SCHOOL OF POSTGRADUATE STUDIES
AHMADU BELLO UNIVERSITY, ZARIA

GUIDELINES FOR THE PREPARATION OF PROJECT REPORTS, DISSERTATIONS AND THESES

Revised 2021

Copyright Page

FOREWORD

The primary purpose of the Postgraduate School in a University is to ensure that postgraduate programmes attain minimum postgraduate education's standards of excellence established by its rules, policies and practices through benchmarking as may be approved by the Senate; as well as, establish and manage guidelines for achieving excellence in postgraduate education, research and all other scholarly activities associated with it.

The Postgraduate School is also expected to further develop and inculcate in postgraduate students the spirit of deep enquiry through training in research under an atmosphere of academic freedom, intellectual independence and individual creativity with a strong sense of group cooperation.

Ahmadu Bello University, which is a first-generation University in Nigeria, is actually a research University. Thus, Postgraduate studies are top priority and on the agenda status of the University. This is in realization of the fact that high profile and high impact researches geared towards national development are usually conducted at postgraduate studies level. Consequently, there is the need for the provision of guidelines that would standardize the research procedures and ensure that the reports conform to generally accepted format and standard. This therefore, is the justification for the document "Guidelines for the Preparation and Writing of Project Reports, Dissertations and Theses" which has been one of the prominent and regular publications of the School of Postgraduate Studies.

However, the need to fill up the gaps identified in the last edition occasioned by passage of time as well as unfolding developments and events which undoubtedly, created new demands especially in the area of research are the firm justifications for this revised edition.

It is my hope, expectation and belief that Research Supervisors, Postgraduate Students shall strictly adhere to these revised guidelines in order to ensure improved standard and organization in the preparation of Project Reports, Dissertations and Theses before they are submitted for the SPGS Board's consideration and recommendation to Senate.

May I state here that the effort and energy that culminated into the production of this revised edition of "Guidelines for the Preparation and Writing of Project Reports, Dissertations and Theses" mark yet another step in our continuous journey towards quality improvement and assurance. I therefore, strongly request all postgraduate supervisors, students and academic units to avail themselves of the effective use of this important document for better quality research reports.

Thank you

Prof. Sani A. Abdullahi
Dean, School of Postgraduate Studies

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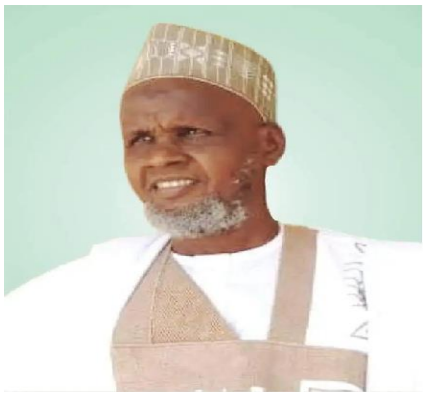
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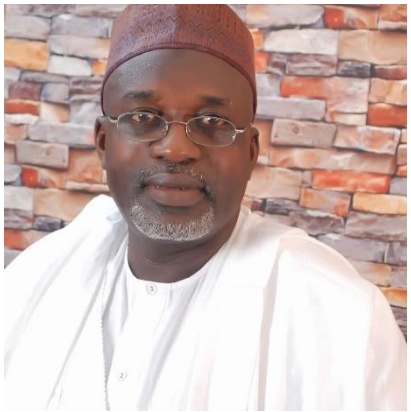
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Resident Internal Auditor

CHAPTER ONE

GENERAL REGULATIONS

1. All Project Reports, Dissertations and Theses must be written in British English or any other approved language (for language-based studies).
2. Irrespective of the language of presentation, the Declaration, Certification, Acknowledgement and Abstract must be in English, except where there are approved peculiarities.
3. Project reports are to be examined by an internal arrangement in the Departments/Faculty, followed by moderation of the results by an External Examiner.
4. Dissertations/Theses are to be examined by a panel of examiners (internal and external) approved by the Senate.
5. At least 4 weeks to the proposed examination, loose bound copies of the project/dissertation/thesis shall be transmitted to both the Internal and External examiners.
6. Examiners are to convey their decisions on preliminary assessment on whether the Dissertation/Thesis is of sufficient merit for oral examination within two (2) weeks of the receipt of the document to the Dean SPGS.
7. All examiners are to ensure that Dissertations/Theses are examined within a maximum of 8 weeks after delivery.
8. A Postgraduate student shall be presented for external examination only after a satisfactory presentation of final seminar.
9. The Head of Department, in consultation with the supervisors and Departmental Postgraduate Committee shall recommend the appointment of Internal and External Examiners to the Senate through the Faculty Postgraduate Studies Committee and SPGS Board not less than twelve weeks before the projected date for the external/ oral defense.
10. The School of Postgraduate Studies in consultation with the Department/Faculty shall arrange for the examiners' claims and allowances. NO STUDENT SHALL BE SO CHARGED.
11. At the end of the external defence for a Masters or Doctorate degree, the candidate may be recommended for the award by the majority of the examiners, which must include the External Examiner, in one of the following categories (in line with the scores obtained by the candidate during the oral examination);
    a. Degree shall be awarded with very minimal correction (A: $\geq$ 70%), within one (1) month, within one (1) to the satisfaction of the internal examiner.
    b. Degree shall be awarded subject to minor corrections and to the satisfaction of the internal examiners (B: 60 – 69%), within three (3) months.
    c. Degree shall be awarded subject to major corrections and to the satisfaction of both internal and external examiners (C: 50-59%), within six (6) months. Certification requires the signature and a letter from the External examiner after re-certifying the corrections.
12. Degree shall NOT be awarded when a student fails, i.e., scores < 50%, during the oral examination, until major corrections are completed within 12 months and the student re-appears for external defense one more time (at the expense of the candidate).
13. The School of Postgraduate Studies Board shall be informed of the outcome of an examination within 3 months.
14. The University's degree and other academic awards are made in recognition of the student's personal effort and achievement. Plagiarism is, therefore, considered by the university as an act of academic fraud and a serious offence against the University authority sanctioned by termination of the student's study.
15. External and Internal Examiners must be individuals with the requisite qualifications and competence sufficient to serve in the supervisory committee for the study being examined.
16. PGD Projects and Masters Dissertations examination are in the interim to be hosted by the corresponding Departments, while all PhD Theses examinations shall be hosted by the School of Postgraduate Studies.

17. In addition to other departmental/programme requirements, all postgraduate project reports/dissertations/theses shall meet the following minimum standards:
    i. **PGD Project:** At least three (3) months duration for the research; capable of generating one (1) publication; have at least one clear objective; may include issuance of questionnaires, field work and or minimal laboratory/studio/field work, etc.
    ii. **Masters Project:** At least three (3) months duration for the research; capable of generating one publication; have at least two (2) clear objectives; may include issuance of questionnaires, field work and or moderate laboratory/studio work, etc.; make one (1) tangible contribution to knowledge.
    iii. **Masters Dissertation:** At least six (6) months duration for the research; capable of generating two publications; have at least three (3) clear objectives; should include any two (2) of the following: issuance of questionnaires, field work and/or moderate laboratory/studio work; make two (2) tangible contributions to knowledge.
    iv. **Doctorate Thesis:** At least 12 months duration for the research; should have at least five (5) clear objectives; be capable of generating three (3) publications; should include any two (2) or more of the following: issuance of questionnaires, field work and/or extensive laboratory/studio work, etc.; make three (3) tangible contributions to knowledge; should involve a modern analytical or laboratory technique- sub cellular or molecular studies (where applicable) as well as being original (rather than reaffirmation of an established information) .

CHAPTER TWO

ORGANISATIONAL SEQUENCE

2.1. STANDARD SEQUENCE

Cover page
Fly leaf
Title page
Declaration page
Certification page
Acknowledgment
Abstract

} All in single or 1.15 spacing

All in double spacing }

Table of Contents (Should reflect only the 1st, 2nd and 3rd tiers of the headings; candidates are encouraged to use computer generated table of contents)
List of Figures
List of Tables
List of Plates
List of Appendices
Abbreviations, Definitions, Glossary and Symbols
Introductory Chapters (Introduction, Literature Review and Theoretical Framework (as applicable)
Main Chapters (Materials and Methods/Research Procedures, Results and Discussion)
Summary/Conclusion/ Recommendations
References
Appendices (if any)

The standard Chapter format for the Sciences:

Chapter 1: Introduction
Chapter 2: Literature Review
Chapter 3: Materials and Methods/Theoretical Framework/Research Procedures
Chapter 4: Results
Chapter 5: Discussion
Chapter 6: Summary, Conclusion and Recommendations
(Contributions to knowledge and limitations of the study shall also be included)
References

Appendices

(Faculties and Departments may however, have some peculiarities).

The standard Chapter format for the Humanities is:

Chapter 1: General Introduction/Background
Chapter 2: Literature Review/Theoretical Framework
Chapter 3: Theoretical Framework/Research Methodology
Chapter 4: Results/Data Presentation and Analyses
Chapter 5: Discussion

Chapter 6: Summary, Conclusion and Recommendations
(Contributions to knowledge and limitations of the study shall also be included)
References
Appendices

(Faculties and Departments may however, have some peculiarities).

2.1.1 Cover page

The cover page shall indicate (in upper case only) the:
- Title of the project/dissertation/thesis
- Name of the student (surname last)
- Department/Faculty/University
- Month/year corrections certified

(see example in Appendix I)

2.1.2 Fly Leaf

This is a blank page. The white paper used must be of good quality and of the same quality as that on the inside cover.

2.1.3 Title page

The following shall be on the title page (in upper case only) -Title of Project Report/Dissertation/Thesis
-Name of the student (surname last) with qualifications, where and year obtained
-Registration number

Followed by:

A PROJECT REPORT/DISSERTATION/THESIS SUBMITTED TO THE SCHOOL OF POSTGRADUATE STUDIES, AHMADU BELLO UNIVERSITY IN PARTIAL FULFILMENTOF THE REQUIREMENTS FOR THE AWARD OF _____
(Approved name of degree)
-Department/University
-Month and Year of certification of correction (see example in Appendix II).

2.1.4 Declaration page

The following wordings (in sentence case) are to be reflected on the Declaration page:

I declare that the work in this Project Report/Dissertation/Thesis entitled_____ was carried out by me in the Department of _____. The information derived from the literature was duly acknowledged in the text and a list of references provided. No part of this Project Report/Dissertation/Thesis was previously presented for another degree or diploma at this or any other Institution.

_____	_____	_____
Name of Student	Signature	Date

2.1.5 Certification page

The following wordings (in sentence case) are to be reflected on the Certification page:

This Project Report/Dissertation/Thesis entitled _____ (in upper case) by _____ (surname last and in upper case) meets the regulations governing the award of the degree of _____ (approved name of degree) of the Ahmadu Bello University, and is approved for its contribution to knowledge and literary presentation.

Chairman, Supervisory Committee	Signature	Date
Member, Supervisory Committee	Signature	Date
Member, Supervisory Committee	Signature	Date
Head of Department	Signature	Date
Dean, School of Postgraduate Studies	Signature	Date

2.1.6 Acknowledgement

The acknowledgement should contain a brief note of appreciation to all those who contributed to the success of the study.

2.1.7 Abstract

The abstract should not exceed 300, 500 and 750 words which approximates 1, 1 ½ and 2 ½ pages for Project reports, Dissertations and Theses respectively. It should be typed in single line spacing using Times New Roman characters, font size of 12 and margins justified.

Abstract should be brief, indicating the statement of the problem, aim of the study, data collection and analysis, significant findings and conclusion. It shall be followed by a maximum of twelve (12) keywords (See example in Appendix III).

