

FACULTY OF
HEALTH SCIENCES



THE UNIVERSITY OF
SYDNEY

**GUIDE TO
PRESENTATION OF
ASSIGNMENTS
2012**

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A full-colour, electronic version of this document is published at:

http://sydney.edu.au/health_sciences/pdfs_docs/assignment_guide.pdf

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GUIDE TO PRESENTATION OF ASSIGNMENTS 2012

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This *Guide to Presentation of Assignments* has been written to assist you to receive the highest possible mark on your written assignment submissions to the Disciplines within the Faculty of Health Sciences.

Before we begin to address the specifics of assignment writing, referencing and submission, we will address the topic of *plagiarism*.

PLAGIARISM

Plagiarism is the fraudulent use of the intellectual property of another by copying another's work without acknowledgement, by implying material is one's own when it is not or by presenting an idea as new when it has come from another source. A student may not present, copy or reproduce material from another without acknowledging the source.

Depending on the extent of plagiarism found in a student's assessment submission, penalties can range from an interview with the Head of Discipline to expulsion from the University. The University of Sydney policy on Academic Honesty in Coursework is available at:

http://sydney.edu.au/learning/education_policy/academic_dishonesty_in_coursework_policy_2012.pdf

You should read the above document for yourself to ensure that you understand the implications of the policy.

A copy of the Compliance Statement is included on the Faculty's Assignment Cover Sheet: a **signed copy of this statement *MUST* be included with ALL assessment submissions**. Typing your name into the signature field is sufficient verification for electronic submissions.

The **FHS** Assignment Cover Sheets for individuals or groups are available online:

http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml

A series of modules covering information skills has been developed by the University of Sydney Library. Please take the time to view the topic **Plagiarism and Academic Honesty** at:

<http://sydney.edu.au/library/elearning/learn/plagiarism>

Robert Harris (2001), as cited in Central Queensland University's *Harvard referencing guide*, has developed flowcharts that should assist you in determining whether material should be cited.

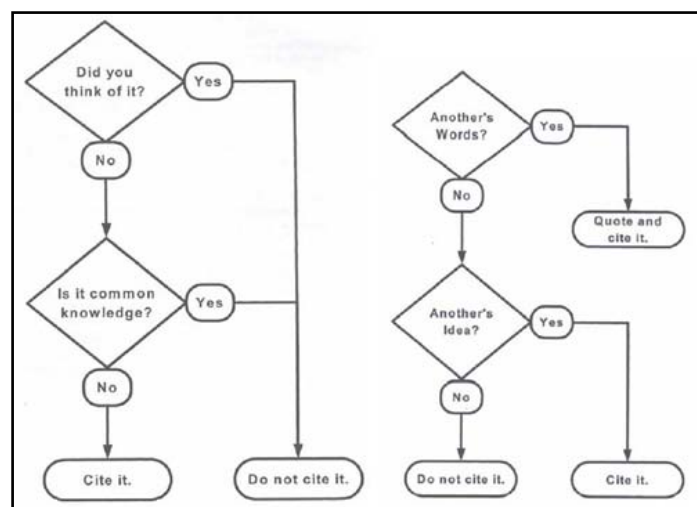


Figure 1: Harris, R. A. (2001). *The plagiarism handbook: Strategies for preventing, detecting, and dealing with plagiarism*. Los Angeles, CA: Pyczak, pp. 155 & 158.

HOW TO AVOID PLAGIARISM

- Keep good notes on the source material you use when preparing your assignments. If you photocopy the source material, ensure you also photocopy its bibliographic details (i.e. author, year of publication, title etc.) You require this information for your reference list. In the case of books, this information can usually be found at the front of the book, after the title page and before the table of contents. In the case of journal articles, this information can usually be found on the first page of the article. Different reference types require different bibliographic details to be recorded in the reference list – refer to Part 2 of this guide for specific examples.

If you use a physical item from the Library, you may find it helpful to record its call number – this will enable you to easily relocate it. There is a Call Number field in EndNote. Remember that an item's call number at the Health Sciences Library won't necessarily be the same as its call number at other University of Sydney Libraries.

- Do not overuse direct quotations. It is always better to paraphrase and use general statements to support your arguments. Paraphrasing demonstrates your understanding of the material. Remember, if you paraphrase the words or ideas of another, you must reference the source. If you do use the words of another author, put the borrowed words in quotation marks and treat them as a quotation. See page 9 of this guide for more information about direct quotations.
- It is not acceptable to cut and paste sections of material from the Internet or other sources and place them in your essay (with or without a reference) without any comment or connecting material written by you. This shows a lack of intellectual input on your part and will earn a poor mark because there is no academic merit in the essay.
- How to Recognise Plagiarism – a student tutorial from Indiana University in the USA:

<http://www.indiana.edu/~istd/index.html>

The University of Sydney is opposed to and will not tolerate plagiarism. It is the responsibility of all students to:

- Ensure they do not commit plagiarism or collude with another person to commit plagiarism
- Report possible instances of plagiarism
- Comply with the University's policy and procedure on plagiarism

REFERENCING – PART 1

As part of the requirements for most units of study, you will be asked to submit some form of written work in which you are expected to demonstrate an acceptable level of skill in academic writing. This guide will assist you in setting out and completing written work where academic writing is expected. Often a portion of the mark given for an assignment is awarded on the basis of referencing – you will find this guide a useful aid when completing your assignments. Referencing is an essential component of academic writing; it shows how well, and to what extent, you have researched your topic. It acknowledges your sources, lends credibility to your arguments, and allows readers to confirm what you have written as well as seek further information about your topic.

