



APA Referencing Guide

Every time we use someone else’s work, argument, idea, data, writing etc., we need to acknowledge the original creator.

This is known as referencing.

We do this to:

- Give credit to the original creator of the ideas and information
- Support our arguments through evidence and credible sources and showcasing how we have engaged with other author's ideas
- Demonstrate that we are acting with integrity, that we are responsible and can be trusted

By not referencing, we are committing plagiarism, therefore stealing other people's work.

At Canterbury Institute of Management (CIM), we use the American Psychological Association Referencing Style, 7th edition (APA7). This involves an in-text citation and reference list.

For more information, visit the APA Style website: <https://apastyle.apa.org/>

For more information, refer to the Referencing Guides and resources found in the Learning Support Hub, on the Library website, on the Library Catalogue and in your Campus Library.

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Generative AI Referencing Guide

All usage of generative AI (GenAI) must be acknowledged and recorded in your assessment.

This involves:

- Completing the *Acknowledgment of the use of GenAI* Form
- Detailed record of your prompts and responses as a *Show Your Work* document
- Referring to the GenAI as a source using in-text citation and referencing

This advice can be found in the *Generative AI Referencing Guide*.

The latest version can be found of this guide can be found in Module 4 in the Learning Support Hub, on the Library website and in your Campus Library.

Law Referencing Guide

An adapted referencing style is used at CIM to reference acts, bills, case law and other legal resources. This allows legal citations to be seamlessly integrated into your assessments, especially as in-text citations and into the APA-styled reference list.

For more information, refer to the *Law Referencing Guide* found in Module 4 in the Learning Support Hub, on the Library website and in your Campus Library.

In-Text Citations

In-text citations appear in the body of your assignment and have two formats: parenthetical and narrative.

Parenthetical citations have the author's last name or group's name and year of publication in brackets, separated with a comma. This form appears within or at the end of a sentence: (Author, Year).

Example:

Software inventions are harder to protect than other types of inventions (Henkelman, 2022).

Narrative citations have the author incorporated into the text as part of the sentence with the year in brackets: Author (Year).

Example:

Henkelman (2022) stated that software inventions are harder to protect than other types of inventions.

Citing two authors

(Cooper & Hall, 2020)

Cooper and Hall (2020)

Citing three or more authors

(Bhimani et al., 2022)

Bhimani et al. (2022)

Citing a group author

Group authors are often companies, organisations, businesses, hospitals, government agencies, task forces etc.

Write the full name of the group as it appears.

(Department of Health and Aged Care, 2023)

Department of Health and Aged Care (2023)

(Canterbury Institute of Management, 2024)

Canterbury Institute of Management (2024)

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Abbreviating group authors

The name of the group, if it is well-known, can sometimes be abbreviated. You do not need to abbreviate the author if you don't want to.

As with other abbreviations, provide the full name of the group when it is first mentioned followed by the abbreviation.

In parenthetical citations, include the abbreviation in square brackets, after the group name followed by the comma and year.

For narrative citations, include the abbreviation before the year in brackets, separated with a comma.

(American Psychological Association [APA], 2017)

American Psychological Association (APA, 2017)

No author

If there is no listed author, write the title of the work in the place of the author's name, capitalising each significant word.

Title of books, reports, webpages, and other works that are italicised in the reference list should be in italics in the in-text citation:

(*The Life of Insects*, 1979)

The Life of Insects (1979)

Title of journal articles, news articles and other works that are not italicised in the reference list are in quotation marks in the in-text citation:

("Earth's Oldest Asteroid", 2013)

"Earth's Oldest Asteroid" (2013)

This must be reflected in the Reference list, with the correct formatting.

Anonymous

If the author of the item is credited as "Anonymous", use this as the author.

(Anonymous, 1996)

Anonymous (1996)

No date

Use n.d. if no date can be found or the date is unknown.

This must be reflected in the reference list.

