

Szondiana

Journal of Fateanalysis and Contributions to Depth Psychology

(Publication guidelines)

Submission and publishing process

All new and revised manuscripts must be submitted electronically in Rich Text Format (.rtf) or Microsoft Word Format (.doc) to the email address szondiana@szondialapitvany.hu. Portable Document Format (.pdf) is not an acceptable submission format.

The file must exactly copy, in all respects and in a single file, the complete APA-style printed version of the manuscript.

The official language of Szondiana is English. Manuscripts submitted in French or German are also accepted. All manuscripts have to include an abstract in English.

All manuscripts published in Szondiana have to include a structured abstract of up to 250 words. The Abstract, presented in paragraph form, should be typed on a separate page (page 2 of the manuscript), and must include each of the following sections:

- **Objective:** A brief statement of the purpose of the study
- **Method:** A detailed summary of the participants as well as descriptions of the study design, measures, and procedures
- **Results:** A detailed summary of the primary findings that include effect sizes or confidence intervals with significance testing
- **Conclusions:** A summary of the research and implications of the findings

After the abstract, please supply three to five keywords.

Whenever appropriate, statistical analyses should include effect sizes and confidence intervals and figures should include error bars.

The length of the manuscript should not exceed 6000 words in experimental works, 10000 words in theoretical works and 1000 words in reviews.

The author can include figures and tables in the manuscript but the number of figures and tables cannot be higher than 5.

Submission letter of each manuscript has to include the following statements:

- a statement of compliance with international ethical standards
- a statement that the manuscript or data have not been published previously and that they are not under consideration for publication elsewhere
- a statement to reflect that all listed authors have contributed significantly to the manuscript and consent to their names on the manuscript
- a brief statement of how the article content is relevant to the domain of Szondiana

Accepted types of articles

Empirical report: An empirical study is a report of original research in which a hypothesis is tested; data is collected; and the results are presented and evaluated.

Theoretical article (essay): Theoretical articles use existing research to advance theory. The development of theory is traced in order to expand and refine theoretical constructs. A new theory may be presented, or an existing theory may be analyzed to highlight flaws or showing the advantage of one theory over another.

Literature review: A literature review is a critical analysis of published work. The purpose of the literature review is to: define and clarify the problem; summarize previous research by identifying trends, similarities, differences, contradictions, gaps, and inconsistencies; and suggesting directions for future research.

Case study: Case study is a descriptive research approach to obtain an in-depth analysis of a person, group, or phenomenon.

Methodological article: In methodological articles, new approaches, changes to existing methods or the discussion of quantitative and data analytic approaches to the research community are presented.

Review of a publication: A review is a report. It is a form of literary criticism in which a publication is analyzed based on content, style, and merit.

All types of papers have to meet the APA style requirements.¹

¹ Publication Manual of the American Psychological Association (6th ed.). 2009. Washington, DC

Checklist for empirical papers (empirical report, methodological article, case study)

General Format

- _ double-spaced
- _ 12-pt font
- _ margins of at least 2,5cm

Title page

- _ Header
- _ Running head
- _ Title centered
- _ author (first name, middle initial, last name)
- _ institution

Abstract

- _ not indented
- _ defines all abbreviations, acronyms, unique terms
- _ includes 4-5 of the most important findings
- _ uses 3rd person
- _ doesn't exceed 120 words

Should describe

- _ the problem under investigation
- _ participants
- _ experimental method, including procedure
- _ findings
- _ conclusion, and implications/applications

The Introduction

- _ the title of the paper is the heading
- _ presents the problem and describes past research
- _ discusses background
- _ states the purpose and rationale of your paper
- _ states hypotheses and defines variables

Method

- _ the heading "Method" is centered
- _ how the study was conducted
- _ explain the manipulation
- _ detailed enough to let someone else replicate the study
- _ can identify subsections: participants, procedure, materials (left aligned, italicized)
- _ participants: sex, age, race/ ethnicity
- _ how the dependent variable is measured

Results

- _ heading "Results" is centered
- _ statistical data
- _ all relevant results, even if they don't support your hypotheses
- _ mention Tables and Figures if appropriate (located in Appendix)

Discussion

- _ heading "Discussion" is centered
- _ in 1st paragraph: statement of support/non-support of your hypotheses
- _ discuss similarities/differences between your findings and past research
- _ address alternative explanations for results
- _ last paragraph: -why the problem is important?
- _ the larger issue that hinges on results?
- _ what real life phenomenon is modeled/explained by the results?