The Faculty of Health Sciences uses the American Psychological Association (APA) referencing style. The sixth and latest edition of this style (APA 6th) was published in 2010. In this style of referencing (called an 'author-date' system) the document being referred to is listed **twice** in the assignment: **once** within the text and **again** in the reference list. It is preferred to other referencing systems as the authors' details and date of publication occur in the text adjacent to the material being cited (as opposed, for instance, to a system that uses superscript numbering.)

Many staff and students of the Faculty use Endnote – a type of reference management software which facilitates the production of in-text and reference list citations. The version of APA 6th used in

this guide matches that produced by the software. **You should use APA 6th unless your Unit of Study Coordinator specifically asks you to use another style.**

In Referencing – Part 2 you will find samples of referencing for various types of sources, each of which has its own way of being cited. For example, an article from a scholarly journal is referenced differently from that of a textbook and differently again from a book that is made up of sections written by various authors. The style is quite specific and it does matter where you place commas, first initials, dates, and so on (and you will be marked accordingly). Refer to the in text and reference list examples in Part 2 of this guide as you research and write your assignments. In time you will find that referencing will become almost automatic. Remember to always present your reference list in **alphabetical** order.

You may be familiar with *bibliographies*. A bibliography is compiled of sources which have been useful to you in preparing your assignment, but which you have not cited in your work. All the sources you have consulted are listed alphabetically, by author. The bibliography is placed after the reference list. Bibliographies are **not** usually required in assignments. You should **not** include one unless your lecturer specifically requires one.

ACADEMIC WRITING

You should consult your lecturer about the style of writing required in preparing reports, particularly clinical reports or portfolios, where the use of point format (such as a list of dot points) and headings may be acceptable. In essays, point format is generally **not** acceptable. **Make sure you know and understand the marking criteria used by your Discipline, your Unit of Study Coordinator and the penalties for late submission.**

You will find useful explanations, examples of aspects of academic writing, and activities for practice at:

<http://writesite.elearn.usyd.edu.au/>
(requires UniKey authentication)

Remember that you must use appropriate academic sources such as textbooks and peer-reviewed journals. A peer-reviewed journal, also known as a 'refereed' or 'umpired' journal, is one which has been scrutinised by experts in that particular field. These experts perform an impartial review of all submitted articles to the journal. Sources such as Wikipedia are generally **not** acceptable, as the credentials of the author(s) are unknown and the information presented is not necessarily correct or objective.

Students completing thesis requirements for higher degrees should consult the Faculty Handbook and their supervisors in order to comply with any guidelines specific to higher degrees.

ENDNOTE

EndNote is a software program designed to manage bibliographic references and create reference lists which are required in all academic papers. References can be manually entered, or exported directly from a database into an EndNote Library, organised into groups, and added to your essay or thesis in virtually any referencing style. EndNote is free to current staff and students of the University of Sydney and there are Microsoft Windows and Macintosh versions available.

The current version of EndNote is **EndNote X5**.

Step 1: Download the Software

You can download the software, as well as access the EndNote Guide and EndNote tutorials from the following link:

<http://sydney.edu.au/library/skills/endnote.html>

Select the '**For students**' option, read the conditions, and click on '**I agree**'. Before continuing, be sure to log out of all Microsoft Office programs, such as Word, Outlook, Excel, etc. Then scroll down and select '**Download EndNote X5**' for PC or for Mac.

Step 2: Learn How to Use EndNote

It is possible to enter references directly from online sources, search databases for references from within EndNote, download full text articles, organise your references into groups, and insert references automatically as you write your paper. It is recommended that you attend classes or view online tutorials to learn how to use the more advanced features of EndNote. Please refer to:

<http://libguides.library.usyd.edu.au/endnote>

FORMATTING YOUR ASSIGNMENT

Assignment Cover Sheet

This page identifies your written work. Tutors and lecturers manage large numbers of students in a variety of units of study, sometimes from different Disciplines. The information you provide on this page ensures your work reaches the right person, is marked, and is returned to you. It includes your name and student number, your University email address, your Unit of Study name and number, your tutorial group (if appropriate), your Unit of Study Coordinator's or Tutor's name, the title of your assignment, and the length (do not count the words in an abstract or in your reference list or bibliography).

Table of Contents

A table of contents is generally necessary only where the text is divided into chapters or several subheadings. Most short written assignments do not require a table of contents.

The table of contents provides an overview of the material being presented and its location in your assignment. Included in it are the major divisions of the assignment: the introduction, chapters/sections (and sometimes subsections), reference list, bibliography and appendix. You should include page numbers to indicate where these divisions are contained in your document. Acknowledgements as well as lists of tables and figures may be included as well. The relationship between the various divisions needs to be shown by appropriate use of indentations and capitals. After the Table of Contents, insert your list of Tables and Figures if you need to include these.

Abstract or Synopsis

An abstract is not always required. If included in an assignment it should cover only the outline of your argument or the problem (not details), a brief description of the methods and procedures used in collecting data, and the general conclusions you have reached. An abstract is usually very short; if the length is not specified, then it is usual to aim at 5 to 10% of the essay itself. The abstract is placed after the title page and immediately before the text of your assignment. Most journals will include abstracts of their articles – you can use these as examples to prepare your own abstract.

A well-written abstract answers the following five questions, almost always in this order:

- Why was the study carried out (or why is the topic being discussed?)
- What was done?
- How was it done?
- What was found?
- What conclusions were drawn?

You may find the same sentence answers both the second and third questions.

