

# academic skills

## Harvard Referencing Guide

Eighth Edition (updated June 2022)

For more information, visit  
Blackboard/Academic Skills/Referencing or [www.usc.edu.au](http://www.usc.edu.au)  
and search 'referencing guide'.

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This guide is based on the Harvard style of referencing as presented in the *Style manual for authors, editors and printers, 6th edition*, published by Wiley & Sons. The guide outlines when and how to include references in academic writing.

While every effort has been made to deal with the source types and variations most commonly encountered by students, it is beyond the scope of this guide to provide examples of every possible variation of each source type. Students should consult a range of Harvard referencing resources to build independent skills and to resolve any 'referencing dilemmas'. Harvard referencing skills can be further developed by attending a Harvard referencing workshop or by consulting tutors or academic skills advisers. Where this guide has not provided rules for citing specific items, the principles of consistency, logic and clarity should be used to generate citations.

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# General Information

Referencing is acknowledging the sources of information used in academic writing. Referencing *every time* you use evidence, ideas, data or images from sources gives credibility to your work because you demonstrate how your interpretations fit into the field of knowledge about which you are writing. Referencing also enables you to give credit to your sources and avoid plagiarism.

## Source

'Source' is the term used in this guide for the location, or source, of ideas or evidence. Examples of sources include books, articles, websites, legislation, live performances, art works, tables and figures. Referencing rules vary to suit each type of source.

## In-text reference & reference list

In academic writing, you need to reference each source *both* in text and in a reference list.

In-text references appear as part of sentences and are limited to author surname (or organisation name) and year of publication; however, in-text citations for direct quotes include author and year *and* page number. You can mix author first or information first in-text citations.

### Author first in-text citation

The author name is given before the information.

Bigby (2003, p. 2) defines culture as 'a shared system of values, beliefs, and learned patterns of behaviour'.

### Information first in-text citation

The information is given before the author name.

Culture is shaped by context and interaction (Bigby 2003).

In-text citations are a short form, directing the reader to the reference list.

A referencelist appears at the end of an academic text and includes the full publication details of all sources cited in text listed in alphabetical order.

## Reference list & bibliography

A bibliography acknowledges all sources of information consulted on the topic, whether or not cited in text. A reference list contains details of only those sources cited in text. In most assignments, you will be required to supply a reference list, not a bibliography.

## Reference & citation

These two words are often used interchangeably. In this guide, 'citation' means an individual occasion of referring to a source, either in text or in the reference list.

## Quote

Quotes are the exact words taken from any published or unpublished material. It is conventional to use very few direct quotes; less than 10% of your total word count is a useful guideline. An in-text citation and a reference list entry are required.

If you are quoting a full sentence, use a capital letter at the beginning of the quote. For example: Anderson's (Wullschlager ed. 2004, p. 37) character blusters, 'Tell me right now what you want [the tinderbox] for'.

## Paraphrase

A paraphrase is your own wording of any information you use from a source. An in-text citation and a reference list entry are required.

## Synthesis

Synthesis is your own wording of any information you combine from two or more sources. In-text citations and reference list entries are required.

## Summary

A summary is your own wording of the main points in a source. No detail or supporting data is included, unless required for clarity. An in-text citation and a reference list entry are required.

## DOI

A 'Digital Object Indicator', is a number unique to a particular *online* academic article. The doi can be found in the database storing the article or on the front page of the article. All doi numbers begin with 10. Do not include information (e.g. www. or http) given before the number 10. No space after the colon (doi:10.XXX). No viewed date is required. There is no full stop at the end of the doi number.

## URL

A 'Uniform Resource Locator', is used for online sources only if there is no doi number. Viewed day month year (the date you accessed the article) is required with a URL. There is no full stop at end of the URL.

## Plagiarism

USC Student Academic Misconduct - Procedures defines plagiarism as 'presenting the thoughts, words, phrases or works of another as one's own' by:

- referring to someone else's work, ideas or theories as your own by not acknowledging the source/authors
- using someone else's original words without placing them in inverted commas
- writing words that are almost the same as the original article, lecture, text or journal, even if you have acknowledged the source

Using evidence appropriately is an essential skill at university.

## Can I express my own opinion?

Everything that is not cited in text and detailed in your reference list is your own work. Any critical claims you make, any phrases you use to link ideas and any evaluative comments, conclusions or suggestions you make, *are* created by you.

