

An Abridged Guide
to the

**Vancouver
Referencing Style**

School of Access Education

The CQUniversity Abridged Guide to the Vancouver Referencing Style is based on:

Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited 2018 Oct 23]. Available from: <http://www.nlm.nih.gov/citingmedicine>

This document can be found on CQUniversity's referencing webpage at <http://www.cqu.edu.au/referencing> (*Abridged Guide to the Vancouver Referencing Style Term 2, 2020*).

Other information about academic writing is available via the Academic Learning Centre's Moodle site.

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How to use this guide

This guide provides an introduction to the intricacies of referencing using the CQUniversity's abridged version of Vancouver style. **Part A Sections 1 to 4** offer explanations of terms and concepts that are vital for the development of your knowledge so you can become proficient at referencing.

Once you are familiar with some of the concepts and key words, you will find it much easier to use **Part B Section 5** of this guide, which contains examples of in-text citations and the references in the reference list. Referencing requires attention to detail, so you will need to refer to these examples and explanations a number of times as you develop your skills.

Finding information quickly

1. Use the contents page to locate particular concepts of referencing or resource examples.
2. Use the Index page to find relevant examples.
3. Apply Ctrl + F to find the relevant resource quickly.

There are subtle variations on the Vancouver style of referencing, so it is important for you to use the CQUniversity's guide *Abridged Vancouver Referencing Style*.

What is the purpose of this booklet?

When writing a university assignment, there are certain referencing rules you need to follow. This booklet will explain what referencing is and show you how to reference using the CQUniversity Vancouver referencing style. There are other referencing styles (e.g. American Psychological Association, Turabian, and Harvard), so before you use this booklet, check your unit profile to make sure you need to use Vancouver referencing in your assignment.

What is referencing?

There are different types of university assignments (e.g., essays, oral presentations, reports, reflections, blogs, PowerPoint presentations, case studies). When you write an assignment, you will be expected to include the details of any resources that you have used in your assignment. These are called in-text citations. A citation is located at the place where you have used someone else's words or ideas. In addition, a list of all the resources you have cited in-text is located at the end of the assignment; the list is called **References**. These processes are collectively known as "referencing".

Why do I need to reference?

Writing an assignment will often involve research using a range of different source types (e.g., websites, journal articles, books, course readings). Each time you 'borrow' ideas, data, information or illustrations from other sources to use in your assignment, you will need to reference the source.

Referencing will help you:

- demonstrate your knowledge of a topic and provide evidence of scholarly research
- give credit to the author or creator of the original source of an image, idea or piece of information
- avoid plagiarism and its associated penalties.

What should I reference?

You must reference any source you use when writing an assignment even if you have just borrowed an idea or image, rather than copying exact words. This includes any of the following:

- **hard copy** (paper based) sources, e.g., books, journal articles, newspapers, magazines, brochures, pamphlets, newsletters
- **electronic sources** e.g., websites, videos, blogs, film clips, audio files, Moodle notes and readings
- **other sources** e.g., phone conversations, interviews
- **visuals** e.g., images, figures, tables.

Five key steps to referencing

While researching and drafting

Step 1. Decide which type of source you want to use; e.g. book, website, journal.

Step 2. Record the relevant source details (e.g. author, date, title, publisher, URL etc.)

In your assignment

Step 3. Use the notes you have made from the sources you read to create sentences and paragraphs to provide evidence or examples that support your ideas.

Step 4. In text, use a sequential superscript numbered system **inserted to the right of commas and full stops, and to the left of colons and semi-colons.** Refer to Section 5 of this document for examples.

At the end of the assignment

Step 5. Create a reference list, which is located at the end of the piece of work. It is a list of all sources referred to in-text. Sources are listed in numerical order, in the order they are first cited in the text, and the numbers are shown in superscript.¹

Part A

There are two parts to the Vancouver system of referencing:

1. In-text

CQUniversity Vancouver uses a sequential superscript numbered system¹ of referencing to acknowledge others' works, opinions, theories or ideas that are either quoted or paraphrased. Once a source has a superscript number attached to it, subsequent citing of that source simply repeats the original superscript number.

Note: superscript numbers are inserted to the right of commas and full stops, and to the left of colons and semi-colons.

2. The Reference list

The sequential number allocated to the in-text citation is then used in the compilation of the reference list. All of the resources referred to in the body of the writing are included in the reference list at the end of the assignment and are cited in the same order that they appear in the assignment. Thus, the reference list is in numerical order. All information is included in this list: author, title of publication, place, publisher, publication date, and/or retrieval information.


Section 1: What does Vancouver referencing look like?

Referencing in the assignment	Example
<p><i>In this example of a paragraph you can see what referencing looks like in the body of the assignment.</i></p> <p><i>Notice the inclusion of the author's name in most sentences. This is the use of author-prominent in-text referencing.</i></p> <p><i>Notice the superscript numerical citations. They are integrated into the sentences so the paragraph flows and is easy to read.</i></p>	<p>Example of referencing using Vancouver</p> <p>Retired Australians have been included as a campaign target for Volunteer Tourists for a number of reasons. The evolution of this group makes them attractive as they have commenced planning their retirements and are trying to do the most with their lives after their retirement, including travel. Research by Gibson¹ on later life and retirement in the United States revealed that many of the participants experienced a feeling of more freedom to do what they want to do during retirement and later life. This is also evident in a report published by “<i>The Australian</i>”^{2(p29)} which shows that there are a growing number of retirees who are putting on their backpacks and travelling. This point is further supported by Upe^{3(p3)} who states that Australia has 5.5 million baby boomers, and many are able to travel as they are now retired. In addition, as Solomon et al.⁴ explain, Baby boomers are also much more active and physically fit than the preceding generation. These authors point out that Baby boomers who are facing retirement are experiencing a shift in their retirement approach from achievement orientation to quality of life. In Australia the 55- plus age group makes up 24 per cent of the population and they have 56 per cent of the country's net wealth.^{3(p3)} They prefer to enjoy their retirement by spending their money rather than leaving it as an inheritance for their children.⁴ Gibson^{1(p12)}, citing Achkoyan and Mallon, claims that intellectual curiosity and spirituality were identified as primary motivations for travel among older people. It is evident that the over 55s have many traits that make them suitable candidates as Volunteer Tourists including their freedom, funds and a longing for education and new experiences.</p>

Referencing at the end of the assignment	Example
<p><i>You will need to include a list of all the sources you have cited in your assignment.</i></p> <p><i>The reference list is placed at the end of the assignment before the Appendices.</i></p> <p><i>Each numbered item in this list will correlate with its number in-text.</i></p> <p><i>Each reference in your list will need to be set out using Vancouver style.</i></p> <p><i>The reference list is:</i></p> <ul style="list-style-type: none"> • <i>in numerical order</i> • <i>in single line spacing</i> • <i>uses single line spacing and a 3-space gap after the number. In a numbered list such as this, the 3-space gap will appear as a hanging indent for each reference (see p13)</i> • <i>has an Enter at the end of each reference.</i> 	<p>References</p> <ol style="list-style-type: none"> 1. Henningsen C. Clinical guide to ultrasonography. St. Louis, MO: Mosby; 2004. 2. Sloan C, Holmes K, Anderson C, Whitley AS. Clark's pocket handbook for radiographers. London, UK: Hodder Education; 2010. 3. Iverson C, Flanain A, Fontanarosa PB, Glass RM, Glitman P, Lantx JC, et al. American Medical Association manual of style. 9th ed. Baltimore, MD: Williams & Wilkins; c1998. 4. Marzano RJ, Pickering DJ. Building academic vocabulary: teacher's manual. Heatherton, Vic: Hawker Brownlow Education; 2006. 5. Marzano RJ, Pickering DJ. Dimensions of learning: teacher's manual. 2nd ed. Heatherton, Vic: Hawker Brownlow Education; 2006 6. Quinn CB. Practical radiographic imaging. 8th ed. [eBook]. Springfield, IL: Charles C Thomas; 2007 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.

Section 2: How do I use references in-text?

Here are four key techniques you can use when you want to include other authors' ideas, words, images and data in your assignment. Have a look at the following pages for more detail on each of these techniques.

Paraphrasing	Summarising	Direct quotations	Figures
<p>Paraphrasing conveys the author's idea/words indirectly.</p> <p>Using this option, you must use some of your own words AND change the sentence structure. A citation must be included.</p>	<p>Summarising condenses another author's work, e.g. a whole chapter or project.</p>	<p>Direct quoting involves using an author's words exactly as they were written, using double quotation marks for a short or the correct Vancouver setting for a long quotation. A citation number must be included.</p>	<p>Use another author's figures and tables or their data to support your own.</p> <p>Using this option, you may copy and paste images, tables, charts, figures. Below the figure you must include a numbered figure caption, your own title and a numerical citation.</p>
<p>Example 1</p> <p>Jones^{1(p3)} found that significant reductions in infection rates (15%) could be achieved when nursing staff were reminded about hand hygiene.</p>	<p>Example 2</p> <p>A study by Jones¹ found that attention to hand hygiene by nursing staff played a significant role in infection rates.</p>	<p>Example 3</p> <p>A short quotation:</p> <p>Interventions proved successful. "Reminders to nursing staff to pay extra attention to recommended hand hygiene procedures resulted in a 15% reduction in infection rates"^{1(p34)}.</p>	<p>Example 4</p>  <p>Figure 4. A bunch of purple grapes.²</p>

How to paraphrase

Instead of quoting another author's words exactly, you may paraphrase them. To paraphrase, you must change some of the words AND change the sentence structure. When you use an author's ideas but express them in different words, you are paraphrasing.

A paraphrased item is not enclosed in quotation marks because it is not a word-for-word quotation. However, it is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source of the original document with a reference. Failing to do so will result in plagiarism.

Many lecturers would prefer you to paraphrase or summarise an author's words rather than use a direct quotation. This is because paraphrasing requires original thought and shows you understand the ideas and can integrate them into your work.

Steps for paraphrasing	Examples
<ol style="list-style-type: none"> 1. <i>Read the sentence you want to paraphrase a number of times to get the meaning of the text. Once you understand it, write it in your own words.</i> 2. <i>Highlight any specialised technical words or specific terms. These must be included in your paraphrase, as without these words, the meaning of the paraphrase will change completely.</i> 3. <i>Underline any keywords that can be changed.</i> 4. <i>Find other words and phrases that have similar meanings that can be used to replace the keywords in the text. Use a thesaurus or dictionary to help if need be.</i> 5. <i>Rewrite the ideas and reorganise the structure or order.</i> 6. <i>Add a lead in phrase where the author's family name becomes part of the sentence to use an author prominent citation</i> 7. <i>Choose author prominent or information prominent style (see next page for explanation).</i> 	<p>Original text</p> <p>“Recent audit data has revealed that the hand hygiene (HH) rates of Australian medical students is [sic] suboptimal”.^{71(p1)}</p>
	<p>Author prominent</p> <p>Kaur et al.^{71(p1)} found that the most common approaches to teaching hand hygiene (HH) to Australian medical students were ineffective.</p>
	<p>Information prominent</p> <p>Studies of the hand hygiene (HH) teaching strategies used to teach Australian medical students, utilised by many Australian training providers, indicate that the current teaching strategies are proving ineffective.^{71(p1)}</p>

Rules for paraphrasing	Examples
<ul style="list-style-type: none"> • <i>The paraphrased information supports the claim made by the writer.</i> • <i>The paraphrase must be different from the original source.</i> • <i>Page numbers are required if referring to specific information.</i> • <i>The citation must have a corresponding citation and number in the reference list at the end of the assignment.</i> • <i>Use the NCBI abbreviation for the journal:</i> https://www.ncbi.nlm.nih.gov/nlmcatalog/journals 	<p>Final version of student's work</p> <p>Hand hygiene (HH) strategies are a vital component of instruction for Australian medical students. Kaur et al.^{71(p1)} found that HH techniques used by Australian medical students were inadequate.</p> <p>Reference</p> <p>71. Kaur R, Razee H, Seale H. Exploring the approaches used to teach concepts of hand hygiene to Australian medical students. <i>J Infect Prev [Internet]</i> 2015 [cited 2018 Jan 30];16(4):1-14. Available from: http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer</p>

In-Text Citation: Author prominent and information prominent

Where you place citations depends on the emphasis you wish to apply and can be important to the argument you present.

Author prominent

When you want to emphasise the author, then you use the author's name as part of your sentence. The citation and the paraphrase would start something like this:

Sherwood³ concludes that ...

Information prominent

When you want to emphasise the information from an author, then your citation becomes information prominent. The citation will appear at the end of a sentence. The citation and the paraphrase will look something like this:

... as evidenced from a recent Australian study.⁴

How to summarise

Instead of quoting or paraphrasing an author's words, work or ideas, you may decide to summarise them. A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. The original idea or meaning must be maintained. Technical words remain.