2.1.8 Table of Contents

This is a listing of the various sections and subsections of the project report, dissertation or thesis as well as indicating the pages on which they occur. The table of contents should be double spaced. If the title of a section runs in more than one line, subsequent lines are single spaced and not indented.

The table of contents should reflect only the 1st, 2nd and 3rd tiers of the headings. Whereas 1st level headings are to be in upper case and bold, 2nd level headings should be in a title case and also bold. Third level headings should not be bold and in a sentence case (See example in Appendix IV).

2.1.9 List of Figures, Tables, Plates and Appendices

Where the title of the figure, table, plate or appendix runs more than one line, subsequent lines are single spaced and not indented.

2.1.10 Abbreviations, Definitions, Glossary, Nomenclature and Symbols

All abbreviations and symbols used should be explained. Terms used should also be presented as a glossary.

2.1.11 Introductory Chapters (Introduction, Literature Review/Theoretical Framework (as applicable)

Introduction:
A brief review of the research subject is given. The statement of the problem should be well articulated i.e. problems/research questions should be clear and precise.

The introduction should consist of at least (a) Statement of the problem. (b) Justification/significance of the study. (c) Aims and objectives of the study. (d) Research questions/research hypotheses.

Literature Review:
This should be a concise synthesis about the studies of others on the subject matter. It should be logically arranged and up to date. A significant number of the references (≥70%) should be within the preceding five (5) years.

2.1.12 Main Chapters (Materials and Methods, Results, Data Analyses and Discussion)
A detailed itemization of consumable and non-consumable materials as well as description of the research methodology should be made. Research/experimental designs, sample and sampling techniques, methodological instruments and equipment; methods of analyses (statistical or otherwise) as well as other aspects of the methodology relevant to the study should be clearly and comprehensively stated.

Data obtained should be well presented and analysis articulated. Major findings should have direct bearing with the statement of the problem and/or research questions.

The Discussion presents explanations for and implications of the results obtained in the study. Comparison with existing information/earlier works on the subject should always be made. Justification for disagreements with earlier works should be made.

(These requirements may however differ between programmes)

2.1.13 Summary, Conclusion and Recommendations
The summary should present highlights of the major findings, while the conclusion give an inference drawn from the findings. Major challenges encountered during the study should be indicated. Conclusion should be drawn on the basis of the data presented and analysed, in line with the objectives of the study.

Recommendations should be based on the major findings of the study and stated in precise terms. It should list possible ways of solving problems identified as well as highlight areas for further research.

2.2 ALTERNATIVE SEQUENCE

An alternative sequence acceptable for project reports/dissertations/theses that are clearly separate and unrelated works is acceptable. The various studies are presented as Part 1, Part II, and Part III, etc.

Each part shall comprise of the following:

Introductory Chapters (Introduction, Literature Review and Theoretical Framework as applicable)

Main Chapters (Materials and Methods/Research Methodology/Results and Discussion)

Summary and Conclusion

Other sections in the write-up are as for the standard sequence.

CHAPTER THREE

WRITING AND TYPING INSTRUCTIONS

3.1 Checklist for Project Reports, Dissertations and Theses Writing

Postgraduate Candidates writing their Project Reports/Dissertations/Theses are required to note the following:

1. Are the problem statements and objectives clearly and concisely written?
2. Have the objectives, hypotheses, and research questions been adequately addressed?
3. Are the findings, conclusions, and recommendations clearly stated and do they match the objectives, hypotheses, and research questions?
4. Where necessary, are significant or potentially controversial statements supported by the literature or adequately proven by the study?
5. Are there weaknesses in logic or mistakes in spelling or grammar?
6. Are concepts and technical terms adequately explained?
7. Could a major point be better presented by a table or graph?
8. Is the Project Report/ Dissertation/ Thesis objective in tone?
9. Does the title adequately describe the contents?
10. Is the use of headings and subheadings consistent throughout the write-up?
11. Is each paragraph essential?
12. Does one paragraph flow naturally into the next?
13. Are pages, tables, and charts numbered correctly?
14. Are all the references necessary, appropriate and relevant?
15. Are all the references in the text listed in the reference list?
16. Are all the listed references cited in the text?
17. Are all the quotations correct?
18. Has a table of contents been included?
19. Have abstract and summary of the report been included?

3.2 Language and Style

(a) The Project Report/Dissertation/Thesis must be written in British English or such other language as Senate may approve.

(b) Great care should be taken to make the Project Report/Dissertation/Thesis a scholarly contribution to knowledge, including language usage and accuracy of expression.

(c) A Project Report/Dissertation/Thesis must be accurate, precise in language, formal and objective. Expression should normally be in the third person.

(d) Proper attention should be paid to such skills as correct spacing, spelling, punctuations, sentence structure, capitalization and the proper use of italics. Students are advised to consult a good handbook on language usage, a dictionary, a thesaurus and manual of style for further details.

3.3 Tables

a. Tables should be constructed such that they could be read and understood without reference to the text.
b. Tables should be simple and presenting only one general kind of data or relationship as much as possible.
c. Tables should contribute to the processes of analysis and valid generalization of findings inherent in the original data.

d. Tables should be inserted immediately after the page in which they have been mentioned for the first time; however, other standard styles of placement of Tables such as Modern Language Association (MLA), Vancouver, Harvard, Chicago Manual of Style (CMS) etc. may be applied.
e. Tables based on data other than those collected directly from the investigation and/or very long Tables should be inserted as Appendices at the end of the Project Report/Dissertation/Thesis.
f. Each Table should have a clear and self-explanatory title.
g. Tables should be numbered consecutively with Arabic numerals throughout the Project Report/Dissertation/Thesis or numbered according to chapters, e.g. Table 2.1 denoting Chapter 2 Table 1. The text should include useful reference to all tables.
h. Tables on landscape should have their captions at the free end of the bound copy.
i. All Tables should be discussed within the text.
j. When typing Tables, avoid vertical lines and a minimum number of horizontal lines.
k. The Title should be set to the extreme left above the table with the second line, where applicable, starting under the first letter of the title.
l. The data should be set to the left under the column headings. The column headings should also be set to the left.

3.4 Figures and Plates

a. Figures include graphs, charts, drawings, diagrams, maps (with scale and direction) and some kind of computer print-outs. The term "Figures" thus refers to any type of graphic illustration other than a Table. Figures should be clear, elegant and simple to interpret.
b. Figures should be numbered consecutively with Arabic numerals throughout the Project Report/Dissertation/Thesis or numbered according to chapters, e.g. Figure 2.1 denoting Chapter 2 Figure 1.
c. Mounted illustrations such as photographs are usually referred to as plates. The recommended practice is to use Roman numerals to identify plates: e.g. Plate III, Plate V, etc. Where microscopic slides are used, the magnification and staining techniques must be indicated. An arrow should point to the North where the direction is relevant. The plates should not be distorted and in the proportional scales.
d. Each Figure or Plate must have a concise but comprehensive caption. The caption should be typed below the figure or plate. These should be set to the left as in the case of headings for Tables. Avoid the use of such superfluous phrases as "Graph Showing ....." or "Map illustrating....." and the like.
e. Large figures may either be neatly folded or photographically reduced to the required size. If the system of folding is selected, a large Figure should be so folded as to facilitate ease of reference to it. In using photographic reduction technique, it should be noted that such reductions may cause distortion of relationships.

3.5 Data Presentation:

The Data used in drawing graphs and charts should not normally be re-presented in form of Tables. However, if their representation would provide additional information, then these should be given as appendices.

3.6 Numerals and Units

a. In the descriptive text, numerals are usually spelt out if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Insert comma in numerals from 1,000 and above or space out as recommended by the International System of Units. Use "first", "second", not "1st, "2nd", etc.

b. Dates should take the form of 10 March, 1982 and not 10th March, 1982; i.e. omit "th". Decades should be referred to without the apostrophe, e.g. 1940s, 1960s and not 1930's, 1950's, 1970's, etc.

c. If you choose to use the percentage sign %, do not mix with spelt figures or vice versa.

d. Units of measurements should be spelt out when appearing alone in the text, but abbreviated according to standard abbreviations when used in Tables and Figures and when qualified by numbers.

e. Metric Units should be used in all situations.

3.7 Operational Definitions/Nomenclature

(a) **Definitions**

Define the significant terms that:

(i) are specific to the field in which the study is being conducted;

(ii) have every-day language counterparts with which they might be confused;

(iii) are related substantively or methodologically to the Project Report/Dissertation/Thesis. Such terms should be listed and defined carefully in the introductory chapter in order to provide readers with the common frame of reference added in writing the Project Report/Dissertation/Thesis.

(b) Nomenclature

(i) All biological/Latinised/vernacular words are to be italicised e.g. *Zea mays* L. and not **Zea mays** L.

a. Organisms: At their first mention, species names should be in full and backed with authorities in accordance with the appropriate international rules of nomenclature e.g. *Aphis creccivora* Kock; *Echinochlo acolona* (L) link., etc. This is followed (in brackets) by abbreviation of the generic name while writing fully the species name e.g. *Zea mays (Z. mays)*. Subsequently, the generic name should be initialed. Common names should be defined by the full Latin names at the first mention: e.g. maize (*Zea mays* L.) The names of the authorities should not be given subsequently. Taxa above the rank of genus should be spelt with the first letter in capital and not underlined: e.g. Aphididae, Homoptera, etc. In the case of fungi, if two names are commonly used, the perfect state name should be given with the imperfect state name in bracket e.g. *Mycosphaerella arachidis* (Deighton),*Ceroospora arachidicola)* (Hori). Variations from this standard should be communicated to the SPGS before their use in Project Reports, Dissertations and Theses.

b. Pesticides and Drugs: Common names of pesticides and drugs which have been accepted by either the International Organisation of Standardisation or British Standard Institution should be used wherever possible. If necessary, proprietary names may be given in brackets e.g. benomyl (Benlate F, Dupont Ltd., U.S.A.). Where there is no accepted common name, the proprietary name (spelt with initial capital letter) or code number may be used, with the name of the manufacturer given in brackets. Chemical names of all pesticides and drugs mentioned in the text should be given in an appendix.

c. Trade names should be followed by the designation ® as a superscript after the trade name of the product.

3.8 Abbreviations

(a) Explain all acronyms and abbreviations. A term to be abbreviated must, on its first appearance, be spelt out completely and followed immediately by its abbreviation in parentheses. Thereafter, the abbreviation may be used in the text without further explanation.

Example:

The results of studies of simple reaction time (RT) to a visual target have shown a strong negative relationship between RT and luminance. Abbreviations in a Figure or Table must always be explained in the Figure caption, Table footnote, key or legend. An abbreviation that is used in several Figures or Tables must be explained in each Figure or Table in which the abbreviation is used.

(b) Latin abbreviations

Use standard Latin abbreviations only in parenthetical material. In non-parenthetical material, use the English translation of the Latin terms.

Example:

Latin Abbreviation	English Translation
cf	Compare
e.g.	for example
etc.	and so forth
i.e.	that is
viz:	Namely
Vs	versus; against

Exceptions:

Use the abbreviation "vs" (for 'versus') in references and text citations to court cases, whether parenthetical or not.

In the reference text, use the Latin abbreviation *et al*., which means "and others," in non-parenthetical as well as parenthetical material. Note that where the abbreviation et al. is written in italics type-face, it should not be underlined.

3.9 Quotations

(i) A quotation comprising fewer than fifty words should be integrated into the text, using double quotation marks at the beginning and end of the quotation.

(ii) Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.

Example:

> Smith (2008) uses double quotation marks around "Placebo effect". Single quotation marks must now be used around 'Placebo effect' when quoting Smith (2008), thus:
>
> Smith (2008) found that "the 'Placebo effect', which had been verified in previous studies, disappeared when behaviours were studied unobtrusively".

(iii) For a quotation over fifty words long, indent in typescript 1.5 cm. from the left-hand margin. No quotation marks are necessary for indented passages.