References

- _ Reference list begins with a new page
- _ the heading "References" is centered
- _ in alphabetical order of the primary author's last name
- _ double-spaced
- _ hanging indent
- _ only first word in the title of a reference source is capitalized
- _ all citations made in the paper must be in the reference list
- _ all reference sources must be cited in the text

Appendix

- _ each appendix starts on a new page
- _ multiple appendices are labelled Appendix A, Appendix B, etc. in order that they appear in the text

Checklist for theoretical/review papers

General Format

- _ double-spaced
- _ 12-pt font
- _ margins of at least 2,5cm

Title page

- _ Header
- _ Running head
- _ Title centered
- _ author (first name, middle initial, last name)
- _ institution

Abstract

- _ not indented
- _ defines all abbreviations, acronyms, unique terms
- _ uses 3rd person
- _ doesn't exceed 120 words

Should describe:

- _ the topic
- _ purpose
- _ thesis
- _ sources used (i.e. published literature)
- _ conclusion

The Introduction

- _ title of the paper is the heading
- _ states the purpose and rationale of your paper

Discussion

- _ heading "Discussion" is centered
- _ in 1st paragraph: statement of support/non-support of your thesis
- _ address alternative explanations for results
- _ last paragraph: -why the problem is important?
- _ the larger issue that hinges on results?
- _ what real life phenomenon is modeled/explained by the results?

References

- _ the heading of "References" is centered
- _ Reference list begins with a new page
- _ in alphabetical order of the primary author's last name
- _ double-spaced
- _ hanging indent
- _ only the first word in the title of a reference source is capitalized
- _ all citations made in the paper must be in the reference list
- _ all reference sources must be cited in the text

Handling data in case studies

Client/patient informed consent and confidentiality is a professional and ethical imperative, Szondiana requires that patients give informed consent to have their cases written about, and that client identity be thoroughly disguised in published articles. Note at the same time that case presentations must have epistemological integrity - they should not be fictionalized but rather identity should be disguised while retaining informational fidelity of essential case information. Due to our value on authenticity and veracity of crucial case information, composite case studies are not published.

Please follow these general guidelines when disguising cases.

- Identify clients by a fictitious name only. The fictitious name selected should be completely distinct from the patient's real name (e.g., don't make a "William" into a "Bill" or retain the client's first initial).
- Change basic facts, such as age, occupation, geographic location, city size, and the like so long as these facts are not crucial to case interpretation.
- Wherever possible, alter details regarding the client's family composition (e.g., a divorce can become a separation, a deceased family member can be made alive), as long as these facts are not crucial to case interpretation. .
- Change gender and race/ethnicity in cases where these factors did not play an important role in the case or course of treatment.
- Avoid specifics (e.g., rather than giving exact dates, give the season and change the year).
- Do not make mechanical or easily traced changes (e.g., don't change North Carolina to South Carolina)
- If the disguising is done correctly the patient/client should be able to recognize self, but others should not. If the client's life experiences are unique, and so critical to the presenting problem and/or treatment as to prevent the case from being adequately disguised, then the author should obtain a separate signed publication release from the client. That separate release should be founded on the client having actually read the case presentation and agreeing with the manner in which their identity is presented and confirming that the case description is adequately truthful.

Citations and references

On the following pages authors can find examples for using citation and reference rules based on the 6th edition of Publication Manual of the American Psychological Association.