Tables, Graphs, Figures and Illustrations

Tables, graphs, figures and illustrations can greatly enhance assignment presentation if they are used in moderation to convey relevant and useful information. Do not use several paragraphs of text to explain information that could easily be conveyed in tabular or diagrammatic form. As with the written word, make sure that tables and figures are properly referenced. (For a fuller outline of the use of tables, graphs, figures and illustrations refer to other publications such as those listed at the end of this booklet.) Include tables, graphs and other forms of illustration only where they serve a definite

purpose. Do not try to convey too much information in any table or graph. *Place them as close as possible to where they are referred to in the text.*

Remember that *Figures* include pictures, graphs and diagrams while *Tables* contain data. Therefore, it is appropriate to list tables and figures separately. Provide a list of Figures and Tables at the beginning of your assignment, immediately after the title page and the table of contents. Tables and figures should appear in consecutive order as they are referred to in the text, and have clear, concise titles. The correct method of introducing them into your text is to refer to the figure or table by number, for example: “As Table 4 shows, ...” – *or* – “(See Figure 2)”. Generally tables are typed (doubled spaced) and inserted in the text with two lines left above and below the table.

Example of a graph and its caption taken from another source:

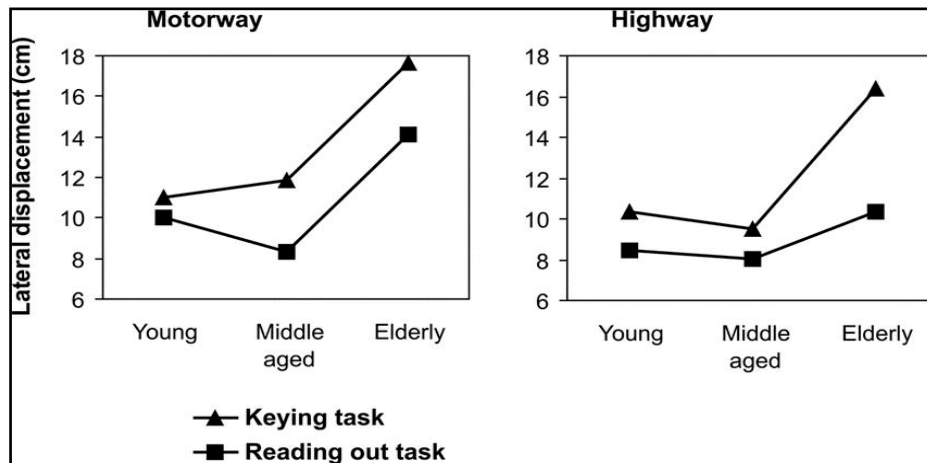


Figure 2: The average lateral displacement of the car (mean of absolute values) during glances at in-car target by age and road type (Wikman, 2005, p. 716).

Appendices

Use an appendix when you wish to include material in your assignment that is important, but not directly relevant to your main argument. An appendix might include copies of data collection forms used in the research, excerpts from diaries or transcripts from case studies, questionnaires, tests, statistical tables, and raw data. Including this material in the main body of your essay or assignment would make your work difficult to read or cluttered. This evidence should be placed in an appendix so that interested readers can consult the material if they wish. Appendices should not include photocopies of journal articles or text from references. The material placed in the appendix should be referred to in the body of the assignment, for example: “All subjects were given a Banks Item Test (see Appendix 1).” – *or* – “All subjects were given a Banks Item Test. A copy of the test is included in Appendix A.” Where there is more than one appendix, identify them by number or letter.

Final Presentation

Assignments are written for other people to read, comment on and mark. If markers are to give students a fair, accurate assessment they will need to be able to follow the student's work easily, so that they can concentrate on the content without the distractions of poor writing or disordered pages.

HERE ARE A FEW SIMPLE RULES:

- Present the text (main body) of your assignment on numbered pages beginning with 1 and continuing, in sequence, to the last page.
- Type your work using double spacing between lines.
- Actual font size will vary with the font you choose. Ensure that the font size and style you choose can be easily read. It is recommended that if you use *Arial* as your font, the minimum font size should be 10 point. If using *Times New Roman* the minimum font size should be 12 point.
- Print on only one side of the page.
- Leave a margin of at least 3 cm on the left-hand side of the page.
- Do **NOT** justify the right-hand margin.

- There are different styles for including headings in assignments. This document is an example of one style. If unsure, consult the Unit Coordinator in your Discipline.
- Stay within the specified word limit. Your lecturer will have a purpose in setting a limit – perhaps the exercise is designed to test your ability to argue concisely or select the most important points. **There may be a penalty for having too many or too few words.**
- The word count should include all words in the main body of the assignment (including ‘a’, ‘the’, etc.) **Do NOT count the words in the abstract or the reference list.**

SUBMISSION OF ASSIGNMENT

Some assignments will need to be electronically submitted via your Unit of Study elearning sites. Where a practice submission is available, be sure to use this facility well ahead of the due date for your first assignment to identify any issues you may encounter in the process.

When an electronic submission is not required, all the pages of your assignment must be firmly bound together. When bound at only one point, the top left-hand corner should be used. Do not submit your assignment as loose pages.

- You may wish to submit your work in a plastic sleeve or folder but there is no requirement to do so. Do **NOT** insert each page in individual plastic sleeves – these make it hard for markers to provide comments. Please do **NOT** submit your work in a ring binder unless specifically asked to do so.
- The Assignment Cover Sheet **MUST BE** signed and attached to **every** submission you make. The cover sheets include the mandatory compliance statement.
- Download the appropriate cover sheet from:

http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml
(under the heading *Assessment*)

It is your responsibility to keep a copy of all submissions as sometimes work is misplaced. Markers are under no obligation to award an extension to a student whose work is lost or stolen.

REFERENCING – PART 2

The Faculty of Health Sciences uses the American Psychological Association (APA) referencing style. The sixth and latest edition of this style (APA 6th) was published in 2010.

