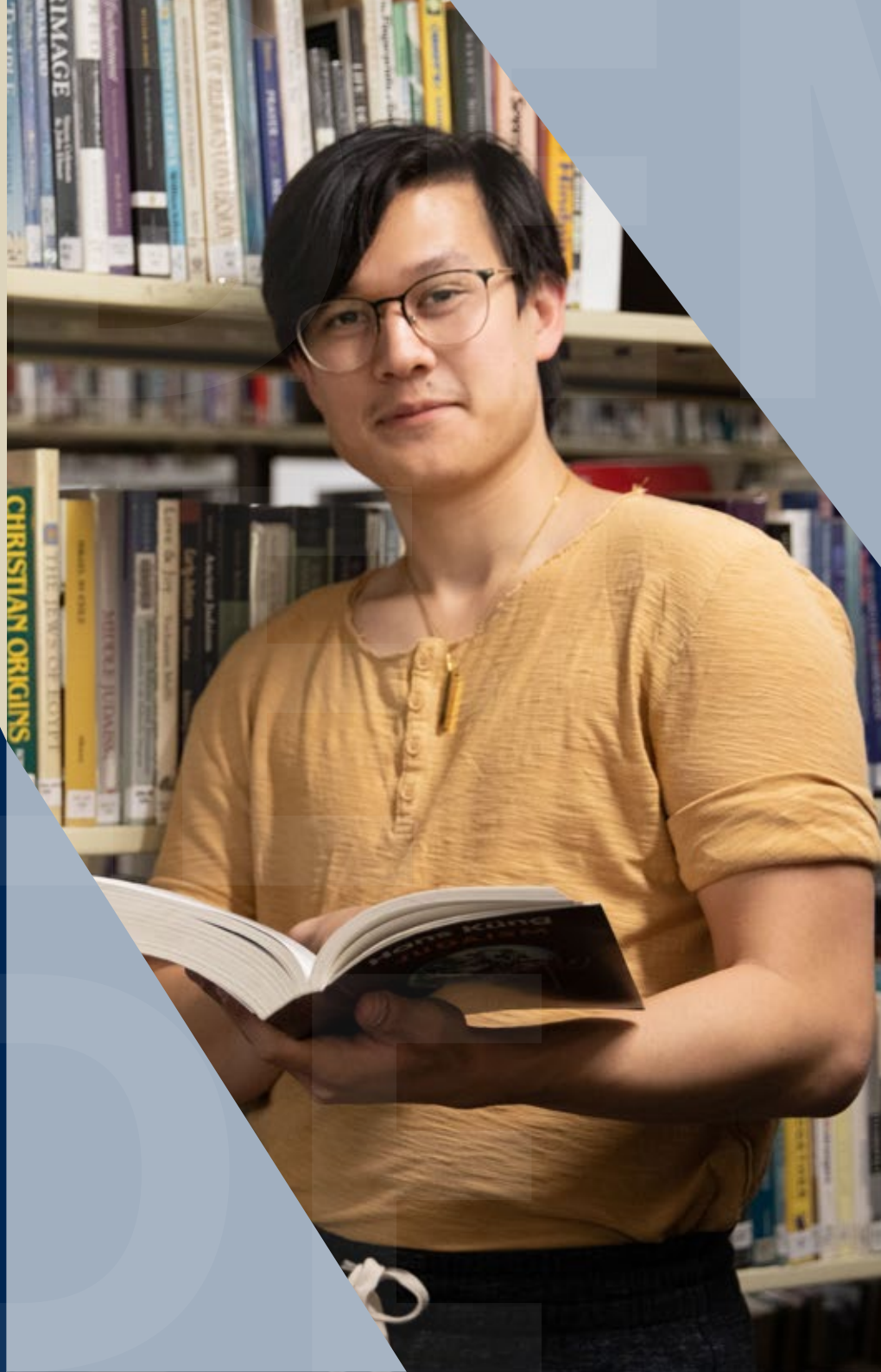
EXCELSIA COLLEGE
Sydney

ACADEMIC
style guide

Support for Your Academic Writing



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OVERVIEW: THE BIG PICTURE

Welcome to all students! We're excited to have you grow in your educational development with us.

This Academic Style Guide is designed to provide a set of essential tools and resources to support and guide you in your studies. This guide consists of two sections.

1. ACADEMIC REFERENCING

A set of "referencing guidelines" with practical examples on how to accurately and responsibly document the information you research and write about in your assessment tasks (including actual resources your School uses).

The referencing system that Excelsia College follows is known as the American Psychological Association 7th Edition (more commonly known as APA 7th Edition or APA 7).

Understanding "why", "what" and "how" to reference information is an essential part of your study. Following the referencing guidelines in this guide will help you to become confident in your academic writing.

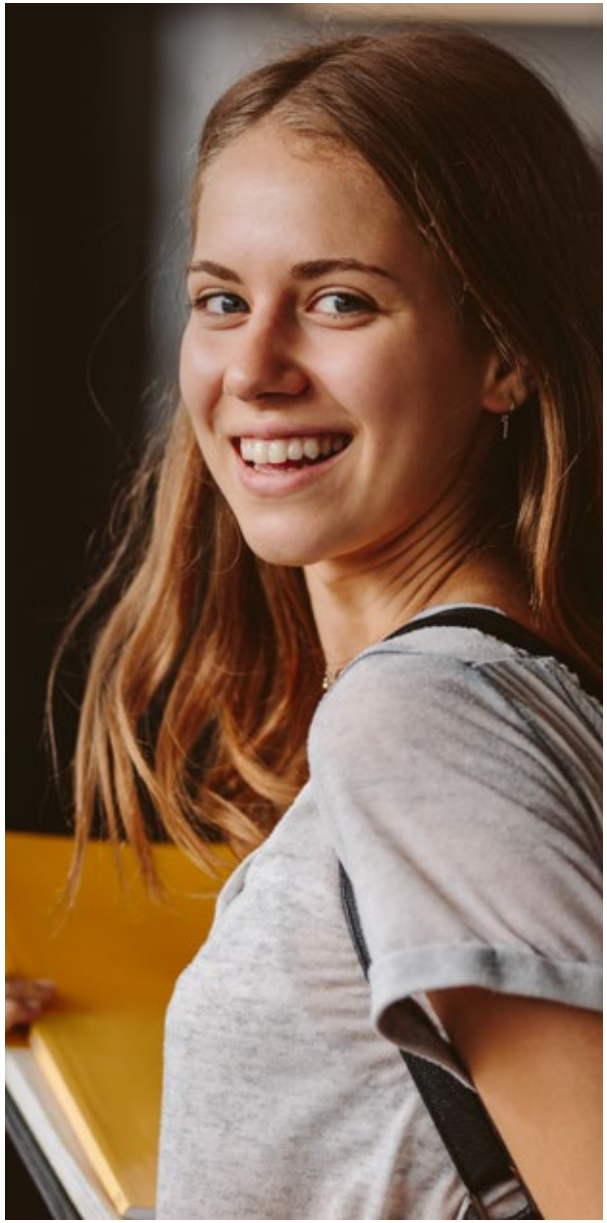
2. ACADEMIC RESOURCES

Access to a range of online resources, including Word templates and Youtube videos, on a range of topics including: how to prepare, draft and complete your first essay, how to set out and prepare a report, or a case study, or even a thesis.

Included are links to:

- a fully formatted essay writing template that you can download and use for your assignments
- tips and tools for referencing, grammar, and formatting
- Excelsia College guidelines and policies about grades and academic integrity (avoiding plagiarism or collusion)
- training videos on how to set up your own Endnote library so that you can more effectively and efficiently record all the referencing details of whatever research resources you use, and to help you format your in-text citations and reference lists in the correct referencing style.

Excelsia also offers free academic support from our academic advisors, and you can book appointments through the Student Support Centre.



SECTION 1: ACADEMIC REFERENCING

This style guide has been adapted using information provided in: *Publication manual of the American Psychological Association* (7th ed.). (2020). American Psychological Association https://doi.org/10.1037/0000165-000

Further information and style guidelines can be found at https://apastyle.apa.org/

Special Note

The following pages outline some key principles and examples of APA 7 referencing and citation.

You can also refer to the full set of guidelines online (as above) or see a printed copy of the full guidelines in the Excelsia College Library (ask the librarian for assistance).

However, we have found a very useful, interactive online tool available to the public through Massey University, New Zealand: https://owll.massey.ac.nz/referencing/apa-interactive.php

This site provides very accessible examples for how to identify elements of a reference and how to format it differently depending on whether there are one or more authors, or whether it is an in-text citation or part of a reference list.

For detailed examples on referencing legislation and cases, a useful resource can be found through Victoria University: https://libraryguides.vu.edu.au/apa-referencing/7LegislationCases

USING EM DASHES OR EN DASHES: WHAT'S THE DIFFERENCE?

There are two types of dash. The en dash is approximately the length of the letter n, and the em dash the length of the letter m.

The shorter en dash (-) is used to mark ranges, such as a range of pages (you'll see further mention of this below when you add page numbers to your references). The longer em dash (–) is used to separate extra information or mark a break in a sentence. Depending on whether you are using a PC or a Mac, there will be a combination of keys to create either an en dash or an em dash.