Summarising is useful when you want to use the idea expressed in the source but not the specific language. Other advantages of paraphrasing and summarising include expressing the key point of a source in fewer words and demonstrating your understanding of the source more effectively.

Steps for summarising	Examples
<ol style="list-style-type: none"> 1. <i>Read the text carefully—you may need to read the text several times. Check the meaning of terms you do not understand.</i> 2. <i>Underline technical and specialised words that may be used remembering that they should not be changed.</i> 3. <i>Reread the text and make notes of the main points, leaving out examples and evidence.</i> 4. <i>Consider the main points as a whole and your purpose for using the information in relation to the structure of your assignment.</i> 5. <i>Think of words or phrases which have similar meaning to those in the original text.</i> 6. <i>If the key words are specialised vocabulary for the subject, they do not need to be changed.</i> 7. <i>Develop an outline using short sentences written in your words. Rearrange these sentences as you see the need for your purpose.</i> 8. <i>Keep reminding your reader that you are summarising the work of someone else by using their name in the summary (citation).</i> 	<ul style="list-style-type: none"> • Read and re-read • Underline specific language you need to retain • Make notes <p>Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match the student's preferences for learning. Duverge¹¹ outlines a number of these. Firstly, adult learners prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. Furthermore, adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career.</p>
<p>Note: <i>Here is an example showing ideas from several sources combined into one summary. Notice that a comma has been used to separate each source in the citation and they are numbered in the order that they are cited.</i></p>	<p>A key study by Lee⁷ found that many new university students experience considerable anxiety when learning how to cope with the academic literacy demands of assignment writing, and this finding is well-supported in the literature.^{7,8,9}</p>

Rules for summarising	Examples
<ul style="list-style-type: none"> • <i>Don't just give one citation at the start and one at the end of the paraphrasing as this student has done. As a result, sentence in the example in bold is not clearly referenced.</i> • <i>Ensure the summarised version is much shorter than the original text and that it is written in your own words.</i> • <i>Include a citation number for each source cited.</i> • <i>Provide a page number when making reference to a specific statistic.</i> • <i>Use citations correctly so it is obvious which parts of your paragraph are summaries of other authors' ideas and which parts are your own ideas.</i> • <i>Don't change the intended meaning of the original text.</i> • <i>Don't use quotation marks because this is not a direct quote.</i> • <i>Enter the complete source details in your reference list.</i> 	<p>In this example, the source of the bold sentence is not clearly referenced. The student should repeat the citation after it.</p> <p>Developing learning modules for adult learners requires the designer or educator to consider a range of appropriate strategies to match adult learners' preferences for learning. Duverge¹¹ explains that adult learners would prefer to learn independently or explore the topic; therefore, tasks should be designed accordingly. Adults like to know that the skills and knowledge they are expected to develop will be useful to their life or career. Providing immediate feedback regarding errors, or alternate explanations to assist with learning new concepts are strategies that enable adults to learn from misunderstandings.¹¹</p>

How to use direct quotations

Direct quoting is one way of showing that you have gathered information from other authors to support your point of view or thesis. Do not overuse this technique. Instead, aim to paraphrase more of the words and ideas of others to show how well you understand them and can use the source to support your point of view.

You are quoting when you use someone else's exact words in your writing. When you quote, you must indicate where the quotation begins and ends, and provide an in-text reference. The citation makes it is clear whose words you are using and where you found them.

A general rule in academic work is that no more than 10 per cent of an assignment should be in the form of direct quotations. You can use short direct quotations (fewer than four lines) or long direct quotations (more than four lines).

Steps for using quotations	Example
<ol style="list-style-type: none"> 1. <i>Read chosen texts and form ideas about your topic.</i> 2. <i>Make a note of the ideas using your own words.</i> 3. <i>Identify sentences in a journal article to support the idea. Make a note of this.</i> 4. <i>Incorporate the quote into the paragraph by adding a few extra words just before the quoted words to help the quote fit smoothly into the sentence.</i> 5. <i>Provide the page that the quote was taken from in brackets along with the author's family name and year of publication.</i> 6. <i>Write the full citation in the reference list. The page that the quote was taken from is given along with the year.</i> 	<p>Hand hygiene (HH) of Australian medical students has become the focus of policy change in medical schools. "Recent audit data has revealed that the hand hygiene (HH) rates of Australian medical students is [sic] suboptimal"^{71(p1)}. Skills stations and case scenarios are "the most commonly reported approaches currently used to teach students about HH"^(p34). These methods of teaching are practised by current medical training providers.</p> <p>71. Kaur R, Razee H, Seale H. Exploring the approaches used to teach concepts of hand hygiene to Australian medical students. <i>J Infect Prev</i> [Internet] 2015 [cited 2018 Jan 30];16(4):1-14. Available from: http://journals.sagepub.com/doi/full/10.1177/1757177415580466#articleShareContainer</p> <p>Note: Use the NCBI abbreviation for the journal: https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</p>

Rules for short quotations	Examples	
<p><i>Short quotations should:</i></p> <ul style="list-style-type: none"> • <i>have fewer than four lines</i> • <i>be incorporated into your sentence smoothly without disrupting the flow of your paragraph</i> • <i>be enclosed in double quotation marks</i> • <i>include the page number in the citation</i> • <i>have the full stop after the citation if the quotation is information prominent</i> • <i>have the full stop after the quotation if the citation is author prominent</i> • <i>be in the same font size as the rest of the assignment.</i> <p><i>If the text you want to quote starts with a capital letter it is acceptable to change the upper-case letter to a lower-case letter so that it fits with the grammar of your sentence unless the word is a proper noun (i.e. Australia or Robert).</i></p> <p>Do not correct any incorrect spelling, punctuation or grammar in the original quotation; instead, insert <i>[sic]</i>, italicised and in square brackets, directly after the error in the quotation.</p>	<p>Author prominent</p> <p>Unterhalter^{21(p5)} argues that “gender equality in schooling is an aspiration of global social justice”.</p>	<p>Information prominent</p> <p>It has been argued that “gender equality in schooling is an aspiration of global social justice”^{21(p5)}.</p>
	<p>In Wilson’s^{22(p32)} report “the building inspector estimated that there <i>[sic]</i> house was a fire hazard”.</p>	<p>In his report “the building inspector estimated that there <i>[sic]</i> house was a fire hazard”^{22(p32)}.</p>

Rules for long quotations	Example	
<p><i>When using quotations of more than four lines:</i></p> <ul style="list-style-type: none"> • use them infrequently • introduce them in your own words with the lead-in statement ending with the reference. • separate them from the lead-in statement and from the text that follows with Enter. • use reduced size font • do not enclose them in quotation marks • begin each long quotation on a new line • indent them by 1.27 cm from the left margin (Ctrl + M) • apply single line spacing. <p>For a long information prominent quotation, the full stop goes after the quotation and before the citation.</p> <p>For a long author prominent quotation, the superscript reference number and page number/s in brackets follow the author surname.</p> <p><i>If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots).</i></p> <p><i>If you need to add a word or words to a quotation, put them in square brackets [].</i></p>	<p>Information prominent</p> <p>Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:</p> <p style="padding-left: 40px;">The public life is fun. It's creative. It's where their friends are. It's theatre, but it's also community: in this linked, logged world, you have a place to think out loud and be listened to, to meet strangers and go deeper with friends.^{31(p4)}</p>	<p>Author prominent</p> <p>Rowan^{32(p45)} summarises the effects of a limited world view when she states that:</p> <p style="padding-left: 40px;">This poses a real challenge for educators. In many cases, we are drawing on educational resources, or curriculum documents which are in themselves fairly narrow in the view of the world they represent. This helps to make this view seem natural and normal.</p>
	<p>The use of emotive language can be effective in influencing audiences to believe in a certain way:</p> <p style="padding-left: 40px;">This passage attacks everyone who opposes the introduction of identity cards on personal terms. It ... makes unsubstantiated assumptions about the backgrounds and economic circumstances of opponents ... to undermine their credibility.^{33(p67)}</p>	<p>Cottrell^{33(p11)} explains how emotive language can be used to persuade audiences:</p> <p style="padding-left: 40px;">By abusing opponents, the author encourages a division between in-groups, or "people like them", or "people like us". [In addition] the passage draws on emotive subjects, referring to crime and security to win over the audience.</p>

How to introduce quotations and paraphrased sentences

Verbs that help with author prominent referencing

To assist with making citations part of your own writing and providing more information about the status of the information you are citing, you need to use signal words and phrases. Your choice of words can indicate whether the authors you are citing are presenting established findings, putting forward a case, making a suggestion or drawing conclusions. In addition, your work may become tedious to read if every quotation or paraphrase is introduced in the same manner. The signal word often becomes a place in writing where repetitiveness occurs. Table 1 provides examples of signal words useful for integrating other authors' ideas and words into academic writing.

Table 1: Signal words for use in-text referencing

Say or Mean		Argue	Explain	Other
state	assert	dispute	describe	agree
remark	add	disagree	clarify	question
maintain	confirm	question	justify	offer
hold the view	find	debate	reason	predict
point out	affirm	claim	show	identify
highlight		theorise	demonstrate	
emphasise		imply		
		contend		
		suggest		

Source: Author

Note: *You would normally use present tense to refer to research (though there are important exceptions).*

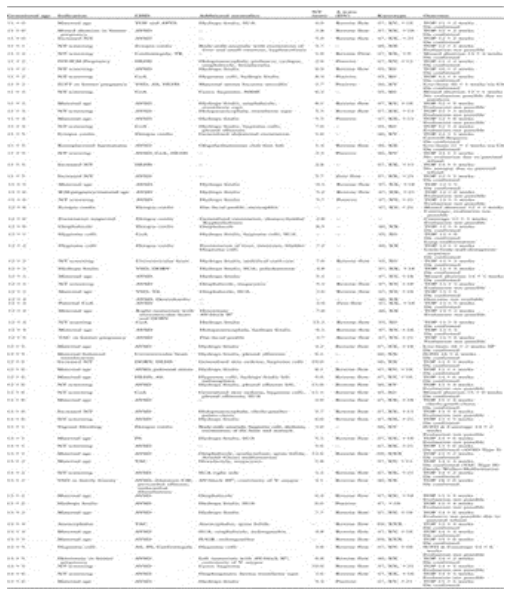
If you are citing more than one author, you will need to change the form of the verb to ensure Subject / Verb agreement; for example,

Jones¹ **argues** that ... (single author)

Jones¹ and Brown⁷ **argue** that ... (more than one author and different sources).

How to use tables, figures or images

Sometimes it is useful to include reproductions or copies of items such as photos, graphs, tables, diagrams and drawings in your work. These items may be used as evidence to support academic arguments in the text. They can be used to present complex information clearly and effectively. A table contains information that is organised using columns and rows. Figures can be maps, charts, diagrams, drawings, graphs and photographs. They must be labelled and referenced, and each is presented in a particular way as shown on the next few pages (also see pp. 70-71). Note that although tables, figures and images are often used in reports, they rarely appear in essays.

Steps for using tables	Examples	Example of a table reference
<ol style="list-style-type: none"> 1. <i>Decide whether the table is useful to provide evidence or data for your report.</i> 1. <i>Ask yourself if you need to provide exact numerical data or compare and contrast values in a table or if the trends or patterns provided by a graph would be better used in this case.</i> 2. <i>Decide whether you need the whole table or part of it.</i> 3. <i>Refer to the table in the body of the report. Integrating the table as if it were a quote or part of the paragraph will assist your reader to understand why you included it.</i> 4. <i>Lead your reader into the table with a sentence that provides the background and purpose of the table.</i> 5. <i>A numbered table caption and title is located immediately above the table.</i> 6. <i>Cite the source after the title using the sequential, superscript number.</i> 	<p>Table 1. This table shows the characteristics of 77 cases of foetal CHD.^{64(p508)}</p> 	<p>64. Hartge DR, Weichert J, Krapp M, Germer U, Gembruch U, Axct-Fliedner R. Results of early foetal echocardiography and cumulative detection rate of congenital heart disease. Cardio in the Young [Internet]. 2011. [cited 2017 Nov 6]; 21(5):505-517. Available from https://www.cambridge.org/core/journals/cardiology-in-the-young/article/doi:10.1017/S1047951111000345 Table 1a. Characteristics of 77 cases with CHD over gestational age and postnatally (first trimester); p.508.</p>

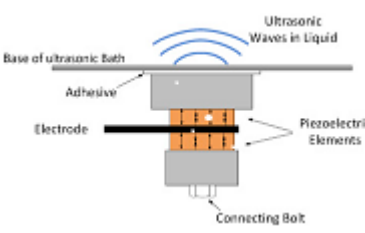
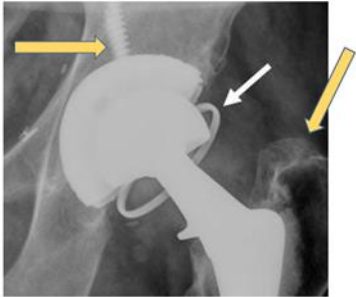
Rules for using tables

- Tables should have a brief explanatory title.
- Show 'Adapted from' and the author of the work if you use information and make a table from it, or if you alter the table in anyway.
- Indicate the author of a specific column of items in the source if more than one source is used to create the table.
- The font size in a table can be one size smaller than the rest of the assignment; for example, inside the table the font may be Times New Roman 11 or Arial 10, while the labels—the caption and source—are Times New Roman 12 or Arial 11.
- Do not include the original citation, heading or caption when you copy these items. Write your own as the number you give your table or figure must fit within the numbering of figures and tables in your own work.
- Table caption should be the same font type and size as the rest of the document.

