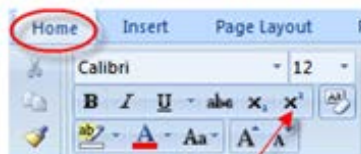


## ■ REFERENCES IN YOUR PAPER

Each time you cite or refer to someone else’s work in your paper you must identify the source with a **reference number**. These numbers appear in the reference list consecutively in the same order in which they appear in the text. Once a source has been cited, the same number is used in all subsequent references. No distinction is made between print and electronic references when citing within the text.

Element	Examples
The <b>reference number</b> appears in superscript after the full stop if it is at the end of a sentence, or after a comma if it is in the middle of a sentence. If you are <b>citing the same source again</b> , use the same reference number.	This was shown by Smith, <sup>1</sup> but not by Jones. <sup>2</sup>
If you have written about <b>someone else’s ideas</b> , you must use a reference number, even if you haven’t mentioned that person in your paper. Put the reference number after the relevant sentence or paragraph and cite their details in your reference list.	Hygienists have become an integral part of dental practice. <sup>3</sup>
When <b>multiple references</b> are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive.	Newer agents are being trialled and some have been very successful. <sup>4-6</sup>
Use commas (without spaces) to separate <b>non-sequential</b> numbers.	No evidence has been found for this treatment. <sup>7,9,14</sup>
Use <b>both commas and a hyphen</b> for inclusive and non-sequential references.	Some evidence has been found for this treatment. <sup>8,15,17-20</sup>
If your lecturer asks you to add <b>page numbers</b> after the reference number, put the page number in brackets after the reference number.	Hygienists play an “essential role in dental practice”. <sup>3 (202)</sup>

**Microsoft tip:** To put your reference number in superscript, click on **HOME** in the menu bar, click on the icon **x<sup>1</sup>** for the superscript function.



**■ CREATING YOUR REFERENCE LIST only include works cited in your paper**

Journals	
<p><b>Elements of the citation</b></p> <p>Akar GC, Ergul S. The oral hygiene and denture status among residential home residents. Clin Oral Investig 2008;12:61-65.</p> <p><b>Authors:</b> Akar GC, Ergul S.</p> <p><b>Title:</b> The oral hygiene and denture status among residential home residents.</p> <p><b>Journal/Source:</b> Clin Oral Investig</p> <p><b>Year:</b> 2008;</p> <p><b>Volume no.:</b> 12:</p> <p><b>Pages:</b> 61-65.</p>	
Reference type	Formatting
<p><b>Journal –</b> Where there are <b>5 or fewer authors</b>, list all the authors.</p>	<p>Ghazal A, Jonas IE, Rose EC. Dental side effects of mandibular advancement appliances - a 2-year follow-up. J Orofac Orthop 2008;69:437-447.</p>
<p><b>Journal –</b> Where there are <b>6 or more authors</b>, only the first 3 are listed and add 'et al.'</p>	<p>Koyama N, Okubo Y, Nakao K, et al. Evaluation of pluripotency in human dental pulp cells. J Oral Maxillofac Surg 2009;67:501-506.</p>
<p><b>Journal –</b> Corporate author</p>	<p>Council for Responsible Genetics. Position statement on cloning. Bull Med Ethics 1997;131:10-11.</p>
<p><b>Additional information</b></p> <ul style="list-style-type: none"> <li>• <b>Journal titles</b> must be in the <b>Medline abbreviated format</b>. Type in the title at this website <a href="http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals">http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals</a> to find the abbreviated title.</li> <li>• There are no spaces between the date, volume and page numbers. <b>Do not</b> include the issue or months if the journal has continuous pagination.</li> <li>• If the journal is a supplement, write (Suppl. 1) after the volume. If it is a part, write in brackets (Pt 3) after the volume.</li> <li>• Ensure that you are importing references to EndNote, which will take care of how articles from print and electronic journals are listed in the reference list.</li> </ul> <p><b>Example for a journal only available electronically:</b> Schmidlin P. Regenerative treatment of a cemental tear using enamel matrix derivatives: a ten-year follow-up. Open Dent J. 2012; 6: 148–152. doi:10.2174/1874210601206010148. Accessed June 2013.</p> <ul style="list-style-type: none"> <li>• See above for how a print journal should be recorded in the reference list.</li> </ul>	

