

Manuscript Style Guidelines

CITING YOUR SOURCES – APA STYLE

Referencing author, date and page number in the text - author's surname and the year of publication are placed in the text in parentheses: (Smith, 1998). If you want to refer to a particular page this is the format to be followed - (Smith, 1998, p.10). When volume and page numbers are included, please follow this format - (Smith, 1998, vol.2, pp.54-70). When referencing a work with more than one author, write as follows - (Smith & Jones, 1998). When authors have more than one publication in a year, distinguish between them as follows - (Smith, 1998a). Referencing a work with no author but written by an organisation follows this format (OECD, 1998).

List of references - any item that has a reference in the text should be included in the list of references at the end of the paper. The list should be arranged alphabetically by author/s.

- The title of a book should be in *italics* and the year of publication placed immediately after the author's name in brackets, - Gamage, D. (2003). *Leadership and Management in Education*. Hong Kong: The Chinese University Press.
- If referencing an article in a book, follow this convention - Jones, M. (1998). Managing People. In C.Smith (Ed.), *Managing Labour* (pp. 4-12). San Francisco: Jossey-Bass.
- If referencing an article in a Journal, follow this convention - Rollins, T. (1998). People and Productivity. *Personnel Administration*, 33(3), 50-57.

References should be typed in single space (10 pt.)

For citing in the text:

Smith has defined 'constructivist pedagogy' as 'experiential learning in the classroom' (Smith, 2003, p. 23).

For longer quotes:

Smith (2002) discusses the factors involved in the constructivist pedagogy model in the following way:

Factors in the constructivist pedagogy model include...
allowing for mastery learning (Smith, 2002, p. 729).

An Example of a Reference List:

Advanced Education Council. (1982). *Future perspectives for advanced education: A discussion paper*. Canberra: AGPS

Author. Anonymous. (1973). *Go ask Alice*. London: Corgi Books.

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1990). *Understanding and facilitating adult learning*. San Francisco: Jossey-Bass.

Department of Education, Training and Youth Affairs. (1998). *The characteristics and performances of higher education institutions*. Canberra: AusInfo.

Department of Education, Training and Youth Affairs. (2000). *Higher education report for the 2000 to 2002 triennium*. Retrieved from DETYA Web site: www.detya.gov.au/highered/he_report/2000_2002/html1_1.htm

Gawler, I. (Speaker). (1992). Deepening your meditation: Two profound exercises to practice. In *The meditation tapes* (Tape 12, Side B) [Cassette recording]. Yarra Junction, VIC: Ian & Grace Gawler.

Paasse, G. (1997, November 30-December 4). 'You can't put the toothpaste back in the tube': The impact of higher education on mature age women students. Paper presented at the Australian Association for Research in Education Conference: Brisbane. Retrieved from: <http://www.aare.97pap/paasg087.htm>

Peters, M. (2000). Does constructivist epistemology have a place in nurse education? *Journal of Nursing Education*, 39(4), 166-170. Retrieved from <http://proquest.umi.com>

Pitkala, K., Mantyranta, T., Strandberg, T., Makela, M., Vanhanen, H., & Varonen, H. (2000). Evidence-based medicine: How to teach critical scientific thinking to medical undergraduates. *Medical Teacher*, 22(1), 22-26.

West, L., Hore, T., Eaton, E., & Kermond, B. (1986). *The impact of higher education on mature age students*. Canberra: Commonwealth Tertiary Education Commission.

Wickert, R. (1991a). Maintaining power over the literacy agenda. *Open Letter: Australian Journal for Adult Literacy Research and Practice*, 2(1), 40-54.

Wickert, R. (1991b). *You can get them to listen but can you control what they hear? Maintaining power over the literacy agenda*. Paper presented at the 16th National Conference of the Australian Reading Association, 20 May, Adelaide.