(University of New South Wales, n.d.)

University of New South Wales (n.d.)

Omitting the year in repeated narrative citations

The year can be omitted from narrative citations only when multiple citations from the same work is referred to in a single paragraph.

Always include the year in parenthetical citations.

Koehler (2016) experimentally examined how journalistic coverage influences public perception of the level of agreement among experts. Koehler provided participants ...

Citing works with authors with the same last name

If different authors with the same surname are credited as the first author for separate sources, include their given names as initials in your citations, even if their works were published in different years.

Do not include initial of the author with the same last name in the in-text citation if they are second or third etc. author.

(J. P. Lewis, 2007)

J. P. Lewis (2007)

(S. Lewis & Edwards, 2015)

S. Lewis & Edwards (2015)

Citing works by the same author and year

Add lowercase letter directly after the year. The letters are allocated to the works, in alphabetical order by title. This should be used in both the in-text citation and the reference list entry.

(Bretag, 2019a) (Bretag, 2019b)

Bretag (2019a) Bretag (2019b)

For works with no date, after the second full stop, add a hyphen followed by the letter: n.d.-a, n.d.-b, n.d.-c etc.

(Dreschke, n.d.-a, n.d.-b)

Dreschke (n.d.-a, n.d.-b)

Citing a translated work

For translated works, include both the year the original work and the year of translation.

(Gaarder, 1991/1994)

Gaarder (1991/1994)

Direct quote

It is preferable to paraphrase rather than quote when using someone's work.

Only quote when the exact wording is important, when the author has conveyed an idea meaningfully or when you want to use the author's authority to strengthen your point.

Limit the quote to under 40 words.

When quoting, copy the text exactly as it appears between two quotation marks. The quote must match the source text including errors.

Always include the author, year and page number in your in-text citation.

A lawyer noted that "patenting should be viewed as a cost–benefit analysis" (Henkelman, 2022, p. 13).

Citing a source with a page number(s)

When referring to a source, especially when quoting, always include a page number.

For a single page, use p.

For multiple pages, use pp. and separate the date range using an en dash. See “Page Numbers” under Reference list.

For discontinuous pages, use a comma between the page numbers.

If the work has no page numbers, provide another way for the readers to locate the information such as providing a heading, section name, a paragraph number, time stamp etc.

For parenthetical citations, the page number is included in the brackets after year.

For narrative citations, the page number follows the quote in brackets.

(Henkelman, 2022, p. 14)

Henkelman (2022) “...” (p. 14)

(Bretag, 2019, pp.14–16)

Bretag (2019) “...” (pp. 14–16)

(Bhimani et al., 2022, pp.14–16, 20)

Bhimani et al., (2022) “...” (pp. 14–16, 20)

(Gecht-Silver & Duncombe, 2015, Osteoarthritis section)

Gecht-Silver & Duncombe (2015) “...” (Osteoarthritis section)

(Chamberlin, 2014, para. 1)

Chamberlin (2014) “...” (para. 1)

(Bassie & Meagher, 2020, paras. 4–5)

Bassie and Meagher (2020) “...” (paras. 4–5)

Changes to quotations

Ellipsis

Use an ellipsis (...) to indicate that some words were omitted within the quote therefore shortening it.

“All the world’s a stage ... and one man in his time plays many parts” (Shakespeare, 2020, p. 84).

Inserting material

Use square brackets [] when adding words to make the quote clearer.

“those [adults] who read gossip magazines, watch gossip-related television shows” (De Backer & Fisher, 2012, p. 421)

Adding emphasis

Use italics when emphasising text within a quotation. Immediately after the italicised text, insert [emphasis added] in square brackets.

“It is important to remember that *gossip helped our ancestors survive* [emphasis added]” (De Backer & Fisher, 2012, p. 421).

Citing multiple works

If a statement, idea or argument is supported by multiple works, you may want to cite all the works as one in-text citation.