Example

Table 1. This table shows the characteristics of 77 cases of foetal CHD.^{64(p508)}

Case no.	Diagnosis	Age	Associated anomalies	Sex	Survival	Management	Comments
1	Transposition of large arteries	10	None	M	Survived	Open heart	...
2	Transposition of large arteries	10	None	F	Survived	Open heart	...
3	Transposition of large arteries	10	None	M	Survived	Open heart	...
4	Transposition of large arteries	10	None	F	Survived	Open heart	...
5	Transposition of large arteries	10	None	M	Survived	Open heart	...
6	Transposition of large arteries	10	None	F	Survived	Open heart	...
7	Transposition of large arteries	10	None	M	Survived	Open heart	...
8	Transposition of large arteries	10	None	F	Survived	Open heart	...
9	Transposition of large arteries	10	None	M	Survived	Open heart	...
10	Transposition of large arteries	10	None	F	Survived	Open heart	...
11	Transposition of large arteries	10	None	M	Survived	Open heart	...
12	Transposition of large arteries	10	None	F	Survived	Open heart	...
13	Transposition of large arteries	10	None	M	Survived	Open heart	...
14	Transposition of large arteries	10	None	F	Survived	Open heart	...
15	Transposition of large arteries	10	None	M	Survived	Open heart	...
16	Transposition of large arteries	10	None	F	Survived	Open heart	...
17	Transposition of large arteries	10	None	M	Survived	Open heart	...
18	Transposition of large arteries	10	None	F	Survived	Open heart	...
19	Transposition of large arteries	10	None	M	Survived	Open heart	...
20	Transposition of large arteries	10	None	F	Survived	Open heart	...
21	Transposition of large arteries	10	None	M	Survived	Open heart	...
22	Transposition of large arteries	10	None	F	Survived	Open heart	...
23	Transposition of large arteries	10	None	M	Survived	Open heart	...
24	Transposition of large arteries	10	None	F	Survived	Open heart	...
25	Transposition of large arteries	10	None	M	Survived	Open heart	...
26	Transposition of large arteries	10	None	F	Survived	Open heart	...
27	Transposition of large arteries	10	None	M	Survived	Open heart	...
28	Transposition of large arteries	10	None	F	Survived	Open heart	...
29	Transposition of large arteries	10	None	M	Survived	Open heart	...
30	Transposition of large arteries	10	None	F	Survived	Open heart	...
31	Transposition of large arteries	10	None	M	Survived	Open heart	...
32	Transposition of large arteries	10	None	F	Survived	Open heart	...
33	Transposition of large arteries	10	None	M	Survived	Open heart	...
34	Transposition of large arteries	10	None	F	Survived	Open heart	...
35	Transposition of large arteries	10	None	M	Survived	Open heart	...
36	Transposition of large arteries	10	None	F	Survived	Open heart	...
37	Transposition of large arteries	10	None	M	Survived	Open heart	...
38	Transposition of large arteries	10	None	F	Survived	Open heart	...
39	Transposition of large arteries	10	None	M	Survived	Open heart	...
40	Transposition of large arteries	10	None	F	Survived	Open heart	...
41	Transposition of large arteries	10	None	M	Survived	Open heart	...
42	Transposition of large arteries	10	None	F	Survived	Open heart	...
43	Transposition of large arteries	10	None	M	Survived	Open heart	...
44	Transposition of large arteries	10	None	F	Survived	Open heart	...
45	Transposition of large arteries	10	None	M	Survived	Open heart	...
46	Transposition of large arteries	10	None	F	Survived	Open heart	...
47	Transposition of large arteries	10	None	M	Survived	Open heart	...
48	Transposition of large arteries	10	None	F	Survived	Open heart	...
49	Transposition of large arteries	10	None	M	Survived	Open heart	...
50	Transposition of large arteries	10	None	F	Survived	Open heart	...
51	Transposition of large arteries	10	None	M	Survived	Open heart	...
52	Transposition of large arteries	10	None	F	Survived	Open heart	...
53	Transposition of large arteries	10	None	M	Survived	Open heart	...
54	Transposition of large arteries	10	None	F	Survived	Open heart	...
55	Transposition of large arteries	10	None	M	Survived	Open heart	...
56	Transposition of large arteries	10	None	F	Survived	Open heart	...
57	Transposition of large arteries	10	None	M	Survived	Open heart	...
58	Transposition of large arteries	10	None	F	Survived	Open heart	...
59	Transposition of large arteries	10	None	M	Survived	Open heart	...
60	Transposition of large arteries	10	None	F	Survived	Open heart	...
61	Transposition of large arteries	10	None	M	Survived	Open heart	...
62	Transposition of large arteries	10	None	F	Survived	Open heart	...
63	Transposition of large arteries	10	None	M	Survived	Open heart	...
64	Transposition of large arteries	10	None	F	Survived	Open heart	...
65	Transposition of large arteries	10	None	M	Survived	Open heart	...
66	Transposition of large arteries	10	None	F	Survived	Open heart	...
67	Transposition of large arteries	10	None	M	Survived	Open heart	...
68	Transposition of large arteries	10	None	F	Survived	Open heart	...
69	Transposition of large arteries	10	None	M	Survived	Open heart	...
70	Transposition of large arteries	10	None	F	Survived	Open heart	...
71	Transposition of large arteries	10	None	M	Survived	Open heart	...
72	Transposition of large arteries	10	None	F	Survived	Open heart	...
73	Transposition of large arteries	10	None	M	Survived	Open heart	...
74	Transposition of large arteries	10	None	F	Survived	Open heart	...
75	Transposition of large arteries	10	None	M	Survived	Open heart	...
76	Transposition of large arteries	10	None	F	Survived	Open heart	...
77	Transposition of large arteries	10	None	M	Survived	Open heart	...

Steps for using figures	Example	
<ol style="list-style-type: none"> Steps for choosing to use figures are similar to those provided for tables in the previous section. Figures can be maps, charts, diagrams, drawings, graphs and photographs. A numbered figure caption and title is located immediately below the figure. Use a full-stop to separate this and its informative title, which starts with a capital. Cite the source below using the sequential, superscript number and page where relevant. Include the usual full details in the reference list. Show 'Adapted from' and the author of the work: if you use information to make a figure from it, or if you alter the figure in anyway. Figure caption should be the same font type and size as the rest of the document. 	 <p>Figure 1. This diagram shows a Langevin ultrasonic transducer in operation.^{63(p1)}</p>  <p>Figure 2. Constrained liner. AP radiograph of a total hip replacement shows the metal ring (white arrow) of the inferior edge of the polyethylene liner and screw (left yellow arrow). Adapted from Miller.^{64(p3805)}</p>	<ol style="list-style-type: none"> Kentish SE. Chapter 1 – Engineering principles of ultrasound technology. In Bermudez-Aguirre D. editor. <i>Ultrasound: Advances in food processing and preservation</i>. London, UK: Academic Press Elsevier; 2017. Figure 1. A diagram showing how a Langevin ultrasonic transducer operates when fixed to the underside of an ultrasonic bath; p1. Miller TT, Imaging of hip arthroplasty. <i>Eur J Radiol</i>. 2012 Dec;81(12): 3802-12. doi:10.1016/j.ejrad.2011.03.103. Figure 2, Constrained liner. AP radiograph of a total hip replacement shows the metal ring (arrow) of the inferior edge of the polyethylene liner; p3805.

Section 3: How to create a reference list

At the end of your assignment you will need to include a list of all the sources you have used in your assignment. This is known as a reference list. Your reference list will need to be formatted using Vancouver style.

This section contains some general guidelines you will need to follow when writing your reference list. However, there are more specific examples in Section 5 that will show you how to reference many different types of sources.

Organising your resources is a useful skill, so as you decide what will be useful for your research and writing, it is important to generate a draft reference list to avoid losing any relevant information about the source details. This process can be time-consuming, but once done it provides a useful tool when cross-checking the References list with your in-text citations. The reference list should only include citations that have been used within your assignment. The reference list does NOT include all your background reading.

Steps for creating a reference list

When including a source in the reference list, you must provide the reader with enough information to locate that source. Examples in the following pages demonstrate how specific sources are included in the reference list. This guide does not contain an exhaustive list of examples, so at times you will need to problem solve by applying the closest citation code or pattern when deciding how to reference the source you have used.

There are two key steps when writing your reference list:

- Step 1.** Find the relevant details shown in the following tables and those in Section 5. Look at the examples that follow; there is a pattern to this task.
- Step 2.** Format the details according to Vancouver style. Each time you gather information it is placed in a similar order in the citation.

Steps for adding citations to the reference list

Books	Example
<p><i>For a book, the following elements should be presented in this order:</i></p> <ol style="list-style-type: none"><i>1. Author's surname (family name) and initials. Even if the source gives the author's names in full, use only initials for their given names. When an author has two or more initials the second initial stands for the middle name.</i><i>2. Title of book with minimal capitalisation</i><i>3. The edition, if not the original publication; for example, 4th ed.</i><i>4. Place of publication</i><i>5. Publisher</i><i>6. Year of publication.</i>	<p>14. Kassin S. Psychology. 4th ed. Upper Saddle River, NJ: Pearson Education; 2004.</p>

Note: Place of publication refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed city. If the place of publication is little-known or could be confused with another place of the same name, provide the state as well.

Journal articles and periodicals	Example
<p><i>When including a journal article in the reference list, the following elements should be presented in this order:</i></p> <ol style="list-style-type: none"> 1. <i>Author's surname (family name) and initials</i> 2. <i>Title of article with minimal capitalisation</i> 3. <i>Abbreviated name of journal with maximal capitalisation (see the Vancouver list of accepted Journal abbreviations at https://www.ncbi.nlm.nih.gov/nlmcatalog/journals)</i> 4. <i>Source if electronic</i> 5. <i>Year</i> 6. <i>Date it was cited within single brackets</i> 7. <i>Volume number (vol.)</i> 8. <i>Issue number (no.) or other identifier (for example, Winter)</i> 9. <i>Page numbers on which the article begins and ends</i> 	<p>26. Rangel V, Having K. Cystic hygroma. J Diagn Med Sonogr [Internet]. 2008 Jul/Aug [cited 2017 Oct 12];24(4):218-222. Available from: http://journals.sagepub.com/doi/abs/10.1177/8756479308319969</p>

Journal article from the Web	Example
<p><i>If you find a journal article through a standard Web search (e.g. using Google or MSN, not through a CQUniversity Library database or Library Search option), give the full details of the article, adding the date you viewed the Web page and the Web address of the article.</i></p>	<p>28. Gilmore L, Cuskelly M. Parenting satisfaction and self-efficacy: a longitudinal study of mothers and children with Down syndrome. J Fam Stud [Internet]. 2012 Jun [cited 2017 Dec 6]; 18(1):28-35. Available from: http://www.tandfonline.com/doi/pdf/10.5172/jfs.2012.18.1.28?needAccess=true</p>

Law cases	Example
<p data-bbox="206 263 1043 335"><i>For a case of law, the following elements should be presented in the following order:</i></p> <ol data-bbox="253 359 1043 646" style="list-style-type: none"><li data-bbox="253 359 618 391">1. <i>The case name in italics</i><li data-bbox="253 406 757 438">2. <i>The year of case in round brackets</i><li data-bbox="253 454 566 486">3. <i>The volume number</i><li data-bbox="253 502 1043 606">4. <i>The commencing page of the case, separated from the starting page of the source with a comma when referring to specific words</i><li data-bbox="253 614 495 646">5. <i>Name of court</i>	<p data-bbox="1088 263 1962 335">50. <i>Albright v RPA Hospital</i> (1980) 2 NSWLR 542. (NSW Court of Appeal)</p>