Example:

> Smith (2008) found the following:
>
> The "Placebo effect," which had been verified in previous studies, disappeared when behaviours were studied unobtrusively. Furthermore, the behaviours were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. This is not to deny that in small sampling studies, there is always a possibility that the control group will contain a larger number of placebo reactors than the experimental group.

(iv) Direct quotations must be accurate, i.e. it must follow exactly the original source. If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicised and bracketed i.e. (*sic*), immediately after the error in the quotation.

Example

Smith (2008) found that "the behaviours were never exhibited again, even when real (*sic*) drugs were administered".

3.10 Headings

A maximum of five-tier system should be adopted for the headings in the text. Arabic numerals should be used appropriately to number the headings. These should not be indented.

The chapter headings should be centralised, bold and in the upper case. The second level of subheadings (reflected as 1.1; 1.2 etc.) should be centralised, bolded and in a title case. The third level should be set to the left, bolded and in sentence case (reflected as 1.1.1; 1.1.2; 1.1.3 etc). The fourth-tier of headings may be numbered viz: 1.1.1.1; 1.1.1.2, italicised, in sentence case, and set to the left; the fifth-tier should be set to the left, need not be numbered, end with a full colon and begin the paragraph.

3.11 Typing Instructions

(a) Size

Use A4 paper (21.0cm x 29.7cm).

(b) Typing

The following points should be noted:

(i) Type on one side only using the Times New Roman characters, Font size 12.
(ii) Use double spacing throughout the text, except for abstract, indented quotations and equations which should be typed in single spacing. Use double spacing to separate any two different references.
(iii) Justify the margins and leave one extra line space between paragraphs.
(iv) Provide adequate margins of 3.5cm on the left-hand side margin, approximately 2.5cm on the right-side margin, and 2.5 cm on top and bottom of each page.
(v) Do not break words at the end of lines.
(vi) Use the same type-face to ensure a standard page throughout the text.

3.12 Footnotes

Footnotes should be kept out as much as possible. Such materials should be integrated into the text. Where necessary, they should be presented at the end of the relevant chapters and numbered consecutively or at the foot of the relevant pages.

CHAPTER FOUR

CITATION AND REFERENCE STYLE

Referencing is a standardised method of acknowledging sources of information and ideas that were used in the assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

Referencing style for all Project Reports, Dissertations and Theses shall be the American Psychological Association (APA) referencing method (Revised 2020, Seventh Edition). The referencing sequence for citations in text shall be the "Name-year format" Where programme peculiarities make the APA referencing method unsuitable, an alternative reference method approved by the School of Postgraduate Studies Board shall be used e.g. Modern Language Association (MLA), Vancouver, Harvard, Chicago Manual of Style (CMS), etc.

The reference list should be arranged alphabetically by author. The APA style requires the second and subsequent lines of the reference to be indented. Sentence case shall also be employed in citing titles.

Candidates are encouraged to use standard reference managers such as Endnote, Mendeley, etc.

(a) A reference cited in the text should give only the author's surname, without the initials, followed by the date of publication. If the author's name is part of the narrative, include only the year of publication in parenthesis, e.g.

According to Abubakar (2019), the APA style is an easy citation format.

If the author name is not in the narrative include both the author's name and year of publication in the parenthesis, e.g.

The APA style is an easy format for beginners (Abubakar, 2019).

If citing a particular page or chapter of a document, include that information in the parenthesis, e.g.

The APA style is an easy format for beginners (Abubakar, 2019, p.23).

Researcher should make every effort to cite only sources that have been read and synthesised. A situation where it is necessary to cite a source that a researcher has not read, use the following format for the in-text citation and reference list:

In-text citation:
John (as cited in Haruna & Musa, 1986, p. 183) stated

Reference list:
Haruna, J. & Musa, S. (1986). *Writing a good research thesis: A guide for first-time researchers.* Ahmadu Bello University Press.

In cases where there are more than two authors, the use of *et al.,* (italicised), should apply. All such references should be given in full in the list of References. The following guides are to be used in citing references within the text:

Table 4.1: Example of In-text Citation of Journal references (APA)

Author Type	Parenthetical Citation	Narrative Citation
One author	(Abubakar, 2021)	Abubakar (2021)
Two authors	(Abubakar & John, 2021)	Abubakar and John (2021)

Three or more authors	(Abubakar *et al.*, 2021)	Abubakar *et al.* (2021)
Group author without abbreviation	(Ahmadu Bello University, 2021)	Ahmadu Bello University (2021)
Group author with abbreviation: First citation Subsequent citations	 (American Psychological Association [APA], 2020) (APA, 2020)	 American Psychological Association (APA, 2020) APA (2020)
No author	("COVID-19," 2021) NB: *Use an abbreviated version of the title*	

a) All publications cited in the text should be presented in a list of References at the end of the Project Report/Dissertation/Thesis in alphabetical order. All authors' names begin with the surname(s), followed by their initials. If there is no author, place the title in the author's position.

Table 4.2: Example of Listing of Journal references (APA)

One author:	Nelson, L. K. (2021). Cycles of conflict, a century of continuity: the impact of persistent place-based political logics on social movement strategy. *American Journal of Sociology*, 127(1), 1 – 59. doi/abs/10.1086/714915
2 to 20 authors: (List all authors)	Yahaya, A. and Ieren, T. G. (2017). On transmuted Weibull-exponential distribution: its properties and applications. *Nigerian Journal of Scientific Research*, 16(3), 289 – 297.https://doi.org/10.1155/2021/6650237
21 or more authors: (List the first 19 authors, followed by an ellipse (…) and then the last author)	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., Johnson, A., Ito, H., Ramirez, J., Jones, H., Anderson,P., Winkle, S., Short, A., Bergen, W., Wentworth, J., Ramos, P., Woo, L., Martin, B., Joseph, M., … Brown, Z. (2005). Study of the brain. *Psychology Journal*, 32(1), 1 – 15. doi;10.1037/1061-4087.45.1.11

b) Book References: References to books are given as follows:

N.B: All journal names and books as well as proceedings and Special Reports shall be italicised.

Table 4.3: Example of Listing of Book references (APA)

One author:	Danjuma, W.K.D. (2005). *Economics of nuclear defence systems*. Ahmadu Bello University Press.
Two authors	Musa, J.T., & Audu, R.W. (2006). *The political economy of Nigeria*. Pergamon Press.

c) Journal References: These should be written in the following forms: Journal names should be italicized and never abbreviated (see Table 4.2)
d) For references to articles, collected papers, or chapters in a book, the following should be used:

Edited Book Chapter

Hensler, S., John, A., & Garnefeld, J. (2021). Modeling the impact of corporate reputation on customer loyalty using partial least squares. In V. V. Esposito, W. W. Chin, J. Henseler, & H. Wang (Eds.), *Handbook of partial least squares* (pp. 515–534). Springer

e) For Proceedings: Those proceedings which are edited and published in the form of a book should be listed the same way as for a book: e.g. Conference paper published in proceedings

Baker, O., Murphy, A., & Tajveer, N. (2018). Web intelligence in tourism: user experience design and recommender system. In *Proceedings of the Computing and Information Technology Research and Education New Zealand (CITRENZ2018) Conference, 11-13 July 2018* (pp. 110-113).

f) Annual Reports: The following form should be used:

Egharevba, P.N. (2004). Effect of raw spacing on yield and other agronomic characters in pearl millet. In: *Sixth Annual Report*, pp. 29-30, Department of Agronomy, Ahmadu Bello University, Zaria, Nigeria.

g) Where several publications are cited together in the text, they should be listed in Chronological order: e.g. (Higgins, 1999; Hassan and Hassan, 2003; Norman et *al.*, 2008).

The list of References should be arranged alphabetically on authors' name, followed by the co-authors, the following order should be used:

i. Publications with single author, arranged according to publication dates;
ii. Publications of the same author with co-authors;
iii. Publications of the author with more than one co-author.
iv. Publications by the same author(s) in the same year should be listed as (2007a), 2007b), etc.

h) For those Departments or Faculties in which the standard practices for Reference citation differ in a material sense from the pattern suggested by the above examples, modifications may be adopted, provided that:

i. the proposed modifications are made by the Faculty and submitted for prior approval by the School of Postgraduate Studies Board; and
ii. the alternative format is used uniformly and consistently within each Project Report/Dissertation/Thesis in that Department or Faculty.

For a complete guidance on referencing see the adapted APA (Revised 2020, Seventh Edition). reference guide (Appendix V).

CHAPTER FIVE

PROJECT REPORTS, DISSERTATIONS AND THESES MANAGEMENT

5.1 Submission of Dissertations and Theses for External Examination.

The candidate shall forward Six (6) or Eight (8) loose bound copies of his/her Dissertation or Thesis respectively to the Head of Department (HOD) through the Chairman of the Supervisory Committee.

The loose-bound copies of the candidate's Dissertation/Thesis shall be sent to the Examiners (External and Internal) after the Head of Department in consultation with the Departmental Postgraduate Committee have certified that the Dissertation/Thesis conforms to all the conditions stipulated in the Guidelines. The copy to the External Examiner shall be sent through the Dean SPGS.

5.2 Submission of Project Reports for Internal Defence/External Moderation

The Candidate shall forward the required number of loose bound copies of his/her Project Reports to the Head of Department (HOD) through the Supervisor(s) for Internal Defence/External Moderation. The Project Reports shall conform to all the conditions stipulated in the Guidelines.

5.3 Examination of Dissertation/Thesis

a. Within four (4) weeks of the receipt of the Dissertation/Thesis, the External Examiner shall communicate to the Dean SPGS whether the Dissertation/Thesis is examinable or not, as well as when he/she would be available for the examination.
b. The External Examiner shall communicate to the Dean, SPGS at least two (2) weeks to the proposed date of the Examination who shall then make appropriate arrangements. The Dean SPGS shall communicate to the HOD.
c. All External Examinations are to be held within eight (8) weeks of the dispatch of the Dissertation /Thesis.
d. Where minor corrections have to be made, such a Dissertation/Thesis shall be reviewed first by the supervisory team and then the Internal Examiners who shall thereafter endorse the Certification of correction to Dissertation/Thesis.
e. Where major corrections have to be made, such a Dissertation/Thesis must be reviewed first by the supervisory team and returned to both the External and Internal examiners for certification of the corrections after which they shall jointly endorse the Certification of correction to Dissertation/Thesis. The Certification requires the signature as well as a letter from the External Examiner.

5.4 Examination of Project Reports

a. Project reports for either PGD or Professional Masters shall either be examined by an Internal Examination panel and moderated by an External Examiner or externally defended as a group defense.
b. Following corrections by the candidates, project reports are retained in the custody of the corresponding departments.

5.5 Binding

(i) Project reports/Dissertations/Theses shall be permanently bound only after the Oral examination and making all necessary corrections and alternations pointed out during the examination.
(ii) The spine of each Project Report/Dissertation/Thesis shall be lettered boldly in gold to indicate the degree, month, year and name of the candidate.
(iii) PhD Theses shall be in **Maroon** colour, while PGD, Masters Project reports and Dissertations shall be **black** in colour.
(iv) The caption on the cover page shall be as indicated in section 2.1.1

5.6 Endorsement of Bound Copies of Project Reports, Dissertations and Theses

Bound copies of Project Reports, Dissertations and Theses are to be endorsed by the Supervisory Committee, HOD and Dean, SPGS.