In parenthetical citations, these citations must be in alphabetical order and separated using the semi-colon (;).

For narrative citations, these citations can appear in any order.

(Bretag, 2019a; Canterbury Institute of Management, 2024; Henkelman, 2022)

Canterbury Institute of Management (2024), Henkelman (2022), and Bretag (2019a)

Citing a source within a source

Citing a source within a source is when the material you are using quotes or refers to another work.

Use this style of citation sparingly. Seek and use the original work.

If using this style, in the reference list, enter the source you used, not the original work.

Lyon et al. refers to a previous work published in 1982 by Rabbitt. Lyon et al. will only appear in the reference list.

(Rabbitt, 1982, as cited in Lyon et al., 2014)

Citing a figure

If you include a figure in your assignment, you will need to include the following:

1. A sequential figure number (as an Arabic numeral) in bold, above the figure, in the order it is mentioned in your assessment. For example, “**Figure 1**”.
2. A brief but clear title, below the figure number in italics and title case
3. The figure itself such as a chart or illustration
4. Legend or key, if applicable
5. The word “Note” in italics followed by a full stop. This may include:
 - a. An explanatory note, providing more information and context. Add as needed.
 - b. A citation if the figure is from another source.

In the body of your assessment, you will need to refer to the figure by its caption, capitalising the word “figure” and using the number.

Examples

This can be highlighted in Figure 1.

... (see Figure 1).

When citing a figure from another source, use the relevant format:

Figure from a book:

Note. From (use for reprinted) or Adapted from (use for adaptations) *Title of Book* (any edition or volume information, p. xxx), by Author (Initial of first name. Last name), Author and Author, Year, Publisher. Copyright Year by Name of Copyright Holder (if no permission needed) OR CC Licence (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

Figure from a journal article:

Note. From (use for reprinted) or Adapted from (use for adaptations) “Title of Article,” by Author (Initial of first name. Last name), Author and Author, Year, Title of Journal, Volume(Issue - if available), p. xx. (DOI or URL - if available). Copyright Year by Name of Copyright Holder (if no permission needed) OR CC Licence (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

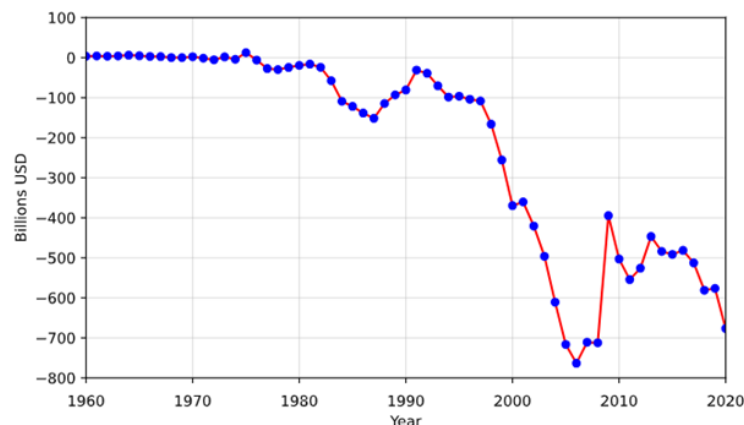
Figure from a website:

Note. From (use for reprinted) or Adapted from (use for adaptations) “Title of Web Document,” by Author (Initial of first name. Last name), Author and Author, Year (URL). Copyright Year by Name of Copyright Holder (if no permission needed) OR CC Licence (if Creative Commons) OR Reprinted with permission (if permission needed) OR In the public domain (if in public domain).

Example

Figure 1

US Trade Balance from 1960



Note. From “US Trade Balance from 1960” by Cherkash, 2021 (https://commons.wikimedia.org/wiki/File:US_Trade_Balance_from_1960.svg). CC BY-SA 4.0.

In the reference list, you will need to reference the source where the figure was obtained from.