IN-TEXT REFERENCES

- APA uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format: (Author's Last Name, Year of Publication, Page Number(s)).
Example: (Austen, 1813, p. 64).
- You are also permitted to include the Author's name in a sentence, omitting it from the brackets.
Example: Austen (1813, pp. 64-67) observes that...
Note: For multiple pages, use the abbreviation 'pp.' Include the full page range, i.e. '64-67' as opposed to '64-7'.
- If you are referring to an entire work, include only the Author's Last Name and Year of Publication in brackets. If you are referring to part of a work, you must include Page Numbers or their equivalent (see specific examples for more information).
- 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

REFERENCE LIST

- The Reference List should appear at the end of your work on a separate page.
- Only include references you have cited in your work.
- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented (see examples in the tables below).
- In general, references should be listed alphabetically by the last name of the first author of each work.
- Special Reference List cases:
 - In the case of works by different authors with the same family name, list references alphabetically by the authors' initials.
 - In the case of multiple works by the same author in different years, 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 (see page 10 for more information).

- When referring to Books, Book Chapters, Article Titles or Webpages, capitalise only the first letter of the first word of a title and subtitle, and proper nouns.
Example: *Aboriginals and the mining industry: Case studies of the Australian experience*
- When referring to Journal Titles, capitalise all major words (do not capitalise words such as 'of', 'and', & 'the' unless they are the first word in the title).
Example: *Journal of Exercise Science and Fitness*

USEFUL LINKS

REFERENCING AND CITATION STYLES SUBJECT GUIDE: <http://libguides.library.usyd.edu.au/citation>

ENDNOTE SUBJECT GUIDE: <http://libguides.library.usyd.edu.au/endnote>

HOW TO REFERENCE TUTORIAL: <http://www.library.usyd.edu.au/elearning/learn/referencing/index.php>

HEALTH SCIENCES FACULTY LIAISON LIBRARIANS: <http://sydney.edu.au/library/contacts/subjectcontacts.html#hsc>

Acknowledgement: The material contained in this document has been adapted, with permission of the authors, from the following publication:

University of Canberra Library & Academic Skills Program. (2010). *A guide to referencing with examples in the APA & Harvard styles* (6th ed.). Retrieved from the University of Canberra Library website: <http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf>

BOOKS

One author – in-text reference placement

Note: There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.

‘Information prominent’ (the author’s name is within parentheses):

The conclusion reached in a recent study (Cochrane, 2007) was that...

OR**‘Author prominent’ (the author’s name is outside the parentheses):**

Cochrane (2007) concluded that...

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell Publishing.

One author – when fewer than 40 words are quoted

Include the material in the paragraph and include specific page number/s.

Use **double quotation marks** to show the exact words.

An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117).

OR

An interesting view was expressed by Cochrane (2007) that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell Publishing.

One author – when 40 or more words are quoted

Begin quoting the material on a new line, indent it 5 spaces (use the Indent tool to keep all lines of the quote evenly indented), and include specific page number/s.

Omit the quotation marks.

Use **double spacing** for both your text and the indented quote.

Make sure the quote is **exactly** as it was published.

Much has been written about acute care. Finkelman (2006), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours. (p. 184)

Recently, this trend has been seen in some Australian hospitals and research here...

Finkelman, A. W. (2006). *Leadership and management in nursing*. Upper Saddle River, NJ: Pearson Prentice Hall.

IN-TEXT REFERENCE

REFERENCE LIST

Two authors

When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010, p. 63) maintain that...

Palmer, G. R., & Short, S. D. (2010). *Health care and public policy: An Australian analysis* (4th ed.). South Yarra, VIC: Palgrave Macmillan.

Three to five authors

For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.

A recent study (Seeley, VanPutte, Regan, & Russo, 2011, p. 143) concluded that...

Subsequent in-text reference/s:
(Seeley et al., 2011, p. 143)

Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). *Seeley's anatomy & physiology*. New York, NY: McGraw-Hill.

Six to seven authors

For all in-text references, list only the first author's family name followed by 'et al.' All authors are included in the Reference List.

The Russian Revolution may never have succeeded if there hadn't already been widespread discontent among the Russian populace (Bulliet et al., 2005, p. 768).

Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., & Northrup, D. (2011). *The earth and its peoples: A global history* (5th ed.). Boston, MA: Wadsworth.

For books with eight or more authors, please follow the guidelines for journal articles with eight or more authors on page 7.

Works by different authors with the same family name

For in-text references, include the initials of the authors in question to enable readers to differentiate between them.

These techniques have been shown to improve test scores among primary school aged children (R. Smith, 2010, p. 56).

If funding were enhanced, it is arguable these problems could be ameliorated (C. J. Smith & Laslett, 1993, p. 24).

Smith, C., & Laslett, R. (1993). *Effective classroom management: A teacher's guide* (2nd ed.). London: Routledge.

Smith, R. (2010). *Rethinking teacher education: Teacher education in the knowledge age*. Sydney, NSW: AACLM Press.

List references alphabetically by the authors' initials in the Reference List.

IN-TEXT REFERENCE

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 insert years earliest to latest.

List references chronologically (earliest to latest) in the Reference List.

Several works by the same author in the same year

Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.

Several authors, different years, referred to collectively in your work

List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.

Separate each reference with a semicolon.

These techniques have changed markedly in the last decade (Greenspan, 2000, 2011).

Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference...

"Educational change" has taken on a new meaning in recent years (Fullan, 1996b) ...

The cyclical process (Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; Maclsaac, 1995) suggests...

REFERENCE LIST

Greenspan, A. (2000). *Orthopedic radiology: A practical approach* (3rd ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

Greenspan, A. (2011). *Orthopedic imaging: A practical approach* (5th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

Fullan, M. (1996a). Leadership for change. In *International handbook for educational leadership and administration*. New York, NY: Kluwer Academic Publishers.