Website	Example
<p><i>For a website, the following elements should be presented in the following order:</i></p> <ol style="list-style-type: none"> 1. <i>Name of the author/sponsor/owner of the site/organisation/department</i> 2. <i>Title of page/site with minimal capitalisation</i> 3. <i>Source if electronic in square brackets</i> 4. <i>Place</i> 5. <i>Publisher</i> 6. <i>Year, Month, date</i> 7. <i>Date cited in square brackets</i> 8. <i>URL not underlined, black font, no full stop</i> 	<p>46. Queensland Health. Queensland health prosecutes company after radiation injury [Internet]. Brisbane: Queensland Government; 2017 July 24 [cited 2017 Nov 22]. Available from: https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury</p>
<p>Using URL references</p> <p><i>URLs are not underlined and are in black font; most word processing packages will automatically underline the Internet address. To deactivate a live link, right click on it and choose 'remove hyperlink'.</i></p> <p>Long URLs</p> <p><i>To avoid very long URLs, it is acceptable to give the home page for a website rather than the exact URL of the page you are referencing as long as the website has a search facility.</i></p>	<p>44. Department of Human Services. Education guide: Medicare ultrasound services [Internet]. Canberra: Australian Government; 2017 Aug 9 [cited 2017 Nov 1]. Available from: https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services</p>

Rules for adding citations to the reference list	Examples
<ul style="list-style-type: none"> • <i>There are very specific punctuation rules for the elements in Vancouver ... depending of the type of resource...find the relevant example in this guide and follow it closely.</i> • <i>Font style and size is same as for the rest of the assignment: usually Times New Roman 12 or Arial 11.</i> • <i>Line spacing in the reference list is single even though the assignment is 1.5 or double line spacing.</i> • <i>The title References is bold, left aligned, and has the same font style and size as the document.</i> • <i>Journal titles are abbreviated in Vancouver. Refer to the National Center for Biotechnology Information (NCBI) https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</i> 	<p>References</p> <ol style="list-style-type: none"> 1. Henningsen C. Clinical guide to ultrasonography. St. Louis, MO: Mosby; 2004. 2. Sloan C, Holmes K, Anderson C, Whitley AS. Clark’s pocket handbook for radiographers. London, UK: Hodder Education; 2010. 3. Iverson C, Flanain A, Fontanarosa PB, Glass RM, Glitman P, Lantx JC, et al. American Medical Association manual of style. 9th ed. Baltimore, MD: Williams & Wilkins; c1998. 4. Marzano RJ, Pickering DJ. Building academic vocabulary: teacher’s manual. Heatherton, Vic: Hawker Brownlow Education; 2006. 5. Marzano RJ & Pickering DJ. Dimensions of learning: teacher’s manual. 2nd ed. Heatherton, Vic: Hawker Brownlow Education; 2006 6. Quinn CB. Practical radiographic imaging. 8th ed. [eBook]. Springfield, IL: Charles C Thomas; 2007 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.

Rules about authors' names	Examples
<ul style="list-style-type: none"> • <i>In Western culture, given names are usually placed in front of the family.</i> • <i>Even if the source gives the author's first names in full, Vancouver style does not include this. Use only the first letter or initials of given names of author.</i> • <i>When an author has two or more initials, the second initial stands for the middle name.</i> • <i>Titles such as Doctor or Professor are not included.</i> 	<p>Dana Lynn Driscoll becomes Driscoll DL</p> <p>Stella Cottrell becomes Cottrell S</p>

Rules for using capitalisation	Examples
<p>Minimal capitalisation</p> <ul style="list-style-type: none"> • <i>Only the first word in the titles of books, chapters, journal articles and websites is capitalised regardless of how the titles are capitalised in the original. The exception is names or proper nouns.</i> • <i>If the title of the article, book or chapter contains a colon, the first word after the colon should not be capitalised unless it is a proper noun.</i> • <i>Authors' names and initials, journal titles and the names of publishing firms and businesses or organisations are always capitalised.</i> 	<p>Sloan C, Holmes K, Anderson C, Whitley AS. Clark's pocket handbook for radiographers. London, UK: Hodder Education; 2010.</p> <p>Note: <i>multiple authors separated by commas</i></p>

<p>Maximal capitalisation</p> <p>Use maximal capitalisation for the titles of periodicals (journals, magazines and newspapers). Refer to the abbreviation guide for journal titles located at: https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</p>	<p>26. Rangel V, Having K. Cystic hygroma. J Diagn Med Sonogr [Internet]. 2008 Jul/Aug [cited 2017 Oct 12];24(4):218-222. Available from: http://journals.sagepub.com/doi/abs/10.1177/8756479308319969</p>
<ul style="list-style-type: none"> • <i>Italics are not used in Vancouver except under special circumstances ... see page 8.</i> 	<p>29. Coombe-Patterson J. Amniotic fluid assessment: amniotic fluid index verses maximum vertical pocket. J Diagn Med Sonogr [Internet]. 2017 [cited 2017 Sep 11];33(4):280-283. Available from: http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full</p> <p>Note: <i>Journal titles are abbreviated in Vancouver. Available from https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</i></p> <p>Note: <i>If an electronic source, use [Internet] after the journal title, and the date you cited it [cited 2017 Sep 11]</i></p>

Section 4: What is Academic Integrity?

Incorrect referencing techniques (even if they are innocent mistakes) can lead to problems with ‘plagiarism’. The word ‘plagiarism’ comes from the Latin word ‘plagiarius’—meaning ‘kidnapper’. Plagiarism is a form of kidnapping others’ work and ideas—presenting it in an assignment without giving credit to the author(s). According to the *Oxford Student’s Dictionary* plagiarism is “the act of copying another person’s ideas, words or work and pretending they are your own”.^{97(p529)} In other words, you would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them in your paragraphs, even if you have paraphrased. This includes using another student’s work, or your own previously submitted work, without acknowledging or citing it. Always act with integrity and use correct referencing techniques to make sure you don’t accidentally plagiarise someone else’s work. CQUniversity has a policy a Student Academic Integrity Policy and Procedure and you are strongly encouraged to familiarise yourself with it and the associated Student Misconduct Policy here <https://www.cqu.edu.au/policy>

Plagiarism is considered serious misconduct and must be avoided at all times. You should avoid plagiarism and report it because:

- plagiarism is unethical.
- plagiarism does not allow you to develop as an academic writer.
- plagiarism attracts severe penalties.

How will they know I have plagiarised?

While enrolled at CQUniversity, each time you upload an assignment it is processed through the Turnitin program. This is a program that checks for similarity between your work and others; therefore, identifying possible plagiarism in your assignment. You can learn to use Turnitin to check your assignment for accidental plagiarism before you submit your final copy to your lecturer. Watch the video:

<https://my.cqu.edu.au/group/learning-and-teaching/videos/monday-morning-mentor>

If it seems you have plagiarised, you will be sent an email to advise you that plagiarism has been detected in your assignment. You will need to answer the email and explain what happened. You may also be required to attend some academic integrity training. You may face severe academic penalties, including possibly failing and being withdrawn from the course.

Steps for avoiding plagiarism

1. <i>Record the sources you use.</i>	Before beginning to take notes from any source, record all the bibliographic information.
2. <i>Take careful notes.</i>	Take carefully written notes. Develop a system to distinguish between what you have copied directly from the source (directly quoted), what you have put in your own words (paraphrased or summarised), and your comments about the information in that source.
3. <i>Paraphrase appropriately.</i>	Change words and structure of the original work keeping only technical words the same.
4. <i>Use in-text referencing in every written draft.</i>	Get into the habit of including the in-text numerical superscript references as you write each draft of your assignment.
5. <i>Keep your work secure.</i>	Avoid sharing paper or electronic drafts of your work with other students.
6. <i>Use Turnitin to check for text matching on assignment drafts.</i>	You can use the Turnitin software to check your draft assignment for evidence of matching text before submission.

Part B

Section 5: How to use citation examples to assist with your reference list

This CQUniversity Abridged Guide to the Vancouver Referencing Style provides a number of examples showing how to reference specific sources in the text of your assignment (in-text) and in the reference list. However, this guide does not contain an exhaustive list of examples so it may be necessary to examine more than one example, or a combination of examples, to identify the best way to reference a specific item. Sometimes you need to problem solve to decide how to reference the item you have used.

When adding a reference to the reference list, you must provide the reader with enough information to enable them to locate the source. The following specific examples of referencing, and the examples provided in **Section 3**, will help you to work out what kind of information you need to collect about your source. Find one of the examples in this guide similar to your source and gather similar information for your citation. Then if you are still unsure, you can ask the Academic Learning Centre (ALC) to assist you. Look out for ALC advertised workshops.

Books or Chapters

Citation code		
Surname of author Initial/s. Title of book. Edition if later than 1st. Place of Publication: Publisher Name; year of publication.		
	In-text citation examples to follow	Reference list examples to follow
<i>One author</i> <i>Give a page number if a direct quote</i>	The book " <i>Clinical guide to ultrasonography</i> " by Henningsen ^{1(p3)} provides ...	1. Henningsen C. Clinical guide to ultrasonography. St. Louis, MO: Mosby; 2004.
	Note: <i>Titles stated in-text use minimal capitalisation, italics and double inverted commas.</i>	

	In-text citation examples to follow	Reference list examples to follow
<i>Two to five authors</i>	These authors describe how the patient is positioned for the various radiographic projections. ²	<p>2. Sloan C, Holmes K, Anderson C, Whitley AS. Clark's pocket handbook for radiographers. London, UK: Hodder Education; 2010.</p> <p>Note: <i>multiple authors separated by a comma.</i></p>
<i>More than six authors</i>	The "American Medical Association manual..." ³	<p>3. Iverson C, Flanagin A, Fontanarosa PB, Glass RM, Glitman P, Lantx JC, et al. American Medical Association manual of style: a guide for authors and editors. 9th ed. Baltimore, MD: Williams & Wilkins; 1998.</p> <p>Note: <i>If there are more than six authors (or editors), give the names of the first six authors/editors followed by et al.</i></p>
<i>Same author/s, same year ... [multiple works] each individual resource is treated as if it were a new reference.</i>	<p>Marzano and Pickering⁴ wrote on vocabulary, and they wrote "The Dimensions of learning: teacher's manual"⁵ in the same year.</p> <p>Note: <i>A new number is allocated to the resource.</i></p>	<p>4. Marzano RJ, Pickering DJ. Building academic vocabulary: teacher's manual. Heatherton, Vic: Hawker Brownlow Education; 2006.</p> <p>5. Marzano RJ, Pickering DJ. Dimensions of learning: teacher's manual. 2nd ed.</p>

	In-text citation examples to follow	Reference list examples to follow
		Heatheron, Vic: Hawker Brownlow Education; 2006.
Same author published in different years [multiple works].	Note: Each has its own number even if in the same year, because it is a different text.	6. Quinn CB. Practical radiographic imaging. 8th ed. [eBook]. Springfield, IL: Charles C Thomas; 2007 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.
		9. Quinn CB. Radiography in the digital age: physics, exposure, radiation biology [eBook]. Springfield, IL: Charles C Thomas; 2011 [cited 2017 Oct 30]. Available from: EBSCOhost eBook Collection.
		Note: Abbreviate months to their first 3 letters.
Different authors with the same family name.	Note: Treat each entry as a separate resource and allocate a new number for each initial citation ... you will need to note these to keep the correct numbers for subsequent citations.	Note: These are cited in the reference list as separate resources and full details are cited in the reference list depending of the source ..., i.e., book/journal article/ website.

	In-text citation examples to follow	Reference list examples to follow
<i>Different authors with the same family name, same year.</i>	<p>Note: These are treated as different resources and cited based on the number of author's names ... see examples No 1 and No 2.</p>	<p>Note: These are cited in the reference list as separate resources and full details are cited in the reference list depending of the source ..., i.e., book/journal article/website.</p>
<i>No author accompanied by a CD ROM.</i>	Interpreting breath sounds ⁹ is fundamental in medical diagnosis of ...	9. Breath sounds made incredibly easy. Ambler, PA: Lippincott Williams & Wilkins; 2005. Accompanied by 1 CD-ROM.
<i>No author but has a sponsoring body/organisation.</i>	This manual describes specialised testing procedures. ¹⁰	<p>10. The Royal College of Pathologists of Australasia. Manual of use and interpretation of pathology tests. 2nd ed. Sydney: The Royal College of Pathologists of Australasia; 1997.</p> <p>Note: Cite the sponsoring organisation in place of the author.</p>
<i>No date can be established.</i>	<p>Lansdowne¹¹ found that ...</p> <p>or</p> <p>It was found that bridging courses are very effective.¹¹</p>	11. Lansdowne M. Bridging courses. Rockhampton, Qld: Central Queensland University; [date unknown].