IN-TEXT REFERENCES – PRINCIPLES OF REFERENCING

1. The APA (American Psychological Association) uses the "author-date" style of referencing.

In-text references (generally) may appear as information-prominent, for example: (Author's Last Name, Year of Publication).

For example:

(Hardy, 1990).

In these instances, you may construct a sentence that is information-prominent in which the ideas are highlighted more than the author.

For example:

Over-commitment to work or workaholism, as it is sometimes referred to, has been identified as not only a physical or mental health issue but also indicates a spiritual health issue (Hardy, 1990, p. 117).

Alternatively, your in-text citation may be author-prominent, in which you include the author's name in a sentence, omitting it from the parentheses.

For example:

Hardy (1990)

In such cases, you may construct a sentence that is author-prominent in which the author is taking the lead in the expression of ideas.

For example:

Hardy (1990) argues that "[w]hen the virtue of hard work becomes the vice of workaholism, it is likely that an underlying spiritual problem needs to be addressed" (p. 117).

2. When directly quoting from a source, you must include page number(s) and enclose the quote in double quotation marks.

For example:

"A movie's running time and the speed at which the action progresses are among the many decisions that are made before or after production" (Dick, 2010, p. 21).

Note: For multiple pages, use the abbreviation "pp.". Include the full page range, i.e. "pp. 64–67".

For example:

Dick (2010, pp. 23–29) observes the many ways in which film credits...

3. When you are paraphrasing or referring to an idea contained in another work, the *Publication manual of the American Psychological Association* advises:

Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book). (*Publication manual of the American Psychological Association* [APA], 2020, p. 269)

It is recommended you verify this advice with your unit of study coordinator, lecturer or tutor for each subject.

4. If you are referring to an entire work, include only the author's last name and year of publication in parentheses.

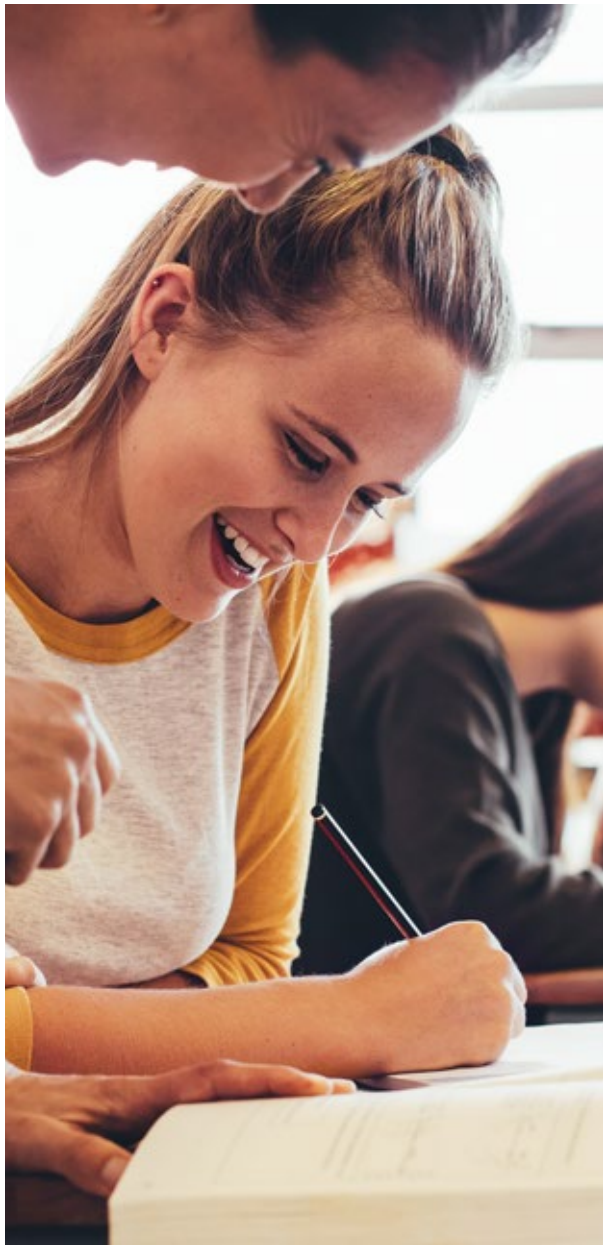
5. If you are referring to part of a work, you must include page numbers or their equivalent (see specific examples below for more information).

6. When citing a source you have not read yourself, but which is referred to in a source you have read (also known as "secondary referencing"), use the following method:

Moore (as cited in Maxwell, 1999, p. 25) stated that...

Important: You would cite Maxwell, not Moore, in the reference list.

Note: It is always preferable to cite the original source. "Use secondary sources sparingly when the original work is out of print, unavailable through usual sources, or not available in English" (American Psychological Association [APA], 2010, p. 178).



REFERENCE LIST GUIDELINES

1. The reference list should appear at the end of your work on a separate page.
2. The reference list should only include references you have actually cited in your work (and not any references that you have not cited in your work).
3. When you set out your reference list, you will need to use "hanging" indentation for the author's name and whatever fits on the first line of the full reference, so that the second line becomes automatically indented as well, and every other subsequent line of information for that reference.

Note: To set the hanging reference in a Word document:

1. Select the complete reference
2. Go to the Format drop-down menu and select Paragraph
3. Within the section entitled Indentation you'll see a drop-down menu of options under Special
4. Select the hanging option
5. Save. Do the same with each reference entry in your list.

For example:

Seton, M., Maxwell, I., & Szabó, M. (2019). Warming up/cooling down: Managing the transition on and off stage. *Theatre, Dance and Performance Training, 10*(1), 127–141. https://doi.org/10.1080/19443927.2014.993568.

4. As a general rule, references should be listed alphabetically by the surname of the first author of each work.

Note: Authors of music or, in the case of films, directors, or other non-book sources are all considered "authors" and so should be included in appropriate alphabetical order. Special exceptions include:

- In the case of works by different authors with the same family name, you should list references alphabetically by the authors' initials.
- In the case of multiple works by the same author in different years, you should list references chronologically (earliest to latest).
- In the case of multiple works by the same author in the same year, list references alphabetically by title in the reference list.
- With webpages or web documents, the author may be a group or an organisation.

For example:

An author-prominent in-text citation would be:

The Media Entertainment and Arts Alliance (2020) announced the release of their...

An information-prominent in-text citation would be:

The 2019–2020 Annual Report of Australia's leading media and arts union was announced (Media Entertainment and Arts Alliance, 2020).

OR

If there is no "author" provided for the webpage or web document, you would cite the information by its URL title.

For example:

MEAA has recently created a set of Intimacy Guidelines to address experiences of sexual harassment and harm in the sector (Intimacy Guidelines, n.d.).

5. When you are referring to books, book chapters, article titles or webpages, you should capitalise only the first letter of the first word of a title and subtitle, and keep the capitalisation of proper nouns.

For example:

The fabric of this world

6. When you refer to journal titles, you should only capitalise all major words. Do not capitalise words such as "of", "and", or "the" unless they are the first word in the title.

For example:

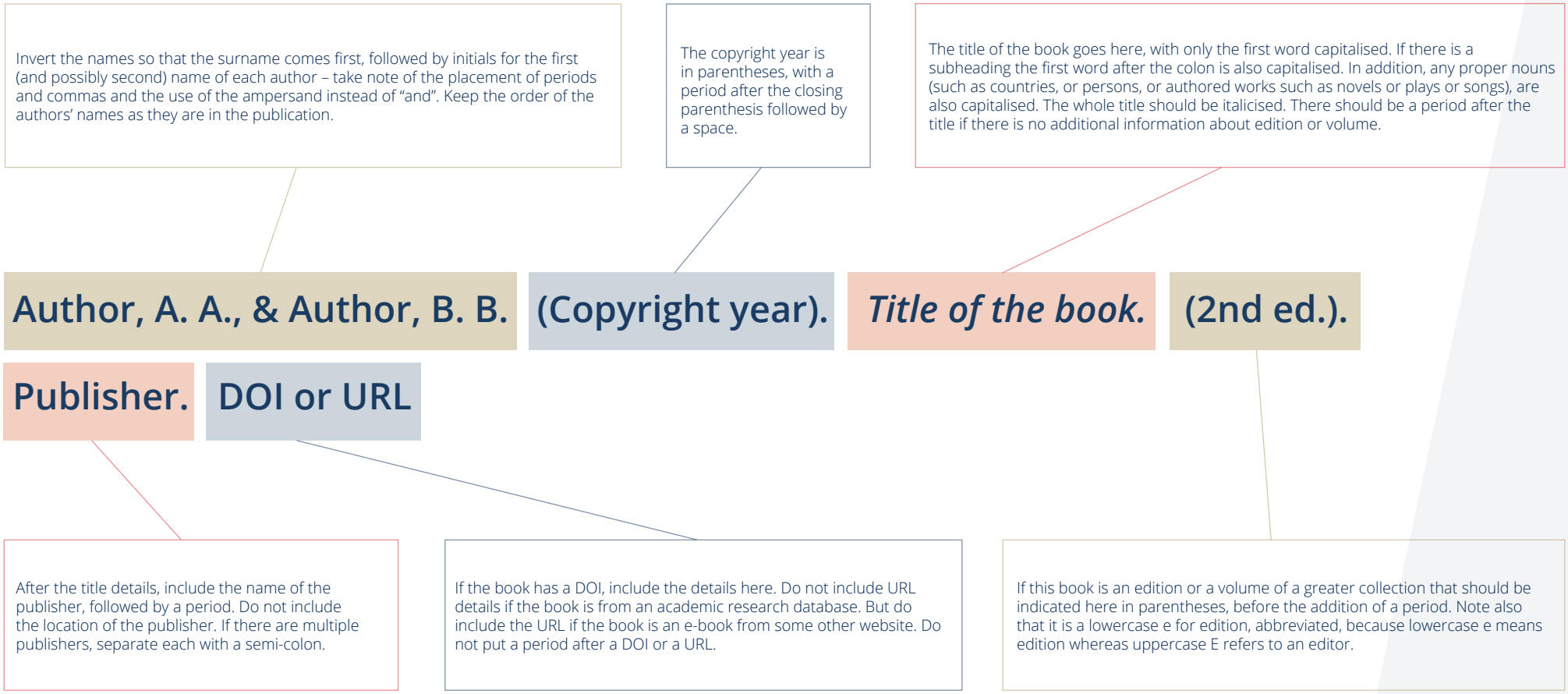
Journal of Allied Arts and Health

REFERENCE ELEMENTS

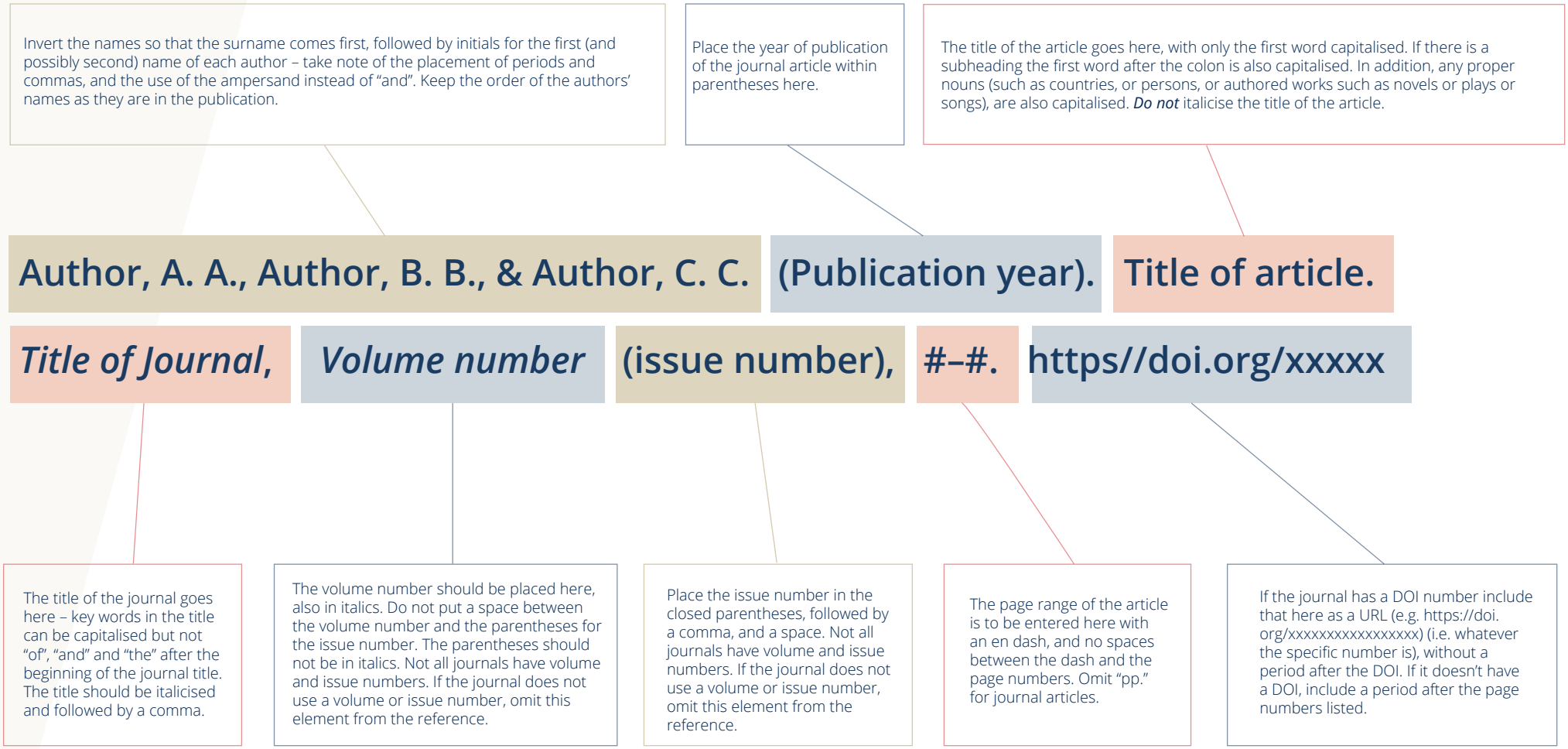
The four basic elements of a reference list entry in APA style are:

Author, Initials. (Date). *Title*. Publication data.

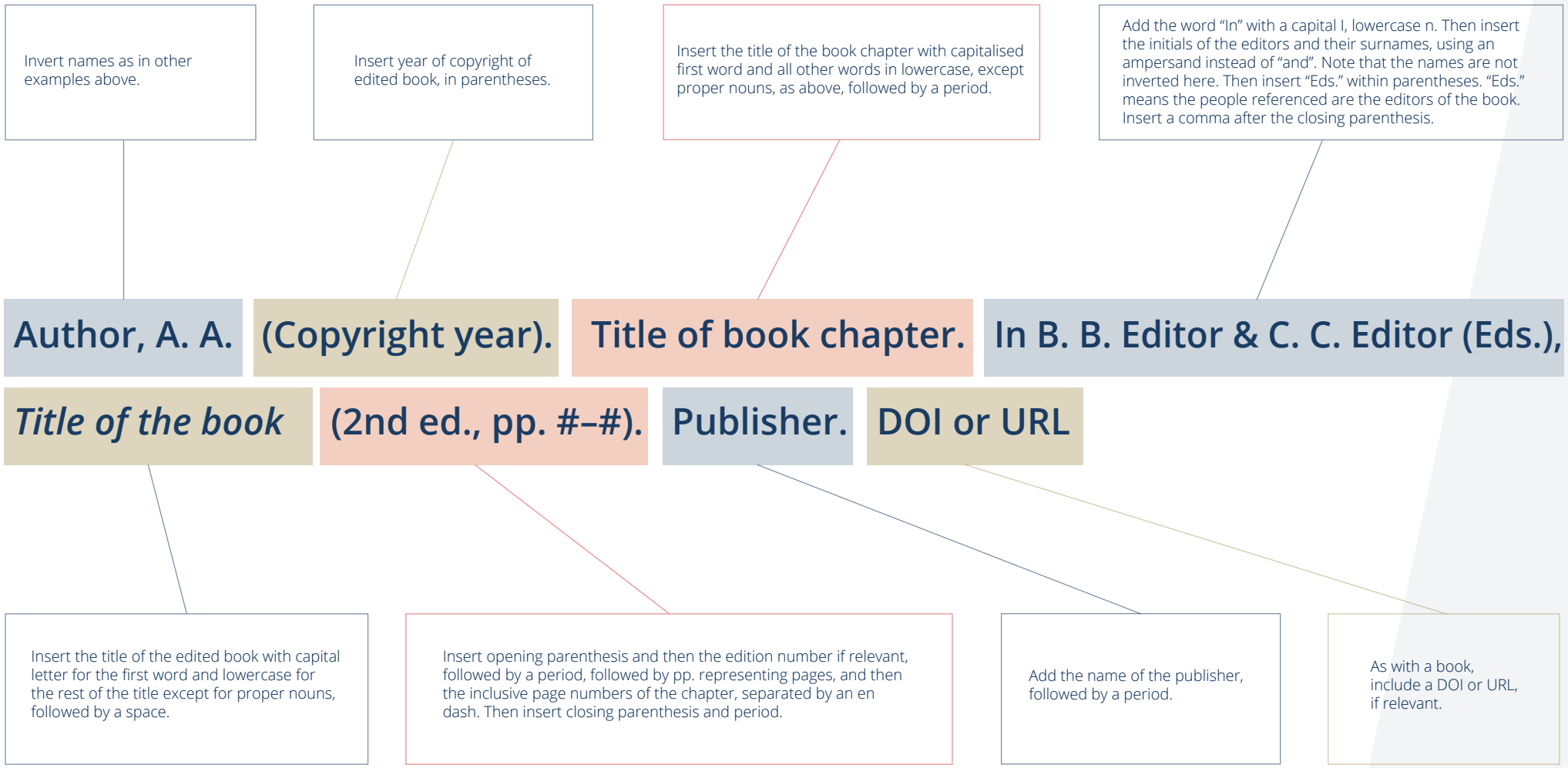
For a book, it may look like this:



For a journal article, it may look like this:



For a chapter in an edited book, it may look like this:



SPECIAL NOTES ABOUT DOIS AND URLS

A DOI is a Digital Object Identifier.