Fullan, M. (1996b). *The new meaning of educational change*. London, England: Cassell.

Carr, W., & Kemmis, S. (1986). *Becoming critical: Education knowledge and action research*. London, England: Falmer Press.

Dick, B. (2000). *A beginner's guide to action research*. Retrieved from <http://www.scu.edu.au/schools/gcm/ar/arp/guide.html>

Kemmis, S., & McTaggart, R. (Eds.). (1988). *The action research planner* (3rd ed.). Melbourne, Australia: Deakin University.

Maclsaac, D. (1995). *An introduction to action research*. Retrieved from <http://physicsed.buffalostate.edu/danowner/actionrsch.html>

	IN-TEXT REFERENCE	REFERENCE LIST
<p>E-Book – online book</p> <p>- If the URL leads to information about how to obtain the book, use “Available from” instead of “Retrieved from”.</p> <p>- If there is a DOI (digital object identifier), include it instead of the ‘Retrieved from’ statement. A DOI is a unique, permanent identifier assigned to many electronic documents.</p>	<p>We found helpful information about deaf children (Niemann, Greenstein, & David, 2004) that meant we could...</p> <p>OR</p> <p>Schiraldi (2001) offers solutions to PTSD.</p>	<p>Niemann, S., Greenstein, D., & David, D. (2004). <i>Helping children who are deaf: Family and community support for children who do not hear well</i>. Retrieved from http://www.hesperian.org/publications_download_deaf.php</p> <p>Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722</p>
<p>Chapter in edited book</p>	<p>A discussion about Australia’s place in today’s world (Richards, 1997) included reference to...</p> <p>OR</p> <p>Richards (1997) proposed that...</p>	<p>Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). North Ryde, Australia: Century.</p>
<p>Brochure – author is also publisher</p>	<p>The security of personal information is addressed in the TransACT brochure (TransACT, n.d.)</p>	<p>TransACT . (n.d.). <i>Guide to equipment and service</i> [Brochure]. Canberra, Australia: Author.</p>
<p>Editor</p>	<p>In discussing best practice, Zairi (1999) identified...</p> <p>OR</p> <p>Best practice indicators in management have been identified (Zairi, 1999) and...</p>	<p>Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i>. Oxford, England: Butterworth-Heinemann.</p>
<p>Compiler, or Reviser, or Translator</p> <p>Use the following abbreviations after the person’s name in the Reference List:</p> <p>Comp. Rev. Trans.</p>	<p>This novel by Gaarder (1991/1994) provides an appealing approach to...</p> <p>OR</p> <p>Socrates has been described as “enigmatic” (Gaarder, 1991/1994, p. 50) which provides us with...</p>	<p>Gaarder, J. (1994). <i>Sophie’s world: A novel about the history of philosophy</i> (P. Møller, Trans.). London, England: Phoenix House. (Original work published 1991).</p>

IN-TEXT REFERENCE

REFERENCE LIST

Corporate author – when the author is also the publisher

Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references.

A recent study (Australian Institute of Health and Welfare [AIHW], 2009) highlighted ...

Subsequent in-text reference/s:
The AIHW (2009) found that...

Australian Institute of Health and Welfare. (2009). *Indigenous housing needs 2009: A multi-measure needs model* (AIHW cat. no. HOU 214). Canberra, Australia: Author.

Corporate author – commissioned reports

The report prepared by the South Australian Centre for Economic Studies (2009) was discussed.

South Australian Centre for Economic Studies. (2009). *Local government's current and potential role in water management and conservation: Final report*. Commissioned by the Local Government Association of South Australia. Adelaide, Australia: Author.

No date of publication

Some aspects of forensic science are more challenging than others (Browne, n.d.) and for this reason...

Browne, J. D. (n.d.). *Forensic science as a career*. London, England: Tower Publishing.

Second or later edition

Peters (2001, p. 6) argued that "..."

Peters, T. (2001). *The elements of counselling* (2nd ed.). Brisbane, Australia: Macmillan.

Multi-volume work

Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in...

OR

There is so much to learn about our country (Clark, 1978, p. 42) that we kept returning to...

Inge, M. T., Duke, M., & Bryer, J. R. (Eds.). (1978). *Black American writers: Bibliographical essays* (Vols. 1-2). New York, NY: St. Martins.

Clark, C. M. H. (1978). *A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888*. Australia: Melbourne University Press.

JOURNAL, NEWSPAPER & NEWSLETTER ARTICLES

Journal article with one author – separated paging (paginated by issue)

In an earlier article, it was proposed (Jackson, 2007)...

Jackson, A. (2007). New approaches to drug therapy. *Psychology Today and Tomorrow*, 27(1), 54-59.

If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List.

Journal article with two authors – continuous paging throughout a volume.

Kramer and Bloggs (2002) stipulated in their latest article...

Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. *American Journal of Art Therapy*, 40, 218-231.

OR

If the journal volume page numbers run continuously throughout the year, regardless of issue number, do **not** include the issue number in your Reference List entry.

This article on art (Kramer & Bloggs, 2002) stipulated that...

Journal article with three to five authors

A recent study to investigate the effects of an organisational stress management program on employees (Elo, Ervasti, Kuosma, & Mattila, 2008) concluded that...

Elo, A., Ervasti, J., Kuosma, E., & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. *Journal of Occupational Health Psychology*, 13(1), 10-23.

For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries.

Subsequent in-text reference/s:
(Elo et al., 2008, p. 11)

Journal article with six to seven authors

A simple ALMA is described in a recent study (Restouin et al., 2009).

Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. *BioTechniques*, 47, 871-875.

For all in-text references, list only the first author's family name followed by 'et al.' All authors are included in the Reference List.

