uq.edu.au/training/citation/apa.pdf>