Notes

Creative Commons: An organisation that offers licences allowing the sharing and remixing of works under certain conditions. Depending on the licence, these conditions may include attributing the original author, limiting use to non-commercial purposes, or restricting derivative works.

Public domain: works whose copyright has expired, in this context. This mostly applies to older works. In Australia, publications enter the public domain 70 years after the author's death, while government publications become public domain 50 years after creation.

Reference List

At the end of your assignment, a reference list is required. It is an alphabetical list by author, of all sources referred to in your assignment.

Pay attention to the text format (e.g. italics) and punctuation. These represent different things and are essential in the formation of the citation.

Individual author

Last name, Initial of first name.

Henkelman, B. (2022). ...

Multiple authors – two to twenty (20) authors

List all authors (Last name, Initial of first name) in the exact order they appear. Separate each name with a comma (.). Before the last author, use a comma and ampersand (, &).

Bhimani, A., Datar, S., Horngren, C., & Rajan, M. (2023). ...

Cooper, C., & Hall, C. M. (2022). ...

Multiple authors – 21 and more authors

List the first 19 authors (Last name, Initial of first name) in the exact order they appear, separating each name with a comma (.). After the 19th author, type a comma followed by an ellipsis (, ...) then enter the last author.

Ampersand is not required.

Nath, A. P., Ritchie, S. C., Grinberg, N. F., Tang, H. H., Huang, Q. Q., Teo, S. M., Ahola-Olli, A. V., Wurtz, P., Havulinna, A. S., Santalahti, K., Pitkanen, N., Lehtimaki, T., Kahonen, M., Lyytikainen, L. P., Raitoharju, E., Seppala, I., Sarin, A. P., Ripatti, S., Palotie, A., ... Inouye, M. (2019). Multivariate genome-wide association analysis of a cytokine network reveals variants with widespread immune, haematological, and cardiometabolic pleiotropy. *American Journal of Human Genetics*, 105(6), 1076-1090.
<https://doi.org/10.1016/j.ajhg.2019.10.001>

Group authors

Write the full name of the group, company, organisation, businesses, hospitals, government agencies, etc. as presented in the source.

Do not abbreviate the group name.

American Psychological Association. (2017). ...

University of Technology Sydney. (2024). ...

Anonymous

If the author is credited as “anonymous”, use this as the author of the work.

Anonymous. (1996). ...

No authors

If there is no listed author, write the title of the work in the place of the author’s name. The publication date will follow.

This must be reflected in the in-text citation, with the correct formatting.

Title. (Year). Source.

The CCH Macquarie dictionary of business. (1993). CCH Australia.

Page numbers

Separate page numbers using a non-spaced en dash (–), not a hyphen.

..., 13–14.

To create an en dash, either:

- Use the shortcuts:
 - Macs: **option + hyphen (-)**
 - Windows: **ctrl + minus sign (-)** or **alt + 0150** (only on numpad)
- Copy and paste the following symbol –

For more methods, visit the article: How to insert an em or en dash in Word

<https://www.avantixlearning.ca/microsoft-word/how-to-insert-an-em-dash-or-en-dash-in-a-word-document-4-ways/>

Full stops

Entries in the reference list must end with a full stop.

Act and Bill of Parliament

For referencing Acts and Bills, refer to the *Law Referencing Guide*.

Book or e-book

If the book is a first edition, do not write (1st ed.).

Include URL for eBooks from other websites that are not from the Library databases.

Author. (Year). *Title (edition)*. Publisher. DOI/URL - if applicable

Bhimani, A., Datar, S., Horngren, C., & Rajan, M. (2023). *Management and cost accounting* (8th ed.). Pearson Education, Limited.

Cooper, C., & Hall, C. M. (2022). *Contemporary tourism: An international approach* (5th ed.). Goodfellow Publishers, Limited.

Edited book

If an editor has been credited as the creator of the book instead of an author, enter the editor in place of the author followed by (Ed.) or (Eds.) for more than one editor.