<b>Books</b>	
<b>Elements of the Citation</b>	
Cohen S, Hargreaves KM. Pathways of the pulp. 9th edn. St. Louis, Mo.: Elsevier Mosby, 2006.	
<b>Authors:</b> Cohen S, Hargreaves KM <b>Title:</b> Pathways of the pulp. <b>Edition:</b> 9th edn. <b>Place:</b> St. Louis, Mo.: <b>Publisher:</b> Elsevier Mosby, <b>Year:</b> 2006.	
Type of reference	Formatting
<b>Book –</b> Single author	Wilkins EM. Clinical practice of the dental hygienist. 10th edn. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2009.
<b>Book –</b> Two authors	Soames JV, Southam JC. Oral pathology. 4th edn. Oxford ; New York: Oxford University Press, 2005.
<b>Book –</b> Editors as authors	Pharoah M, White SC, eds. Oral radiology : principles and interpretation. 6th edn. St. Louis, Mo.: Mosby, 2009.
<b>Book –</b> Reference to a chapter	Sedano HO. Genetics: Part 1. In: Ibsen OAC, Phelan JA, eds. Oral pathology for the dental hygienist. St. Louis, Mo.: Saunders/Elsevier, 2009:301-322.
<b>Book –</b> Parts of a numbered series or volume	Australian Institute of Health and Welfare. Health and community services labour force, 2006. AIHW Cat. No. HWL 43. Canberra: Australian Institute of Health and Welfare (National Health and Labour Force Series No. 42), 2009.
<b>Additional information</b> <ul style="list-style-type: none"> <li>• Include page numbers only if you are referring to a chapter or a section of a book. The page numbers must be typed in full. Include a full-stop after the page numbers.</li> <li>• Include a <b>space after the colon</b>. Capitalize only the first word of the book, unless it is the name of a person, place or a biological classification.</li> <li>• Where there are <b>5 or fewer authors</b>, list all the authors. Where there are <b>6 or more authors</b>, only the first 3 are listed, followed by 'et al.'</li> <li>• The author's last name is followed by their initials and then a comma. There is no full-stop after their initials EXCEPT for the last author which has a full-stop.</li> <li>• When citing a <b>chapter in a book</b>, first list the authors of the chapter, then the chapter title. The word 'In:' is used and then the author(s) title of the book etc.</li> <li>• If the <b>publishers</b> are in <b>more than one city</b>, write the name of the city that is printed first. Write the place name in full. If the place name is not well known, add a comma, one space and the state or the country for clarification.</li> <li>• If the book is part of a volume, use the abbreviation "vol." and place it in brackets. If it is part of a series, write the series title in brackets after the publisher. Include any Cat. No.</li> </ul>	

## Online resources and multimedia

**Elements of the Citation**

Australian Bureau of Statistics. Australian social trends 2007. Australian Bureau of Statistics. URL: 'http://www.abs.gov.au/ausstats/abs@.nsf/mf/4102.0?OpenDocument '. Accessed March 2009.

**Authors:** Australian Bureau of Statistics.  
**Title:** Australian social trends 2007.  
**Publisher:** Australian Bureau of Statistics.  
**URL:** URL:http://www.abs.gov.au/ausstats/abs@.nsf/mf/4102.0?OpenDocument '  
**Date site accessed:** Accessed March 2009.

Type of reference	Formatting
<b>Internet –</b> Epub journal article (online ahead of print)	Zou D, Zhao J, Ding W, Xia L, Jang X, Huang Y. Wisdom teeth: mankind's future third vice-teeth? Med Hypotheses 2009;Epub 2009 Sep 19.
<b>Internet –</b> web site accessed online	Australian Dental Association. Frequently asked questions. Australian Dental Association. URL: ' <a href="http://www.ada.org.au/faqs/default.aspx">http://www.ada.org.au/faqs/default.aspx</a> '. Accessed March 2009.
<b>Internet –</b> papers or reports accessed online	Australian Government. Budget strategy and outlook 2008-09. Budget paper no. 1, 2008. URL: ' <a href="http://www.budget.gov.au/2008-09/content/bp1/html/index.htm">http://www.budget.gov.au/2008-09/content/bp1/html/index.htm</a> '. Accessed March 2009.
<b>Internet –</b> an e-book accessed online	Ingle JI, Bakland LK, Baumgartner JC. Ingle's endodontics. [Online]. Available from: STAT!Ref. Hamilton, Ont.: BC Decker, 2008. Accessed March 2009.
<b>Internet –</b> a conference paper accessed online	Debowski S. Collaboration and community: Building strength in tertiary education. In: Engaging communities. HERDSA Annual Conference: Rotorua 2008. URL: ' <a href="http://www.herdsa.org.au/wp-content/uploads/conference/2008/media/Debowski.pdf">http://www.herdsa.org.au/wp-content/uploads/conference/2008/media/Debowski.pdf</a> '. Accessed March 2009.
<b>Multimedia</b>	Discount dental [videodisk]. Sydney, N.S.W.: Ch.9, 2008.