5.7 Number of Copies

A minimum of Five/Seven/Eight (5/7/8) copies of the approved Project Report/Dissertation/Thesis respectively shall be submitted through the Head of Department to the SPGS for endorsement and distribution as follows:

(a) University Library (i.e. K.I.L.)
(b) Departmental Library
(c) Faculty Library
(d) School of Postgraduate Studies Library (only for Dissertation/Thesis)
(e) Chairman and other members of the Supervisory Committee (1/2/3)
(f) Candidate

5.8 Submission of Hard and Electronic Copies of Dissertations /Theses to SPGS

a. All copies of the bound and endorsed Dissertations/Theses are to be submitted to the SPGS along with the Examiners' report in respect of each candidate.
b. Three (3) CDs each containing the Title page and Abstract on one file and the entire write-up on a second file are to be submitted along with the hard bound copies for distribution to Department/Faculty, University Library (KIL) and SPGS.

5.9 Plagiarism Checks

Plagiarism is taking, using, submitting the thoughts, writings, etc., of another person as one's own without acknowledgement. Often, students are uncertain when to acknowledge sources, or when to assume that a concept or theory belongs to the domain of general knowledge. If in doubt, include a reference. Types of concepts that require a reference include: discoveries, theories, controversies and opinions. Sources of methods, procedures, illustrations, charts, and tables of data should be acknowledged. The following should be noted:

a. Electronic copies of the Dissertation/Thesis are to be screened by The University approved plagiarism check application/software before submission for External Examination.
b. Where the official result of the plagiarism check is more than 25%, the student shall be asked to retrieve his/her work for improvement after which it would be re-subjected to another plagiarism check.
c. Plagiarised works shall be withdrawn and the candidate involved shall have his/her study terminated.

5.10 Publication and Upload of Dissertations /Theses Summaries.

Dissertations and Theses of the Ahmadu Bello University shall be published annually, while electronic versions shall be hosted on the ABU website.

5.11 Internal and External Assessment of Theses for Award

a. An assessment committee at the level of the Faculty shall review all Theses from the Faculty annually and select the best three (3).
b. A Central Assessment Committee comprising of Heads of Complexes shall review all the Theses earlier selected and determine the best three (3) in the Ahmadu Bello University for the year under consideration.
c. The selection process shall be the basis for ABU's participation in 'Best Thesis Competitions' organised by the NUC as well as for publication into a book by the TETfund.

APPENDICES

Appendix I

Cover page

DESIGN, SIMULATION, CONSTRUCTION AND PERFORMANCE EVALUATION OF A 114.4W SOLAR ADSORPTION REFRIGERATION SYSTEM USING ZEOLITE 4A/13X BLEND AND WATER

By

ADETUNJI RASHEED SOWUNMI

DEPARTMENT OF MECHANICAL ENGINEERING,

FACULTY OF ENGINEERING,

AHMADU BELLO UNIVERSITY, ZARIA

NIGERIA

SEPTEMBER, 2021

Appendix II.

Title Page

DESIGN, SIMULATION, CONSTRUCTION AND PERFORMANCE EVALUATION OF A 114.4W SOLAR ADSORPTION REFRIGERATION SYSTEM USING ZEOLITE 4A/13X BLEND AND WATER

BY

Adetunji Rasheed SOWUNMI
B.Eng. (FUT Minna, 2004); M.Sc. (UNILAG, 2009)
P17EGME9191

A THESIS SUBMITTED TO THE SCHOOL OF POSTGRADUATE STUDIES, AHMADU BELLO UNIVERSITY, ZARIA IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF DOCTOR OF PHILOSOPHY IN MECHANICAL ENGINEERING

DEPARTMENT OF MECHANICAL ENGINEERING

FACULTY OF ENGINEERING

AHMADU BELLO UNIVERSITY, ZARIA

SEPTEMBER, 2021

Appendix III

Abstract

An eco-friendly solar refrigeration system, powered by zeolite and water and works on adsorption – desorption principle was developed. Zeolites used for this research were locally synthesized from Kankara clay, they were blended in five different proportions from 0% to 100% in a step of 25% then they were characterized alongside a commercial zeolite to ascertain the level of conformity with expected properties such as the silica alumina ratio, peak intensity, pore size, pore volume and surface area. Also, modelling and simulation of the solar adsorption refrigeration system was done using a FOTRAN based TRNSYS 16, JMP software and Microsoft excel over a period of a typical year, using Zaria, Kaduna State weather data obtained in a typical metrological year (TMY) format as a case study. Furthermore, the design and construction of the solar adsorption system were done using a multiple system (4) beds adsorber. After construction, experimental performance evaluation was carried out using the design of experiment procedure as developed. The thermal load and cooling condition test were carried out on the system for sixteen days and readings taken were then compared with the simulated results for performance evaluation. Zeolite blend 4A (75%) and 13X (25%) gave the highest COP ranging from 0.9 to 1.60 for simulation as compared with 0.85-1.97 gotten from the experimental procedure. Comparison of performance evaluation results showed agreement between the experimental and simulated results up to 85-90% for all the properties tested, such as COP refrigeration and COP solar, desorbed mass, heat loss, refrigerating effect, useful energy and thermal efficiency. The experimental efficiency was 86.67% as against 85% for simulated results. Also, for the recommended day of 15^{th} May of a typical year by Duffie and Beckman year was the day in the month of May with highest thermal efficiency with that of experimental thermal efficiency reading 83.86% as against simulated result of 83.5% with a percentage difference of 0.36%. Furthermore, on the average for all the experimental days for both the experimental readings and simulated result the efficiency stood at 70.33% as against 73.92% respectively with a percentage difference of 3.59%. This correlation showed that there was agreement between the simulated results and experimental readings taken on all the days the experiment was carried out.

Keywords: Maximum of twelve (12) keywords to be provided.

Appendix IV

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Appendix V

Reproduced APA Referencing Guide

A. List of References

At the end of your essay, place a list of the references you have cited in the text. Arrange this in alphabetical order of authors' surnames, and chronologically (earliest publication date first) for each author, where more than one work by that author is cited. The author's surname is placed first, followed by initials or first name, and then the year of publication is given. If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a). These are ordered alphabetically by title disregarding any initial articles (*a*, *an* or *the*).

i. The reference list includes only the sources you have used in any submission. APA Style requires reference lists, not bibliographies.
ii. The reference list begins in a new page with the centred heading – "References" Double-space all reference entries.
iii. Reference list entries should be indented half an inch (five to seven spaces) on the second and subsequent lines of the reference list for every entry - a hanging indent is the preferred style. (i.e. entries should begin flush left, and the second and subsequent lines should be indented).
iv. Arrange entries in alphabetical order by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).
v. If there is no author, the title moves to the author position (filed under the first significant word of the title). If the title in this instance begins with numerals, spell them out.
vi. States and territories are abbreviated in the location section of the publication information. For U.S. states, use the official two-letter postal service abbreviation (e.g. New York, NY: McGraw-Hill). Spell out country names if outside Australia or the United States.

B. Books (print and online)

General forms (when DOIs are assigned, use them)

Author	**Year**	**Title of book.**	**Publisher**	**Source**	
				DOI	**URL**
Author, A. A	(2021)	*Title of book.*	Publisher	doi:xx.xxxxx xxxx.org	
Author, B. G.	(2020)	*Title of work*	Publisher		https://XXXX

All book titles must be italicised. Information about editions (if other than the first), series, volume numbers or chapter page ranges should be included in parentheses ( ) after the title - not in italics but before the full stop. Include the format version of the book in [bracket] if the print version of the book is not in PDF format before the full stop.

Type	Examples
Online books	A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to its location on the Internet. When a DOI is available, no further retrieval information is needed to locate the content. Leaver, B. L., Ehrman, M., & Shekhtman, B. (2005). *Achieving success in second language acquisition.* doi:10.1017/CBO9780511610431 Schiraldi, G. R. (2000). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Kindle Edition]. doi:10.1036/0071393722 **When a DOI is not available, use the URL** Burton, R. (1832). *The anatomy of melancholy*. http://etext.library.adelaide.edu.au Database information may be given for books (monographs) of limited circulation (e.g. from the University's database subscriptions):
`	Nazareth, L. (2007). *The leisure economy: How changing demographics, economics, and generational attitudes will reshape our lives and our industries* [Monograph]. Retrieved from Books24x7 database. Use "Available from" when the URL leads to information on how to obtain the cited material (rather than to the material itself): Tyler, G. W. (n.d.). *Evolution in the systems age*. Springer. http://www.onlineoriginals.com **Books downloaded to mobile devices (without a DOI):** Ware, C. (2010). *Cottage by the sea* [Kindle version]. Sourcebooks Landmark. Tzu, S. (2011). *The art of war* [Kobo version]. Shambhala.
Edited books	**General form**: Editor, A. A. (Ed.). (year). *Title of work*. Publisher. Roy, M. J. (Ed.). (2006). *Novel approaches to the diagnosis and treatment of posttraumatic stress disorder* (NATO Security Through Science Series). McGraw-Hill/Irwin Lindquist, R., Snyder, M., & Tracy, M. F. (Eds.). (2021). *Complementary & alternative therapies in nursing* (7th ed.). Springer
Article or chapter in an edited book	**General form:** Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher. Treasure, D. C., Lemyre, P. N., Kuczka, K. K., & Standage, M. (2020). Motivation in elite sport: A self-determination perspective. In M. S. Hagger & N. L. Chatzisarantis (Eds.), *Intrinsic motivation and self-determination in exercise and sport* (pp. 153-166). Human Kinetics.

	Dadds, M. R., James, R. C., Barrett, P. M., & Verhulst, F. C. (2004). Diagnostic issues. In T. H. Ollendick & J. S. March (Eds.), *Phobic and anxiety disorders in children and adolescents: A clinician's guide to effective psychosocial and pharmacological interventions* (Part 1, pp. 3-33). Retrieved from e-library database. Jacobs, G. M., & Hall, S. (2002). Implementing cooperative learning. In J. C. Richards & W. A. Renandya (Eds.), *Methodology in language teaching: An anthology of current practice* (pp. 52-58). doi:10.1017/CBO9780511667190.009
No authors or Editors	If there are no authors or editors, move the title to that position. *Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called designer drugs"*. (1999). Chelsea House. In text, use a few words of the title (in italics), or the whole title if it is short, in place of an author name in the citation: (*Psychological effects*, 1999). If a work is signed "Anonymous", begin the entry with the word Anonymous as if it were a true name.
Author as publisher	American Psychiatric Association. (2020). *Diagnostic and statistical manual of mental disorders* (7th ed.). Author.
Group authors	Full official names of group authors such as associations or government agencies should be used. Parent bodies precede subdivisions. File by the first significant word: Australian Bureau of Statistics. (2006). *Measures of Australia's progress* (Catalogue No. 1370.0). Author. Church of England. Archdeaconry of Maidstone. (1877). *The Church in its divine constitution and office, and in its relations with the civil power: A charge delivered to the clergy of the Archdeaconry of Maidstone at the ordinary visitation in may 1877; with notes* (Talbot Collection of British Pamphlets). http://www.archive.org/details/churchin itsdivin00chur National Health and Medical Research Council (Australia). Health Care Committee. Expert Panel on Mental Health. (1991). *Homelessness and severe mental disorders: Report of the Health Care Committee Expert Panel on Mental Health* (Monograph series (National Health and Medical Research Council (Australia). Health Care Committee) No. 2). Australian Government Publishing Service. Queensland. Department of Corrective Services. Women's Policy Unit. (2000). *Profile of female offenders under community and custodial supervision in Queensland*. Brisbane: Author. United States. Public Health Service. Office of the Surgeon General. (1988). *The health consequences of smoking: Nicotine addiction; a report of the Surgeon General* (DHHS Publication No. (CDC) 88-8406). Rockville, MD: Office of Smoking and Health. World Bank. (2008). *Textbooks and school library provision in secondary education in Sub-Saharan Africa* (World Bank Working Paper No. 126. Africa Human Development Series). Retrieved from EBL database

Translators and illustrators	Levy-Leboyer, C. (1982). *Psychology and environment* (D. Cantor and I. Griffiths, Trans.). Sage. (Original work published 1979) The *Publication manual* does not include examples for including illustrators but the following format would be consistent: Reesink, M. (1980). *The princess who always ran away* (F. Tresy, Illus.). Oxford University Press.