A URL is a Uniform Resource Locator, often known as the web address.

For all print or online articles that have a DOI, you should include the DOI in your reference list entry.

As indicated in the above examples, if an online work has both a DOI and a URL, include only the DOI.

In cases of DOI, you should use the following DOI format: http://doi.org/xxxxxxxx (i.e. whatever the specific number is).

Note that it is acceptable to use default hyperlink displays or leave the DOI as plain text.

If no DOI is provided for online articles, you should use the URL or homepage URL of the publisher if it is publicly available (i.e. it is not from a library database).

If no DOI is available and you have accessed the source from an academic or library database (i.e. the URL is not available publicly to all readers), then you should reference it like you would a print journal.

HOW TO CITE THE BIBLE (AND OTHER RELIGIOUS TEXTS) IN APA 7

When citing the Bible and other religious texts, you should use the APA format that is used for books, omitting the author element and listing the specific version of the Bible used (not just “the Bible”) as the title. You should include a URL if you accessed an online version for your work.

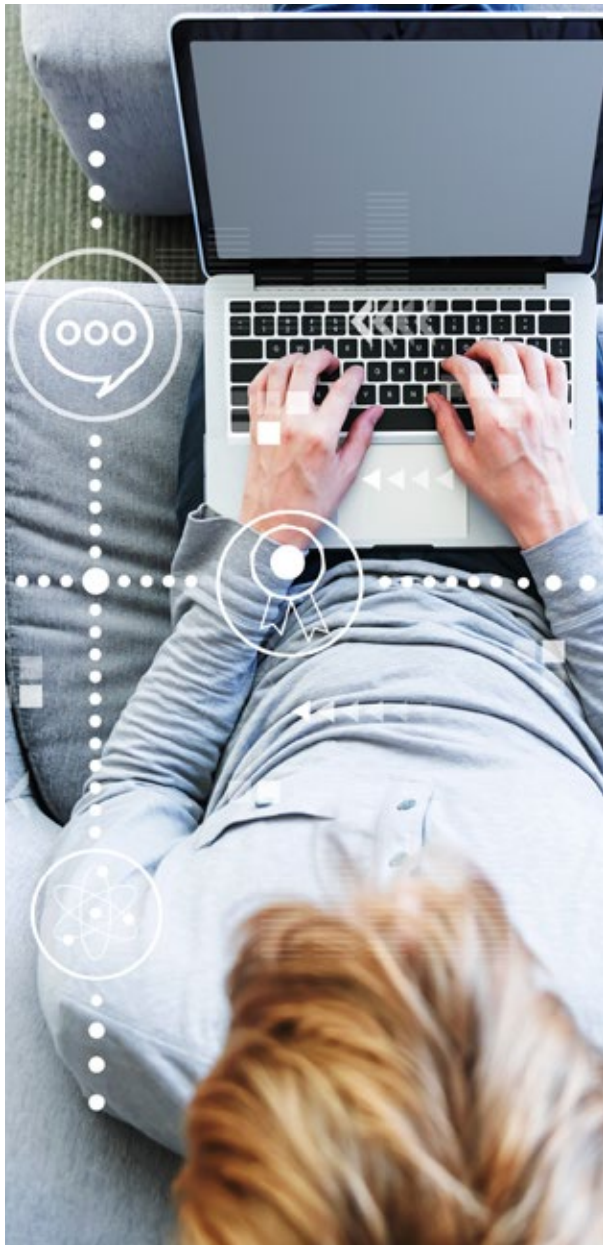
All religious works published as books follow the book reference format (see below).

All religious works published as websites follow the web reference format (see below).

All religious works are usually treated as having no author.

Use the year of publication of the version that you used in the date element of the reference.

When presenting the title of a specific work in a reference list entry or citation, italicise the title of the work.



For example:

Bible Version Title. (Year). Publisher. URL

If you are citing a classic version of the Bible, you will generally be referring to a modern reprint of that version, rather than the original. The first date you should list in your reference is the date of the reprint, and you should list the date of original publication at the end.

For example:

Bible Version Title. (Year). Publisher. (Original work published year)

Reference list entry

King James Bible. (2008). Oxford University Press. (Original work published 1769).

In-text citation

(*King James Bible*, 1769/2008)

To cite a specific passage from the Bible, you should include an abbreviated book title, followed by a chapter and verse number in the in-text citation.

To cite a specific book of the Bible, a standard abbreviation is used for the title of each book; the full list can be found at https://www.esv.org/resources/esv-global-study-bible/list-of-abbreviations/

These abbreviations should be used in combination with chapter and verse numbers in your in-text citations. No page numbers should be used. Chapter and verse numbers should be listed as numerals separated by a colon, after the abbreviated book title. To cite a range of verses, you should use an en dash (see explanation of en and em dashes at the beginning of the Academic Referencing section of this style guide) but do not repeat the chapter number.

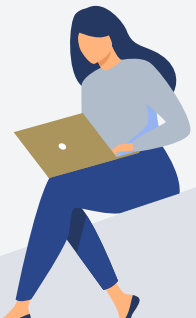
For example:

Reference list entry

English Standard Version Bible, 2001, John. 10:10. ESV online. https://esv.literalword.com/

In-text citation entry

(*English Standard Version Bible*, 2001, John. 10:10)



Islamic text sources

For online sources on the Quran and Sunnah (sayings of the Prophet) the following resources are recommended:

www.quran.com

This website has some of the most famous Hadith collections (English and Arabic side by side). However, it presents only one translation and no commentary.

www.sunnah.com

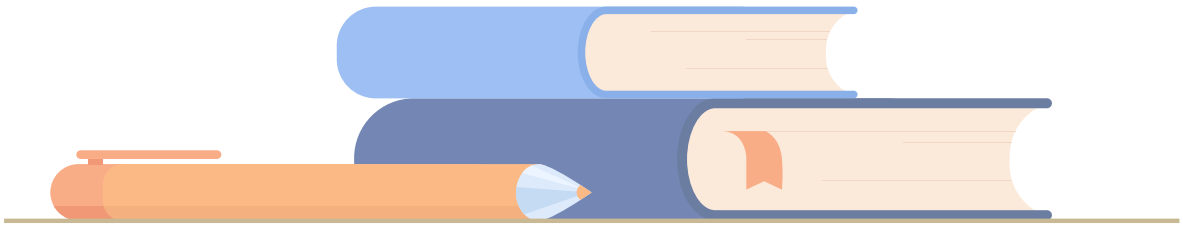
In this website, you can choose from many translations of the Quran.

Both websites have search options in English as well as Arabic.

The translation of Abdul Haleem of the Quran is well recognised. You can find the translation at Amazon: https://www.amazon.com.au/Professor-Islamic-Studies-Oriental-University/dp/0199535957

Sikh text sources

The Guru Granth Sahib can be found at this site: http://www.srigranth.org/servlet/gurbani.gurbani?S=y



How to reference authors

Author context	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings – see above)
One author At each point in the text that refers to a particular document, insert the author's surname and publication year as shown in the example.	Author-prominent (the author's name is outside the parentheses): Dick (2010) concluded that... **OR** Information-prominent (the author's name is within parentheses): The mood created by working with colour, lighting and visual effects (Dick, 2010) is such that...	Dick, B. (2010). *Anatomy of film.* Bedford/St Martin's.
Two authors The use of "&" may replace "and" when referencing two authors in a citation. Your choice must be used consistently throughout the work.	Anderson and Sun (2017) suggested that... **OR** (Anderson & Sun, 2017) Chenoweth and McAuliffe (2018) contend that... **OR** (Chenoweth & McAuliffe, 2018)	Anderson, M. H., & Sun, P. Y. T. (2017). *Reviewing leadership styles: Overlaps and the need for a new "full-range" theory. International Journal of Management Reviews, 19*(1), 76–96. https://doi-org.excelsia.idm.oclc.org/10.1111/ijmr.12082 Chenoweth, L., & McAuliffe, D. (2018). *The road to social work and human service practice* (5th ed.). Cengage Learning.
Three to twenty authors Use the first author then "et al." (which means "and others") in every citation. There should be no comma before et al. for in-text referencing.	Hartman et al. (2018) suggest that... **OR** (Hartman et al., 2018)	Hartman, L. P., MacDonald, C., & Des Jardins, J. R. (2018). *Business ethics: Decision-making for personal integrity and social responsibility* (4th ed.). McGraw-Hill Education.