## Abbreviations common in citations

ch.	chapter	n.p.	no page number
chor.	choreographer	p., pp.	page, pages
dir.	director	para., paras	paragraph, paragraphs
ed., eds	editor, editors	pers. comm.	personal communication
edn	edition	sic	thus, so (as in the original)
et al.	and others	s., ss.	section, sections
fig., figs	figure, figures	r., rr.	regulation, regulations
n.d.	no date	vol., vols	volume, volumes
no.	number		

# Referencing rules

## Books

### Book: one author

#### Paraphrase

Gimenez (2007) reiterates that a paragraph contains information about a single idea.

OR

A paragraph contains information about a single idea (Gimenez 2007).

#### Quote

Include page number or page range (as relevant) and single quotation marks.

Gimenez (2007, p. 14) explains that 'paragraphing records information in blocks or paragraphs which contain one principal idea'.

OR

'Paragraphing records information in blocks or paragraphs which contain one principal idea' (Gimenez 2007, p. 14).

### Reference list

List in alphabetical order by author surname with no space between double initials and no punctuation between initials and year.

Surname, Initial/s Year, *Title in italics and minimal capitalisation*, Publisher Name, City of publication.

#### Reference List

Gimenez, J 2007, *Writing for nursing and midwifery students*, Palgrave Macmillan, Basingstoke.

### Book: organisation as author

When the author is an organisation, such as a government department or a company, cite the name of the organisation as the author name.

If citing the organisation in text only once, write the full name both in text and in the reference list. No acronym is used.

If citing the organisation more than once, write both full name and acronym for the first citation, for example the World Health Organization (WHO), and then use only the acronym for subsequent citations. If you refer to the organisation more than once in the body of a report, write both full name and acronym in the executive summary or abstract (if relevant) and both full name and acronym *again* the first time in the body.

#### Paraphrase

##### If organisation cited only once in text

According to the Corporations and Markets Advisory Committee (2005) there has been intense debate about personal liability.

OR

Personal liability is a controversial topic (The Corporations and Markets Advisory Committee 2005).

##### If organisation cited more than once: first citation

The Corporations and Markets Advisory Committee (CAMAC 2005) reports that there has been serious debate about personal liability.

OR

Personal liability is a controversial topic (Corporations and Markets Advisory Committee [CAMAC] 2005).

*When using brackets within brackets, use square brackets inside round brackets.*

**If organisation cited more than once: subsequent citations**

According to the CAMAC (2005) there has been debate about personal liability.

OR

Personal liability is a controversial topic (CAMAC 2005).

**Quote**

**If organisation cited only once in text**

The Corporations and Markets Advisory Committee (2005, p. 1) draws attention to concerns 'raised about derivative liability on company officers'.

OR

'Concerns have been raised about derivative liability on company officers' (The Corporations and Markets Advisory Committee 2005, p. 1).

**If organisation cited more than once: first citation**

The Corporations and Markets Advisory Committee (CAMAC 2005, p. 1) refers to concerns 'raised about derivative liability on company officers'.

OR

'Concerns have been raised about derivative liability on company officers' (Corporations and Markets Advisory Committee [CAMAC] 2005, p. 1).

*When using brackets within brackets, use square brackets inside round brackets.*

**If organisation cited more than once: subsequent citations**

According to the CAMAC (2005, p. 1) there have been concerns 'raised about derivative liability on company officers'.

OR

'Concerns have been raised about derivative liability on company officers' (CAMAC 2005, p. 1).

**Reference list**

Organisation Name, Initial/s Year, *Title in italics and minimal capitalisation*, Publisher Name, City of publication.

**If organisation cited only once in text**

Corporations and Markets Advisory Committee 2005, *Personal liability for corporate fault: discussion paper*, Corporations and Markets Advisory Committee, Sydney.

**If organisation cited more than once in text**

Corporations and Markets Advisory Committee (CAMAC) 2005, *Personal liability for corporate fault: discussion paper*, CAMAC, Sydney.

*If the publisher of a print book is the same as the author, use the acronym for the publisher.*



## Book: two or three authors

Retain the order of authors given by the source.

### Paraphrase

According to Peck and Coyle (2005), punctuation must follow set rules rather than be invented.