- Additional information**
- Internet sources include websites, electronic journals and e-texts.
  - The punctuation for authors' names, titles and publication details are the same as for book references.
  - When accessing a website, include the month and year the site was accessed.
  - An Internet address should be enclosed in single quotation marks 'http://www...
  - An Internet address is continuous with no spacing
  - An Internet address does not need the descriptor [online] in the reference details. A multimedia resource does need a descriptor, such as [videocassette] or [cassette] or [CD-ROM]. An e-book also requires the descriptor [online] if it is accessed online as opposed on a CD or disk.

## Other hard copy sources: Newspaper, pamphlet, legal material & conference paper

Type of reference	Formatting
<b>Newspaper – with author</b>	Davies H. Downturn fails to douse home ownership dream. The Courier Mail. 2009 March 30;5.
<b>Newspaper – without author</b>	Search for fishermen scaled back after rough weather. The Courier-Mail. 2009 March 30;2.
<b>Pamphlet / poster</b>	World Health Organisation. Chronic diseases and their common risk factors [pamphlet]. Geneva: World Health Organisation, 2005. (Facing the facts; no. 1).
<b>Legal material – acts and regulations ; patents</b>	Public Health Act 2005 (Qld). Public Service Regulations (Cwlth), r 83(2)(a)(ii). Reynolds EC. Treatment for sensitive teeth. US Patent 5,981,475. 1999
<b>Conference papers or proceedings</b>	Cederman-Haysom TG, Brereton MF. A participatory design agenda for ubiquitous computing and multimodal interaction: A case study of dental practice. In Jacuci G, Kensing F, eds. Proceedings of the Ninth Participatory Design Conference 2006: Expanding Boundaries in Design; 2006 Aug 5-6; Trento, Italy. USA: ACM Press, 2006:11-20.
<b>Thesis and dissertation</b>	Holcombe T. Prevalence of dental caries in the permanent dentition of Australian school children. St Lucia, Qld: The University of Queensland, 2006. MDS thesis.  Cairns RB. Infrared spectroscopic studies of solid oxygen. Berkeley, California: University of California, 1965. Dissertation

### Additional information

- Pamphlet /poster – format: The author(s). Title of the pamphlet. In square brackets the word [pamphlet] or [poster]. The place of publication: the publisher, year (in brackets the name of the series; and no. in series).
- Legal material – format: Name of the act and then the section, followed by regulation
- If a conference paper appears in a book, cite conference paper details first, next cite the book details.
- When citing conference proceedings, include the full details of the conference including dates and location, next cite the publication of the proceedings.
- Papers awaiting publication: These may appear as references, provided they have been accepted by the Journal to which they have been submitted. They should be cited as follows: Grant TC. Chronic periodontitis. Int Dent J (in press).
- Written communications: These may be inserted in the text in parentheses. They should be cited as follows: (Smith GJ, written communication, July 2008).
- Unpublished observation and verbal communications are not listed as references.

## ■ TABLES AND FIGURES IN YOUR PAPER

Below are examples of the layout and formatting of a figure and a table using the ADJ style. These examples appear in: Burrow MF, Tyas MJ. Clinical evaluation of an 'all-in-one' bonding system to noncarious cervical lesions - results at one year. *Aust Dent J* 2003;48:180-182. Available online at: <http://www3.interscience.wiley.com/cgi-bin/fulltext/120130426/PDFSTART>

### Tables:

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses.