C. Journal and newspaper articles

General forms (when DOIs are assigned, use them):

Author	**Year**	**Title**	**Source**	
			Periodical Information	**DOI or URL**
Author, A. A.	(2021)	*Title of article.*	*Title of Periodical*, *34*(2), 5-14.	https://doi.org/xxxx http://xxxxx
Author, A. A., & Author, B.	(2021)	*Title of article.*	*Title of Periodical*, *34*(2), 5-14.	https://doi.org/xxxx http://xxxxx

Type	**Examples**
Journal articles with a DOI (Digital Object Identifier)	A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to its location on the Internet. The Revised 2020 APA 7th Edition emphasized the use of DOI and URL where available. Do not use retrieval date for a reference, **unless** it is from a webpage that is inherently designed to change. Make every effort to locate the DOI - it may not be immediately obvious: Nelson, L. K. (2021). Cycles of conflict, a century of continuity: the impact of persistent place-based political logics on social movement strategy. *American Journal of Sociology*, 127(1), 1 – 59. doi/abs/10.1086/714915 Rindermann, H., & Ceci, S. J. (2009). Educational policy and country outcomes in international cognitive competence studies. *Perspectives on Psychological Science*, *4*(6), 551-568. doi:10.111/j.1745-6924. 2009.01165.x

Online journal articles without a DOI (when a DOI is not available)	If no DOI is assigned, give the URL of the journal home page if the article is available there. Even if you obtain your article from an online database or another source, try to locate the URL of the journal's home page that provides access to the article: Russell-Bowie, D. (2010). Cross-national comparisons of background and confidence in visual arts and mus*ic* education of pre-service primary teachers. *Australian Journal of Teacher Education, 35*(4), 65-78. Retrieved from http://ajte.education.ecu.edu.au/ Voogt, J. (2010). A blended in-service arrangement for supporting science teachers in technology integration. *Journal of Technology and Teacher Education, 18*(1), 83-109. Retrieved from http://www.editlib.org/j/JTATE If you are unable to locate the DOI or the journal's home page and the article was obtained from one of the University's limited circulation database subscriptions, use the URL for the journal's entry/search page within the database (or the database's overall search page if that is not available):

	Powell, D. E. (1990). Home-based intervention of preschoolers with emotional disturbances and autism. *Preventing School Failure, 34*(4), 41-45. Retrieved from http://web.ebscohost.com.ezproxy. **Online newspaper articles. Give the URL of the home page:** McMahon, S. (2010, July 19). Fund new Victorian era. *Herald Sun*. http://www.heraldsun.com.au/ Newspaper articles from a database (if the article is not available from the newspaper's home/search page). Give the URL of the database's entry/search page. Include page number(s) if available: *Susskind, A. (1986, September 2). Academic blast for English class texts. Sydney Morning Herald.* http://global.factiva.com/sb/default.aspx?|nep=hp *Newsletter articles.*.

Print articles without a DOI	Coltheart, M., & Prior, M. (2006). Learning to read in Australia. *Australian Journal of Learning Disabilities,11*(4), 157-164. If a magazine or newsletter does not use volume numbers, include the month, season or other designation with the year: Beemster, M. (2008, December). Saving the Southern Bell Frog. *Australian Land care*, 27-29. For daily or weekly newspapers, include the day and precede the page numbers with p. or pp.: Parker, K. (2008, December 3). Plea for languages. *Koori Mail*, pp. 19-20. Murray, E. (2001, May 9). Refugee crisis! [Letter to the editor]. *Weekend Australian*, p. A13. New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, pp. A12, A14, A16-A17. For articles with no identified author, for the in-text citation, use a short title in double quotation marks (or the full title if it is short), while for the parenthetical citation: ("New Drug", 1993, July 15).
Journal article with a DOI, 21 Or more authors	With 2 to 20 authors, list all authors in the order as they appear in the source. Where the authors are 21 or more, list the first 19 authors, then use … and then list the last author's name; Gaudinski, M. R., Coates, E. E., Houser, K. V., Chend, G. L., Yamshchikov, G., Saunders, J. G., Holmans, L. A., Gordon, I., Plummer, S., Hendel, C. S., Conan-Cibotti, M., Lorenzo, M., L., Sitar, S., Carlton, K., Laurencot, C., Bailer, R. T., Narpala. S., McDermott, A. B., Namboodirir, A., M., … Ledgerwood, J. E. (2018). Safety and pharmacokinetics of the Fc-modified HIV-1 human monoclonal antibody VRC01LS: A phase 1 open-label clinical trial in healthy adults *PLoSMed,15*(1), e1002493. https://doi.org/10.1371/journal.pmed.1002493

No authors	If there is no author, move the article title to the author position: In brief. (2010). *Harvard Heart Letter, 20*(12), 7. Retrieved from http://web.ebscohost.com.ezproxy In-text: ("In brief", 2010). If a work is signed "Anonymous", begin the entry with the word Anonymous as if it were a true name.

Group authors	Full official names of group authors such as associations or government agencies should be used. Parent bodies precede subdivisions. File by the first significant word: Australia. Department of Family and Community Services. (2003, Spring-Summer). The role of families in an ageing Australia. *Family Matters*, (66), 46-53. Retrieved from http://www.aifs.gov. au/institute/pubs/fammats.html British Medical Association. (2007). British Medical Association expert witness guidance. *Clinical Risk,13*(4), 143-146. doi:10.1258/13562620778125112 University of Queensland. Department of Social Work. (1998). Aboriginal and Torres Strait Islander health: Current policy issues. *Australian Journal of Indigenous Education*, *26*(1), 18-24.
Reviews, peer commentary and abstracts	Identify the type of medium being reviewed in [ ] brackets (including author names) as required. If the details of the item being reviewed are clear from the title of the review, no additional explanatory material in brackets is needed. If the review is untitled, use the bracketed information as the title: Boyd, W. (2010). Man as an island. [Review of the book *William Golding*, by John Carey]. Retrieved from http://www.nytimes.com/ Morris, S. (2008). Henry Giroux - urgently necessary and necessarily urgent: An essay review [Review of the book *Against the terror of neoliberalism: Politics beyond the age of greed*]. *Education Review, 11*(3). Retrieved from http://edrev.info/index.html Handler, L. (1996). John Expert and the book that started it all: A review of "The Rorschach systems". *Journal of Personality Assessment*, *66*(3), 650-658. Retrieved from http://web. ebscohost.com.ezproxy.usq.edu.au/ehos Harrington, J. J. (2008). [Review of the book *The blackboard and the bottom line: Why schools can't be businesses*, by L. Cuban]. Retrieved from http://edrev.info/index.html

	Barr, H. (2006). DVD review. [Review of the DVD *Patient voices*, produced by Pilgrim Projects and the NHS Clinical Governance Team, 2005]. *Journal of Interprofessional Care, 20*(2), 195. doi:10.1080/13561820600600782 Brooks, B. L., Sherman, M. S., & Strauss, E. (2010). Test review: NEPSY-II: A developmental neuropsychological assessment, second edition. [Review of the test *NEPSY-II*, by M. Korkman, U. Kirk & S. Kemp]. *Child Neuropsychology, 16(*1), 80-101. doi:10.1080/09297040903146966 Ackerman, J. M., & Bargh, J. A. (2010). The purpose-driven life: Commentary on Kenrick*et al.* (2010). [Peer commentary on the journal article "Renovating the pyramid of needs: Contemporary extensions built upon ancient foundations"]. *Perspectives on Psychological Science, 5*(3), 323-326. doi:10.1177/1745691610369472 Colliver, J. A. (2002). Commentary on Cicchetti's "Reliability of peer review". *Teaching and Learning in Medicine, 14*(3),142-143. Retrieved from http://www.informaworld. com/smpp/title~content=t775648180 **Abstract as an original source:** Pedder, D., & Opfer, V. D. (2010). Planning and organisation of teachers' Continuous Professional Development in schools in England [Abstract]. *Curriculum Journal, 21*(4), 433. doi:10.1080/09585176.2010.529652 Lim, J. M. (2010). Commenting on research results in applied linguistics and education: A comparative genre-based investigation. *Journal of English for Academic Purposes, 9*(4), 280. Abstract retrieved from http://www.elsevier.com/ wps/find/journal_description.cws_home/622440/description #description

D. Web documents and sites

As with any published reference, the goals of a citation to online material are to credit the author and to enable the reader to find the material. When citing Internet sources, observe the following guidelines:

i. Follow previous sections for format of author, date, and title elements.
ii. The date element should indicate the year of publication or, if the source undergoes regular revision, the most recent update.
iii. Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.
iv. Include retrieval dates where the source material is likely to change over time.
v. Provide addresses that work where possible.

When citing entire websites, it is sufficient to give the address of the site in the text only.

Type	Examples
Author and date known	General form (include a retrieval date if the source material is likely to change over time): Author, A. A. (year). *Title of work*. Retrieved month day, year, from source.

	Australian Institute of Health and Welfare. (2011). *Australia's health 2004*. Retrieved from http://www.aihw. gov.au/publications/index.cfm/title/10014 Allen, D. (2004). *Dealing with your meeting notes*. Retrieved from http://www.effectivemeetings.com/meetingbas*ic*s/notes.asp American Psychological Association. (2008). *HIV Office on Psychology Education (HOPE).* Retrieved June 24, 2008, from http://www.apa.org/pi/aids/hope.html
No author given	General form: *Title of work.* (year). Retrieved month day, year, from source. *Psychological perspectives* (n.d.). Retrieved June 2, 2001, from http://www.onl.org.jp/horo~3/htm

E. Other electronic media

i. Follow previous sections for format of author, date, and title elements.
ii. The date should indicate the year of publication or, if the source undergoes regular revision, the most recent update.
iii. After the title of the work, insert in brackets as part of the title element (i.e., before the period) the type of medium for the material.
iv. A retrieval or availability statement replaces the location and name of the publisher typically provided for text references. Use "Available from" when the URL leads to information on how to obtain the cited material (rather than to the material itself).
v. Include retrieval dates where the source material is likely to change over time (e.g. Wikis).

See also, the audiovisual section of this guide for some examples not included here.