As Rao, Chanock and Krishnan (2007) point out, arguments should all support the thesis of an essay.

Use **and** before the last author when authors are part of a sentence.

OR

Punctuation has to follow set rules rather than be invented (Peck & Coyle 2005).

Arguments in an essay support the thesis (Rao, Chanock & Krishnan 2007).

Use **&** before the last author when authors are in brackets.

### Quote

According to Peck and Coyle (2005, p. 13), 'an author must comply with punctuation rules'.

Rao, Chanock and Krishnan (2007, p. 32) assert that 'all your arguments lead' to your thesis.

OR

'An author must comply with punctuation rules' (Peck & Coyle 2005, p. 13).

An essay must have a thesis 'towards which all your arguments lead' (Rao, Chanock & Krishnan 2007, p. 32).

### Reference list

Surname, Initial/s, Surname, Initial/s & Surname, Initial/s Year, *Title in italics and minimal capitalisation*, edition (when not the first), Publisher Name, City of publication.

Use **&** before the last author.

Peck, J & Coyle, M 2005, *Write it right: a handbook for students*, Palgrave Macmillan, New York.

Rao, V, Chanock, K & Krishnan, L 2007, *A visual guide to essay writing: how to develop and communicate academic argument*, Association for Academic Language and Learning, Sydney.

## Book: four or more authors

For four or more authors: in text, cite only the first author surname followed by **et al.** (full stop after 'al.' but not after 'et'). In Latin, 'et alia' means 'and others'. In the reference list, cite all authors. Retain the order of authors given by the source.

### Paraphrase

van Krieken et al. (2010) contend that a new perspective on crime is required.

Retain lower case letter for surname if given that way in source. Note that **et al.** is plural, so the verb should agree ('contend' not 'contends').

OR

A new perspective on crime is required (van Krieken et al. 2010).

### Quote

According to van Krieken et al. (2000, p. 511) crime is defined as 'behaviour which is proscribed and punishable by law'.

OR

Crime is defined as 'behaviour which is proscribed and punishable by law' (van Krieken et al. 2000, p. 511).

### Reference list

Surname, Initial/s, Surname, Initial/s, Surname, Initial/s & Surname, Initial/s Year, *Title in italics and minimal capitalisation*, edition (when not the first), Publisher Name, City of publication.  
Use **&** before the last author.

van Krieken, R, Habibas, D, Smith, P, Hutchins, B, Haralambos, M & Holborn, M 2010, *Sociology: themes and perspectives*, 4th edn, Pearson Longman, Frenchs Forest.

*Retain lower case letter for surname if given that way in source.*

### Book: author unknown

If the author of a book is not given, *the title of the book is cited in italics in place of the author*, both in text and in the reference list.

### Paraphrase

In *The bride stripped bare* (2003) dialogue is minimal.

OR

Dialogue is minimal (*The bride stripped bare* 2003).

### Quote

The narrator in *The bride stripped bare* (2003, p. 61) speaks of a 'desire to crash catastrophe into my world'.

OR

The narrator speaks of a 'desire to crash catastrophe into my world' (*The bride stripped bare* 2003, p. 61).

### Reference list

Insert in reference list disregarding any article ('a', 'an' or 'the') beginning the title.

*Book Title* Year, Publisher Name, City of publication.

*The bride stripped bare* 2003, Fourth Estate, London.

## Book: later edition

Do not confuse edition (a book published again with substantial updates) with edited book (a book containing chapters or material collated by an editor who is not the author of all the material - see below).

### Paraphrase

Godfrey et al. (2010) categorise the major theories in accounting.

*Note that **et al.** is plural, so the verb should agree ('categorise' not 'categorises').*

OR

Differences between normative and positive theories of accounting are identified (Godfrey et al. 2010).

### Quote

Godfrey et al. (2010, p. 30) indicate that a major criticism of statistical research is the way it 'tends to lump everything together'.

OR

A criticism advanced is that large-scale statistical research 'tends to lump everything together' (Godfrey et al. 2010, p. 30).

### Reference list

Surname, Initial/s Year, *Title in italics and minimal capitalisation*, edition (when not the first), Publisher Name, City of publication.