Books	In-text citation	Reference list
Book - One author	Williams (1997) suggested that OR as the survey results showed (Williams, 1997).	Williams, D. (1997). <i>Communication skills in practice: A practical guide for health professionals</i> . London: J.Kingsley.
Book - Two authors	A recent study (Remley & Herlihy, 2001) predicted that ... OR Remley and Herlihy (2001) point out that ... NB: Use an ampersand (&) within the parentheses, but use 'and' in your sentence.	Remley, T.P., & Herlihy, B. (2001). <i>Ethical, legal, and professional issues in counseling</i> . Chicago: Peacock.
Book - Three to six authors <i>(The first time cited in-text list all authors' surnames, subsequent entries use the first surname and et al.)</i>	A further study (McArdle, Katch & Katch, 2001) highlighted that ... OR McArdle, Katch and Katch, (2001) state that ... Subsequent entries: (McArdle et al., 2001) OR McArdle et al. (2001) state	McArdle, W.D., Katch, F.I., & Katch, V.L. (2006). <i>Exercise physiology: Energy, nutrition, and human performance</i> (6 th ed.). Baltimore: Lippincott, Williams & Wilkins.
Book – Seven or more authors	In an earlier study (Harrison et al., 1999) the results indicated that Just use first surname and et al. when citing in text.	Harrison, G., Woods, R., Morrison, J., Zappa, F., Lennon, J., Wright, S., et al. (1999). <i>Group dynamics</i> . London: Record Press. List the first six authors then put et al.
Book - No author	Respiratory acidosis is characterised by (<i>Fluids & electrolytes made incredibly easy</i> , 2002) Use italics for title of a book; use double quotation marks for title of a journal article or book chapter.	<i>Fluids & electrolytes made incredibly easy</i> . (2002). Springhouse, PA: Springhouse. Most titles will use 'and' but if title page uses an ampersand (&) then your reference should do the same.
Book - Organisation or Corporate authormust be assessed (Antibiotic Expert Group, 2010).	Antibiotic Expert Group. (2010). <i>Therapeutic guidelines: Antibiotic</i> . Version 14. Melbourne: Therapeutic Guidelines Ltd..
Book - Second or later edition	Applegate (2000, p. 381) states that about "19% of the plasma is " OR The steps described (Applegate, 2000) show that the first	Applegate, E. (2000). <i>The anatomy and physiology learning system</i> (2 nd ed.). Philadelphia: WB Saunders.

<p><i>Book - with an editor</i></p>	<p>Tuberculosis is a “mycobacterial disease that is a major cause of disability and death... “ (Heymann, 2008, p. 560)</p>	<p>Heymann, D.L. (Ed.). (2008). <i>Control of communicable diseases manual</i> (19th ed.). Washington: American Public Health Association.</p>
<p><i>Book - Chapter in edited work</i></p>	<p>According to Schofield (1990) the vast majority of Australians</p>	<p>Schofield, T. (1990). Living with a disability. In J. Reid & P. Trompf (Eds.), <i>The health of immigrant Australia</i> (pp. 288–311). Sydney: Harcourt Brace Jovanich.</p> <p>Note that the author has surname then initial but the editors’ names have initial then surname and are preceded with ‘In’.</p>
<p><i>Book - Several sources are cited at once</i></p>	<p>Healey (2002a, 2002b), Purtilo and Haddad (1996) and Townsend (2002) all found evidence of</p> <p>OR</p> <p>Several studies (Healey, 2002a, 2002b; Purtilo & Haddad, 1996; Townsend, 1999) show that</p> <p>Each source cited in text should appear as a separate entry in the reference list. Use a, b, etc. to differentiate books by the same author in same year. List different authors in alphabetical order by first author’s surname. Separate the citations with semicolons.</p>	<p>Healey, J. (2002a). <i>Adolescent health</i>. Rozelle, NSW: Spinney Press.</p> <p>Healey, J. (2002b). <i>Suicide and self-harm</i>. Rozelle, NSW: Spinney Press.</p> <p>Purtilo, R., & Haddad, A. (1996). <i>Health professional and patient interaction</i>. Philadelphia: W.B. Saunders.</p> <p>Townsend, M.C. (1999). <i>Essentials of psychiatric/mental health nursing</i>, Philadelphia: F.A. Davis.</p>
<p>Secondary reference: Referring to an author (primary reference) read about in another publication (secondary reference)</p> <p>NB: Try to locate the primary source if possible</p>	<p>...more than infection control (McPherson, as cited in Wass, 2000).</p> <p>OR</p> <p>McPherson’s 1993 study (as cited in Wass, 2000) stated that ...</p> <p>OR</p> <p>An earlier study by McPherson (cited in Wass, 2000) showed that ...</p>	<p>Wass, A. (2000). <i>Promoting health: The primary care approach</i> (2nd ed.). Philadelphia: Saunders.</p> <p>In this case you have only actually used the book by Wass to find the information, so that is the book that will appear in the reference list. Unless you find and read the original work by McPherson you do not put it in your reference list.</p>
<p><i>Dictionary / Encyclopaedia entry</i></p>	<p>Causality, as defined by Last (2001), is</p>	<p>Last, J.M. (Ed.). (2001). Causality. In <i>A dictionary of epidemiology</i> (4th ed., p. 26). Oxford: OUP.</p>
<p><i>Dictionary / Encyclopaedia entry – electronic</i></p>	<p>....more underlying cause (“Causality”, 2001).</p>	<p>Causality. (2001). In <i>World of sociology</i>, Gale. Retrieved from http://www.credoreference.com.ipacez.nd.edu.au/entry/worldsocs/causality</p>