	In-text citation examples to follow	Reference list examples to follow
<p><i>Copyright date only can be identified.</i></p> <p><i>Approximate date only can be established.</i></p>	<p>With copyright date: see citation above for ¹¹ and use c followed by the copyright date, i.e., c1994.</p> <p>Note: <i>With approximate date only: use brackets and [1987?].</i></p>	<p>With copyright date: see citation above for 11. and use c followed by the copyright date, i.e., c1994.</p> <p>Note: <i>With approximate date only: use brackets and [1987?].</i></p>
<p><i>Several sources are cited at once.</i></p> <p>Note: <i>Do not overdo this—cite only the most relevant sources.</i></p>	<p>Potter and Perry,¹² Pairman, Pincombe, Thorogood, and Tracey¹³ all agree ...</p> <p>or</p> <p>Recent studies^{12,13} agree ...</p> <p>Note: <i>If page numbers are used because you are quoting, then place page numbers within the brackets.</i></p> <p>Recent studies^{12(p23),13(pp7-9)} agree ...</p>	<p>12. Potter P, Perry AG. Fundamentals of nursing. Sydney, NSW: Mosby, Elsevier; 2005.</p> <p>13. Pairman, S., Pincombe, J., Thorogood, C., Tracey, S. Midwifery, preparation for practice. Sydney, NSW: Churchill Livingstone, Elsevier; 2006.</p>
<p><i>Second or later edition.</i></p>	<p>Kassin^{14(p5)} stated that “group dynamics” ...</p> <p>or</p> <p>The latest theory on group dynamics^{14(p5)} ...</p>	<p>14. Kassin S. Psychology. 4th ed. Upper Saddle River, NJ: Pearson Education; 2004.</p>

	In-text citation examples to follow	Reference list examples to follow
<i>Edited work in which the role of the editor is more significant than that of individual authors (e.g., a collection of works compiled by the editor) .</i>	Easton ¹⁵ indicated that "...". or Radiography ¹⁵ provides a detailed image ...	15. Easton S. editor. An introduction to radiography. Philadelphia: Churchill Livingstone Elsevier; 2009.
<i>Chapter in an edited work and chapter in a text with named author(s) .</i>	Owen ¹⁶ describes the ultrasound scanning of specific parts of the body ...	16. Owen CA. The scrotum. In: Hagen-Ansert SL, Textbook of diagnostic sonography. 7th ed. vol. 1. St Louis, MO: Elsevier Mosby; 2012.
<i>One volume of multi-volume work.</i>	The " <i>Textbook of Diagnostic Sonography</i> " ¹⁷ is highly recommended for all sonographers.	17. Hagen-Ansert SL. Textbook of diagnostic sonography. 7th ed. vol. 1. St Louis, MO: Elsevier Mosby; 2012.
<i>One volume or issue in an edited series.</i>	" <i>A Guide to Clinical Practice Obstetrics and Gynecology</i> " ¹⁸ is a component of the Diagnostic Medical Sonography Series.	18. Stephenson SR. editor. A guide to clinical practice Obstetrics & Gynecology. 3rd ed. Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins; 2012. (Diagnostic Medical Sonography series).
<i>Translation of a foreign language book.</i>	Guenter Schmidt ¹⁹ is the Director of Internal Medicine at the Protestant Hospital Kredenbach in Kretzal, Germany.	19. Schmidt G. Differential diagnosis in ultrasound: a teaching atlas. (D. Herrmann, T Telger, Trans.). Stuttgart, Germany: Georg Thieme Verlag. (Original work published in 2002).

Secondary Sources

Citation code

A secondary source/referring to an author (primary source) read about in another publication (secondary source).

Source within a source

	Referencing the resource in-text	Model in the reference list
<p><i>Referring to an author (primary source) read about in another publication (secondary source)</i></p> <p><i>First cite the original source of the idea (primary reference) and follow this with source in which you found it (secondary reference)</i></p>	<p>... the language of recovery is now widely used in mental health policy both nationally and internationally as evidence in research by Ralph (2000 cited in Huffman, Vernoy, Vernoy).²⁰</p>	<p>20. Huffman K, Vernoy M, Vernoy J. Psychology in action. 5th ed. New York, NY: J. Wiley & Sons; 2000.</p>
	<p>Note: Provide the author/sponsor and year of the primary source (as given by the secondary source) in the secondary source as text.</p>	<p>Note: Only include the resources actually seen. The primary source is cited fully in the reference list of the secondary source.</p>

E-Books

Citation Code

Author Initial. Title of e-Book / web page. # edition [Internet]. Place of Publication: Publisher / Sponsor of website; year [cited/Year Mon DD]. Available from: URL doi: (if available)

Note: If editor ... write “editor” after the name and initial (see example No.15 above) ... Easton S. editor

Note: If this is an edition ... the edition number and the initials ed. follow the title ... (see example No.18 above) ... A guide to clinical practice Obstetrics & Gynecology. 3rd ed.

	Referencing the resource in-text	Model in the reference list
<i>Available on the Web.</i>	The e-Book “ <i>Ultrasound imaging</i> ” ²¹ covers hardware implementation as well as the measurement of surface acoustic waves.	21. Tanabe M. Ultrasound imaging [Internet]. Tokyo: In Tech; 2011 [cited 2017 Dec 6]. Available from: https://www.intechopen.com/books/editor/ultrasound-imaging
<i>Chapter written by a single author.</i>	This brief guide to sonography ²² is readily available through the CQUniversity library.	22. Swearengin R. Pocket guide to sonography [Internet]. St Louis, MO: Mosby Elsevier; 2008. Chapter 16, Pediatric studies. [cited 2017 Oct 23]. Available from: https://ebookcentral-proquest-com.ezproxy.cqu.edu.au/lib/cqu/reader.action?docID=1430206&ppg=1
		Note: If the book is from an electronic source other than a database use [Internet] after the title, the date you cite it as in [cited 2017 Sep 11] and provide the link.

<p><i>Available via ACQUIRE or Library Search.</i></p>	<p>“Sonography”²³ published in 2016 ...</p>	<p>23. Curry RA, Bates Tempkin B. editors. Sonography [eBook]. St Louis, MO: Elsevier; 2016 [cited 2017 Oct 23]. Available from: CQUniversity Library Search.</p>
<p><i>Chapter in an edited e-book available via ACQUIRE or Library Search</i></p>	<p>Working with infants and investigating trauma to the neonatal brain²⁴ is a vital function of sonography ...</p>	<p>24. Rish A, Bates Tempkin B, Curry RA. The neonatal brain. In Curry RA, Bates Tempkin B. editors. Sonography [ebook]. St Louis, MO: Elsevier, 2016 [cited 2017 Oct 24]: 475-94. Available from: Library search e-books. [or URL DOI if available]</p>
<p><i>Kindle and Adobe Digital Edition</i></p>	<p>The workbook for the Kindle edition of Hagen-Ansert’s²⁵ book is highly recommended ...</p>	<p>25. Hagen-Ansert SL. Workbook for textbook of diagnostic sonography. 7th ed. [eBook]. St Louis, MO: Elsevier Mosby; 2012 [cited 2017 Oct 23]. Kindle Edition.</p> <p>Note: <i>This resource has a new number as it is the workbook for the resource cited in No. 17.</i></p> <p>Note: <i>If the book is from an electronic source, use [eBook] after the title, and the date you cited it [cited 2017 Sep 11]</i></p>

Journals

On-line or electronic journal articles

Citation code journal article

Author/authors initial. Name of article. Abbreviated name of Journal [Internet]. Year /month ... If there is no volume or issue number [date Cited by you. Year Month day]; vol (issue no):page range. Available from: <http://.....>

Note: Journal titles are abbreviated in Vancouver. Refer to <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

	Referencing the resource in-text	Model in the reference list
<i>One or more authors available from a data base</i>	Cystic hygroma, according to Rangel and Having, ^{26(p9)} is a “benign lymphatic malformation...”.	26. Rangel V, Having K. Cystic hygroma. J Diagn Med Sonogr [Internet]. 2008 Jul/Aug [cited 2017 Oct 12]; 24(4):218-222. Available from: http://journals.sagepub.com/doi/abs/10.1177/8756479308319969
<i>Three to six authors</i>	Strobel et al. ²⁷ used both CEPD and PIHI in their assessment of liver lesions ...	27. Strobel D, Raeker S, Martus P, Hahn E, Becker M. Phase inversion harmonic imaging versus contrast-enhanced power Doppler sonography for characterization of focal liver lesions. J Colorectal Dis [Internet]. 2003 Nov [cited 2018 Nov 20];18(1):63-72. Available from: https://link.springer.com/article/10.1007/s00384-002-0397-4

<p><i>On the web</i></p>	<p>Gilmore et al.²⁸ suggest that stress over a period of time demands parents adapt to the needs of their child with a disability.</p>	<p>28. Gilmore L, Cuskelly M. Parenting satisfaction and self-efficacy: a longitudinal study of mothers and children with Down syndrome. J Fam Stud [Internet].2012 Jun [cited 2017 Dec 6];18(1):28-35. Available from: http://www.tandfonline.com/doi/pdf/10.5172/jfs.2012.18.1.28?needAccess=true</p>
<p><i>With a DOI, any medium</i></p> <p><i>Including website/ or Library Search or other Library database</i></p>	<p>According to Coombe-Patterson,²⁹ ...</p> <div data-bbox="797 600 1384 788" style="border: 1px solid black; padding: 5px;"> <p>Note: Consult the library Medical Imaging and Sonography Resource Guide for a full list of both print and on-line journal sources and the relevant professional bodies.</p> </div>	<p>29. Coombe-Patterson J. Amniotic fluid assessment: amniotic fluid index verses maximum vertical pocket. J Diagn Med Sonogr [Internet]. 2017 [cited 2017 Sep 11];33(4):280-283. Available from: http://onlinelibrary.wiley.com/doi/10.7863/jum.2012.31.2.333/full</p> <div data-bbox="1395 842 2065 1107" style="border: 1px solid black; padding: 5px;"> <p>Note: Journal titles are abbreviated in Vancouver: https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</p> <p><i>If an electronic source, use [Internet] after the journal title, and the date you cited it [cited 2017 Sep 11]</i></p> </div>

<p><i>Document without a DOI</i></p>	<p>According to Andrew and Romova,³⁰ ...</p>	<p>30. Andrew M, Romova Z. Genre, discourse and imagined communities: the learning gains of academic writing learners. J Acad Lang Learning [Internet] 2012 [cited 2017 Oct 16];6(1):64-76 Available from: http://journal.aall.org.au/</p> <p>Note: If a journal article does not have a DOI number, give the home page URL of the journal itself. You may have to search for this.</p> <p>Note: The number given to this citation originally, is used throughout the document and the source only cited once in the reference list.</p>
<p><i>Without a volume or issue number</i></p>	<p>Growth at all costs is “no longer a viable option”^{31(p50)}.</p>	<p>31. Sprague J, Shameen A. (1999, July 31). Boosting growth, courting disasters? Asiaweek. 1999 Jul:50–51.</p>
<p><i>Published seasonally</i></p>	<p>The Southern Bell Frog is fighting for survival as water dries up in the lower Murray-Darling Basin wetlands.³²</p>	<p>32. Beemster M. Saving the Southern Bell Frog. Australian Landcare. 2008 Spring:27–29</p>

World Wide Web

<p>Citation code</p> <p>Author Initials/organisation's name. Title of the page [Internet]. Place of publication: Publisher's name; date or year of publication [updated year month day; cited year month day]. Available from: URL</p>

	Referencing the resource in-text	Model in the reference list
<i>Document with date</i>	Ultrasound works differently to X-ray in that it does not use radiation. ³³	33. Healthdirect. Ultrasound [Internet]. 2017 July [cited 2017 Nov 1]. Available from: https://www.healthdirect.gov.au/ultrasound
<i>Document without a date</i>	In text, allocate a number to this resource in sequence	<p>Note: if a date of publication /date of copyright cannot be found for a Web site, use the date of the update or revision/ and the date you cited the resource.</p>
<i>Stand-alone documents found within library databases</i>	Anamorph is a form of morphine, a narcotic used for pain relief. ³⁴	34. MIMS Australia. Anamorph [Internet]. 2017 Dec [cited 2017 Dec 6]. Available from: https://www.mimsonline.com.au/Search/Search.aspx
<i>Primary source on the WWW</i>	Florence Nightingale ³⁵ wrote to Sir Benjamin Brodie to ask him to advise Elizabeth Blackwell on her future career.	35. Nightingale F. Letter to Sir Benjamin Brodie [Internet]. 1858 Feb 13 [cited 2017 Dec 6]. Available from: http://kumc.edu/dc/fn/brodie1.html

Newspapers

Citation code

Author Initial. Title of newspaper article. Name of Newspaper. Place newspaper is published [Internet...if sourced on-line]. Date of publication/ year month day [date cited / year month day; Section of newspaper: [length of article columns/pages/screens]. Available from http [if from internet].