Author context	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings – see above)
More than twenty authors Where there are more than twenty authors, list the first nineteen authors followed by an ellipsis and then list the last author. **Note 1:** *Use the exact order of authors on the publication* **Note 2:** *This is a guide to how you would reference more than twenty authors but you'll note in the reference list example an article title or journal title or full DOI has not been included – this is just a model for how you would list more than twenty authors if you did come across such a journal article.*	Miller et al. (2018) argue that… **OR** The Russian Revolution may never have succeeded if there had not already been widespread discontent among the Russian populace (Miller et al., 2018).	Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., … Nelson, T. P. (2018). Article title. *Journal Title*, *12*(1), 12–35. https://doi.org/10.
Works by different authors with the same surname For in-text references, include the initials of the authors in question to enable readers to differentiate between them. List references alphabetically by the authors' initials in the reference list.	These techniques have been shown to improve test scores among primary school-aged children (R. Smith, 2010). If funding were enhanced, it is arguable these problems could be ameliorated (C. Smith & Laslett, 1993).	Smith, C., & Laslett, R. (1993). *Effective classroom management: A teacher's guide* (2nd ed.). Routledge. Smith, R. (2010). *Rethinking teacher education: Teacher education in the knowledge age*. AACLM Press.
Several works by the same author in different years When citing references separately, no special rule needs to be observed. When citing references collectively, separate years with a comma and list years chronologically (earliest to latest). List references chronologically in the reference list.	Greenspan (2000, 2011) argues that… **OR** These techniques have changed markedly in the last decade (Greenspan, 2000, 2011).	Greenspan, A. (2000). *Orthopedic radiology: A practical approach* (3rd ed.). Lippincott Williams & Wilkins. Greenspan, A. (2011). *Orthopedic imaging: A practical approach* (5th ed.). Lippincott Williams & Wilkins.

Author context	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings – see above)
Several works by the same author in the same year Arrange alphabetically by title in the reference list. Insert lowercase letters ("a", "b", "c", etc.) immediately after the year.	Fullan (1996a) proposes that... **OR** Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference... Fullan (1996b) suggests that... **OR** "Educational change" has taken on a new meaning in recent years (Fullan, 1996b)...	Fullan, M. (1996a). *Leadership for change. In International handbook for educational leadership and administration*. Kluwer Academic. Fullan, M. (1996b). *The new meaning of educational change*. Cassell.
Secondary references in which you acknowledge the work of one author that you have found in the work of another author Name the author of the idea (with year date if known) then write: (as cited in author, year).	Gombrich (1960) argues that both art and nature are needs of the mind (as cited in Norrington, 1989). **OR** Therefore, there is a strong notion that both art and nature are needs of the mind (as cited in Norrington, 1989, p. 22)	Norrington, F. G. (1989). *New aesthetics: Life in art*. Faber & Faber.
Group authors Sometimes the "author" is an organisation, government agency, association or corporate body. For in-text referencing, if the name of a group is long and the abbreviation is familiar to readers, cite the full name and provide the abbreviation in parentheses in the first instance. Then use the abbreviation in subsequent references. Works are entered in the reference list alphabetically by name of authoring organisation. You should use the most specific agency (to the subject matter of your essay) when numerous government agencies are listed as author.	The Department of Health (CHSP, 2020) provides a manual for use by CHSP service providers...	Department of Health. (2020). *Commonwealth home support programme (CHSP) manual. Australian Government.* https://www.health.gov.au/sites/default/ files/ documents/2021/03/ commonwealth-home-support-programme-chsp-manual.pdf

Author context	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings – see above)
Citing multiple authors at the same point in your work When you are citing more than one source at the same point in your work, you should list the sources alphabetically in the same order in which they would appear in the reference list and separate each with a semicolon within the same parentheses.	...sometimes psychologically injurious student-teacher encounters (see accounts in Burgoyne, Poulin & Rearden, 1999; McFarren, 2003; Moor, 2013; Prior, 2012; Seton, 2004; Stringer, 2020; Taylor, 2016) where some acting/voice/ movement teachers have variously "forced"/"compelled" student actors to push through...	Burgoyne, S., Poulin, K., & Rearden, A. (1999). The impact of acting on student actors: Boundary blurring, growth, and emotional distress. *Theatre Topics*, *9*(2), 157–179. McFarren, C. (2003). *Acknowledging trauma/rethinking affective memory: Background, method, and challenge for contemporary actor training* [Unpublished doctoral dissertation]. University of Colorado. Moor, A. (2013). C*ontemporary actor training in Australia* [Doctoral dissertation, Queensland University of Technology]. QUT Eprints. https://eprints.qut.edu.au/63083/ Prior, R. (2012). *Teaching actors: Knowledge transfer in actor training*. Intellect. Seton, M. (2004). *Forming (in) vulnerable bodies: Intercorporeal experiences in sites of actor training in Australia* [Unpublished doctoral dissertation]. The University of Sydney. Stringer, K. (2020). *Examining the impact of the psychological contract in a creative educational context: The relationships and expectations between student actors, acting teachers, and the conservatoire drama school in which they operate* [Unpublished bachelor dissertation]. Aston University. Taylor, S. (2016). *Actor training and emotions: Finding a balance* [Doctoral dissertation, Edith Cowan University]. http://ro.ecu.edu.au/theses/1804

How to reference resources (resources are listed in alphabetical order of resource type)

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Bible commentary Author, Initials. (Year). *Title of book: Subtitle of book*. Publisher.	Vinson (2008) **OR** (Vinson, 2008) Talbert (1992) **OR** (Talbert,1992)	Vinson, R. B. (2008). *Luke: Smyth & Helwys Bible commentary*. Smyth & Helwys.
Blog post Author, Initials. (Year, Month day). Title of blog post. *Blog Site Name*. https://url	Palm (2021) **OR** (Palm, 2021)	Palm, C. M. (2021, January 28). Research – a never-ending story. *ABBA Blog*. http://www.carlmagnuspalm.com/blogs/abba-blog?y=2021&m=1
Book/e-book, with DOI Author, Initials. (Year). *Title of Book*. (edition.). Publisher. DOI (expressed as a URL e.g. https://doi.org/xxxxxxxxxxxx If a source is 2nd or later edition, state the edition after the title inside parentheses in this format using plain text (xx ed.)	Friedlander (2018) **OR** (Friedlander, 2018)	Friedlander, P. (2018). *Rock and roll: A social history.* (2nd ed.). Routledge. https://doi.org/10.4324/9780429494703
Book/e-book, without DOI Author, Initials. (Year). *Title of Book.* (edition.). Publisher. If a source is 2nd or later edition, state the edition after the title inside parentheses in this format using plain text (xx ed.)	Chenoweth and McAuliffe (2018) **OR** (Chenoweth & McAuliffe, 2018)	Chenoweth, L., & McAuliffe, D. (2018). *The road to social work and human service practice.* (5th ed.). Cengage Learning.

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Book, edited, chapter within, with a DOI Author, Initials. (Year). Title of chapter. In Initials. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher. Chapter DOI	Gillen and Hall (2013) **OR** (Gillen & Hall, 2013)	Gillen, J., & Hall, N. (2013). The emergence of early childhood literacy. In J. Larson & J. Marsh (Eds.), *The SAGE handbook of early childhood literacy* (pp. 3–17). SAGE Publications. https://doi.org/:10.4135/9781446247518.n1
Book, edited, chapter within, without DOI Author, Initials. (Year). Title of chapter. In Initials. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher. If a source is 2nd or later edition, state the edition after the title inside parentheses in this format using plain text (xx ed.)	Marinetti (1996) **OR** (Marinetti, 1996)	Marinetti, F. T. (1996). The founding and manifesto of Futurism. In M. Huxley & N. Witts (Eds.), *The twentieth-century performance reader* (pp. 248–254). Routledge.
Code of ethics or Practice standards Author, Initials. (Year). *Title of work.* Publisher. URL (if available) References for ethics codes follow the same format as reports. When the author and publisher are the same (as in the examples), omit the publisher name to avoid repetition. To cite a specific section of an ethics code, create a reference to the full code and then indicate the specific section in the in-text citation. Use the language of the code to refer to sections (e.g., sections, provisions, standards).	Australian Association of Social Workers (2020) **OR** (Australian Association of Social Workers, 2020)	Australian Association of Social Workers. (2020). *AASW code of ethics 2020*. https://www.aasw.asn.au/document/item/1201
Conference proceeding and papers Author, Initials. (Year). *Title of paper. Proceedings of Title of Conference*, country, *vol*(no), pages. DOI or URL	Duckworth et. al (2017) **OR** (Duckworth et. al, 2017)	Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). *Cognitive and noncognitive predictors of success*. *Proceedings of the National Academy of Sciences*, USA, *116*(47), 23499–23504. https://doi.org/10.1073/pnas.1910510116

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Dissertations (Theses) *Unpublished* Author, Initial. (Year). *Title of work* [Unpublished doctoral dissertation]. Institution. When a dissertation or thesis is unpublished, include the description "[Unpublished doctoral dissertation]" or "[Unpublished master's thesis]" in square brackets after the dissertation or thesis title. In the source element of the reference and outside the square brackets, provide the name of the institution that awarded the degree. The same format can be adapted for other unpublished theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate. *Published* Author, Initial. (Year). *Title of work* (Publication No.) [Doctoral dissertation, Institution]. Name of Database/Repository/Archive. https://url A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive. If the database assigns publication numbers to dissertations and theses, include the publication number in parentheses after the title of the dissertation or thesis without italics. Include the description "Doctoral dissertation" or "Master's thesis" followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number. In the source element of the reference, provide the name of the database, repository, or archive, and the URL if available. The same format can be adapted for other published theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate (e.g., "Undergraduate honours thesis").	McFarren (2003) **OR** (McFarren, 2003) Moor (2013) **OR** (Moor, 2013)	McFarren, C. (2003). *Acknowledging trauma/ rethinking affective memory: Background, method, and challenge for contemporary actor training* [Unpublished doctoral dissertation]. University of Colorado. Moor, A. (2013). *Contemporary actor training in Australia.* [Doctoral dissertation, Queensland University of Technology]. QUT Eprints. https://eprints.qut.edu.au/63083/