E-books	In-text citation	Reference list
<p><i>Author & title rules same as books BUT also need version and retrieval statement with the DOI if there is one, OR the name of database OR the URL.</i></p> <p>Rules for multiple authors same as print books.</p>	<p>According to the British Medical Association [BMA] (2002) medicalisation of sport is one of the reasons that.....</p> <p>...demonstrate SVR rates above 60% mostly with combined therapy (Mauss, Berg, Sarrazin & Wedemeyer, 2009).</p>	<p>British Medical Association. (2002). <i>Drugs in sport: The pressure to perform</i>. [Ebrary version]. Retrieved from Ebrary database.</p> <p>Mauss, S., Berg, T., Rockstroh, J., Sarrazin, C., & Wedemeyer, H. (Eds). (2009). <i>Hepatology: A clinical textbook</i>. [Adobe PDF version]. Retrieved from http://217.160.60.64/fb/link9.php?id=432</p>
Journals	In-text citation	Reference list
<p><i>Journal article in print</i></p> <p>Rules for multiple authors same as books (see examples above).</p>	<p>Cresswell and Eklund (2004) conducted a study.....</p> <p>In-text citations - for two authors always put both surnames; for 3-6 authors list all authors' surnames in first citation, then use first surname et al. for subsequent entries; for 7 or more authors just put first surname et al.</p>	<p>Cresswell, S.L., & Eklund, R.C. (2004). The athlete burnout syndrome: Possible early signs. <i>Journal of Science and Medicine in Sport</i>, 7(4), 481-487.</p> <p>Rules for multiple authors same as books.</p>
<p><i>Journal article – Electronic -- with a DOI</i></p> <p>Rules for multiple authors same as books.</p>	<p>Significant differences were found by MacKenzie, Byles, and D'Este (2006), with the control group</p> <p>For subsequent entries (3 - 6 authors): MacKenzie et al. (2006) also concluded that.....</p>	<p>MacKenzie, L., Byles, J., & D'Este, C. (2006). Validation of self-reported fall events in intervention studies. <i>Clinical Rehabilitation</i>, 20(4), 331-339. doi:10.1191/0269215506cr947oa</p> <p>Rules for multiple authors same as books.</p>
<p><i>Journal article – Electronic -- without a DOI – accessed from a database.</i></p> <p>Retrieval statement needed</p>	<p>A model from New Zealand is presented by Durie (2004), which shows.....</p>	<p>Durie, M. (2004). An Indigenous model of health promotion. <i>Health Promotion Journal of Australia</i>, 15(3), 181-185. Retrieved from Informit database.</p>
<p><i>Journal article – Electronic without a DOI – accessed free from the Internet</i></p> <p>Retrieval statement needed</p>	<p>A survey by Murray, Warm and Fox (2005) found that...</p> <p>For subsequent entries (3 - 6 authors) in the <u>same paragraph</u> you do not need to repeat the year: Murray et al. also noted that adolescent girls</p>	<p>Murray, C., Warm, A., & Fox, J. (2005). An internet survey of adolescent self-injurers. <i>The Australian e-Journal for the Advancement of Mental Health</i>, 4(1). Retrieved from http://www.auseinet.com/journal/vol4iss1/murray.pdf</p>