	Referencing the resource in-text	Model in the reference list
<i>Newspaper with an author, available on the web</i>	Patrick Lyon ³⁶ writing in the Sunday Mail reported that ...	36. Lion P. Hospital staff sabotage waiting lists. Courier Mail. Brisbane [Internet]. 2011 March 6 [cited 2017 Oct 25]; Sunday Mail: [one screen]. Available from: http://www.couriermail.com.au/ipad/staff-sabotage-waiting-lists/news-story/919708296aca05bd9b13f46382651daf
<i>Magazine</i>	“Mobile phones were supposed to liberate us” ^{37(p28)}	37. Legge K. Upwardly mobile. The Australian. Sydney. 2005 May 28-29 [cited 2017 Oct 25]; Weekend Australian Magazine: [28].

Conference papers

Citation code

Author Initial/s/Sponsor. Title of conference paper. Editor/Organisation [if editor always put this after the name]. Title of conference; Date of conference; Place of conference. Place of publication: Publisher; Year of Publication. Page numbers. (use p for single page i.e. p3, and pp for multiple page numbers i.e.: pp334-346.)

	Referencing the resource in-text	Model in the reference list
<i>Published proceedings available through Library Search</i>	Acoustic radiation force impulse images are superior to those seen with sonography. ³⁸	38. Fahet BJ, Nelson RC, Hsu SJ, Bradway DP, Dumont DM, Trahey G. 6B-4 in Vivo acoustic radiation force impulse imaging of abdominal lesions. In Ultrasonics Symposium. 2007 Oct 28-31; New York, NY. Piscataway, NJ; Institute of Electrical and Electronic Engineers, 2007. pp440-443.
<i>Published online/published in a Journal</i>	The abstracts from the 11th Annual Scientific Meeting of Medical imaging and Radiation Therapy ³⁹ are now available.	39. Australian Society of Medical Imaging and Radiation Therapy and New Zealand Institute of Medical Radiation Technology. Special issue: abstracts from the 11th annual scientific meeting of medical imaging and radiation therapy; 2016 Apr 22-24; Brisbane, AU. J Med Radiat Sci [internet]. 2016 Apr [cited 2017 Oct 25];63(S1):1-125. Available from: http://onlinelibrary.wiley.com/doi/10.1111/jmrs.2016.63.issue-S1/issuetoc

Theses

Citation code

Author Initials. Title of thesis [Identification of award i.e. Masters' thesis]. City (state/country): Name of University; year. Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Thesis (published)</i>	Choi's ⁴⁰ thesis explored the "feasibility of using Vivo SAXS Imaging for the detection of Alzheimer's disease".	40. Choi M. Feasibility of in Vivo SAXS imaging for detection of Alzheimer's disease [PhD thesis]. Maryland, MD: Maryland University; 2017. Available from: ProQuest Dissertations & Theses Global.

Reports

Citation code – print

Author's surname/s Initial. /s, comma between each one. Title. Location, State: Organisation. Report number:61, Year.

Citation code – electronic

Author's surname/s Initial. /s, comma between each one. Title [Media type]. Year Month [cited YYYY Month abbreviated DD]; Report No: Total number of pages. Available from: URL/DOI

	Referencing the resource in-text	Model in the reference list
<i>Report (print)</i>	According to Kitson et al. ⁴¹ ...	41. Kitson A, Conroy T, Kuluski K, Locock L, Lyons R. Reclaiming and redefining the fundamentals of care: nursing's response to meeting patients' basic human needs. Research Report No. 2. Adelaide, SA: University of Adelaide; 2013.

<p><i>Report (electronic)</i></p>	<p>Quality control in medical imaging is becoming an important issue in light of the complexity and maintenance issues in relation to medical imaging equipment.⁴²</p>	<p>42. Jones KA, Heintz P, Geiser W, Goldman L, Jerjian K, Martin M, et al. Ongoing quality control in digital radiography: report of AAPM imaging physics committee task group 151. American Association of Physicist in Medicine. Med Phys [Internet] 2015 Nov [cited 2017 Oct 30];42(11):6658-90. Available from: https://www.aapm.org/pubs/reports/RPT_151.pdf</p> <p>Note: <i>If the author of the report is not the publisher, identify the publisher as part of the retrieval statement in the form i.e. Retrieved from Agency Name website: http://www.xxxxxxxx</i></p>
<p><i>Report (electronic) (corporate author)</i></p>	<p>The five pillars that underpin the Heart Foundation's One Heart 2018 – 2020 Strategy include: prevention; support; research; strengthening our organisation and our people.⁴³</p>	<p>43. National Heart Foundation Australia. One heart: our 2018-2020 Strategy [Internet]. 2017 [cited 2020 Jun 03]. Available from: https://www.heartfoundation.org.au/getmedia/d19cd0cc-a935-4f1c-914c-667a927b2cee/One_Heart_2018_-_2020_Strategy.pdf?ext=.pdf</p> <p>Note: <i>This report has no report number.</i></p>

Government documents

Citation code
Author's surname/s Initial. /s, comma between each one. Title [Media type]. Year Month Day [cited YYYY Month Day]; Report No: Total number of pages. Available from: URL/DOI

	Referencing the resource in-text	Model in the reference list
<i>Document from a government website</i>	The Department of Human Services ⁴⁴ provides information about claiming requirements for Medicare ...	44. Department of Human Services. Education guide – Medicare ultrasound services [Internet]. 2017 Aug 9 [cited 2017 Nov 1]. Available from: https://www.humanservices.gov.au/organisations/health-professionals/enablers/education-guide-medicare-ultrasound-services
<i>Australian Bureau of Statistics online</i>	There are very specific skills sets and qualifications required to become medical imaging professionals. ⁴⁵	45. Australian Bureau of Statistics. 1220.0 ANZSCO Australian and New Zealand standard classification of occupations: unit group 2512 medical imaging professionals [Internet]. 2016 Mar 29 [cited 2017 Sept 12]. Available from: http://www.abs.gov.au/ausstats/abs@.nsf/Product+Lookup/1220.0~First+Edition,+Revision+1~Chapter~UNIT+GROUP+2512+Medical%20Imaging%20Professionals

	Referencing the resource in-text	Model in the reference list
<i>Government media releases</i>	Queensland Health has successfully prosecuted a resource industry company for exposing an employee to unsafe levels of radiation. ⁴⁶	46. Queensland Health. Queensland Health prosecutes company after radiation injury [Internet]. Brisbane: Queensland Government; 2017 July 24 [cited 2017 Nov 22]. Available from: https://www.health.qld.gov.au/news-alerts/doh-media-releases/releases/queensland-health-prosecutes-company-after-radiation-injury
<i>Government debates recorded in Hansard</i>	Regional and rural Victoria have higher mortality rates from cancer than in urban Melbourne ⁴⁷ ...	47. Parliament of Victoria. Parliamentary Debates (Hansard). Legislative Assembly. Fifty-Sixth Parliament. First Session. B4. Radiation Amendment Bill [Internet]. 2010 March 23 – 25 pp.941 – 953; [cited 2017 Nov 30]. Available from: https://www.parliament.vic.gov.au/images/stories/daily-hansard/February_2010/Assembly_Weekly_February_2010_Book_4.pdf

	Referencing the resource in-text	Model in the reference list
<i>Government fact sheet</i>	The occupational profile for a Sonographer ⁴⁸ ...	48. Government of Western Australia Department of Training and Workforce Development. Occupational profile sonographer [Internet]. 2017 [cited 2017 Nov 30]. Available from: http://www.careercentre.dtwd.wa.gov.au/Occupations/Pages/sonographer.aspx

Legislation

Citation code Legislation

Title of the Act or Regulation in italics – (if there is a shortened title use the short version) Year (in italics) Jurisdiction (abbreviated and in round brackets) Pinpoint reference to the relevant section or subsection.

	Referencing the resource in-text	Model in the reference list
<i>Legislation</i>	Division 4 of the <i>Radiation Safety Act (Qld) 1999</i> ⁴⁹ states that people should be protected from unnecessary exposure to ionising radiation through the processes of justification, limitation and optimisation.	49. <i>Radiation Safety Act (Qld) 1999</i> (Qld) p1. d4(5) [Internet]. 2017 [updated 2015 Sept 1; cited 2017 Nov 30]. Available from: https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-020

Case Law

Citation code Case Law

Case Name (in italics) Year in brackets i.e.: (2017) [use round brackets () for sequential volume numbers where the year is not essential] and square brackets [] where the year is essential to locate the correct volume Abbreviation of the law report Commencing page number [of the case] Pinpoint page number. Separated from the commencing page by a comma [when referring to specific words in the judgement] (Name of the Court).

	Referencing the resource in-text	Model in the reference list
<i>Case Law</i>	Albright v RPA Hospital ⁵⁰ is a classic case concerning the application of the Bolam test for professional negligence.	50. <i>Albright v RPA Hospital</i> (1980) 2 NSWLR 542. (NSW Court of Appeal)

Coroner's Report

Citation code Coroner's Report

Jurisdiction of Coroner's Court (Place) Title of findings [Internet] date of posting year month day [cited Year Month Day]; Year/Inquest number Available from: URL

	Referencing the resource in-text	Model in the reference list
<i>Coroner's report</i>	The cause of death was found to be as a result of haemorrhage. ⁵¹	51. Coroners Court of Queensland (Southport) Non-inquest findings into the death of Mrs NSM [Internet]. 2017 July 31 [cited 2017 Nov 30]; 2014/1285 Available from: http://www.courts.qld.gov.au/__data/assets/pdf_file/0019/532540/nif-morgan-ns-20170731.pdf

Standards/Patents

Citation code Standards/Patents

Name of Standard Body/Institution. Standard Number. Title of Standard. Place of publication, City/Country code: Publisher; year.

	Referencing the resource in-text	Model in the reference list
<i>Standards Australia</i>	Due to revolutionised printing technologies, the International Electrotechnical Commission is establishing relevant International Standards. ⁵²	52. Standards Australia. 2017. Wear your health on your sleeve – international standards for medical wearable devices [Internet]. 2017 August [cited 2017 Nov 30]. Available from: http://www.standards.org.au/InternationalEngagement/InternationalUpdates/Documents/International%20update%20August%202017.pdf
<i>Patents</i>	The patent details for a gravity balance device for x-ray equipment are readily available. ⁵³	53. Ling Z, Wang Y, Wang Z, inventors. Ge Medical Systems Global Technology Company, assignee. Counter weight means for a cross arm of x-ray equipment and a corresponding x-ray equipment. United States patent US20140003585 A1. 2014 Jan 2.

WorkCover

Citation code WorkCover

Title of organisation. Title of document including year (cited YYYY Month DD). Available from http link ...

	Referencing the resource in-text	Model in the reference list
<p><i>WorkCover Code of Practice (COP)</i></p> <p><i>Publishers of COP include the relevant state and territory WHS regulators and also SafeWork Australia.</i></p>	<p><i>“How to manage work health and safety risks: code of practice 2011”⁵⁴ covers both radiography and sonography employees</i></p>	<p>54. WorkCover Queensland. How to manage work health and safety risks: code of practice 2011 [cited 2017 Dec 7]. Available from: https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice#letter_M</p>

University-provided study materials

The sources below should not be used too frequently. Other sources that you have located while researching are more suitable.

	Referencing the resource in-text	Model in the reference list
<i>Lecture notes (unpublished)</i>	The checklist ⁵⁵ in the class handout refers to the information in Chapter 4 of the textbook.	55. Van Waveren A. Chapter 4 checklist: BMSC11001: Human body systems 1 [class handout]. Rockhampton, Qld: CQUniversity, 2017 Dec 1.
<i>Lecture material—non-print (e.g., whiteboard notes)</i> <i>Use author's name and date in-text. No need to include in the reference list.</i>	In a set of whiteboard notes compiled on 12 January 2018, the Course Coordinator of BMSC11001 Human Body Systems 1, Dean Jones, indicated that ...	Do not include this in the Reference list.
<i>Images provided in study materials</i>	These do not need to be referenced in-text.	No need to include in the Reference list.