Type	Examples
Theses or dissertations	Retrieved from a database: Murray, B. P. (2008). *Prior knowledge, two teaching approaches for metacognition: Main idea and summarization strategies in reading* (Doctoral dissertation, Fordham University, New York). Retrieved from ProQuest Dissertations & Theses. Retrieved from an institutional or personal Web site: McDonald, J. (2007). *The role of online discussion forums in supporting learning in higher education* (Doctoral dissertation, University of Southern Queensland). Retrieved from http://eprints.usq.edu.au/3588/2/ McDonald_2007_whole.pdf
Encyclopedias and dictionaries	Give the home or index page URL for reference works: Claiborn, C. D. (2008). Psychotherapy. In D. Hoiberg (Ed.), *Encyclopedia Britannica online* (Academic ed.). Retrieved from http://search.eb.com Psychotherapy. (2008). *Wikipedia, the free encyclopedia.* Retrieved June 17, 2007, from http://en.wikipedia.org/wiki/Main_Page Psychotherapy. (2008). In *AskOxford.com*. Retrieved from http://www.askoxford.com/?view=uk
Annual reports	BHP Billiton. (2007). *2007 BHP Billiton annual report*. Retrieved from http://bhpbilliton.com/bbContentRepository/ 20071114140799/ bhbpannualreport07.pdf

Fact sheets, brochures and press releases	Florek, S. (2003). *Megafauna extinction: Patterns of extinction* [Fact sheet]. Retrieved from http://www.austmus.gov.au/factsheets/megafauna.htm Australian Museum. (2003). *Concretions, thunder eggs and geodes* [Fact sheet]. Retrieved from http://www.austmus. gov.au/factsheets/geodes.htm Xerox Corporation. (2004). *Looks small, acts big: The Xerox Phaser 3150 personal laser printer for business* [Brochure]. Retrieved from http://www.office.xerox.com/latest/315BR-01 .PDF Apple Inc. (2007). *iPhone delivers up to eight hours of talk time* [Press release]. Retrieved from http://www.apple. com/pr/library/2007/06/18iphone.html
Presentation slides	OWL at Purdue University. (2019, October, 3-5). *Conquering the comma* [PowerPoint slides]. Retrieved from http://owl.english. purdue.edu/ workshops/pp/comma. PPT#256,1,Conquering the Comma
Images	When referring to information gained from images: *Human skeleton* [Image]. (2011). Retrieved from http://www. teachpe.com/ images/anatomy/skeleton.jpg *Saudi Arabia* [Topographic map]. (2009). Retrieved from http://www. worldatlas.com/webimage/countrys/asia/sa.htm Tunbridge, D. I. (2003). *Volunteers of the ACT Bushfire Service lighting a backburn on the Mount Franklin Road, Brindabella Ranges, on the night of 11/12 January 2003* [Digital photograph]. Retrieved from http://nla.gov.au/ nla.pic-an24954626 Try to be consistent when specifying the medium in brackets [ ], immediately after the title.
Message posted to newsgroups, online forums, discussion groups or electronic mailing lists	Moore, R. (2006, October 29). Survey of test subjects [Newsgroup message]. Retrieved from news://sci.psychology.consciousness Blaire, T. (2007, January 20). Transition in leadership [Electronic mailing list message]. Retrieved from the Politics and Government electronic mailing list: http://www.polgov.org/mail-archive/rp/msg7.html For personal email, refer to personal communication in the section on unpublished works. Include the name of the list if the information is not part of the URL.
Wikis	Self-study: Broadening the concepts of participation and program support. (2007). Retrieved June 18, 2008, from the Adult Literacy Education (ALE) Wiki: http://wiki.literacytent.org/index.php/Self-Study:_Broadeningthe_Concepts_ of_Participation_and_Program_Support
Audio podcasts	Hutcheon, J. (2008, June 15). *Jane Hutcheon reflects on life in London* [Audio podcast]. Retrieved from http://www.abc.net. au/correspondents/ content/ 2008/s2274772.htm Curtis, B., &Diez, M. (2008). *Intermediate Spanish podcast 42: La Mafia* [Audio podcast]. Available from http://www.notesinspanish.com/ category/ intermediate-spanish-podcast/
Video podcasts	Give the name and, in parentheses, the function of the originator or primary contributors (the director or the producer, or both):

	National Geographic Society. (Producer). (2008, May 19). *Chimp memory beats humans'* [Video podcast]. Retrieved from http://www .podanza.com/ podcast/national-geographic-video-shorts/ 42ac4d6d3d12b6ad80303e9f6556d4a0/ Early Childhood Australia. (Producer). (2010). *Intentional teaching and the Early Years Learning Framework with Judy Radich*[Video podcast]. Available from http://www.earlychildhoodaustralia.org.au/eylfplp/play_based_ learning_and_the_eylf.php Holland, A. (Producer), & Harris, H. (Director). (2008, June 12). *Bog man* [Video podcast]. Retrieved from ABC: http://www. abc.net.au/catalyst/ stories/2272392.htm
Streamed videos	Sarra, C. (2010). *Elders and community* [Video]. Retrieved from http://mediasite.eq.edu.au/eq/ Viewer/?peid=bb3dbc846b2a4426ae2f1256 bca8cf7e Cambridge Educational. (Producer). (2011). *Alcohol and the family: Breaking the chain* [Video]. Retrieved from http://digital. films.com.libdbauth.nait.ab.ca/ portal/Playlists.aspx?aid=7892&xtdi98765 *William James: The psychology of possibility* (Giants of Psychology) [Video]. (2011). Available from http://ffh. films.com/id/20410/ William_James_The_Psychology_of_Possibility.htm
Interviews	Interviews that are not retrievable should be cited in text as a personal communication (including month, day, year) and not included in the reference list (see section on unpublished works): Hughes, R. (Interviewer), and Cilento, D. (Interviewee). (2000, June 20). *Diane Cilento*[Interview transcript]. Retrieved from http:// www.australian biography.gov.au/subjects/cilento/intertext1.html
Blog posts	Bedford, T. (2008, June 12). Re: Got a problem using EndNote? Let us know here [Web log comment]. Retrieved from http://library.usq.edu.au/wordpress/ ?p=539 McGarry, A. (2008, June 13). China's pain fires Olympic dream [Web log post]. Retrieved from http://blogs.abc.net.au/olympics/
Video blog posts (e.g. Youtube)	BridgeTEFL. (2007, October 5). TEFL online tutorial: Teaching grammar in context [Video file]. Video posted to http://www.youtube.com/watch?v= EXg3w_jbNrc Westrom, M. (2009, June 18). Psychology – short-and-long-term memory [Video file]. Video posted to http://www. youtube.com/watch?v=TausqSK9p9k

Computer programs, software, or programming languages	Reference list entries are not necessary for standard off-the-shelf software and programming languages. Provide entries for specialized software or programs with limited distribution: In text, give the name of the software, the version number and year. Do not italicise the names of software, programs, or languages. If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.
	Immediately after the title and version, identify with a source type such as [Computer program], [Computer language], or [Computer software]. If no version number is available, include the retrieval date. If the program can be downloaded or ordered from the web, give this information in the publisher position: Schoonjans, F. (2008). MedCalc Statistical Software (Version 9.5.2.0) [Computer software]. Retrieved from 3D2F.COM Software Directory: http://3d2f.com/programs/13-638-medcalc-statistical- softwaredownload.shtml Accurate Personality Test [Computer software]. (2007). Retrieved June 19, 2008, from http://www. sharewareconnection.com/accurate-personality-test.htm Tools and applications. CultureGPS lite (Version 1.13) [Computer software]. (2011). Retrieved from http://itunes.apple.com/app/culturegps-lite/id297051765?mt=8 Pages (Version 1.5) [Computer software]. (2011). Retrieved from http://itunes.apple.com/us/pages/id361309726?mt=8&ls=1 Scott, C. (2011). Treasure hunt - the interactive boardgame (Version 1.1) [Computer software]. Retrieved from http://itunes.apple.com/us/app/ treasure-hunt-the-interactive/id4425986640? mt=8
Data sets	*twins.dta - twins study (life characteristics in midlife)* (UCLA Statistics Data Sets) [Data file]. 2003. Retrieved from http://www.stat.ucla.edu/data/ Government of Southern Sudan. Ministry of Education, Science and Technology. Directorate of Planning and Budgeting. (2010). *South Sudan 2010 secondary data* (2010 Annual School Census) [Data file]. Retrieved from http://southsudan.ed-assist.net/

F. Audiovisual and other media

Type	Examples
Motion pictures	General form: Producer, AA. (Producer), & Director, B. B. (Director). (year). *Title of motion picture* [Motion picture]. Studio. Grazer, B. (Producer), & Howard, R. (Director). (2001). *A beautiful mind* [Motion picture]. Universal Studios.

Television programs	Television program. Campbell, C. (Executive producer). (2011, February 9). *The 7pm project* [Television program]. Network TEN. Television series. Gunton, M. (Executive producer). (2009). *Life* [Television series]. BBC Natural History Unit. Television series episode. Fairfax, F. (Writer), Mulholland, T., & Rich, J. (Directors). (2005). The curse of Tutankhamun [Television series episode]. In P. Dolling [Executive producer], *Rediscovering a lost world*. British Broadcasting Corporation.
Videos and DVDs	Strang, G. (1992). *The teaching of calculus: Careful changes* (Selected Lectures in Mathematics) [Videocassette]. American Mathematical Society. *The self: Testing and intelligence* (Discovering Psychology) [DVD]. (2001). Boston, MA: WGBH Educational Foundation. Annunziata, J. (2007). *Play therapy with a 6-year-old* [DVD]. Available from http://www.apa.org/pubs/videos/4310799. aspx
Music recordings	General form: Writer, A. (copyright year). Title of the song or music [Recorded by B. B. Artist if different from writer]. On *Title of album* [Medium of recording]. Label. (date of recording if different from copyright date) Badnews, U. R. (1927). We only live twice [Recorded by P. Murray]. On *Resurrection* [CD]. Sandgate, Qld: Ibis Records. (1999) Williamson, J. (2003). The last of the pioneers. On *Home among the gum trees* [CD]. Pyrmont, NSW: EMI Australia. In text, include the side, band or track numbers: "The Last of the Pioneers" (Williamson, 2003, track 5) ...
Audio recordings	Bacon, T. (Writer). (1997). *Amazing journeys* (Literacy Links Plus Fluent D) [Audiocassette]. Auckland, NZ: Shortland. Costa, P. T. (Speaker). (1998). *Personality and continuity* (Audio Recording No. 207-433-88A-B) [Audiocassette]. American Psychological Association. Smith, D. (2001, August 16). *Airline nightmare* (Audio Recording from *Nightline* series) [Audiocassette]. Brisbane, Qld: Australian Broadcasting Commission. *Australian poetry live: Classics from the Hazel de Berg collection* [Audiocassette]. (1996). Canberra, ACT: National Library of Australia.

Other non-book media	Specify the medium type or description of the form in brackets [ ], immediately after the title. Capitalize the first letter of the notation. Be consistent when specifying formats. Media formats can include, but are not limited to, the following: Motion picture, Television program, Television series, Television series episode, CD, Record, Cassette, Audiocassette, Audio record, Audiotape, DVD, Videotape, Video recording, Videocassette, Computer software, Data file, Chart, Flashcard, Game, Picture, Transparency, Slide, Realia, Kit, Filmstrip, Print, Work of art, Microform, etc.
	Fractions are as easy as pie: A game of common fractions [Game]. (1985). Baltimore, MD: Media Materials. *Zupelz - orange: Stimulating logical thinking - one puzzle at a time* [Flashcard]. Narangba, Qld: Origo Education. *Shaping the future: Working with the under-threes* [Kit]. (2000). Buckingham, United Kingdom: Open University Press. *Nervous system* [Picture]. (2006). Burleigh Heads: Network Education Australia. *Measuring cylinders* [Realia]. (n.d.). England: Gradplex. Hill, M. (1985). *Australia's first people* (Social Studies Wallcharts) [Chart]. Sydney, NSW: McGraw-Hill. Leadership Research Institute. (1999). *Creative leadership* [Brochure]. Toowoomba, Qld: Author.

G. Legislation and legal authorities

For more comprehensive information and other jurisdictions, see the *APA 7th edition*. (Revised 2020).

Citations should be made to the print source unless an electronic source is designated the official version (then for Internet and online sources use Citation, URL. or if it is from a commercial electronic database, use Citation (Name of the Database).

The following examples are for the Australian jurisdiction only.

Type	Examples
Legislation (includes Acts and Bills)	**General form for Acts:** Title of Act Year Enacted. http://xxxxxx (if available online) *Copyright Act 1968* (Cth) (Austl.). *Anti-Discrimination Act 1991* (Qld) s. 15 (Austl.). **General form for Bills:** Bill Name, Year, (Jurisdiction abbreviation) (Country abbreviation). Interactive Gambling Bill 2001 (Cth) (Austl.).

Legal authorities (cases)	**General form for cases:** Case Name in italics (Year) volume number reporter abbreviation first page (Country abbreviation). *Carey v. Price* 2005 132 ALR 255 (Austl.). *Mabo v. Queensland* 1988 166 CLR 186 (Austl.).