*Edition number after the title. Turn off superscript (3rd not 3<sup>rd</sup>).*

Godfrey, J, Hodgson, A, Tarca, A, Hamilton, J & Holmes, S 2010, *Accounting theory*, 7th edn, John Wiley & Sons, Milton.

## Edited book

It is rare to cite an edited book. It is more common to cite a chapter in an edited book. Do not confuse edited book (a book containing chapters or material collated by an editor who did not write all of the material) with edition (a book published again with substantial updates - see above). An edited book may also be a later edition. Insert full stop after 'ed.' but not after 'eds'.

Referencing an edited book can be quite complicated. When referencing an edited book, it is important to consider whose words you are citing.

### Citing an author whose work is being edited

If the original author's role is of primary importance, cite the author's name and acknowledge the editor in the reference list.

### In-text reference

Thomas Paine (2004, p. 60) observes that 'the nearer any government approaches to a republic the less business there is for a king'.

### Reference list

Paine, T 2004, *Common sense: Thomas Paine*, in E Larkin (ed.), Broadview, Toronto.

### Citing an introduction written by the editor(s)

Edited books sometimes feature an introduction written by the editor.

If you reference this type of introduction, cite the editor's name and the year in your in-text reference.

## Paraphrase

### Single editor

A study by Larkin (ed. 2004) collates and evaluates writing by Thomas Paine.

OR

Writing by Thomas Paine triggered controversy (Larkin ed. 2004).

### Multiple editors

Strangio and Costar (eds 2006) state that the first Labor government in Victoria was elected in 1952.

OR

The first state Labor government in Victoria was elected in 1952 (Strangio & Costar eds 2006).

### Quote

#### Single editor

Larkin (ed. 2004, p. 3) reports that Paine 'began a revolution in thinking'.

OR

Paine 'began a revolution in thinking' (Larkin ed. 2004, p. 3).

### Multiple editors

Strangio and Costar (eds 2006, p. 7) emphasise that 'state records are dispersed'.

OR

The historical account is limited as 'state records are dispersed' (Strangio & Costar eds 2006, p. 7).

### Referencelist

Editor Author Surname, Initial/s Year, 'Introduction', in Initial/s Surname (ed. or eds in brackets), Book title in italics and minimal capitalisation, Publisher Name, City of Publication, Page numbers of introduction

Larkin, E 2004, 'Introduction', in E Larkin (ed.), *Common sense: Thomas Paine*, Broadview Editions, Toronto, pp. 7-34.

Strangio, P & Costar, B 2006, 'Introduction', in P Strangio & B Costar (eds), *The Victorian premiers 1856-2006*, Federation Press, Sydney, pp. 1-10.

## Chapter in an edited book

### Paraphrase

Sniehotta and Aunger (2010) state psychological stages vary.

OR

There are defined stages which are internally similar but psychologically different (Sniehotta & Aunger 2010).

### Quote

Sniehotta and Aunger (2010, p. 136) contend that 'tailored interventions' are superior to 'one-size-fits-all' mediations.

OR

'Traditional social cognition models specify a small set of psychological variables' (Sniehotta & Aunger 2010, p. 136).

### Reference list

Use **in** before editor initials before editor surname (reverse usual order). Use **pp.** for page range. Insert full stop after 'ed.' but not after 'eds'.

Chapter Author Surname, Initial/s Year, 'Chapter title in minimal capitalisation and single quotation marks', in Initial/s Surname (ed. or eds in brackets), *Book title in italics and minimal capitalisation*, Publisher Name, City of Publication, Page numbers of chapter.

Sniehotta, FF & Aunger, R 2010, 'Stage models of behaviour change', in D French, K Vedhara, A Kaptein, & J Weinman (eds), *Health psychology*, British Psychological Society, Blackwell, Chichester, pp. 135-46.

## Book: part of a series

### Paraphrase

Sternad (ed. 2009) states that advances have been patchy.

Swales and Feak (2004) contend that graduate students need to develop writing skills at a new level.

OR

Advances in knowledge have been patchy (Sternad ed. 2009).

Graduate students need to develop writing skills at a new level (Swales & Feak 2004).

### Quote

Sternad (ed. 2009, p. 45) states that progress 'is limited'.

OR

There is a need to 'assist graduate students build advanced writing skills' (Swales & Feak 2004, p. 4).