<p><i>Journal article from a Supplement. (If electronic add DOI or Retrieval statement.)</i></p>	<p>...and hand hygiene should always be performed between patient contacts (Collignon & Carnie, 2006).</p>	<p>Collignon, P.J., & Carnie, J.A. (2006). Infection control and pandemic influenza. <i>Medical Journal of Australia</i>, 185(Suppl. 10), S54-S57.</p>
<p><i>Journal - Abstract only</i> If abstract only is used it must be indicated so in the Ref List.</p>	<p>Holm, Lepp and Ringveld's study of dementia patients (2005) is part of a larger project that</p>	<p>Holm, A., Lepp, M., & Ringsberg, K.C. (2005). Dementia: Involving patients in storytelling – A caring intervention. <i>Journal of Clinical Nursing</i>, 14(2), 256-263. Abstract retrieved from CINAHL+ database.</p>
<p><i>Book review in journal</i> Use DOI if available, otherwise a Retrieval statement</p>	<p>While Armstead (2007) also states that people with Asperger's syndrome tend to be</p>	<p>Armstead, J., (2007). Finding a different kind of normal. [Review of the book <i>Finding a different kind of normal: Misadventures with Asperger Syndrome</i>]. <i>Healthcare Counselling and Psychotherapy Journal</i>, 7(1), 33. Retrieved from Psychology and Behavioral Sciences Collection database</p>
<p>WWW</p>	<p>In-text referencing</p>	<p>Reference list</p>
<p><i>Document on the World Wide Web (with date and author)</i> Retrieval statement needed</p>	<p>Basser (2005) notes that this is not</p>	<p>Basser, S. (2005). <i>Anti-immunisation scare: The inconvenient facts</i>. Retrieved from http://www.skeptics.com.au/journal/1997/1_immunise.htm Web addresses are not underlined and no full stop is used.</p>
<p><i>Document on the WWW (with corporate author)</i> Retrieval statement needed</p>	<p>The Therapeutic Goods Administration [TGA] guidelines (2007) state that</p> <p>Subsequent entries use only the acronym, eg: The TGA (2007) also recommends</p>	<p>The Therapeutic Goods Administration. (2007). <i>Australian regulation of prescription medical products</i>. Retrieved from http://www.tga.gov.au/docs/html/pmeds_regs.htm</p>
<p><i>Document on the WWW (with author but no date)</i> Retrieval statement needed</p>	<p>Drug Aware (n.d.) describes ecstasy as similar to..... OR These effects can occur within 20 minutes (Drug Aware, n.d.) ...</p>	<p>Drug Aware. (n.d.). <i>Ecstasy</i>. Retrieved from http://www1.drugaware.com.au/Drug Information/Ecstasy.aspx</p>
<p><i>Document on the WWW (no author / sponsor, no date)</i> Retrieval statement needed</p>	<p>As claimed ("Why we don't vaccinate", n.d.),</p> <p>**Always question the validity of a site that has no author/sponsor or date.</p>	<p><i>Why we don't vaccinate</i>. (n.d.). Retrieved from http://www.geocities.com/Heartland/8148/vac2.html</p>