H. Unpublished works

Type	Examples
Personal communication	Personal communication may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, photographs, images, tables or data; all these sources are usually non-recoverable from the reader's perspective and are not to be included in the reference list, but should be cited in text as they are referred to. **Cite personal correspondence in text only:** Give the initials as well as the surname of the communicator, and provide as exact a date as possible: O. Stone (personal communication, March 29, 2001) M. A. Toby, (personal photograph, May 2, 1987) Lecture notes are treated as personal communication if they are unpublished (i.e. not copied and distributed in print or on the web with the instructor's permission).
Doctoral dissertations and Master's theses (unpublished)	**General Format:** Author, A. A. (2020). *Title of dissertation* [Unpublished doctoral dissertation]. Name of Institution Awarding the Degree. Swinton, M. A. (1984). *Family stress in phenylketonuria* (Unpublished master's thesis). University of Auckland, New Zealand.
Online articles not yet formally published	In preprint archives, articles are posted online ahead of print and are not yet indexed. Use the DOI or the exact URL: Charles, S. J., & Hogan, N. (in press). Dynamics of wrist rotation. *Journal of Biomechanics*. doi:10.1016/ jbiomech.2010.11.016 Vickers, P. (in press). Theory eliminativism as a methodological tool. *Philosophy of Science.* Retrieved from http://philsci-archive.pitt.edu/8472/1/ Theory_Eliminativism.pdf Advance online publications are generally peer reviewed but may not be copy, edited or formatted for final production. If there is no DOI assigned, give the URL of the journal home page: Diekelmann, S., Buchel, C., Born, J., & Rasch, B. (2011). Labile or stable: Opposing consequences for memory when reactivated during waking and sleep. *Nature Neuroscience*. Advance online publication. doi:10.1038/nn.2744 Update your references and refer to final versions, if possible, before you submit your work.

Manuscripts	**General form.** Author, A. A. (year). *Title of manuscript*. Unpublished manuscript [or "Manuscript submitted for publication", or "Manuscript in preparation"]. Geisel, T. S. (n.d.). *All sorts of sports*. Unpublished manuscript. Informally published or self-archived work. Benchimol, G. (2007). *Prospects for innovating organisations*. Retrieved from http://cogprints.org/5701/1/PROSPECTS_FOR_INNOVATING_ ORGANIZATIONS.pdf

I. Proceedings and technical reports

When citing from a monograph (book), use the same format as for a book or book chapter. Regularly published proceedings use the same format as journal or periodical articles.

Type	Examples
Published proceedings in book form	Capitalize the names of symposia, conferences and meetings. If there are more than two editors a comma is placed before the ampersand: Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. Macpherson and D. Orr (Eds.), *International Lifelong Learning Conference: Refereed papers from the 2nd International Lifelong Learning Conference* (pp. 208-213). Rockhampton: Central Queensland University Press. Hirata, J. (2005). How Should happiness guide policy? Why gross national happiness is not opposed to democracy. In *Rethinking development: Local pathways to global wellbeing; the Second International Conference on Gross National Happiness*. Antigonish, Nova Scotia: St. Francis Xavier University. Retrieved from http://www.gpiatlantic.org/conference/papers/hirata.pdf Davelaar, E. J., & Usher, M. (2004). An extended buffer model for active maintenance and selective updating. In Bowman, H. & Labiouse, C. (Eds.), *Connectionist models of cognition and perception II: proceedings of the Eighth Neural Computation and Psycholog Workshop* (pp. 3-14). River Edge, NJ: World Scientific. Retrieved from eBrary database. Blascovich, J., & McCall, C. (2010). Attitudes in virtual reality. In J. P. Forgas, J. Cooper, & W. D. Crano (Eds.), *The psychology of attitudes and attitude change* (Sydney Symposium in Social Psychology). London: Psychology Press.
Proceedings published regularly	Treat regularly published proceedings as periodicals. Kozkovski, O., & Van Strien, S. (2009). Local connectivity and quasi-conformal rigidity of non-renormalizable polynomials. *Proceedings of the London Mathematical Society, 99*(2), 275-296. doi:10.1112/plms/pdn055

Conference papers and symposium contributions	For symposium contributions, papers and poster presentations, give the month with the year: Gorman, B. (2009, March). A treatment plan: Some hopes (pipe dreams?) and suggestions for effective statistical education. In B. Gorman (Chair), *The crisis in the statistical education of psychologists*. Symposium conducted at the 24th annual meeting of the Society for Industrial and Organizational Psychology, New Orleans, LA. Liu, C., Wu, D., Fan, J., &Nauta, M. M. (2008, November). *Does job complexity predict job strains?* Paper presented at the 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain. Rosenshine, B. (1997). *The case for explicit, teacher-led, cognitive strategy instruction*. Paper presented at the Annual Meeting of the American Educational Research Association, Chicago, IL. Retrieved from http://apaa.asu.edu/barak/barak1.html **Abstract:** Dickens, A. (2003). *Working with the community*. Paper presented at the 8thAustralian Institute of Family Studies Conference, Melbourne. Abstract retrieved from http://www. aifs.gov.au/conferences/aifs8/dickens-ab.pdf
Technical and research reports	**General form:** Author, A. A. (year). *Title of work* (Report No. xxx). Publisher. This format can be used for issue briefs, working papers and other corporate documents. Include the appropriate document number where available. For online reports, identify the publisher in the retrieval statement unless the publisher is also identified as the author: Queensland School Curriculum Council. (2000). *Consistency of teacher judgment* (Research Report). Brisbane: Author. Ford, M., Gurney, A., Heyhoe, E., &Gunasekera, D. (2007). *Energy security, clean technology development and climate change: Addressing the future challenges in APEC* (ABARE Research Report 07.14). Retrieved from Australian Bureau of Agricultural and Resource Economics website: http://www.abare.gov.au/publications_html/climate_07/apec_security.pdf Australian Human Resources Institute. (2008). *The parent trap: The parental leave debate* (Research Report). Retrieved from http://www.ahri.com.au/ MMSdocuments/profdevelopment/research/research_papers/0809_pulse_ report_the _parent_trap.pdf Aermark, L. (2011). *Spectral and Hardy inequalities for some sub-elliptical operators* (Research Reports in Mathematics Number 1, 2011). Retrieved from Stockholm University, Department of Mathematics, Research Reports in Mathematics website: http://www2.math.su.se/reports/2011/1/2011-1.pdf Database information may be given for monographs from the University's limited circulation database subscriptions: Bramley, G. (2010). *Analysis of youth offending team inspection reports* (LGA Research Report). Retrieved from ERIC database. Australian Furniture Research and Development Institute, and Standards Australia.

	(1997). *Office desks* (Australian/New Zealand Standard AS/NZS 4442:1997). Retrieved from Standards On-Line Premium database.

J. USQ Course materials

Type	Examples
Introductory and study books	*EDC1400 Foundations of curriculum and pedagogy: Introductory book.* (2011). Toowoomba: University of Southern Queensland. *PSY2030 Developmental psychology: Study book*. (2011). Toowoomba: University of Southern Queensland.
Lecture notes and handouts	These are treated like books if they are published, but like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the web with the instructor's permission. Lewis, M. (2011). *EDC1300 Perspectives in education: Course notes.* Toowoomba: University of Southern Queensland.
Customized publications and	If you need to cite from a book of readings, use the date for that publication. If page numbers are required in text, use the book of readings page numbers, not the page numbers from the original source.

Selected readings (print)	Mishkin, F. S., & Eakins, S. G. (2012). Overview of the financial system. In D. Pensiero& G. Adkins (Comps.), *FIN8201 Finance for executives*, (pp. 5575). Sydney, NSW: Pearson Australia. (Reprinted from *Financial markets and institutions*, 7th ed., pp. 55-75, Harlow, Essex: Pearson Education) Thompson, W. R., &Grusec, J. (2010). Studies of early experience. In R. Pauley (Comp.), *Early experience and cognitive development: Selected readings* (2nd ed., pp. 100-190). Toowoomba: University of Southern Queensland. (Reprinted from *Carmichael's manual of child psychology,* 3rd ed., vol. 1, pp. 565-654, by P. H. Mussen, Ed., 1970, New York: Wiley)

Online course materials	Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages. Terry, P. C. (2011). *Module 5 - group and team dynamics*. Retrieved November 10, 2011, from http://usqstudydesk.usq.edu.au/file.php/21967/content/study_modules/m05.htm If the item has no obvious author, start with the title: *Outline of inquiry*. (2011). Retrieved November 15, 2011, from http://usqstudydesk.usq.edu.au/course/view.php?id=21580 Hendry, L. (2011). *Visual Pattern perception - shapes, spatial frequency and Gestalt laws* [PowerPoint slides]. Retrieved from http://usqstudydesk.usq.edu. Audio and video (including Breeze presentations): Petersen, S. (2011). *Classroom reading pedagogy: Reading strategies* [Video podcast]. Retrieved from http://usqstudydesk.usq.edu.au/files.php/21642/ Lecture_Reading_Strategies/index.htm Zimbardo, P. (1989). *The responsive brain* (Discovering Psychology) [Video podcast]. Retrieved from http://usqstudydesk.usq.edu.au/resource/view.php?inpopup+true&id=428028 BBC World Service. (2011). *The family* (Family, Sex and Society) [Audio podcast]. Retrieved from http://bbc. co.uk/world service/scitech/ features/ essentialguide/theme_fam.shtml.
Online course readings	For readings redirected to websites, pages or databases, follow the instructions outlined in the books, journal articles and web documents sections of this guide. Otherwise, follow the following style for scanned or copied documents that indicate "usqdirect.usq.edu.au" or "usqstudydesk.usq.edu.au" in the URL. **Journal articles:** Arnold, T. (2001). Achieving playtime positives. *Journal of Early Childhood, 5*(4), 117-121. Retrieved from https://usqdirect.usq.edu.au/usq/items/d6s66b-678mbg7f-e098-0as8807g32a8/1/arnold_2001_117.pdf Keeling, R. (2006). The Bologna Process and the Lisbon Agenda: The European Commission's expanding role in higher education discourse. *European Journal of Education, 41*(2), 203-223. Retrieved from https://usqdirect.usq.edu.au/usq/

K. How to cite references within the text of an assignment

Use the **author-date** method of citation for quotations (exact words of another author) and paraphrasing (summarizing the words and ideas of one or more authors).

Paraphrasing

Paraphrasing is when you summarize the ideas, concepts or words from the work or one or more authors.

Please note: changing only a few words from another author does not constitute paraphrasing.