### Reference list

Surname, Initial/s (ed. or eds in brackets if edited) Year, *Title in italics and minimal capitalisation*, Series title in no italics and minimal capitalisation, edition (when not the first), volume number (if relevant), Publisher Name, City of publication.

Sternad, D (ed.) 2009, *Progress in motor control: a multidisciplinary perspective*, Advances in experimental medicine and biology, vol. 629, Springer, New York.

Swales, JM & Feak, CB 2004, *Academic writing for graduate students: essential tasks and skills*, Michigan series in English for academic and professional purposes, 2nd edn, University of Michigan Press, Ann Arbor.

## Book: translation or revision

### Paraphrase

González Sánchez (2011) traces the impact of books on new world colonisers.

OR

Perceptions play a greater role in later methodologies (González Sánchez 2011).

### Quote

As González Sánchez (2011, p. 91) argues, this monopoly 'reinforced the supposed homogeneity'.

OR

Prohibition increased 'the temptation and enjoyment of such accursed books' (González Sánchez 2011, p. 76).

### Reference list

Translator and reviser initials *before* surname (reverse usual order).

Surname, Initial/s (ed. or eds in brackets if edited) Year, *Title in italics and minimal capitalisation*, edition (when not the first), translator Initial/s Surname, reviser Initial/s Surname, Publisher Name, City of publication.

González Sánchez, CA 2011, *New world literacy: writing and culture across the Atlantic, 1500-1700*, trans. T Platt, rev. B Aram, Bucknell University Press, Lewisberg.

*Retain surnames as given in source, including symbols (go to Insert tab, symbols).*

## Book: scholarly edition of a previously published book

Edited or with an introduction by a scholar. If you wish to state the date of publication of the original, do so as part of a sentence (not part of the referencing).

### Paraphrase

Hans Christian Andersen's story (Wulfschlager ed. 2004), originally published in 1835, is gothic in tone.

OR

Andersen's later stories employ more complex language (Wulfschlager ed. 2004).

### Quote

Anderson's (Wulfschlager ed. 2004, p. 37) character blusters, 'Tell me right now what you want [the tinderbox] for'.

OR

'Tell me right now what you want [the tinderbox] for' (Wulfschlager ed. 2004, p. 37).

*If necessary for clarification, replace text in quote with text in square brackets.*

### Reference list

Surname, Initial/s (ed. or eds in brackets) Year, *Title in italics and minimal capitalisation*, edition (when not the first), translator Initial/s Surname (if relevant), Publisher Name, City of publication.

Wulfschlager, J (ed.) 2004, *Hans Christian Andersen fairy tales*, trans. T Nunnally, Penguin Books, London.

## Electronic book (ebook)

Publication information is usually available from the Library database or online store.

### Paraphrase

Carroll (2011) produces a mix of fantasy and gothic horror in his story.

OR

*Alice in Wonderland* contains elements of both fantasy and gothic horror (Carroll 2011).

*Book titles cited in italics in text; Place Name (e.g. Wonderland) capitalised.*

### Quote

Use page numbers if available; if not, use **chapter**, **paragraph** or **section** number as relevant. Space between abbreviation and number. (e.g. ch. 2, para. 4, s. 5)

For Plowden (2002, p. 103), the crucial feature is 'a structured approach'.

OR

'Do bats eat cats?' (Carroll 2011, para. 9).

### Reference list

Surname, Initial/s (ed. or eds in brackets if edited) Year, *Title in italics and minimal capitalisation*, edition (when not the first), ebook, translator Initial/s Surname (if relevant), Online Publisher Name, City of publication, viewed day month year, URL.

Carroll, L 2011, *Alice in Wonderland*, ebook, Bookbyte Digital, Salem, viewed 21 November 2013, <https://itunes.apple.com/us/book/alices-adventures-in-wonderland/id510986661?mt=11>

Plowden, P 2002, *Advocacy and human rights act*, ebook, Routledge-Cavendish, Abingdon, viewed 2 February 2015, [http://www.USC.eblib.com.au/EBLWeb/patron/?target=patron&extendedid=P\\_220047\\_0&userid=^u](http://www.USC.eblib.com.au/EBLWeb/patron/?target=patron&extendedid=P_220047_0&userid=^u)

## Chapter in an electronic book (ebook)

### Paraphrase

Guerra (2009) points out that a single karyotype formula accounts for most accessions.

