Every reference will consist of two parts: an in-text citation and an entry in the reference list. Each in-text citation should have a corresponding entry in your reference list, however you only need to list each text in your reference list once. Ensure the reference you provide in the text is identical to the one provided in the reference section.

In-Text Citations:
An in-text citation requires the following information:
> Author(s) surnames
> Year of publication
> Page/paragraph number(s) – if you are directly quoting the text

1 Author:

The children “found play stimulating” (Smith, 2017, p. 98).

Smith (2017) stated that the children “found play stimulating” (p. 98).

2 Authors:

The children “found play stimulating” (Smith & Frank, 2017, p. 98).

Smith and Frank (2017) stated that the children “found play stimulating” (p. 98).

3 - 5 Authors:
The first time you will need to write out all the author names, the second and subsequent times you can shorten it by replacing all but the first author name with ‘et al.’

First time:
The children “found play stimulating” (Smith, Frank, & Jenson, 2017, p. 98).

Smith, Frank, and Jenson (2017) stated that the children “found play stimulating” (p. 98).

Subsequently:
The children “found play stimulating” (Smith et al., 2017, p. 98).

Smith et al. (2017) stated that the children “found play stimulating” (p. 98).
6 Or More Authors:
You cite the first author and then replace other author names with ‘et al.’

The children “found play stimulating” (Smith et al., 2017, p. 98).

Smith et al. (2017) stated that the children “found play stimulating” (p. 98).

Organisational Names with Abbreviations:
You cite the full name of the organisation the first time with the abbreviation in square brackets. The second and subsequent times you can use the abbreviation.

AITSL reference

First time:
(Australian Institute for Teaching and School Leadership [AITSL], 2014).

Subsequently:
(AITSL, 2014).

ACARA reference

First time:
(Australian Curriculum Assessment and Reporting Authority [ACARA], 2016).

Subsequently:
(ACARA, 2016).

NESA reference

Be careful of the date here, as some pages have different dates

First time:
(NSW Education Standards Authority [NESA], 2016, para. 5).

Subsequently:
(NESA, 2016, para. 5).
**Reference List**

Your reference list should be in alphabetical order by author surname. It should also be in a hanging indent to help your reader easily scan the list to find a reference.

To format your reference list correctly in Microsoft Word, highlight the reference list and:
- Mac: cmd + T
- PC: ctrl + T

**Authors**

Note: Where the author is a group, you should put a full stop after the author name.

**Book**


**US publisher:**


**Non-US publisher:**


**Chapter Of An Edited Book**

This format should be used if the chapters have different authors. If the chapters all have the same author(s), reference as a book, not as a chapter.


**US publisher:**


**Non-US publisher:**


**Journal Article**

Author, A. A. (year). Title of article: Subtitle of article. *Title of Journal, volume*(issue), page numbers of the whole article.


**Online Webpage**

A webpage is a section of a website that does not stand on its own as complete.

Author, A. A. (year). Title of webpage. Retrieved from URL


Web Document Or Web Site
A web site or web document reference is used where the page being used stands alone and does not require outside context to make sense.

Author, A. A. (year). *Title of document or web site*. Retrieved from URL