Study Guide/Course Outlines

Citation code Study Guide/Course Outlines

Author surname (or Organisation) Initial/s. Title of lecture. Course code: Course name [Format]. Place of publication: Publisher; Date of publication [date cited]. Available from: <http://website address>

	Referencing the resource in-text	Model in the reference list
<p><i>Unit notes available on CQUniversity eUnits (Moodle)</i></p> <p><i>The author of your unit notes is normally your unit lecturer</i></p>	<p>It is important for the Medical Radiation practitioner to understand the key areas of Accreditation, licensing and the Australian Healthcare system.⁵⁶</p>	<p>56. Williams L. Week 2 Learning goals: Accreditation and licensing of the medical radiation practitioner. MEDI11001: Fundamentals of the imaging professions [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 08]. Available from: https://moodle.cqu.edu.au/pluginfile.php/940540/mod_resource/content/4/Wk%20%20learning%20goals.pdf</p>
<p><i>PowerPoint/Echo 360/Video presentation on Moodle</i></p>	<p>In the 2017 Week 1 lecture given by Van Waveren,⁵⁷ ...</p>	<p>57. Van Waveren A. PowerPoint: Introduction to the human body. BMSC11001: Human body systems 1 [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 08]. Available from: https://moodle.cqu.edu.au/course/view.php?id=6790</p>

	Referencing the resource in-text	Model in the reference list
<p><i>Study Guide Online</i></p> <p><i>Use the university name as the author</i></p>	<p>The BMSC11001 course overview⁵⁸ specifies that ...</p>	<p>58. CQUniversity. An introduction to the human body. BMSC11001: Human body systems 1 [e-Units on Moodle]. Rockhampton, Qld: CQUniversity; 2017 [cited 2018 Feb 09]. Available from: https://moodle.cqu.edu.au/course/view.php?id=6790</p>
<p><i>Discussion board message posted to Moodle</i></p>	<p>Remember that when multiplying or dividing measurements, the result has the same number of significant digits as the least accurate number used in the calculation.⁵⁹</p>	<p>59. Falconi C. re: Problems with accurate measurement. In: MEDI11001. Physics for health sciences [e-discussion board message on Moodle]. Rockhampton, Qld: CQUniversity; 2017 Dec 20 [cited 2017 Feb 08]. Available from: https://moodle.cqu.edu.au/mod/forum/view.php?id=357239</p>
<p><i>Source referred to in a study guide</i></p> <p><i>In text, first reference the original</i></p>	<p>Locate and use the primary, or original, source.</p>	

Encyclopaedias and Dictionaries

Citation Code

Author/editor initial, editor. Name of dictionary [Internet] (if electronic). Place of publication, State/Country: Name of publisher; year of publication. Title of section sourced; [cited year month day] page number. Available from http link ...

	Referencing the resource in-text	Model in the reference list
<i>Encyclopaedia (with author/editor)</i>	This encyclopaedia provides students with valuable information about the field of diagnostic imaging including accidental clinical findings. ^{60(p17)}	60. Baert AL, editor. Encyclopedia of diagnostic imaging [Internet]. Berlin Heidelberg: Springer, Berlin Heidelberg; 2008. Accidental clinical findings; [cited 2017 Oct 25]. 17. Available from: https://link.springer.com/referencework/10.1007%2F978-3-540-35280-8
<i>Encyclopaedia/Dictionary (no author)</i>	Ultrasound is cyclic sound pressure with a frequency greater than the upper limit of human hearing”. ⁶¹	61. New World Encyclopedia [Internet]. St Paul, MN: Paragon House. Ultrasound; [updated 2016 Jan 06; cited 2017 Oct 26]. Available from: http://www.newworldencyclopedia.org/entry/Ultrasound
<i>Encyclopaedia/Dictionary entry available on the Web</i>	The “Churchill Livingstone Pocket Radiography and Medical Imaging Dictionary ...” ⁶²	62. Gunn C. Churchill Livingstone pocket radiography and medical imaging dictionary [e-book]. Philadelphia, PA: Elsevier Health Sciences; 2007. Nuclear magnetic resonance (NMR/MRI); [cited 2017 Oct 26]. Available from: http://trove.nla.gov.au/work/35324654

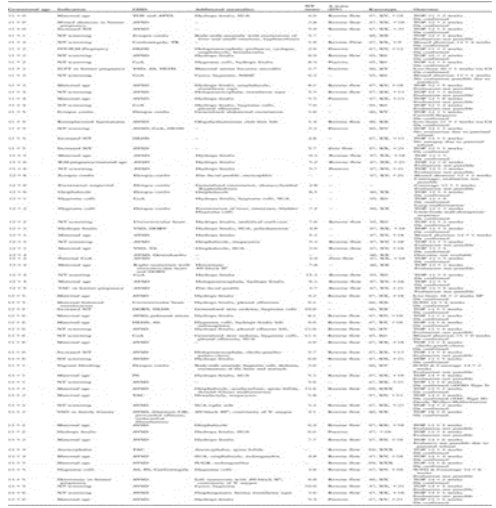
Specialised sources

Tables, figures and images (Journals)

Citation code Tables and Figures

Journal Example: Type your normal journal reference followed by:

Space Table/Figure/Appendix /Number of table/figure/appendix from original source, Title of table/figure/image/appendix from original source; page number (p.) of table figure/appendix from original source. Available from [https:// ...](https://...) Table/Figure/Image Number. Title; page.

	Referencing the resource in-text	Model in the reference list
<i>Tables, figures and images in a journal article</i>	<p>Table 1a. This table shows the characteristics of 77 cases of foetal CHD.^{63(p508)}</p> 	<p>63. Hartge DR, Weichert J, Krapp M, Germer U, Gembruch U, Axct-Flidner R. Results of early foetal echocardiography and cumulative detection rate of congenital heart disease. <i>Cardio in the Young</i> [Internet]. 2011 [cited 2017 Nov 6]; 21(5):505-517. Available from https://www.cambridge.org/core/journals/cardiology-in-the-young/article/doi/10.1017/S1047951111000345. Table 1a. Characteristics of 77 cases with CHD over gestational age and postnatally (first trimester); p 508</p>

Multimedia

Always evaluate information found in these sources for 'scholarliness'—including bias, validity, trustworthiness of the authors etc.

Personal Communication

Citation code Conversation

Initial/s. Surname, title, (month year) type of communication [if email include email address], affiliation [university highest degree].

	Referencing the resource in-text	Model to follow in the reference list
<i>Personal Communication</i>	Note: <i>Personal communication should not be referenced unless you have permission from the sender and receiver to include the information in your document.</i>	Note: <i>Personal communication should not be referenced unless you have permission from the sender and receiver to include the information in your reference list.</i>
		Note: <i>It is important to keep a copy the email.</i>

Example conversation

In a telephone conversation with J. Peters, MD (October 2017) ...

Example letter

In a letter dated 21st October 2017, A.B. Johnston (Prof., Dept of Sonography, CQUniversity, Rockhampton, Qld.) confirmed ...

Example email

In an email from Professor Jones, PhD (abjones@cqu.edu.au) on October 30 [cited 2017 Oct 30] it was confirmed that the new programs ...

DVD/YouTube

Citation code Video or DVD or YouTube

Author/Producer/Director. Title (Type of medium). Place of Publication; Publisher; Year of Publication. Extent (e.g. 1DVD): physical description during sound, colour, [size (if applicable)].

	Referencing the resource in-text	Model in the reference list
<i>YouTube</i>	There are now very informative videos available through the internet that teach students how to use ultrasound in a medial setting. ⁶⁴	<p>64. Medical Aid Films – Films for Life. How to use ultrasound in pregnancy [Video]. London, UK: Medical Aid Films; 2014 Nov 28. 1 YouTube video: sound, colour, [12.30 min.].</p> <p>Note: <i>If there is no author/sponsor given, use the title of the video in place of the author. Do not use the name of the person who posted the video online as the author, unless they also produced the video.</i></p>

Radio/Television Interview

Citation code radio/television interview

Contributor Initial, Description of contribution, [Interview]. Title of program [Media type]. City of publication: Radio or TV Channel; date of original transmission year month day.

	Referencing the resource in-text	Model in the reference list
<i>Podcast or video</i>	Providing adequate pain relief in cases of rib fractures can be difficult. ⁶⁵	65. Herring A. Trouble with fractures? Learn chest wall blocks (serratus) with highland herring [Podcast on the internet]. Ultrasound Leadership Academy; 2017 [cited 2017 Nov 6]. Available from: http://www.ultrasoundpodcast.com/category/podcast/
<i>Brochure/Pamphlet</i>	Australian Medical Systems (AMS) ⁶⁶ provide ultrasonic bladder scanners.	66. Australian Medical Systems. Bladder scanner ultrasonic [Pamphlet]. Australian Medical Systems; 2017
<i>Blog</i>	It is difficult to obtain great images during ultrasound when you have ticklish patients. ⁶⁷	67. Smart Sonographer – for the Love of Ultrasound. Tricks for ticklish patients [Blog]. 2017 Sep 8 [cited 2017 Nov 6]. Available from: http://www.smartsonographer.com/blog/tricks-for-ticklish-patients .
		Note: This may not be a permanent source so put in retrieval date.

<i>App</i>	Skyscape ⁶⁸ is a free medical library app available for download.	68. Skyscape Medical Library. Skyscape Medpresso [Mobile app]. 2017 [cited 2017 Dec 7]. Available from: https://www.skyscape.com/sml/
<i>Photograph on the web without name of creator</i>	There are many free images of skeletons available on the web. ⁶⁹	69. Crystal Graphics. Doctor showing a hernia in a skeleton to female patient [image on the internet]. [cited 2017 Dec 6]. Available from: https://au.wow.com/search?s_it=sb-top&s_chn=38&s_pt=aolsem&v_t=aolsem&q=skeleton+photos

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Appendices

Appendix A: Key terms

Key terms	Explanation
<i>Author</i>	The person, group or organisation that created the source. There may be single or multiple authors; or single or multiple editors; or organisations may be credited as authors rather than specific individuals. If the source has no designated author, you may use the title in place of the author.
<i>Bibliography</i>	A complete list of all sources consulted when preparing a piece of work, whether cited in-text or not. It records the full publication details of each source in the same way as a reference list. Use a bibliography only if specifically requested to do so.
<i>Copy or reproduce</i>	<p>Inserting an image, figure or table from a source in your own work without modifying it in any way. If you reproduce a table in your work, you should label it as a table and include a citation. Tables should be numbered sequentially with the title and citation below. If you include data, or some columns of data from a table in your work, you will also need to include a citation.</p> <p>If you include an image, diagram or visual in your text, it is referred to as a Figure or a Table which should be numbered sequentially, e.g. Figure 1 or Table 1. These are called labels. The source of the image, figure or table should be typed next to the label.</p>
<i>E-book, e-book or eBook</i>	An e-book is an electronic version of a print book that can be downloaded and read on a computer or other digital device. However, printed copies may not exist, and the eBook may be the only version of the text. You may find a complete book or chapters of the E-book. Some of these are free and other must be bought from publishers or suppliers.
<i>In-text citation</i>	<p>This is a reference to other people's work given in your sentence (in-text), as indicated by a superscript number. A citation is always required at the place where you have used someone else's words or ideas.</p> <p>An essay with few or no citations will be a cause of concern for lecturers as this may indicate plagiarism or limited research.</p>

Key terms	Explanation
<i>Journal article</i>	Journals are collections of articles that are published on a regular basis to report current research within a discipline. Journals are sometimes referred to as magazines, periodicals or serials.
<i>Paraphrase</i>	Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text reference to show that the material comes from another source.
<i>Quotation</i>	A direct quotation is the exact reproduction of someone's words which is marked with double quotation marks and requires a citation.
<i>Reference list</i>	The complete list of all sources cited or quoted in the text of your work. The reference list is located at the end of your work before the Appendices. It records the full publication details of each source and is arranged in the same numerical order as it appears in text. Every in-text reference should appear in the reference list, and every item in the reference list should be mentioned at least once in the assignment.
<i>Source</i>	The place where the information was found. Source type refers to whether the source is a book, article, website etc. and whether it is print or electronic. Referencing rules differ for each source type. Follow the Citation Code.
<i>Summary</i>	A brief account of another person's ideas or research in your own words. A summary of a work or section of a work, or a general reference to someone's work or ideas, requires a citation.
<i>URL</i>	This is the abbreviation for Uniform Resource Locator. It also known as the web address. When including a URL for a source found on the web it is not necessary to include a long URL if the website has a search engine. Leave the URL to break or fit the line in its own way; do not use enter or a space to push the URL to a new line.