Guzys, D., & Petrie, E. (Eds.). (2014). *An introduction to community and primary health care*. Cambridge University Press.

Chapter in an edited book

If there are different authors for each chapter, you will need to reference **EACH** chapter you use, especially if it is more than one.

In-text citation will be the author(s) of the chapter **NOT** the editor(s).

Author. (Year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (edition., page numbers). Publisher Name. DOI/URL - if applicable

Fountain, Y. (2019). Physical activity games. In J. Stone & C. E. Schaefer (Eds.), *Game play: Therapeutic use of games with children and adolescents* (3rd ed., pp. 79–98). John Wiley & Sons.

Stone, J. (2019). Strategy games. In J. Stone & C. E. Schaefer (Eds.), *Game play: Therapeutic use of games with children and adolescents* (3rd ed., pp. 63–78). John Wiley & Sons.

Case law (reported and unreported)

For referencing reported and unreported case law, refer to the *Law Referencing Guide*.

Film

The director should always be credited as the author. If the director is unknown, a similar role can be credited, for example, the executive producer(s).

Author. (Year). *Title of film* [Format]. Production company. URL - if applicable

Nolan, C. (Director). (2023). *Oppenheimer* [Film]. Universal Pictures; Syncopy; Atlas Entertainment.

GenAI content

For referencing GenAI content, for example, AI-generated images, AI-generated text and AI-generated video, refer to the *Generative AI Referencing Guide*.

Graphic

Graphics including images, charts, and artworks.

Author. (Year). *Title of graphic* [Format]. Source. URL

Cherkash. (2021). *US Trade Balance from 1960* [Graph]. Wikimedia Commons.
https://commons.wikimedia.org/wiki/File:US_Trade_Balance_from_1960.svg

Department of Finance. (n.d.). *The budget process* [Infographic].
https://www.finance.gov.au/sites/default/files/2021-11/BFR_The_Budget_Process_Update.png

GDJ. (2018). *Neural network deep learning prismatic* [Clip art]. Openclipart.
<https://openclipart.org/detail/309343/neural-network-deep-learning-prismatic>

Journal article

Author. (Year). Title of article. *Title of Journal, Volume number*(Issue number), page numbers.
DOI/URL - if applicable

Henkelman, B. (2022). Patent prosecution for lean startups: Seven steps for protecting early-stage Ideas. *Intellectual Property & Technology Law Journal*, 34(9), 13–14.
<https://www.proquest.com/scholarly-journals/patent-prosecution-lean-startups-seven-steps/docview/2727237897/se-2>

Kumar, K. S., Gairola, S., & Singh, I. (2023). Sustainable polymers and sisal fibers based green composites: A detailed characterization and analysis. *Express Polymer Letters*, 17(10), 992-1006. <https://doi.org/10.3144/expresspolymlett.2023.74>

Lecture slide

If using slides from an external website, enter the website name in place of the learning management system i.e. eLearning.

If the author and website name are the same, enter the author and skip the website name to URL. There is no need to have the enter the name twice.

Author. (Year, Month Day). *Lecture title [Format]*. Site name. URL

Canterbury Institute of Management. (2025). *Module 6: Study skills and exam preparation [PowerPoint slides]*. eLearning. <https://elearn.ciom.edu.au/>

Housand, B. (2016). *Game on! Integrating games and simulations in the classroom [PowerPoint slides]*. SlideShare. <https://www.slideshare.net/slideshow/game-on-iagc-2016/58005762>

News (Online news website)

Use for news websites that does not have a printed or physical version. Examples include ABC News, BBC News, The Conversation, CNN, Reuters, and SBS News.