	IN-TEXT REFERENCE	REFERENCE LIST
<p>Journal article with eight or more authors</p> <p>For all in-text references, list only the first author's family name followed by 'et al.' In the Reference List, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name.</p>	<p>Traumatic injury is the leading cause of death and disability worldwide (Steel et al., 2010, p. 523).</p>	<p>Steel, J., Youssef, M., Pfeifer, R., Ramirez, J. M., Probst, C., Sellei, R., ... Pape, H. C. (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i>, 69(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24</p>
<p>Journal or magazine article with no volume or issue number</p>	<p>Wychick and Thompson (2005) foreshadow that scam will still be enticing...</p> <p>OR</p> <p>An interesting approach to scam (Wychick & Thompson, 2005) suggested that...</p>	<p>Wychick, J., & Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i>, 54-60.</p>
<p>Journal article retrieved from a database – with a DOI (Digital Object Identifier)</p> <p>A DOI is a unique, permanent identifier assigned to articles in many databases. Always include the DOI if one is provided (usually in the article's full-text, abstract or database record). If there is a DOI, no other retrieval information is necessary.</p>	<p>A study examining priming (Johns & Mewhort, 2009) discovered ...</p>	<p>Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i>, 35, 1162-1174. doi: 10.1037/a0016372</p>

IN-TEXT REFERENCE		REFERENCE LIST
<p>Journal article retrieved from a database – without a DOI</p> <p>- If there is no DOI, do a Web search to locate the URL of the journal's home page & include it in the Reference List. The journal URL can sometimes be found in the database record or in the full text view of the article.</p> <p>- If the online article is ONLY available from a database (e.g. for discontinued journals where the journal home page doesn't exist), include the entry page URL of the database where it was found. Give the database name if not in the URL.</p>	<p>The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)...</p> <p>Primary care is one area marked for improvement (Purtilo, 1995, p. 111).</p>	<p>Example using URL of journal home page:</p> <p>Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i>, 9(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab</p> <p>Example using URL of database (where there is no journal home page):</p> <p>Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. <i>Trends in Health Care, Law and Ethics</i>, 10, 105-118. Retrieved from http://www.proquest.com</p>
<p>Book review in a journal</p>	<p>In his review of Thomas Samaras' latest book, Marson (2009) identifies...</p>	<p>Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i>, by T. Samaras]. <i>Public Health Nutrition</i>, 12, 1299–1300. doi:10.1017/S1368980009990656</p>
<p>Newspaper article – with an author</p>	<p>The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).</p>	<p>Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i>, p. 11.</p>
<p>Newspaper article – without an author</p>	<p>The redesign of the Internet ("Internet pioneer", 2007) is said to...</p>	<p>Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i>, p. 15.</p>
<p>Newspaper article retrieved from a database</p> <p>Do a Web search to locate the URL of the newspaper's home page & include it in the Reference List.</p>	<p>In an attempt to save the tiger, Darby (2002) provided...</p>	<p>Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i>. Retrieved from http://www.smh.com.au</p>
<p>Article in an online newsletter</p>	<p>Australia's casualty rate was almost 65 per cent - the highest in the British Empire ("Australians and the Western Front", 2009)</p>	<p>Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i>. Retrieved from http://www.cultureandrecreation.gov.au/newsletter/</p>

GOVERNMENT PUBLICATIONS

Government department as author

Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references.

The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA], 2006) presents Australian Government agencies with...

Subsequent in-text reference/s:

DOFA (2006) identified ...

Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.

Legislation

In relation to action regarding unsuitable goods, s. 74B of the Trade Practices Act (1974) states...

Trade Practices Act, Cth. (1974). Retrieved from <http://www.comlaw.gov.au/>

Note: This is an example of a Commonwealth Act.

Government publication – with identifying number

Includes report numbers, catalogue numbers, etc.

Recently released statistics from the Australian Bureau of Statistics (ABS) (2007) reveal interesting changes in Australian society.

Subsequent in-text reference/s:

The ABS (2007) reported that ...

Australian Bureau of Statistics. (2007). *Australian social trends* (Cat. no. 4102.0). Canberra, Australia: ABS.

Government report – online**First in-text reference:**

A recent government report (Department of the Prime Minister and Cabinet [PM&C], 2008) examines a selection of key topics ...

Subsequent in-text reference/s:

Families in Australia were highlighted (PM&C, 2008)...

Department of the Prime Minister and Cabinet. (2008). *Families in Australia: 2008*. Retrieved from <http://www.dpmc.gov.au/publications/families/index.cfm#contact>

Government approved standards

...and "including data in computer systems, created or received and maintained by an organisation" (Standards Australia, 1996, p. 7) as well as...

Standards Australia. (1996). *Australian Standard AS 4390: Records Management*. Sydney, Australia: Author.

IN-TEXT REFERENCE

REFERENCE LIST

UNIVERSITY PROVIDED STUDY MATERIAL

Lecture / tutorial notes, etc. – online

Septicaemia is one of many infections commonly acquired in hospitals (Maw, 2010).

Maw, M. (2010). *NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention* [Lecture PowerPoint slides]. Retrieved from <http://learn-on-line.ce.usyd.edu.au/>

OTHER SOURCES

Blog post

The plight of the flapper skate was recently highlighted (Keim, 2009)...

Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Web log post]. Retrieved from <http://www.wired.com/wiredscience/2009/11/extinction-error/>

- List the author's name as it is used in the posting (including nicknames).

- For a blog comment, use 'web log comment' instead of 'web log post' and include the exact title (including 'Re:' if used)

CD recording – music

Lyrics from Paul Kelly's song "From little things big things grow" (Kelly, 1997, track 10) were used in recent television advertisements.

