

An **alphabetical list** of references is placed at the end of your assignment. This list gives the full publication details of each source you cited in your assignment so that your reader can consult the same sources that you have used. Use this information as a guide:

1. Reference list or bibliography?
2. Analysis of reference list examples
3. Capitalisation styles in reference entries
4. Formatting the reference list
5. Example reference list

## 1. Reference list or bibliography?

A **REFERENCE LIST** is a list of all the sources that you have used as in-text references in your assignment. A **BIBLIOGRAPHY** is a wider list of reading that includes both in-text references and other sources which may have informed your thinking on the topic, but may not have been placed as an in-text reference in your assignment. Make sure you know whether a reference list or bibliography is required for the unit you are studying.

## 2. Analysis of reference list examples

When you write your reference list, you need to analyse the patterns of each reference type. Some basic details that you need to look for are authors/no authors, dates/no dates, titles, editions and publishers, pages, DOIs or /URLs, depending on the type of reference you need.

### Examples

- **Book (print)**

Turner, K., Ireland, L., Krenus, B., & Pointon, L. (2008). *Essential academic skills*. Melbourne, Australia: Oxford.

**Analysis:** Author/s. > (Year). > *Title*. > Place of publication (city, country): Publisher.

- **Journal article (print)**

Mori, Y. (2002). Optimal diving behaviour for foraging in relation to body size. *Journal of Evolutionary Biology*, 15(2), 270–276.

**Analysis:** Author/s. > (Year). > Title of the article. > *Title of Journal*, > volume(issue number), > pages.

- **Journal article (online with a DOI)**

Leninger, S.M. (2002). The role of nutrition in wound healing. *Critical Care Nursing Quarterly*, 24(1), 13–21. doi:10.1037/0278-6133.24.6.884

**Analysis:** Author/s. > (Year). > Title of the article. > *Title of Journal*, > volume(issue number), > pages. doi

- **Website/web page (online) if no DOI is available**

Paul, R. & Elder, L. (2006). *The miniature guide to critical thinking. Concepts and tools. The Foundation for Critical Thinking*. Retrieved from [http://www.criticalthinking.org/files/Concepts\\_Tools.pdf](http://www.criticalthinking.org/files/Concepts_Tools.pdf)

**Analysis:** Author/s. > (Year). > Title of article/section. > *Title of Web Site*. > Retrieval statement > URL

THERE ARE MANY TYPES OF REFERENCE LIST RESOURCES THAT WILL HAVE DIFFERENCES IN FORMAT FROM THE EXAMPLES LISTED ABOVE. PLEASE REFER TO THE ASO FACT SHEET:

**APA Referencing**

### 3. Capitalisation styles in reference entries

1. **Minimal** (Sentence style) is used for the titles of ALL reference list information sources EXCEPT for the titles of journal articles. Capitalise ONLY the first word, the first word after a question mark (?), a colon (:) or em dash (—), and proper nouns that normally require capitalisation (e.g. names of people, places etc.)

Wong, D.S. (2007). *New horizons in critical thinking: Engaging the modern Australian student*. London, UK: Hodges & Stones.

2. **Maximal** (Headline style) is used ONLY for italicised titles of journals. The first letter of every MAJOR word in the journal title should be capitalised—conjunctions, articles and short prepositions are not considered major words. The first word after a colon is **always** capitalised.

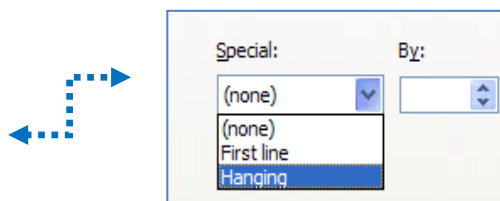
Suzuki, T. & Dillon, P. (2001). Working patterns in Australia: A new approach, *Australian Journal of Applied Economics*, 23(5), 34-40.

### 4. Formatting the reference list

- i. The reference list goes **on a new page** at the end of your assignment.
- ii. Head your page with the word **References, centred and in bold**. (DO NOT underline or use italics)
- iii. Use the same spacing for the reference list as you have for the rest of the essay (1.5 or double spaced).
- iv. Start each reference on a new line without a space between each reference item.
- v. Use **hanging indent format** for all items in the reference list.

**Let the computer do the work for you:**

1. Highlight your entire reference list
2. Use *Format* → Paragraph (2007/2010 Word version)
3. → *Indentation* → open *Special* (menu) → select *Hanging*



### 5. Example reference list

**References**

Put the heading 'References' at the top of a separate page, centred and in bold type.

JOURNAL  
REFERENCE

Harrison, N.P. (1999). Bloom revisited: The flourishing of thinking. *Journal of Enquiry into Higher Education*, 232, 19-32.

BOOK  
REFERENCE

Hicks, D.V. (1991). *Norms and nobility: A treatise on education*. Savage, Maryland: Rowland & Littlefield.

ELECTRONIC  
JOURNAL  
REFERENCE

Karinsky, S., Black, T., Gobi, P., & Fellows, J. (2005). A revised vision for universities. *Journal of University Studies*, 6(4), 89-97. doi:19.1188/105256204400900409

ONLINE  
DICTIONARY  
REFERENCE

Macmillan Publishers Australia. (2007). *The Macquarie dictionary online* (4<sup>th</sup> ed.). Retrieved from <http://www.macquarieonline.com.au/dictionary.html>

WEB SITE  
REFERENCE

UNESCO. (2001). World conference on education follow-up strategy. *World Conference on Education*. Retrieved from <http://www.unesco.org/education/wche/index.shtml>

\*\*\*Put all items in the reference list in strict alphabetical order.\*\*\*