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Document from website Author, Initials, or Group. (Year). *Title of web document*. [document type]. Site name. https://url	Lucero (2019) **OR** (Lucero, 2019)	Lucero, B. (2019). *All course worksheets*. [PDF]. The Video 4x Effect. https://brandontraining.mykajabi.com/products/the- video-4x-effect-program/categories/2240751/posts/7487756
DVD/Film/Documentary Producer, Initials. (Producer), & Director, Initials. (Director). (Year). *Title of film* [medium]. Country of origin: Studio. Provide the name of the producer and director. Indicate the medium in parentheses, e.g. [Motion picture], [DVD], [Video]. Only cite the source that you have accessed. For films accessed online provide the medium as [Video file] or [Documentary film] if appropriate instead of the country of origin and studio name, and provide the homepage URL of the distributor. Director, Initials. (Director). (Year). *Title of film* [Video file].url	Howard and Grazer (2001) **OR** (Howard & Grazer, 2001) Moore (2015) **OR** (Moore, 2015)	Howard, R., & Grazer, B. (Producers), & Howard, R. (Director). (2001). *A beautiful mind* [DVD]. USA: Imagine Entertainment. Moore, M. (Director). (2015). *Where to invade next* [Documentary film]. https://vimeo.com/ondemand/wheretoinvadenext
Figures and tables If you were reproducing an image from a book you would provide: From / Adapted from *Title of Book* (any edition or volume information, p. xxx), by A. N. Author and C. O. Author, year. If you were reproducing an image from a website, you would provide: From / Adapted from *"Title of Web Document*," by A. N. Author and C. O. Author, year (http://url). Copyright [year] by Name of Copyright Holder This includes a copy of, or adapting, an image, map, graph or table from a publication. Each figure (image, map or diagram) or table in your work needs to be identified with a number and a title. Immediately following this, you should provide a copyright statement. Any copyright statement would also require a corresponding reference entry.	Figure 2: Accuracy in Experiment 1 for each type of feedback. Adapted from *Managing Therapy-Interfering Behavior: Strategies From Dialectical Behavior Therapy* (p. 172), by A. L. Chapman and M. Z. Rosenthal, 2016, American Psychological Association. Copyright 2016 by the American Psychological Association. Figure 2: Percent of Adults Aged 18 Years and Older Who Are Obese. From "*Nutrition, Physical Activity and Obesity: Data, Trends and Maps. Alabama Indicator Details Percent of Adults Aged 18 Years and Older Who Are Obese*," by Centers for Disease Control and Prevention, 2015 (http://nccd.cdc.gov/NPAO_DTM/DetailedData.aspx?indicator=29&statecode=30). In the public domain.	Chapman, A. L., & Rosenthal, M. Z. (2016). *Managing therapy-interfering behavior: strategies from dialectical behavior therapy.* American Psychological Association. Centers for Disease Control and Prevention. (2015). *Nutrition, physical activity and obesity: Data, trends and maps. Alabama indicator details percent of adults aged 18 years and older who are obese.* http://nccd.cdc.gov/NPAO_DTM/DetailedData.29&statecode=30

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Government report – print documents Author, Initials. (Year). *Title of report.* (Report no., if available). Publisher. When numerous layers of government agencies are listed as the author of a work, *list the most specific agency* as the author in the reference. The names of parent agencies not present in the author position should appear after the title as the publisher.	Productivity Commission (2016) **OR** (Productivity Commission, 2016)	Productivity Commission. (2016). *Overview – introducing competition and informed user choice into Human Services: Identifying sectors for reform, Study Report.* Australian Government Productivity Commission.
Government report – online documents Author, Initials. (Year). *Title of report.* (Report no., if available). Publisher. URL When numerous layers of government agencies are listed as the author of a work, list *the most specific agency* as the author in the reference. The names of parent agencies not present in the author position should appear after the title as the publisher.	Productivity Commission (2016) **OR** (Productivity Commission, 2016)	Productivity Commission. (2016). *Overview – introducing competition and informed user choice into human services: Identifying sectors for reform, study report.* Australian Government Productivity Commission. https://www.pc.gov.au/inquiries/completed/human-services/identifying-reform/report
Internet resource, with author, date Author, Initials. (Full date available). *Title of webpage.* Site name. URL Websites and web documents should be cited according to the name of the author, which is often a group or an organisation. Cite page numbers where provided. Where no page numbers are provided, cite the chapter number, section heading or paragraph number.	Giovanetti (2019) **OR** (Giovanetti, 2019) The Australian Psychological Society (2014, "Why is it so difficult", para. 3) suggests…	Giovanetti, F. (2019, November 16). *Why we are so obsessed with personality types.* Medium. https://medium.com/the-business-of-wellness/why-we-are-so-obsessed-with-personality-types-577450f9aee9
Internet resource, no author, no date *Short title of webpage.* (n.d.). URL If no author is provided for a webpage or web document, cite by title. A shortened version of the source's title is used in place of the author. If no year is provided, use "n.d." which means "no date".	According to "Kindergartens" (n.d.) the best source of… **OR** …was the case ("Kindergartens", n.d.).	*Kindergartens and childcare centres in New Zealand.* (n.d.). Ministry of Education. https://www.education.govt.nz/early-childhood/

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Journal article, with DOI Author, Initials. (Year). Title of article. *Title of Journal, volume number* (issue number), page numbers, DOI expressed as a URL e.g. https://doi.org/xxxxxxxxxxxx When including page numbers for journal articles, omit the "pp." and include only the numbers separated by an en dash.	Latukefu and Ginsborg (2019) **OR** (Latukefu & Ginsborg, 2019) Herring et al. (2013) **OR** (Herring et al., 2013)	Latukefu, L., & Ginsborg, J. (2019). Understanding what we mean by portfolio training in music. *British Journal of Music Education*, *36*(1), 87–102. https://doi.org/10.1017S0265051718000207 Herring, S., Spangaro, J., Lauw, M., & McNamara, L. (2013). The Intersection of trauma, racism, and cultural competence in effective work with Aboriginal people: Waiting for trust. *Australian Social Work*, *66(*1), 104–117. https://doi.org/10.1080/031240 7X.2012.697566
Journal article,with a non-database URL Author, Initials. (Year). Title of article. *Title of Journal, volume number* (issue number), page numbers. https://url When including page numbers for journal articles, omit the "pp." and include only the numbers separated by an en dash. Not all journals have volume and issue numbers. If the journal does not use a volume or issue number, omit this element from the reference.	Stegmeir (2016) proposes that... **OR** (Stegmeir, 2016)	Stegmeir, M. (2016). Climate change: New discipline practices promote college access. *The Journal of College Admission,* (231), 44– 47. https://www.nxtbook.com/ygsreprints /NACAC/nacac_jca_spring2016/#/46
Journal article, from an academic database or print version Author, Initials. (Year). Title of article. *Title of Journal, volume number* (issue number), page numbers. When including page numbers for journal articles, omit the "pp." and include only the numbers separated by an en dash. Not all journals have volume and issue numbers. If the journal does not use a volume or issue number, omit this element from the reference.	Weaver (2010) **OR** (Weaver, 2010)	Weaver, D. J. (2010). *Wherever this good news is proclaimed: Women and God in the Gospel of Matthew.* Interpretation, 64, 390–401.

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Journal article with an article number/eLocator Author, Initials. (Year). Title of article. *Title of Journal, volume number*(issue number), page numbers. Article number or locator. https://url When including page numbers for journal articles, omit the "pp." and include only the numbers separated by an en dash.	Butt et al. (2018) **OR** (Butt et al., 2018)	Butt, S. A., Lidegaard, Ø., Skovlund, C., Hannaford, P. C., Iversen, L., Fielding, S., & Morch, L. S. (2018). Hormonal contraceptive use and risk of pancreatic cancer: A cohort study among premenopausal women. *PLoS ONE*, *13*(10), 1–8. Article e0206358. https://doi. org/10.1371/ journal.pone.0206358
Legal act *Short Title of Act Year* (Jurisdiction abbreviation) section number and subdivision if applicable (Country abbreviation). Section should be abbreviated to a lowercase "s" followed by a full stop and a space before the section number. If there is a section subdivision, separate it from the section with a full stop.	As stated in legislation addressing the wellbeing of children and young persons (*Children and Young Persons Act 1998* (NSW) s. 24)... **OR** According to s. 24 of the *Children and Young Persons Act 1998* (NSW)...	*Children and Young Persons 1998 Act* (NSW) s. 24 (Austl). https://www.legislation.nsw.gov. au/view/html/inforce/current/act-1998-157
Libretto Composer/Author, Initials. (Year). *Title of work.* [Libretto]. Publisher.	Sondheim and Lapine (2008) **OR** (Sondheim & Lapine, 2008)	Sondheim, S. & Lapine, J. (2008). *Into the woods* [Libretto]. Theatre Communications Group, Inc.