Kelly, P. (1997). *From little things big things grow. On Songs from the south: Paul Kelly's greatest hits* [CD]. Melbourne, Australia: Mushroom Records.

Conference or seminar papers in published proceedings – print

In a paper about conservation of photographs (Edge, 1996), the proposition that...

Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), *Proceedings of the Conference on Research Techniques in Photographic Conservation* (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.

If the paper is from a book, use the Book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format.

Conference or seminar papers in published proceedings – online

Tester (2008) points to the value of using geothermal sources for power and energy.

Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), *Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference*, Canberra, Australia: Geoscience Australia. Retrieved from http://www.ga.gov.au/image_cache/GA11825.pdf

IN-TEXT REFERENCE		REFERENCE LIST
<p>Dictionary / Encyclopaedia – print</p> <p>Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List.</p>	<p>According to one definition of “bivalence” (VandenBos, 2007, p. 123)...</p>	<p>VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i>. Washington, DC: American Psychological Association.</p>
<p>Dictionary / Encyclopaedia – online</p> <p>Include information about editions, specific volume numbers or page numbers in parenthesis following the title in the Reference List.</p>	<p>A psychological overview of ADHD (Arcus, 2001)...</p>	<p>Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i>. Retrieved from http://www.gale.cengage.com/</p> <p>Note: If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference.</p>
<p>Discussion group, list, etc. – online</p>	<p>There are strongly held views about knowledge management (Weidner, 2007) and from personal experience...</p>	<p>Weidner, D. (2007, June 11). KM reducing in popularity [Discussion list message]. Retrieved from http://actkm.org/mailman/listinfo/actkm_actkm.org</p>
<p>DVD / Videorecording</p>	<p>Jane Austen’s world came alive in <i>Sense and sensibility</i> (Lee, 1995)</p>	<p>Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.</p>
<p>Email – NEVER cite addresses without permission of the owner of the address</p>	<p>Ms Coleman (personal communication, July 11, 2007) provided details in an email and we acted on that information.</p>	<p>Not included in Reference List. Treat as personal communication and cite in-text only.</p>
<p>Facebook update</p> <p>List the author’s name as it is written (including nicknames).</p>	<p>\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)</p>	<p>Rudd, K. (2009, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf</p>
<p>Figure, Table, Graph, Map or Chart</p> <p>Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title:</p> <p>[Figure]. [Table]. [Map]. [Graph]. [Chart].</p>	<p>Graph The internal processes were well described (Kaplan & Norton, 2004) which led to...</p> <p>Map To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...</p>	<p>Graph Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School.</p> <p>Map Geoscience Australia [NATMAP] (Cartographer). (2004). <i>ACT region, New South Wales and Australian Capital Territory</i> [Map]. Canberra, Australia: Author.</p>

	IN-TEXT REFERENCE	REFERENCE LIST
Image – online	The effective use of light in Monet’s ‘Haystacks’ (Monet, 1890)...	Monet, C. (1890). <i>Haystacks, midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View=LRG
Interview – on radio	In a recent interview with the Prime Minister (Mitchell, 2009)...	Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.
Interview – on television	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and...	Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
Motion picture (movie)	Jackson and Pyke (2003) provide evidence that belief in a world...	Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films. Note: Give the country where the movie was made – not the city.
Personal communication	J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area. Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.	Not included in Reference List. Cite in-text only.
Podcast (audio)	Listening to the news on my MP3 player (Nolan, 2007) was a new experience and I decided...	Nolan, T. (Presenter). (2007, April 28). <i>AM: News & current affairs</i> [Audio podcast]. Retrieved from http://abc.net.au/news/subscribe/amrss.sml
Radio program – broadcast	When discussing how people write about music, Koval (2009)...	Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. Melbourne, Australia: ABC Radio National.
Radio program – transcript	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall, 2005) which...	Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from http://www.abc.net.au/ra/innovations/stories/s1302318.htm

	IN-TEXT REFERENCE	REFERENCE LIST
Speech	Amongst the views expressed about war and peace (Hodson, 2000) were...	Hodson, A. (2000, November 11). <i>Peace in today's world</i> . Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, Australia.
Speech – online	In her ANZAC Day speech (Clark, 2007), the Prime Minister of New Zealand referred to...	Clark, H. (2007, April 25). <i>Prime Minister's 2007 Anzac Day message</i> . Retrieved from http://www.anzac.govt.nz
Television advertisement	The problems of teenage anxiety were graphically captured (Beyondblue, 2009)...	Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra, Australia: WIN TV.
Television program – broadcast	Examining future plans for Canberra's city area (Kimball, 2009)...	Kimball, C. (Presenter). (2009, September 4). <i>Stateline</i> [Television broadcast]. Canberra, Australia: ABC TV. Always check the television station's website and use the transcript, if one is available, for direct quotes.
Television program – transcript	Cyclones often affect Australia, especially in the north (McLaughlin, 2004) and it is worthwhile...	McLaughlin, M. (Presenter). (2004, November 7). Cyclone Tracy. In <i>Rewind</i> [Television program] [Transcript]. Sydney, Australia: ABC TV. Retrieved from http://www.abc.net.au/tv/rewind/txt/s1233697.htm
Thesis or Dissertation – print	Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle, 2009, p. ii).	Duddle, M. (2009). <i>Intraprofessional relations in nursing: A case study</i> (Unpublished doctoral thesis), University of Sydney, Australia.
Thesis or Dissertation – retrieved from a database	The field of engineering has largely developed around the positivist philosophical position (Hector, 2008).	Hector, D. C. A. (2008). <i>Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse</i> (Doctoral thesis). Available from Australasian Digital Theses database. (Record No. 185877) Note: End the reference with the unique number or identifier assigned to the thesis/dissertation.
Thesis or Dissertation – retrieved from the web	Lacey (2011, p. 12) differentiates between instrumental violence and violence inflicting injury for its own sake.	Lacey, D. (2011). <i>The role of humiliation in collective political violence</i> (Masters thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128