Type	Examples
If you are referring to the general theme of a book or article	Brown (1991) investigated the effects of ..... An investigation into the effects of maternal age (Brown, 1991) found that ...
When to include page numbers	When paraphrasing or referring to an idea in another work, page or paragraph numbers are not required. But it can be helpful, for example when paraphrasing or referring to information or an idea that can be located on a particular page, quoting or referring to images, figures or data, or when a work is particularly long and page numbers might be useful for the reader: Soil layers below the well tip contribute relatively little water (Kozeny, 1988, pp. 223-224)……. Kozeny (1988, p. 223) found soil layers below the well tip contributed little.
When the authors of a source are *not* part of the formal sentence structure	Both the authors and years of publication appear in parentheses, separated by semicolons. Reviews of research on sport and reading have concluded that at least some types of reading behaviours are related to higher levels of phys*ic*al health (Austin, 1990; McGovern and Henderson, 2001; Wright and Morgan, 2001).
When the names of the authors of a source are part of the formal sentence structure	The year of publication appears in parentheses following the identification of the authors: Wright and Mander (2002) found that although there was a reduction in literacy, the difference was not statistically significant.
Group authors and abbreviations	The names of groups are usually spelled out each time they appear in text. (University of Southern Queensland, 2009) or University of Southern Queensland (2009) Only abbreviate if the name is long, cumbersome and the abbreviation is familiar or easily understood. First citation in text. (Office of the United Nations High Commissioner for Refugees [UNHCR], 2008) or Office of the United Nations High Commissioner for Refugees (UNHCR, 2008) Subsequent citations. (UNHCR, 2008) or UNHCR (2008)
One or two authors	Cite the names every time the reference occurs: Smythe and Jones (2001) found ... (first and subsequent citations) .... as has been shown (Smythe and Jones, 2001).
More than two authors	For more than two authors, cite only first author followed by "*et al*." (italicize but not underlined and with no stop after "et") and the year of publication: Campbell *et al*. (1991) found ... In the list of references give all names up to and including six authors.
"and" or "&"	Use “and” if the names of the authors are part of the formal structure of the sentence. On the other hand, use ampersand (&) if the authors are not part of the

	formal structure of the sentence. Use ampersand (&) in the reference list.
Citing multiple works by the same author at the same time	Arrange dates in order (oldest to newest). Use suffixes after the year when there are multiple publications from the same year. If the publication dates are same, the suffixes are assigned in the reference list where these kinds of references are ordered in alphabetical order by title (article, chapter or complete work). Several studies (Jackson, 1999, 2001a, 2001b, 2005) revealed a similar outcome.
Primary authors with the same surname	Include the first author's initials in all text citations even if the year of publication differs. T.R. Smith (2006) and B. E. Smith (2007) found that ... J. J. Jackson and Robertson (2000) and E. M. Jackson and Johns (2005) reached the conclusion that ...
Secondary citations	You must acknowledge both the primary and secondary source of information. To do this, include the primary source first and then insert the words "as cited in" before the secondary source: Cumming's (1980) study (as cited in Pauley, 1991) ... This belief has been confirmed (Cumming, 1980, as cited in Pauley, 1991) ... You do not need to source the primary or original work cited (e.g. Cumming, 1980) but the secondary source (e.g. Pauley, 1991) needs to be given in your list of references.
No author	When citing a source in text that has no identified author, use a shortened title (or the full title if it is short) and year for the parenthetical citation. The in text citation for the online source "New drug appears to sharply cut risk of death from heart failure" would be ("New Drug," 2001). Use double quotation marks for article titles, chapter titles or web page titles. Italicize (without quotation marks) book titles.
	(*Psychological effects*, 1999) For works designated as "Anonymous", cite in text as Anonymous followed by a comma and the date. (Anonymous, 2007)
Legislation (includes Acts and Bills)	The *Equal Opportunity Act 1995* (Vic) prohibits ... ... the *Copyright Act 1968* (Cth) ... ... according to s. 15 of the *Anti-Discrimination Act 1991* (Qld) ... ... Interactive Gambling Bill 2001 (Cth) ...
Legal authorities (cases)	*Carey v. Price* (2005) *Mabo v. Queensland* (1992)

L. Quotes

Quotations or quotes are when you use the **exact words** of another author or your own previously published work. Quotations must always be referenced with page numbers.

- Quotations of less than 40 words (approximately) should form part of the text and be designated with double quotation marks.
- With quotations of 40 or more words, DO NOT use quotation marks; set the quotation in an indented (about a half inch) free standing block of text. Use double-line-spacing to separate the quote from the text of your work.

Type	Examples
Direct quotation	Less than 40 words. Always include the author, year, and page number(s) as part of the citation: Students receiving "additional information literacy training achieved higher grades than students who did not attend any skills' sessions" (Capel, 2002, p. 323). 40 or more words. Although the groups contained different age groups, they were not differentiated in the feasibility study: > The intensive ESL program was enthusiastically supported by the administration and was popular with the young learners and their parents. Although the groups differed in age, measures of English and French proficiency and language aptitude administered at the outset of the experiment indicated that differences between the fourth and fifth year classes were non-significant (White, Horst, & Bell, October 2007); thus in the research reported here, we do not distinguish between the two groups. (Horst, White and Bell, 2010, p. 334) Do not omit or alter citations embedded within the quote. These embedded citations are not included in your list of references unless used as a primary source elsewhere in your work. In the above example, the 2010 article (where the entire quote comes from) is included in the list of references but the 2007 work mentioned within the quote is not, unless it is used as a source elsewhere in the work. For additional paragraphs within the quotation, insert a double-line-spacing and indent the first line of each an additional half inch (five to seven spaces).
Specific parts of a source	Always give page numbers for quotations (if available). For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (Zelow, 2001, para. 17)
	(Broome & Davies, 1999, para. 5) (Bray, 1999, chap. 3) (Beutler, 2000, Conclusion section, para. 1)

M. Images from other sources

Type	Examples

Reproducing or adapting copyrighted photographs, images, tables and figures.	Tables and figures (including photographs and other images) should be numbered in the order in which they are first mentioned in text. The title follows the number: Table 7. Confidence Intervals with Upper and Lower Limits In the text, refer to tables and figures by their number: As shown in Table 7, there is a larger variation than we would expect. For both print and electronic forms, acknowledge the author and copyright holder in the figure caption or in a note at the bottom of the reproduction. *Note.* Reproduced from "Which methods are best suited to the production of high quality research in geography education?" by G. Butt, 2010, *International Research in Geographical and Environmental Education, 19* (2), p. 105. Copyright 2009 by Perks &Prestage. *Note.* Adapted from *Emissions trading & competitiveness: Allocations, incentives and industrial competitiveness under the EU Emissions Trading Scheme* (p. 60), by M. Grubb and K. Neuhoff (Eds.), 2006, London: Earthscan. Copyright 2006 by J. Sijm, K. Neufoff and Y. Chen. If copyright permission footnotes are required, refer to the *Publication manual*.
Non-copyright or personal images or data sourced from others	For images, tables or data used with the permission of another party, treat as you would a personal communication. Cite in text only and do not include in the reference list. Give the initials as well as the surname of the communicator, and provide as exact a date as possible: O. Stone (personal communication, March 29, 2001) (M. A. Toby, personal photograph, May 2, 1987)

N. Publication dates

Type	Examples
Using the year	For journals, books and audiovisual media, use the year. Within the text - (Smith, 2007) or Smith (2007) List of References - (2007)
Including the month, season or other designation	If a journal or newsletter does not use volume numbers, include the month, season or other designation with the year. Within the text - (Jones, 2007, December) or Jones (2007, December) List of References - (2007, December)
Including the day	For dailies and weeklies, include the day. Within the text - (Brown, 2007, December 12) or Brown (2007, December 12) List of References - (2007, December 12)
Works accepted for publication but not yet published.	Within the text - (Mills, in press) or Mills (in press) List of References - (in press)
No date available.	Within the text - (Boon, n.d.) or Boon (n.d.) List of References - (n.d.)

Adapted from: American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (Revised 7th Edition). Washington, DC.

Appendix VI

EXAMPLE OF MLA CITATIONS

Examples of the most common forms of MLA citations

This is an example of a works cited page completed according to the latest standards of the Modern Language Association (MLA (/advice/an_intro_to_mla.en.html)). These MLA citation examples can apply to any research project. Please use these examples of MLA citations (/advice/mla_citations.en.html) as a reference when creating your own works cited page.

If creating a works cited page isn't your strong point, feel free to consult our essay editing service (/service/student_essay_editing). Our editors, armed with all of the latest relevant information, can create an MLA works cited page rivaled by none.

Books

Basic

Last Name, First Name. Title of Book. Edition used. Place of publication: Publisher, Year of publication. Medium of publication.

Book with one author

Aprilson, Andy. *The Emergency Budget Task Force Handbook*. Mississippi: Haberdasher, 2001. Print.

Book with two authors

Bringham, Darrin E., and Sally Knope. *Resting Heartbeat Science*. 12th ed. Alahandro: Spaghetti, 2001. Print.

Book with three authors

Christopherson, Charles, Ronald Swanson, and Roger Koltz. Fog Pirates: *On Board the USS Hammerhead. Pickleton:* Putters, 2001. Print.

Book with more than three authors

Niderbacher, Leslie A., et al. *Penne and the Jets*: A Love Story. Albuquerque: Partridge, 2003. Print.

Books with no author

Encyclopedia of Football. New York: Sporting Publishers Inc., 2002. Print.

Books by a corporate author or organization

Canadian Pumpkinology Association. *The Truth about Rats and Skunks*: Nature's Worst Enemies. Toronto: La Fraude Publishers, 2009. Print.

Work in an anthology

Graeve, Michael J. "Catching the Big One: How Fishing Helped Me Find My Center." *The Anthology of Modern Fishing*. Ed. A.D. Hovel. Ann Arbor: Maven Publishing Company, 2009. 42-63. Print.

Work in a compilation

O'Hanlon, Bert, Lenny Thompson, and Brenda Massey, comp. and ed. *Safety: How to be Safe Literally All the Time*. San Diego: Goldstein, 1942. Print.

Work in a reference book

Graeve, Michael J. "*The Best Way to Catch a Fish*." The Big Book of Fishing. Ed. D.A. Trader. Burlington: Vermont's Finest Publisher Inc., 2008. Print.

Two or more works by the same author

Zruna, Jim. *Adequate Lawn Care 101*. Detroit: University of Michigan Press, 1993. Print.

---. *Common Lawn Pests and How to Destroy Them Effectively*. Florida: Simon & Penguin, 1991. Print.

Periodicals

Basic

Last Name, First Name. "*Title of Article." Title of Periodical Series Number*. Volume Number. Issue Number. Date of Publication (for a scholarly journal, the year; for other periodicals, the day, month, and year): Pages. Medium of publication.

Magazine

LaFrambois, Karen. "Why Do People Treat Their Pets Better Than Other Humans?" Vanity Circus Sept. 2003: 121-140. Print.

Journal article

Coxswain, Abraham D., Frederick Blursdale III, Thaddeus T. Landover, and Jose Sanchez."Analyzing the Psychology of Odd Juxtaposition." Name Technology 42 (1986): 121-342. Print.

Electronic sources

Basic

Author/Editor (if available). "Title of Article (if applicable)." Title of Website/Database/Book. Version or Edition. Publisher information (the organization/institution affiliated with the site), date of publication. Medium of publication. Date of access.

Entire website

The Official Website of the Super Bowl XLV Champion Green Bay Packers. The Green Bay Packers, 2011. Web. 23 May 2001.

Page on a website

Mueller, Dawn. "How the Packers Won My Heart and Then the Super Bowl." The Very Unofficial Packers Fan Site. 14 Mar. 2011. Web. 1 May 2011.

Article in an online scholarly journal

Paulson, Robert. "Soapmaking: A Journey through the Dirty World of Saponification." Journal of Pierce & Pierce 55.81 (1991): 21-48. Web. 14 April 2001.

Email

Rodgers, Aaron. "Re: I Am Your Biggest Fan." Message to Dawn Mueller. 20 Mar. 2011. Email.

Sound Recording

CD

Adele. 21. XL Recordings, 2011. CD.

Song

Mars, Bruno. "Just the way you are." Doo-Wops & Hooligans. Elektra, 2010. CD.

Audiocassette

Mozart, Wolfgang Amadeus. Piano Concerto No. 12 in A Major. Perf. Timothy Twain. Rec. 14 August 1982. Sony, 1988. Audiocassette.

Other common sources

Film

Zoom: Academy for Superheroes. Dir. Peter Hewitt. Revolution Studios, 2006. Film.

Television program

"Cooking with Chocolate." Fancy Eats. The Food Channel. 6 June 2006. Television.

Interview

McCabe, Adam. Interview by Larry King. Larry King Live. CNN. New York. 21 September 2009. Television.

Lecture

McRae, Kellen. "No Surprises." Matthew Coleman Hall at the University of Western Ontario. 21 Sep. 2004. Lecture.

Presentation from a published conference proceeding

Cassidy, Karen. "How to Be Really Good At Everything." The 2010 Conference of Talented People. Ed. April Smith. Toronto: The Big Publishing Company, 2011. Print.