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Music score, anthology Composer, Initials. (Year). Title of work [Translation of work] [Type of score]. In Initials., Editor (Ed.), *Title of anthology* (edition., pp. xx–xx). Publisher. (Original work published in year).	Schumann (1849/1988) **OR** (Schumann, 1849/1988)	Schumann, R. (1988). Kennst du das Land [Knowest thou where], [Vocal score]. In C. V. Palisca (Ed.), *Norton anthology of Western music* (2nd ed., pp. 338–342). Norton. (Original work published in 1849).
Music score, online Composer, Initials. (Year). *Title of work* [Musical score]. Publisher. Retrieved from Name of Library.	Stravinsky (1975) **OR** (Stravinsky, 1975)	Stravinsky, I. (1975). *Rite of spring* [Musical score]. Hansen House. Retrieved from Classical Scores Library.
Music score, print Composer, Initials. (Year). *Title of work* [Musical score]. Publisher.	Stravinsky (1975) **OR** (Stravinsky, 1975)	Stravinsky, I. (1975). *Rite of spring* [Musical score]. Hansen House.
Music score, set of complete works Composer, Initials. (Year). Individual title. In Initial. Editor/s (Series Ed). & Initial. Editor/s (Vol. Ed.), *Title of work* (Vol. x) [Musical score]. Publisher.	Verdi (1983) **OR** (Verdi, 1983)	Verdi, G. (1983). Rigoletto: Melodrama in three acts. In P. Gossett (Series Ed.) & M. Chusid (Vol. Ed.), *The works of Giuseppe Verdi: Series 1, Operas* (Vol. 17) [Musical Score]. University of Chicago Press.

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Newspaper article Author, Initials. (Year, Month day). Title of article. *Title of Newspaper.* https://url	Davidson (2018) **OR** (Davidson, 2018)	Davidson, J. (2018, January 9). CES 2018: Samsung vows to add artificial intelligence to everything it does. *Australian Financial Review*. http://www.afr.com/
News website Author, Initials. (Year). Title of article. https://url	Young (2020) **OR** (Young, 2020)	Young, E. (2020, December 8). The old rate of JobSeeker left recipients with as little as $7 per day after paying rent. https://www.sbs.com.au/news/the-old-rate-of-jobseeker-left-recipients-with-as-little-as-7-per-day-after-paying-rent
Podcasts Author, Initials. (Producer/Writer/Speaker). (Year, Month day). *Title of podcast* [Audio podcast]. https://url Only cite the source that you have accessed. You may cite a producer, writer, presenter or speaker. Their role may be specified in text and must be specified in the reference list entry.	Bell (2018) **OR** (Bell, 2018)	Bell, R. (Speaker). (2018, May 20). *But he shouted all the more* [Audio podcast]. https://robbell.podbean.com/e/but-he-shouted-all-the-more/

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Professional institution publication Acronym of Professional Institution. (Year). *Title of publication*. https://url	ACECQA (2017) **OR** (ACECQA, 2017) Relationships Australia (n.d.) **OR** (Relationships Australia, n.d.)	ACECQA. (2017). *Leadership and management in education and care services: An analysis of Quality Area 7 of the National Quality Standard*. https://www.acecqa.gov.au/sites/default/files/2018-02/OccasionalPaper5- Relationships Australia. (n.d.). *Maintaining personal and professional boundaries.* https://www.relationshipsvictoria.com.au/assets/PDFs/Resources/Tip-Sheets/Maintaining-Professional-Boundaries-Tip-Sheet-19062.pdf
Report Author, Initials. (Year). *Title of work.* Publisher. https://url	Bartleet et al. (2020) **OR** (Bartleet et al., 2020)	Bartleet, B. L., Bennett, D., Bridgstock, R., Harrison, S., Draper, P., Tomlinson, V., & Ballico, C. (2020). *Making music work: Sustainable portfolio careers for Australian musicians. Australia Research Council Linkage Report*. Queensland Conservatorium Research Centre, Griffith University. https://makingmusicworkcomau.files.wordpress.com/2020/06/mmw_full-report.pdf
Sound recording, CD Composer, Initials. (Year). *Title of work* [Recorded by Name of Orchestra, conducted by Full Name; CD]. Publisher.	Mahler (1984) **OR** (Mahler, 1984)	Mahler, G. (1984). *Symphony no.1 in D major* [Recorded by Chicago Symphony Orchestra, conducted by Sir Georg Solti; CD]. Decca.
Sound recording, liner notes Author, Initials. (Year). [Liner notes]. On *Title of work* [CD]. Publisher.	Hagwood (1993) **OR** (Hagwood, 1993)	Hagwood, C. (1993). [Liner notes]. On *My Ladye Nevells booke* [CD]. Éditions de l'Oiseau-Lyre.

Type of resource	In-text citation example	Reference list examples (note the hanging indent of 1.27cm, using hanging selection within Indentation, in Paragraph Format settings)
Sound recording, track Composer, Initials. (Year). Title of track [Recorded by Initials. Performer; CD]. On *Title of work*. Publisher. In-text citations should include side and band or track numbers.	Vine (1996, track 1) **OR** (Vine, 1996, track 1)	Vine, C. (1996). 5 bagatelles [Recorded by I. Munro; CD]. On *Mere bagatelles*. Tall Poppies.
Sound recording, track online Composer, Initials. (Year). Title of track [Recorded by Initials. Performer; CD]. On *Title of work.* Publisher. Retrieved from Library. https://url	Vine (5 bagatelles, 1996) **OR** (Vine, 5 bagatelles, 1996)	Vine, C. (1996). 5 bagatelles [Recorded by I. Munro; CD]. On *Mere bagatelles*. Tall Poppies. Retrieved from Naxos Music Library. https://www.naxosmusiclibrary.com/login
Video, online, or Youtube/Vimeo Author, Initials./Author screen name (Producer/Writer/Speaker/Artist). (Year, Month day). *Title of video* [Video file]. Site name. https://url Note: Referencing a video on YouTube or Vimeo is the same format as referencing a video, film or DVD. You may cite a producer, writer, presenter or speaker. Their role may be specified in text and it must be specified in the reference list entry.	Lipsky (1980) **OR** (Lipsky, 1980) Beyoncé (2020) **OR** (Beyoncé, 2020)	Lipsky, M. (Speaker). (1980, February 24). *Street level bureaucrats with Michael Lipsky* [Video file] Youtube. https://www.youtube.com/watch?v=ZX1IivgPspA Beyoncé. (Artist). (2020, August 24). *Blue ivy, SAINt JHN, WizKid - BROWN SKIN GIRL* [Video file]. Youtube. https://www.youtube.com/watch?v=vRFS0MYTC1I
Webpage, with individual author identified or group authors identified Author, Initials, or Group. (Full date available – year, Month day). *Title of webpage*. Site name. https://url	Jamieson (2014) **OR** (Jamieson, 2014)	Jamieson, B. (2014, August 20). *Biblical theology and corporate worship.* IX 9Marks. https://www.9marks.org/article/biblical-theology-and-corporate-worship/

SECTION 2: ACADEMIC RESOURCES

HOW TO...

Write academic works e.g. essays, reports, etc.

https://aso-resources.une.edu.au/academic-writing-course/academic-writing-style/

Set out an essay

https://www.monash.edu/rlo/research-writing-assignments/assignment-types/writing-an-essay

Set out a case study

https://www.monash.edu/rlo/quick-study-guides/writing-a-case-study

Set out a report

https://www.deakin.edu.au/students/studying/study-support/academic-skills/report-writing

Set out a thesis

https://my.uq.edu.au/information-and-services/higher-degree-research/hdr-candidature-support/how-write-thesis/structuring-your-thesis

Reference guidelines and citations (APA 7)

https://apastyle.apa.org/style-grammar-guidelines/references

Paraphrase and quote (APA 7)

https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing

https://apastyle.apa.org/style-grammar-guidelines/citations/quotations

Format your paper (APA 7)

https://apastyle.apa.org/style-grammar-guidelines/paper-format

Use quotation marks (APA 7)