Author. (Year, Month Day). *Title of article*. Title of news website. URL

Doyle, M. (2023, October 9). 'Taken out by my own teammate': Mercedes stars blame each other for crash in Qatar. ABC News. <https://www.abc.net.au/news/2023-10-09/f1-qatar-grand-prix-max-verstappen-beats-oscar-piastri/102949494>

Earth's oldest asteroid impact 'may have ended ice age'. (2020, January 22). BBC News. <https://www.bbc.com/news/world-australia-51201168>

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News (Online newspaper)

Use for news websites that have a printed or physical version. Examples include *The Age*, *The Australian*, *New York Times*, *NT News*, *The Sydney Morning Herald*, and *Wall Street Journal*.

Author. (Year, Month Day). Title of article. *Newspaper title*. URL

Ironside, R. (2025, June 1). Emirates puts expiry date on A380s without an Airbus miracle. *The Australian*. <https://www.theaustralian.com.au/business/aviation/emirates-boss-warns-a380s-will-disappear-from-the-skies-unless-manufacturers-make-new-ones/news-story/8a2bd5fb4a4616f70bba950300d56731>

Kruger, C. (2025, May 31). AI could cure cancer, and kill your job. *The Sydney Morning Herald*. <https://www.smh.com.au/business/companies/ai-could-cure-cancer-and-kill-your-job-20250528-p5m2wh.html>

Non-English text

Reference the title in the original language and have the English title in square brackets.

For language that do not use the Latin alphabet such as Arabic, Chinese and Hindi, transliterate the title.

Bussi eres, E.-L., St-Germain, A., Dub e, M., & Richard, M.-C. (2017). Efficacit e et efficience des programmes de transition   la vie adulte: Une revue syst ematique [Effectiveness and efficiency of adult transition programs: A systematic review]. *Canadian Psychology/Psychologie canadienne*, 58, 354–36. <https://doi.org/10.1037/cap0000104>

Srinivasan, Krishnamurthy. (2019). Bharat mein jansankhya sambandhi mudde: Badalti pravittiya, neetiya aur karyakram [population issues in India: Changing finances, policies and programmes]. Sage publications.

Report

If the author and publisher are the same, enter the author and skip the publisher to URL. There is no need to have the enter the name twice.

Author. (Year). *Title of report* (Report number - if applicable). Publisher. URL.

Australian Law Reform Commission. (2023). Maximising the realisation of human rights: Religious educational institutions and anti-discrimination laws: Final report (ALRC Report 142). Australian Government. <https://www.alrc.gov.au/publication/adl-report-142/>

Westpac. (2019). *2019 annual review & sustainability report*. https://www.westpac.com.au/content/dam/public/wbc/documents/pdf/aw/ic/2019_Westpac_Annual_Review_and_Sustainability_Report.pdf

Television series

For television (TV) series, the executive producer(s) should be credited as the author.

If TV series spans for more than one year, separate the years with an en dash. If still airing, replace the second year with the word: present.

Author of TV series. (Role). (Year). *Title of TV series* [Format]. Production company. URL - if applicable

Bennett-Jones, P. (Executive Producer). (1990–1995). *Mr. Bean* [TV series]. Tiger Aspect Productions.

Forster, D., Benson, M., & Fergusson, A. (Executive Producers). (2009–present). *Masterchef Australia* [TV series]. Endemol Shine Australia.

Hayden, N., & Spencer, S. (Executive Producers). (2017). *The house with Annabel Crabb* [TV series]. Australian Broadcasting Corporation. <https://iview.abc.net.au/show/house-with-annabel-crabb>

Individual TV episodes

For individual episodes, the author would be the writers and director. Include the contributor's role in brackets after each name.

Author of episode. (Role). (Year, Month Day). Episode title (Season number, Episode number) [TV series episode]. In Author of TV series (role), *Title of TV series*. Production company. URL - if applicable

Curtis, R. (Writer), Driscoll, R. (Writer), Atkinson, R. (Writer), & Davies, J. H. (Director). (1990, November 5). The return of Mr. Bean (Episode 2) [TV series episode]. In Bennett-Jones, P. (Executive Producer), *Mr. Bean*. Tiger Aspect Productions.