OR

A single karyotype formula accounts for most accessions (Guerra 2009).

### Quote

Guerra (2009, p. 52) refers to 'the intense apomictic reproduction by nucellar embryony'.

OR

*Citrus* demonstrates 'intense apomictic reproduction by nucellar embryony' (Guerra 2009, p. 52).

### Reference list

Chapter Author Surname, Initial/s Year, 'Chapter title in minimal capitalisation, no italics and single quotation marks', in Initial/s Surname (ed. or eds in brackets if edited), *Book title in italics and minimal capitalisation*, ebook, Publisher Name, City of Publication, Page numbers of chapter, viewed day month year, URL.

Guerra, M 2009, 'Chromosomal variability and the origin of *Citrus* species', in CL Mahoney & DA Springer (eds), *Genetic diversity*, ebook, Nova Science Publishers, New York, pp. 51-64, viewed 15 November 2016, [http://ezproxy.usc.edu.au:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=311092&site=ehost-live&ebv=EB&ppid=pp\\_51](http://ezproxy.usc.edu.au:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=311092&site=ehost-live&ebv=EB&ppid=pp_51)

## Conference papers and conference proceedings

Published 'proceedings' refers to the edited collection of peer-reviewed papers which were presented at a conference, seminar or meeting.

### Paraphrase

Kikkinn and Hotham (2005) defend collaboration which allows synthesis of discipline perspectives.

OR

Collaboration allows synthesis of discipline perspectives (Kikkinn & Hotham 2005).

### Quote

Kikkinn and Hotham (2005, p. 99) state collaboration 'offers opportunities for reciprocal exchange'.

OR

Collaboration 'offers opportunities for reciprocal exchange' (Kikkinn & Hotham 2005, p. 99).

### Reference list

Surname, Initial/s Year, 'Paper title in single quotation marks, no italics and minimal capitalisation', *Conference Title in Italics and Maximal Capitalisation*, Conference Host in maximal capitalisation, Conference city, Country if given, Conference date/s if available, page/s if available.

Kikkinn, B & Hotham, L 2005, 'Improving oral communication in pharmacy education through interdisciplinary research', *Refereed Proceedings of the Language and Academic Skills in Higher Education Conference*, Australian National University, Canberra, pp. 99-108.

## Unpublished paper presented at a conference

Unpublished material includes unpublished papers presented at conferences, seminars and meetings.

Surname, Initial/s Year, 'Title in single quotation marks, no italics and minimal capitalisation', paper presented at Conference title, Conference Host if available, City, Country, Conference date/s if available, viewed day month year and URL (if relevant)

Asano, T 2001, 'Water from (waste) water - the dependable water resource', paper presented at Stockholm Water Symposium, Stockholm, Sweden, 12-18 August, viewed 25 August 2009, <http://www.deadlydeceit.com/water/LaureateLectureFinalUSreclaimed.pdf>

## Other citing situations

### Synthesising ideas or evidence from more than one source

Synthesis is your wording of ideas or evidence you combine from two or more sources. You can synthesise ideas from sources of different types (e.g. book, online article, government document). All sources must be cited in text, separated by a semi-colon.

### Paraphrase

Several scholars (Engleberg 2007; Rothwell 2004) have found that groups may avoid constructively arguing opposing ideas as they generally want to maintain harmony.

OR

Groups may avoid constructively arguing opposing ideas as they generally want to maintain harmony (Engleberg 2007; Rothwell 2004).

*Synthesising can be quite complex, as in the example below:*

Among the many issues in cross-cultural or cross-national research (Adler 1983; Chan & Rossiter 2003; Sekaran 1983), perhaps the most important is that of data equivalence (Berry 1980; Craig & Douglas 2000; Kumar 2000; Mullen 1995; Salzberger, Sinkovics & Schlegelmilch 1999).

Source: Rogers, MM, Peterson, RA & Albaum, G 2013, 'Measuring business related ethicality globally: cultural emic or etic?', *International Journal of Management and Marketing Research*, vol. 6, no. 1, pp. 1-14, viewed 7 May 2014, <http://search.proquest.com.ezproxy.usc.edu.au:2048/docview/1429243337?accountid=28745>

### Quote

'Gatekeepers' are key figures within a group (Katz 1982, p. 82; Rothwell 2004, p. 216)

### Reference list

Engleberg, IN 2007, *Working in groups: communication principles and strategies*, Houghton Mifflin, Boston.