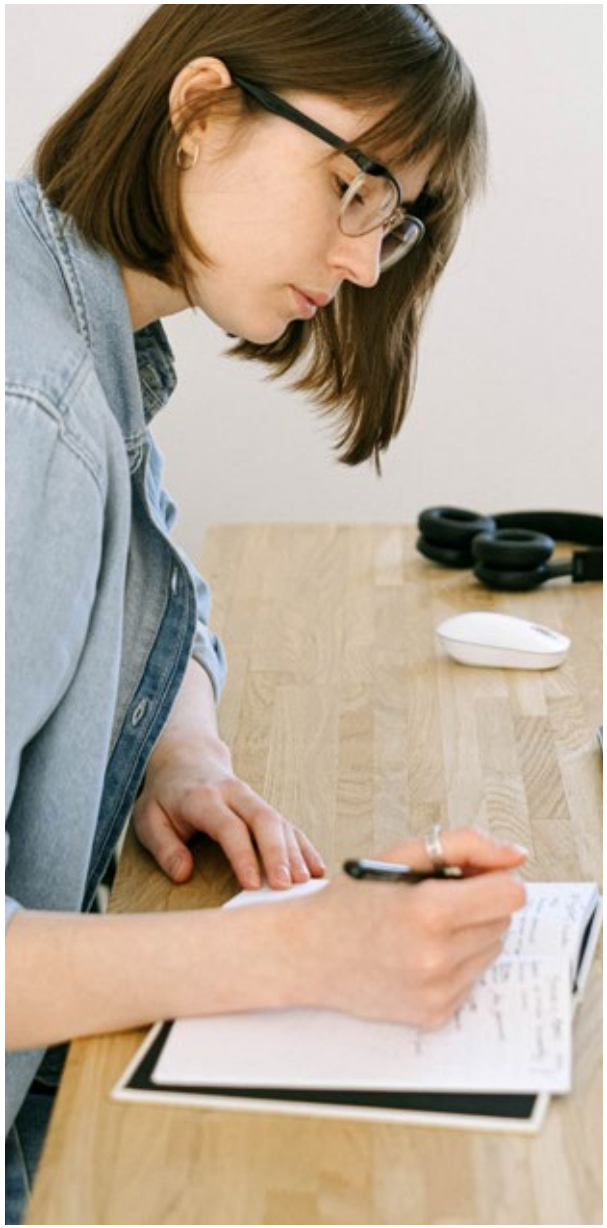
https://apastyle.apa.org/style-grammar-guidelines/italics-quotations/quotation-marks

Use italics (APA 7)

https://apastyle.apa.org/style-grammar-guidelines/italics-quotations/italics

Use an apostrophe (APA 7)

https://www.une.edu.au/__data/assets/pdf_file/0007/13111/WC_Punctuating-with-apostrophes.pdf



CHECK YOUR DOCUMENT FOR ACADEMIC INTEGRITY

Guidelines on plagiarism and collusion at Excelsia College

https://excelsia.edu.au/documents/2016/02/plagiarism-top-common-examples.pdf/

https://excelsia.edu.au/documents/2016/05/academic-integrity-policy-procedure.pdf/

Explanation of grades

https://excelsia.edu.au/documents/2016/02/explanation-of-grades.pdf/

DATABASES AVAILABLE THROUGH EXCELSIA COLLEGE LIBRARY

ABI/INFORM database

This features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as *The Economist*, country- and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

https://search-proquest-com.excelsia.idm.oclc.org/abicomplete/business/fromDatabasesLayer?accountid=32565

Business Source Complete (EBSCO Host) database

This features premium full-text content and peer-reviewed business journals, and is an essential tool for business students. It covers all disciplines of business, including marketing, management, accounting, banking, finance and more.

http://web.b.ebscohost.com.excelsia.idm.oclc.org/ehost/search/advanced?vid=0&sid=eaa7d9d7-574e-4a50-8802-ba4b341bcde6%40sessionmgr101

Informit database

This database includes A+ Education, AGIS Plus Text, APAFT - Australian Public Affairs Full Text, Business Collection, Engineering Collection, Families & Society Collection, Health Collection, Humanities & Social Sciences Collection, Indigenous Collection, Literature & Culture Collection, TVNews and more.

https://search-informit-org.excelsia.idm.oclc.org/

JSTOR database

This database features a highly selective digital library of academic content in many formats and disciplines. The collections include top peer-reviewed scholarly journals as well as respected literary journals, academic monographs, research reports from trusted institutes, and primary sources.

https://www-jstor-org.excelsia.idm.oclc.org/

Oxford Music database

This database provides the gateway to Grove Music Online, with access to search *The Oxford Dictionary of Music* and *The Oxford Companion to Music*. It holds over 52,000 articles written by nearly 9,000 scholars charting the diverse history and cultures of music around the globe.

https://www-oxfordmusiconline-com.excelsia.idm.oclc.org/

Oxford Reference database

This database features an online reference data collection, spanning 25 different subject areas, bringing together 2 million digitised entries across Oxford University Press's dictionaries, companions and encyclopedias.

https://www-oxfordreference-com.excelsia.idm.oclc.org/

ProQuest Education and Psychology database

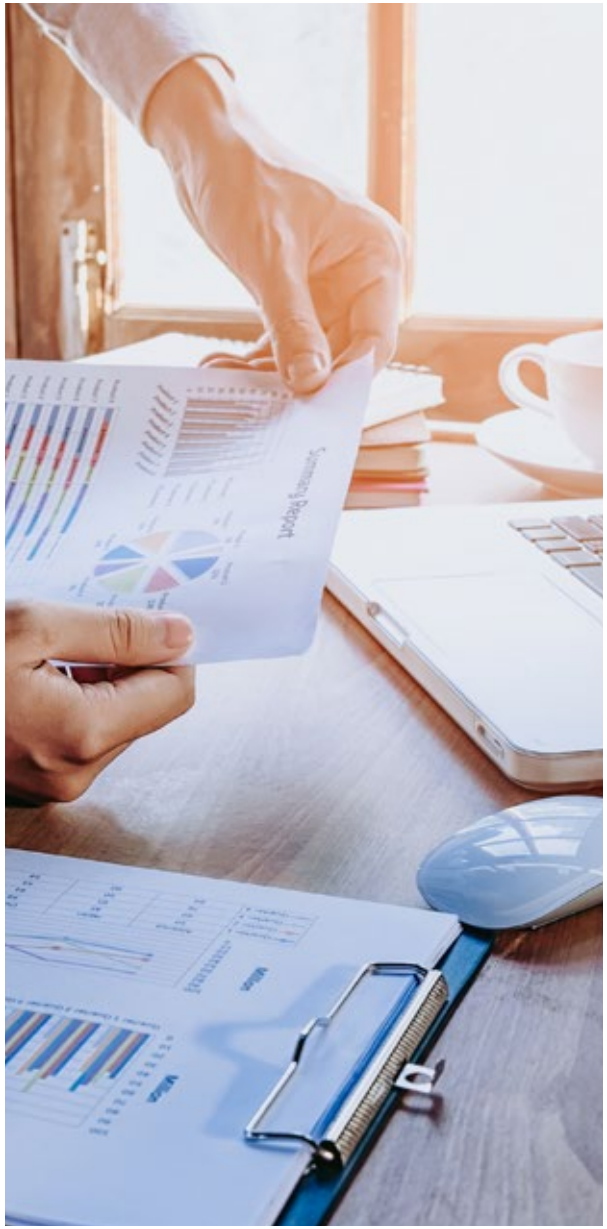
This database replaces confusing and inefficient web searches – which may involve multiple paywalls – with high-quality content collections and tools that help navigate and pinpoint the exact data you need.

https://search-proquest-com.excelsia.idm.oclc.org/?accountid=32565

Psychology and Behavioural Science Collection (EBSCO) database

This database features an essential full-text database for psychologists, counsellors, researchers and students. It provides hundreds of full-text psychology journals, including many indexed in APA PsycInfo. It offers particularly strong coverage in child and adolescent psychology and counselling.

http://web.b.ebscohost.com.excelsia.idm.oclc.org/ehost/search/advanced?vid=0&sid=4632de76-9e9f-4350-91ea-196fde8276e7%40pdc-v-sessmgr02



Religion and Philosophy Collection (EBSCO) database

This database features an essential full-text database for theology and philosophy research. It includes hundreds of full-text journals and magazines covering many religious and philosophical topics, including world religions, religious history, political philosophy and philosophy of language.

http://web.b.ebscohost.com.excelsia.idm.oclc.org/ehost/search/advanced?vid=0&sid=ba4cf132-1a83-4659-92d0-d2eb9b8359db%40sessionmgr103

USING ENDNOTE SOFTWARE

Endnote assists your acknowledgement of other resources as in-text citations and reference lists.

The following is a sequence of Youtube videos introducing you to the key features and uses of Endnote.

Endnote important information

https://www.youtube.com/watch?v=lGSGzFjZ7TE&list=PLfCd8J89y1JLKEXtlmso6LblIM_hCqPPr&index=18

Creating an Endnote library

https://www.youtube.com/watch?v=mL4-qdCLksE&list=PLfCd8J89y1JLKEXtlmso6LblIM_hCqPPr&index=6

Saving your Endnote library

https://www.youtube.com/watch?v=mcasF0p9_Nw&list=PLfCd8J89y1JLKEXtlmso6LblIM_hCqPPr&index=28

Working between different computers (college and home)

https://www.youtube.com/watch?v=L6uhzUbdse4&list=PLfCd8J89y1JLKEXtlmso6LblIM_hCqPPr&index=15

Selecting a reference style (APA 7)

https://www.youtube.com/watch?v=v2g6MUym6ng&list=PLfCd8J89y1JLKEXtlmso6LblIM_hCqPPr&index=17

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