Appendix B: Symbols

Symbols	Use in citations
<p>& <i>Ampersand</i> <i>The ampersand symbol represents the word ‘and’</i></p>	
<p>() <i>Round brackets (parentheses)</i> <i>Round brackets, or parentheses, come in pairs and contain material that help clarify a point, but often indicate the information within is less important than what surrounds it.</i></p>	<p>Parentheses are used to enclose a citation within the text of an essay. The use of parentheses (a word or phrase inserted) for other purposes should be avoided in academic writing. Use wording to show the value of a piece of text rather than using parentheses. If something is not important enough to include in the main text, consider leaving it out completely</p>
<p>[] <i>Square brackets</i> <i>Square brackets are used to add explanatory material to quotations, or to distinguish between multiple sets of brackets</i></p>	<p>Square brackets are also used to enclose insertions in quotations made by someone other than the original author, such as “<i>sic</i>” (explained in Appendix F). They are also used when adding extra words to quotations that help the reader understand the meaning when needing to fit a quotation into a sentence correctly. If it is an information prominent citation, square brackets are used within parentheses when adding an acronym or initialisms to your writing for the first time. For example:</p> <p style="padding-left: 40px;">The impact of this program has been dramatic (World Health Organization [WHO]).⁹⁹</p> <p style="padding-left: 40px;">In fact, Rumelhart^{98(pp33-34)} asserts that schemata “...are the fundamental elements upon which all information processing depends ... [and play a large role] in guiding the flow of processing in the system”.</p> <p>When editing quotations, avoid changing the quotation’s meaning.</p>

Appendix C: Acronyms

Acronyms	Examples
<p><i>Acronyms are words formed from the initial letters of each word in a long name, and that can be said as a word. You must not create an acronym of your own. Use the existing ones that are recognised; for example, Technical and Further Education (TAFE), or Queensland and Northern Territory Aerial Services Ltd (QANTAS).</i></p> <p><i>The first time an acronym is used you must give the full name followed by the acronym in parentheses. After that the acronym may be used in place of the full name or phrase. Always use the full name or phrase in the abstract section of your document</i></p>	<p>An author prominent in-text citation</p> <p>The first time you use a name that you want to shorten to an acronym or initialism, type the name in full and then type the acronym or initialism in parentheses after it:</p> <p style="padding-left: 40px;">According to the World Health Organization (WHO)⁹⁷, this program has had a dramatic impact. This is demonstrated by the data emerging from this study.</p> <p>An information prominent in-text citation</p> <p>The first time you use a name that you want to shorten to an acronym or initialism, use the name in full and then type the acronym or initialism in square brackets after it.</p> <p style="padding-left: 40px;">The impact of this program has been dramatic (World Health Organization [WHO]).⁹⁷ This is demonstrated by the data emerging from this study.</p> <p>The reference list</p> <p>97. World Health Organization (WHO), Health impact assessment—glossary of terms used [Internet]. 2014 [cited 2017 Nov 30]. Available from: http://www.who.int/hia/about/glos/en/index1.html</p>

Appendix D: Initialisms

Initialisms	Examples
<p><i>Initialisms are a series of capital letters made up of the initial letters of a series of words. Initialisms cannot be said as a word; for example, USA (initialism for United States of America) or NLM (initialism for National Library of Medicine)</i></p> <p><i>The first time an initialism is used, give the full name or phrase followed by the initialism in parentheses. After that, the initialism may be used in place of the full name or phrase. Always use the full name or phrase in the abstract in your assignment</i></p>	<p>In academic writing, initialisms are introduced in the same way as acronyms.</p> <p>An author prominent in-text citation</p> <p>A draft study of course choices by Department of Education, Employment and Workplace Relations (DEEWR) revealed that “there were no significant gender differences in the reasons respondents chose to study engineering”.^{96(p104)}</p> <p>An information prominent in-text citation</p> <p>A recent government study (Australian Bureau of Statistics [ABS])⁹⁵ reported that ...</p>

Appendix E: Abbreviations

An abbreviation is a shortened form of a word. Words can be shortened in a number of ways, including omitting parts of the interior of the word, or cutting off the end of a word. If the end of the word is removed to create an abbreviation, then a full stop is added. If the interior of the word is removed, leaving the last letter, no full stop is needed. Here are examples.

Abbreviations and explanations of their use in references	Examples
<p><i>cat. no.</i> <i>catalogue number</i> <i>A catalogue number is used to identify an item in a record. It is used for tracking purposes.</i></p>	<p>95. Australian Bureau of Statistics (ABS). Australian social trends: pregnancy and work transitions [Internet]. 2013, cat. no. 4102.0, [cited 2014 Nov 18]. Available from: http://www.abs.gov.au/</p>
<p><i>chap.</i> <i>chapter</i> <i>In an online book or a Kindle book without page numbers, look for the chapter heading and use its number if it has one, or give its title. Also give the paragraph number if available. If there are no chapters, use the nearest heading</i></p>	<p>In text you will type: chap. 8, para. 14</p>
<p><i>c.</i> <i>circa</i> <i>From Latin meaning ‘around’ or ‘about’. Used when the publishing date can only be approximated. This approximation may be made by looking at the latest entry in the reference list of the source</i></p>	<p>94. Queensland Education Department c. 1995, <i>Draft policy on school discipline</i>, Queensland Education Department, Gladstone.</p>

Abbreviations and explanations of their use in references	Examples
<p><i>Comp.</i> <i>Compiler</i> <i>The person who assembles a training or educational package is called a compiler</i></p>	<p>Use the same format as for an edited book (see next entry below) but use (comp.) instead of (ed.).</p>
<p><i>ed. or eds</i> <i>editor or editors</i> <i>An editor is a person, or a number of people, who assist an author to publish. They may select and prepare material or organise and manage contributions to a multi-author book.</i></p>	<p>Crisp, J & Taylor, C (eds) 2005, Potter and Perry's fundamentals of nursing, 2nd ed., Mosby Elsevier, Sydney.</p>
<p>Note: when the plural, "editions", is abbreviated, the interior of the word is removed, leaving the last letter, so no full stop is needed.</p>	
<p><i>ed.</i> <i>edition</i> <i>When books are revised and issued a second or third time (or more) publishers show the difference between versions by indicating the edition. This is necessary as each edition differs from the others.</i></p>	<p>93. Wilson, J 2006, Infection control in clinical practice, 3rd ed., Bailliere Tindall, Edinburgh.</p>
<p><i>Journal titles</i> <i>Use the National Centre for Biotechnology Information (NCBI) abbreviation for the journal:</i> <i>https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</i></p>	<p>BMJ The British Medical Journal</p>

Abbreviations and explanations of their use in references	Examples
<p><i>Date unknown / no date</i></p> <p><i>Used when no publication year is found. Look carefully for publication dates as they can be hard to find on websites. You may find the date by checking for a copyright link</i></p>	<p>Lansdown^{92(p6)} found that “...”.</p> <p>92. Lansdown M. Bridging courses. Rockhampton, Qld: Central Queensland University; [date unknown].</p>
<p><i>p</i></p> <p><i>page</i></p> <p><i>One page referred to in a citation</i></p> <p><i>In-text citations require page numbers when directly quoting or when using statistics graphs, tables or images from the source. Page numbers may also be required when paraphrasing an author’s words/material if referring to specific information on a particular page, paragraph or chapter</i></p>	<p>Priest^{92(p50)} proposed that...</p> <p>...as proposed by a recent study.^{92(p50)}</p>
<p><i>pp</i></p> <p><i>multiple pages</i></p> <p><i>Used in the reference list to indicate the page range for the entire article, not just the pages you cited</i></p>	<p>Pages that are in sequence:</p> <p>Priest^{92(pp50-55)} proposed that...</p> <p>Pages that are not in sequence:</p> <p>Priest^{92(p50, 59, 61)} reported higher incidences....</p>

Abbreviations and explanations of their use in references	Examples
<p><i>para.</i></p> <p><i>paragraph</i></p> <p><i>For electronic sources that do not provide page numbers use the paragraph number instead of the page number in-text, if paragraphs are numbered.</i></p> <p><i>If neither a page number nor a paragraph number is given it is acceptable to leave it out, even for a direct quotation.</i></p> <p><i>Most electronic material is searchable, so readers are able to find the quoted material themselves</i></p>	<p>A BP spokesman reported that “The new construction includes a containment cap with a built-in blow-out preventer, the device that failed to cut off the oil flow.”^{91(para.4)}</p>

Appendix F: Latin word and their use as abbreviations

Universities are steeped in history and some of the remnants of the past include Latin words and their abbreviations. Popular abbreviations such as etc., e.g. or i.e. should be avoided in academic writing. Below are examples of Latin words (or their abbreviations), used inside parentheses when citing in text or in the reference list.

Latin words	Example in reference list
<p><i>et al.</i> abbreviation for 'et alia' meaning 'and others' There should always be a full stop after 'al.' as it is an abbreviation. Do not apply italics to et al.</p>	<p>If there are more than six authors (or editors), give the names of the first six followed by et al.</p>
<p>[sic] means 'thus' or 'so' Used in a quotation, in italics and in square brackets. It indicates that the word directly before it is an error that appeared in the original text that has not been corrected. This is to preserve the authenticity of the quotation. This error may be incorrect spelling, punctuation or grammar.</p>	<p>In his report, "the building inspector estimated that there [sic] house was a fire hazard".^{91 (p17)}</p>
<p>Note: the square brackets are not italicised</p>	
<p><i>circa</i> means 'around' or 'about' It is abbreviated to c. Used when an approximate publishing date is available. This approximation may be made by looking at the latest entry in the reference list of the source you are using.</p>	<p>Queensland Education Department. Draft policy on school discipline. Gladstone, Qld: Queensland Education Department c. 1998.</p>

Appendix G: Citation abbreviations for commonly used English words in bibliographic description

A

abridged = abr. abstract = abstr. academy = acad. adaptation = adapt. American = Amer. and others = et al. annotation = annot. annual = annu. association = assoc. augmented = augm. authorized = authoriz.

B

biannual = biannu. bibliography = bibliogr. bimonthly = bimonth. biography = biogr. brochure = broch. bulletin = bull.

C

catalog = cat. centimeter = cm. chapter = chap. commission = commiss. company = co. compiler = comp. conference = conf. column = col. corporation = corp.

D

department = dept. diagram = diagr. dictionary = dict. director = dir. directory = dir. dissertation = diss. distribution = dist. division = div. Doctor = Dr. document = doc.

E

edition = ed. editor = ed. encyclopedia = encycl. English = Engl. enlarged = enl. European = Europ. executive = exec. explanation = expl. extract = extr.

F

facsimile = facs. faculty = fac. figure = fig. foundation = found. frontispiece = front.

G

gazette = gaz. government = gov.

H

handbook = handb.

I

illustration = ill. illustrator = ill. impression = impr. inch = in. inclusive = incl. incomplete = incompl. index = ind. information = inform. institute = inst. international = intern. introduction = introd. invariable = invar.

L

laboratory = lab. library = libr. literature = lit.

M

manual = man. manuscript = ms. meeting = meet. microfiche = mfiche. microfilm = mf.
millimeter = mm. miscellaneous = misc. modified = mod. monograph = monogr.
monthly = month.

N

national = nat. new series = n.s. newspaper = newsp. notice = not. number = no.

O

observation = observ. original = orig.

P

pamphlet = pamph. paperback = pbk. part = pt. periodical = period. photography = phot.
picture = pict. portrait = portr. posthumous = posth. preface = pref. preliminary = prelim.
preparation = prep preprint = prepr. printed = print. proceedings = proc. professor = prof.
program = progr. pseudonym = pseud. publication = publ.
publisher = publ.

Q

quarterly = quart.

R

reference = ref. reprint = repr. reproduction = reprod. responsible = resp.
revised = rev.

S

scientific = sci. section = sect. separate = sep. series = ser. session = sess. society = soc.
special = spec. successor = success. summary = summ. supplement = suppl.
symposium = symp.

T

table = tab. translation = transl. translator = transl. transliteration = translit.

U

university = univ.

V

volume = vol.

Y

year = y. yearbook = yb.

Source: Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited 2018 Oct 23]. Available from: <http://www.nlm.nih.gov/citingmedicine>

Appendix H: Check your reference list

Check	Key point
	The reference list begins on a new page. It should be the last page of your assignment; however, any appendices go after the reference list.
	Margins are set to least 2.54 cm top and bottom and left and right.
	Font style and size is same as for the rest of the assignment: usually Times New Roman 12 or Arial 11.
	Line spacing in the reference list is single even though the assignment is 1.5.
	The title References is bold, left aligned, and has the same font style and size as the document.
	Numbers are aligned with the left margin.
	Set paragraph spacing to 12 pt After 0 pt Before
	Sources in the reference list are listed in numerical order, in the order they are first cited in the text, in numbers shown as superscript ¹⁻⁷¹ .
	If there is no author or authoring body, begin with the title of the article itself.
	URLs are black font, inactive and not underlined.
	URLs will fit in a line in their own way; do not use an enter or a space to push the URL to a new line. Long URLs can be shortened to give the home page URL but only if there is a search function available on the website.

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