<p>Conference Proceedings available on WWW</p> <p>Retrieval statement needed</p>	<p>The local GP was a first point of health service contact for many people (Patterson, 2005).</p>	<p>Patterson, S. (2005). <i>Multiple partners for mental health</i>. Paper presented at the 8th National Rural Health Conference. Retrieved from http://www.ruralhealth.org.au/nrhpublic/publicdocs/conferences/8thNRHC/Papers/patterson,%20susan.pdf</p>
<p>Government Report available online (e.g. AIHW; ABS)</p> <p>Retrieval statement needed</p>	<p>....being the main barriers to vaccination (Australian Institute of Health and Welfare [AIHW], 2010).</p> <p>Data from the Australian Bureau of Statistics [ABS] (2009) shows three areas that</p>	<p>Australian Institute of Health and Welfare. (2010). <i>2010 pandemic vaccination survey: Summary results</i> (Cat. No. PHE 128). Retrieved from http://www.aihw.gov.au/publications/index.cfm/title/11374</p> <p>Australian Bureau of Statistics. (2009). <i>Australian social trends, Dec 2009</i> (No. 4102.0). Retrieved from http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4102.0Main+Features30Dec+2009</p>
Other	In-text referencing	Reference list
<p>MIMS (Online)</p> <p>MIMS (Print journal)</p> <p>MIMS (Print Annual)</p>	<p>Panadol can be given to..... ("Panadol", 2011.).</p> <p>Interactions given are..... (MIMS, 2003, p.128).</p> <p>Somac tablets are well tolerated (MIMS, 2004, p.17)</p>	<p><i>Panadol</i>. (2011). Retrieved from MIMS Online.</p> <p>Paradex. (2003). <i>MIMS</i>, 41(4), 128.</p> <p>MIMS Australia (2004). <i>June 2004 MIMS Annual</i>. St Leonards, NSW: Medi Media.</p>
Legislation (Acts)	In Western Australia, the <i>Mental Health Act</i> (1996) defines a mental health practitioner as	<i>Mental Health Act</i> 1996 (WA).
Legislation (Cases)	In <i>Malouf v. AME Properties</i> (2007) it was found that If referring to a particular page put the case name and the page no. If referring to the judgement as a whole, leave out the page number.	<i>Malouf v. AME Properties Pty Ltd.</i> (2007). FCA 1616. Retrieved from http://www.austlii.edu.au
<p>Government publication</p> <p>Give full title & acronym initially, then use acronym</p>	<p>The guidelines suggest (National Health and Medical Research Council [NHMRC], 2003).</p> <p>The NHMRC (2003) also recommends</p>	<p>National Health and Medical Research Council. (2003). <i>Dietary guidelines for all Australians</i>. Canberra: Australian Government Publishing Service.</p>
Thesis - print	Chivers (2010) discussed the relationship between.....	Chivers, P. (2010). <i>Individual, behavioural and environmental pathways to adolescent obesity</i> , (Doctoral dissertation). University of Notre Dame Australia, Fremantle, W.A.

Thesis - electronic	..was discussed in relation to the inquiry (Gluyas, 2008).	Gluyas H. (2008). <i>The influence of health inquiries on clinical governance systems: A case study of the Douglas Inquiry</i> (Doctoral dissertation). Retrieved from http://researchonline.nd.edu.au/
Magazine article - no author	It is also toxic when consumed in high doses ("The hard road ahead", 2005) and..... Use quotation marks " " for title. Abbreviate if long.	The hard road ahead. (2005, October 24). <i>Time</i> , 166(17), 80-86. For magazine & newspapers give full date in Year, Month, Day order. If no author alphabetise by first significant word in title (in this case, Hard).
Newspaper article with an author	Laurie (2004) also finds this quite conceivable and states that ...	Laurie, V. (2004, November 20-21). In the eye of the storm. <i>Weekend Australian</i> , p. 1.
Newspaper article with no author	Health experts warn that ... ("Detection", 2003). Abbreviate and use quotation marks " " for title.	Detection proves its worth for cancer prevention. (2003, April 4). <i>The West Australian</i> , p.22.
Videorecording or DVD Put the format in [] brackets.	Harrison and Freedman (2005) were able to show these tensions in their documentary, which is.....	Harrison, K. (Director), & Freedman, R. (Producer). (2005). <i>Crossing the line</i> . [DVD]. A.C.T., Australia: Ronin Films.
Television broadcastthese hospitals are only for the wealthy (Harley, 2005).	Harley, W. (Producer). (2005, November 8). India: Medical tourism. <i>Foreign correspondent</i> . [Television broadcast]. Sydney, NSW: ABC Television.
Podcast Retrieval statement needed	The issue of pain control was also debated in another area (Seega & Swan, 2007) and it appears that.....	Seega, B. (Producer), & Swan, N. (Presenter). (2007, January 29). <i>Chronic disease self-management</i> [Audio podcast]. Sydney: ABC Radio National. Retrieved from http://www.abc.net.au/rn/healthreport/stories/2007/1833599.htm
CD-Romsas heard in the lung sounds of an overweight, middle aged male (Kerr, 2001).	Kerr, R. (2001). <i>Physical assessment: Practical chest auscultation</i> . [CD-ROM]. Wagga Wagga, NSW: Katscan Digital Imaging.
From a university course readings book	Brackenreg (1999, p. 48) discusses these theories and states that	Brackenreg, M. (1999). Learning from our mistakes – Before it's too late. In <i>HPE 3205 — Outdoor Education Course Reader</i> (pp. 46–54). Fremantle, WA: University of Notre Dame Australia.
Tutorial/Workshop Handout (unpublished)gave examples of the problems with not evaluating web resources (<i>The WWW: The good, the bad and the ridiculous</i> , 2007).	<i>The WWW: The good, the bad and the ridiculous</i> . Tutorial handout distributed in the course CO115 – Health Communications, at The University of Notre Dame Australia on April 12, 2009.