	IN-TEXT REFERENCE	REFERENCE LIST
<p>Twitter tweet</p> <p>If the author uses their name as their Twitter 'handle', do not alter its format to follow the convention of 'Family name, Initial(s).'</p>	<p>President Obama announced the launch of the American Graduation Initiative (BarackObama, 2009).</p>	<p>BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366</p> <p>Note: This reference would be filed under 'B', not 'O'</p>
<p>Video blog post</p>	<p>The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009)...</p>	<p>Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from http://www.youtube.com/watch?v=i8ldJ-0S5rs</p>
<p>Web document – author or sponsor given, dated</p> <p>Note: A web document is a file (e.g. a Word or PDF file) found on the Web. Often there are links to Web documents from Web pages. A Web document is not the same as a web page.</p>	<p>An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...</p>	<p>Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i>. Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</p>
<p>Web document – author or sponsor given but not dated</p>	<p>The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO, n.d.).</p>	<p>Commonwealth Scientific and Industrial Research Organisation. (n.d.). <i>Reducing Australia's greenhouse emissions factsheet</i>. Retrieved from http://www.csiro.au/resources/ps282.html</p>

IN-TEXT REFERENCE

Web page with no page numbers

Include in in-text references:

- A paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible)

OR

- A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in double quotation marks.

Note: Because Web pages can be updated, you must include the date on which you accessed the source.

Usually the author or creator of a work is the copyright owner (University of Sydney, 2010, "Who owns copyright?", para. 1).

Note: The heading of the section was "Who owns copyright?"

REFERENCE LIST

University of Sydney (2010). *Guide to copyright*. Retrieved March 21, 2011, from <http://sydney.edu.au/copyright/students/coursework.shtml#who>

Web source – no author or sponsor given

When there is no author for a source you find on the Web (whether it be a Web document or a Web page), the title moves to the first position of the reference entry.

If the title is long, use an abbreviated version of it for in-text citations. Insert double quotation marks around the title

Note: If you were citing the title of a book, periodical, brochure or report, you would use italics rather than double quotation marks.

This vaccine is 6 times more efficient than vaccines previously used to immunise against the condition ("New child vaccine", 2001).

New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from http://news.ninensn.com.au/health/story_13178.asp

Website – entire website

The new website of the Department of Education, Employment and Workplace Relations (<http://www.deewr.gov.au>) includes useful information on current government education policy.

Not included in Reference list.

IN-TEXT REFERENCE

Wiki

Include the date retrieved, as the information is likely to change in these sources.

The role of media corporations in the media literacy movement is discussed ("Great debates in media literacy", n.d.)

REFERENCE LIST

Great debates in media literacy: Theory and practice of media literacy. (n.d.). In *Wikiversity*. Retrieved October 27, 2009, from http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy

NON-DISCRIMINATORY LANGUAGE

Language and the way it is used are major vehicles for the expression of prejudice and discrimination. It not only reflects and maintains the discriminatory values and practices of our society, but can also be inaccurate and perpetuate false assumptions and stereotypes. Non-discriminatory language aims to treat all people equitably and fairly, usually by avoiding certain expressions and selecting others already existing in the language.

SOURCES OF HELP

Disability Services

Disability Services is the principal point of contact and support for current and prospective students with disabilities. They provide direct support services and liaise with academics to minimise the impact of disability on your study. They can be contacted at Cumberland Campus on 02 9351 9638 or on Camperdown/Darlington Campuses on 02 8627 8433.

Writing

Anderson, A., & Poole, M. (2001). *Thesis and assignment writing* (4th ed.). Brisbane, QLD: John Wiley & Sons.

Craswell, G. (2005). *Writing for academic success: A postgraduate guide*. London: Sage.

Higgs, J., Sefton, A., Hay, I., Street, A., & McAllister, L. (2005). *Communicating in the health and social sciences*. Melbourne, VIC: Oxford University Press.

Marshall, L. A., & Rowland, F. (2006). *A guide to learning independently* (4th ed.). Melbourne, VIC: Longman Cheshire.

Morley-Warner, T. (2009). *Academic writing is – : A guide to writing in a university context*. Sydney, NSW: Association for Academic Language and Learning.

Summers, J., & Smith, B. (2005). *Communication skills handbook: How to succeed in written and oral communication* (2nd ed.). Milton, QLD: John Wiley and Sons Australia.

You will find useful explanations and examples of aspects of academic writing and activities for practice at the following URL:

<http://writesite.elearn.usyd.edu.au/>

WRITING ADVICE

The Learning Centre (Cumberland Campus), Ground floor of Jeffrey Miller Administration Building, Room A004, provides language and academic skills support [Phone: (02) 9351 9638]. Workshops, seminars, tutorials and one-to-one consultations on academic and professional communication skills are available throughout the year. These sessions are available to all students on Cumberland Campus. It is best to come early in the academic year as prevention is much better than remediation. Booking is essential for one-to-one consultations and advisable for all other sessions. The Centre liaises with academic staff on Cumberland Campus.

The Learning Centre (Camperdown Campus), Level 7, Room 722, of the Education Building on Camperdown Campus [Phone: (02) 9351 3853]. The Centre offers a range of workshops in many areas of academic research and writing to students at all levels of study, especially postgraduate students.

BIBLIOGRAPHY

Neville, C. (2007). *The complete guide to referencing and avoiding plagiarism*. Berkshire, UK: Open University Press.

Snooks & Co. (2002). *Style manual for authors, editors and printers* (6th ed.). Milton, QLD: John Wiley & Sons, p. 190.