



## CSU Learning Skills: *your link to success*

### Academic writing

#### **The References list: Formatting & layout**

---

Here is an example of a References list written up by a nutrition student as she prepared an essay. Note carefully the details of the list, and see the Notes below for further explanation.

#### **This sheet will teach you to:**

- put the correct heading at the top of your page
- use hanging indents for your list
- place items in the correct order
- use correct forms for author names, titles, and publication details
- use punctuation and italics correctly.

#### **References**

- Aguilea, J. M. (2008). *Food materials science: Principles and practice*. New York: Springer.
- Bonner, J. J. (2004). The biology of food [Electronic version]. *Science Teacher*, 71(8), 30–34.
- Dengate, S. (2008). *Fed up: Understanding how food affects your child and what you can do about it*. North Sydney: Random House.
- Duffrin, M. W., Cuson, D., & Phillips, S. K. (2007). Using food to boost math and science skills [Electronic version]. *Journal of Family and Consumer Sciences*, 97 (1), 64–65.
- Healey, J. (Ed.). (2008). *Food and nutrition*. Thirroul: Spinney Press.
- Heldman, D. R., & Lund, D. B. (2007). *Handbook of food engineering* (4<sup>th</sup> ed.). Boca Raton: CRC Press.
- Huang, Z., Himes, J. H., & McGovern, P. G. (1996). Nutrition and subsequent hip fracture risk among a national cohort of white women [Electronic version]. *American Journal of Epidemiology*, 144(2), 124–134.
- Kanders, B., Dempster, D. W., & Lindsay, R. (1988). Interaction of calcium nutrition and physical activity on bone mass in young women [Electronic version]. *Journal of Bone Mineral Research*, 3(2), 145–149.
- Marotz, L. R. (2009). *Health, safety, and nutrition for the young child* (7<sup>th</sup> ed.). Clifton Park.: Delmar Learning.
- Thompson, L. U., & Ward, W. E. (Eds.). (2008). *Optimizing women's health through nutrition*. Boca Raton: CRC Press.
- Voilley, A. & Etiévant, P. (2006). *Flavour in food*. Cambridge: Woodhead.

## Notes:

- Start your References list on a new page. Put the heading **References** at the top of the page, centred, not in italics, and not underlined,
- **Order.** Items are placed in alphabetical order by surname, where this is available. When the author's name is not available, place the item in alphabetical order by its title, disregarding "the", "an", and "a". Hint: highlight all the items, and use the "Sort" feature in Microsoft Word.
- **Indent.** Use the ruler in Word to set up a 1cm hanging indent for your References. Do not number your references or use bullets.
- **Names.** Regardless of what appears on the cover or title page of the book, APA style uses only the surname and the initials of the given names of the authors. Note carefully the punctuation of initials.
- **Punctuation.** Follow the patterns above exactly. Full stops are followed by a single space, except where they are followed by a comma. Commas are always followed by a space.
- **Titles** (regardless of the cover or title page of the book)
  - **Book titles.** Sentence-style capitalization. Only the first word, proper nouns, and the first word after a colon are capitalized. Book titles are in italics.
  - **Article and chapter titles.** Sentence-style capitalization. Only the first word, proper nouns, and the first word after a colon are capitalized. Do NOT italicize the title or put quotation marks around it. (Type that is not in italics is called roman type).
  - **Journal names.** Give the title of the journal in full, with no abbreviations. All important words and proper nouns are capitalized. The volume number is in italics, but the issue number (and its parentheses) are not.
- **Place of publication** is a city, not a country.

## Sources of information

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington: Author.

Perrin, R. (2007). *Pocket guide to APA style* (2<sup>nd</sup> ed.). Boston: Houghton Mifflin.

For further information or resources visit our Learning Skills website at <http://www.csu.edu.au/division/studserv/learning>