<i>Lecture notes (unpublished)</i>	These biological processes are associated with ageing (White, 2007) and	White, C. (2007). <i>Pathology: Week 6</i> . Lecture notes distributed in the course SS220 — Pathology, at the University of Notre Dame Australia, Fremantle on September 6, 2009.
<i>Personal Communications</i>	In a telephone conversation on 6 August 2007, Dr Lawrence stated that... OR Evidence given (C. Lawrence, personal communication, 6 August, 2007) ...	Personal communications such as conversations, letters, personal email messages and messages on bulletin boards/discussion lists, are not usually included in a reference list unless specifically requested by your lecturer.
Tables & Figures	In-text referencing	Reference list

Tables and figures enable a large amount of information to be presented clearly and efficiently. Tables usually show numerical values or text arranged in columns or rows. Any type of illustration other than a table is referred to as a figure, for instance: charts, graphs, photographs or drawings. See chapter 5 in the *Publication Manual of the American Psychological Association (6th ed.)* for detailed information on presenting tables and figures, including numbering, titles and notes. Insert explanatory notes if needed and then the word 'From' or 'Adapted from' before the citation below the table or figure.

<i>All or part of a table, figure, or data used in text - -- From a book</i>	<i>Note.</i> [Insert explanatory note here as required]. From <i>Junqueira's basic histology text and atlas (12th ed.)</i> p.142, by A. Mescher, 2010, New York: McGraw Hill.	Mescher, A.L. (2010). <i>Junqueira's basic histology text and atlas (12th ed.)</i> . New York: McGraw Hill.
<i>-- From a journal article (electronic with DOI)</i>	<i>Note.</i> [Insert explanatory note here as required]. From "Endurance exercise performance in Masters athletes: age-associated changes and underlying physiological mechanisms," by H. Tanaka and D.R.Seals, 2008, <i>Journal of Physiology</i> ,586(1), p.56.	Tanaka, H, & Seals, D.R. (2008). Endurance exercise performance in Masters athletes: Age-associated changes and underlying physiological mechanisms. <i>Journal of Physiology</i> , 586(1), 55-63. doi:10.1113/jphysiol.2007.141879
<i>-- From a website</i>	From <i>Australian social trends, December 2009</i> , Australian Bureau of Statistics.	Australian Bureau of Statistics. (2009). <i>Australian social trends, December 2009</i> (No. 4102.0), Retrieved from http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4102.0Main+Features30Dec+2009

REMEMBER: You must check your references carefully before handing in your assignments. If you are unsure or have an item that does not have an example given above, check the *Publication Manual of the American Psychological Association* or ask at the Library. Please note however, that Library staff CANNOT check or proof-read assignment reference lists for students.

See the next page for an example of how the Reference List should be presented.

References

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