**Table 1. Distribution of restorations in teeth**

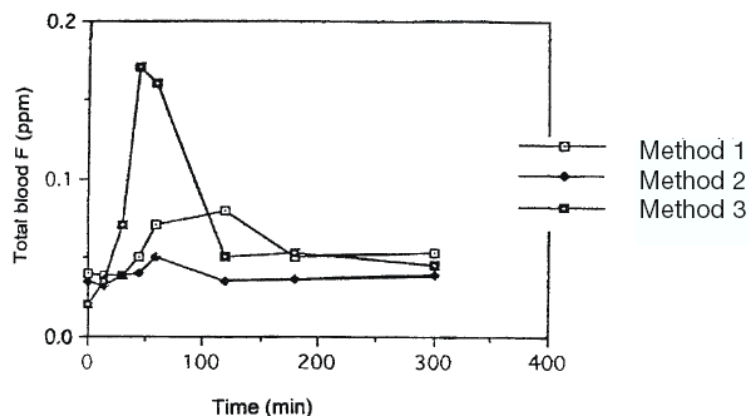
	Upper	Lower	Totals
Molars	6	0	6
Premolars	24	6	30
Canines	6	3	9
Incisors	0	6	6
Totals	36	15	51

### Figures:

All illustrations (line drawings, photographs and graphs) are classified as figures. Figures should be cited in consecutive order in the text.



**Fig 1.** Non-carious cervical lesions before (left) and after restoration (right). Two layers of adhesive and two increments of resin composite were used to restore the first molar.



**Fig 2.** Mean total blood fluoride concentrations (ppm) up to five hours following APF gel application and controlled ingestion.


## ■ YOUR REFERENCE LIST

Below is an example of the formatting of a reference list:

### REFERENCES

1. Ghazal A, Jonas IE, Rose EC. Dental side effects of mandibular advancement appliances - a 2-year follow-up. *J Orofac Orthop* 2008;69:437-447.
2. Koyama N, Okubo Y, Nakao K, et al. Evaluation of pluripotency in human dental pulp cells. *J Oral Maxillofac Surg* 2009;67:501-506.
3. Council for Responsible Genetics. Position statement on cloning. *Bull Med Ethics* 1997;131:10-11.
4. Wilkins EM. *Clinical practice of the dental hygienist*. 10th edn. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2009.
5. Soames JV, Southam JC. *Oral pathology*. 4th edn. Oxford ; New York: Oxford University Press, 2005.
6. Pharoah M, White SC, eds. *Oral radiology : principles and interpretation*. 6th edn. St. Louis, Mo.: Mosby, 2009.
7. Sedano HO. Genetics: Part 1. In: Ibsen OAC, Phelan JA, eds. *Oral pathology for the dental hygienist*. St. Louis, Mo.: Saunders/Elsevier, 2009:301-322.
8. Australian Institute of Health and Welfare. *Health and community services labour force, 2006*. AIHW Cat. No. HWL 43. Canberra: Australian Institute of Health and Welfare (National Health and Labour Force Series No. 42), 2009.
9. Schmidlin P. Regenerative Treatment of a Cemental Tear Using Enamel Matrix Derivatives: a Ten-Year Follow-up. *Open Dent J*. 2012; 6: 148–152. doi: 10.2174/1874210601206010148. Accessed June 2013.
10. Australian Dental Association. Frequently asked questions. Australian Dental Association. URL: '<http://www.ada.org.au/faqs/default.aspx>'. Accessed March 2009.
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12. Ingle JI, Bakland LK, Baumgartner JC. *Ingle's endodontics*. [Online]. Available from: STAT!Ref. Hamilton, Ont.: BC Decker, 2008. Accessed March 2009.
13. Debowski S. Collaboration and community: Building strength in tertiary education. In: *Engaging communities*. HERDSA Annual Conference: Rotorua 2008. URL: '<http://www.herdsa.org.au/wp-content/uploads/conference/2008/media/Debowski.pdf>'. Accessed March 2009.
14. *Discount dental* [videodisk]. Sydney, N.S.W.: Ch.9, 2008.
15. Search for fishermen scaled back after rough weather. *The Courier-Mail*. 2009 March 30;2.
16. Davies H. Downturn fails to douse home ownership dream. *The Courier Mail*. 2009 March 30;5.

#### **Microsoft tip: Numbering your reference list**

When you are in a Word document, click on the **HOME** tab on the menu bar, and then click on the  icon. A new paragraph and number will appear.