Translated work

For a translated work, include the translator's name in brackets after the title along with "Trans."

Author. (Year of translation). Title (Translator, Trans.). Publisher. (Original work published Year)

Gaarder, J. (1994). *Sophie's World: A novel about the history of philosophy* (P. Moller, Trans.) Phoenix House. (Original work published 1991).

Website

If the author and website name are the same, enter the author and skip the website name to URL. There is no need to have the enter the name twice.

Add retrieval information only if the webpage or website is likely to or is designed to change over time.

Author. (Year, Month Day). Title of page. Website name. URL

Department of Health and Aged Care. (2025, March 13). *Getting vaccinated*. Australian Government. Retrieved on 12 January 2026 <https://www.health.gov.au/topics/covid-19/getting-vaccinated>

State Library of NSW. (2021, October 31). *Using the Library's collections*. <https://www.sl.nsw.gov.au/research-and-collections/using-library/using-librarys-collections>

University of Technology Sydney. (n.d.). *How to write an introduction*. Retrieved 19 February 2024 from <https://www.uts.edu.au/current-students/support/helps/self-help-resources/academic-skills/how-write-introduction>

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Video

Use for videos from YouTube, Instagram, Vimeo and other similar sites.

The author is the person who uploaded the video, even if they did not create or produce the video.

For Ted Talks, there is no need to put the day.

Do not use for films, movies or TV series.




Author (Username – if available). (Year, Month Day). *Title of video* [Video]. Website name.
URL

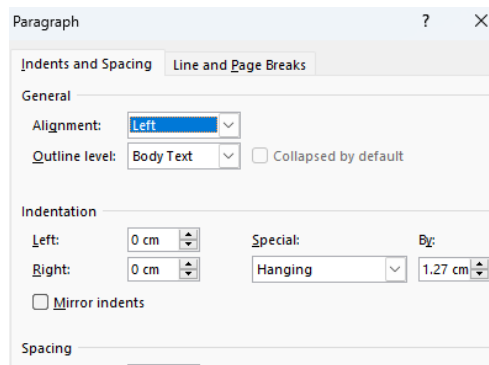
Benjamin, A. (2005, February). *A performance of "mathemagic"* [Video]. TED Conferences.
https://www.ted.com/talks/arthur_benjamin_a_performance_of_mathemagic

V12 Productions. (2025, May 27). *Trains vs cars | a safety lesson* [Video]. YouTube.
<https://youtu.be/69brSffazqs>

Formatting Reference List

Format your reference list as follows:

- Start your reference list on a new page in your document.
- The heading 'References' must be in bold and centred.
- Arrange all citations alphabetically by author, regardless of whether the author is an individual or group, followed by the date.
- All DOIs and URLs must be active links.
- Avoid adding extra blank lines between each reference.
- Align text to the left . Do not centre or justify the text.
- Use 'hanging indent' to separate each reference.
 - Either:
 - In the Word app, go to paragraph settings , under indentation, use the drop-down menu under 'special' and select hanging.
 - For Word Online, paragraph settings can be found under the meatball menu  on the left of the styles menu.
 - Highlight the reference list, right click on the mouse, select paragraph, under indentation, use the drop-down menu under 'special' and select hanging.



- Activate ruler (under View tab menu), slide the bottom triangle until around 1.27 cm (0.5 in).



- In the Word app, highlight the text and use the shortcut
 - Macs: **command + T**
 - Windows: **ctrl + T**

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63 Oxford Street, DARLINGHURST NSW 2010 | 21 Regent Street, REDFERN NSW 2016 | 841 George Street, HAYMARKET NSW 2000 |

399 Lonsdale Street, MELBOURNE VIC 3000 | 2 Printers Place, DARWIN CITY NT 0800

T: + 61 2 8007 5846 | W: www.ciom.edu.au

Reference list example:

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