Katz, R 1982, 'The effects of group longevity on project communication and performance', *Administrative Science Quarterly*, vol. 27, no. 1, pp. 81-104, viewed 10 February 2017, <http://www.jstor.org/stable/pdf/2392547.pdf>

Rogers, MM, Peterson, RA & Albaum, G 2013, 'Measuring business related ethicality globally: cultural emic or etic?', *International Journal of Management and Marketing Research*, vol. 6, no. 1, pp. 1-14, viewed 7 May 2014, <http://search.proquest.com.ezproxy.usc.edu.au:2048/docview/1429243337?accountid=28745>

Rothwell, JD 2004, *In mixed company: communicating in small groups and teams*, Thompson/Wadsworth, Belmont.



## Citations in a source from another source

It is best practice to find the original sources and their reference details. If you do need to use the work of one author as cited in another author's work (for example, if the original is out of print), provide both authors' names in the text. In the reference list, include only the source you have used.

### Paraphrase

Cite both authors' names in text. The publication year of the earlier source is not cited.

According to Rubin (cited in Redman 2006) paragraphs focus on one topic and each sentence should relate to that topic.

For Oshima and Hogue (cited in Bretag, Crossman & Bordia 2007), a paraphrase expresses the same meaning as the original text but uses different words.

OR

Paragraphs focus on one topic and each sentence should relate to that topic (Rubin, cited in Redman 2006).

A paraphrase expresses the same meaning as the original text but uses different words (Oshima & Hogue, cited in Bretag, Crossman & Bordia 2007).

### Quote

Fahey (cited in Frost 2008, p. 69) provides evidence that 'wages for unskilled work remained lower than those in the capital cities'.

OR

The value placed on private property by pastoralists 'clashed with the nomadic, customary nature of Aboriginal society and this discord often erupted in violence' (Reynolds, cited in Frost 2008, p. 63).

### Reference list

In the reference list, include only the source you have used.

Bretag, T, Crossman, J & Bordia, S 2007, *Communication skills for international students in business*, McGraw-Hill Irwin, Boston.

Frost, L 2008, 'Across the great divide: the economy of the inland corridor', in A Mayne (ed.), *Beyond the black stump: histories of outback Australia*, Wakefield Press, Kent Town.

Redman, P 2006, *Good essay writing*, 3rd edn, Sage, London.

## More than one source by the same author - different years

To refer at one point in the text to more than one work by the same author but published in different years.

### Paraphrase

Separate the citations with a semi-colon. Order chronologically by date of publication.

Cottrell (2005; 2008) describes critical thinking in detail.

OR

Critical thinking is elucidated in some detail (Cottrell 2005; 2008).

### Quote

Separate the citations with a semi-colon after the page number.

For Cottrell (2005, p. 5; 2008, p. 11), critical thinking is 'a skill that can be learned'.

OR

Critical thinking can be defined as 'a skill that can be learned' (Cottrell 2005, p. 5; 2008, p. 11).

### Reference list

Order chronologically by date of publication.

Cottrell, S 2005, *Critical thinking: developing effective analysis and argument*, Palgrave Macmillan, New York.

Cottrell, S 2008, *The study skills handbook*, 3rd edn, Palgrave Macmillan, New York.

## More than one source by the same author - same year

### Paraphrase

Separate the citations with a semi-colon.

Blainey (2003a; 2003b) describes life in Melbourne for the early settlers.

OR

Daily life was challenging (Blainey 2003a; 2003b).

### Quote

At this time 'there were no bridges' (Blainey 2003b, p. 39) to cross the rivers in countryside Victoria, even Melbourne's city streets were 'still rough and dimly lit' (Blainey 2003a, p. 22).

### Reference list

Establish the order based on alphabetical order of the title, disregarding 'a', 'an' or 'the' beginning the title. Attach a lower case letter of the alphabet to the publication date. Retain this order for in-text citations (i.e. even if, for example, information from 2003b appears before information from 2003a).

Blainey, G 2003a, *Black kettle and full moon: daily life in a vanished Australia*, Penguin/Viking, Camberwell.

Blainey, G 2003b, *A game of our own: the origins of football*, Black Inc., Melbourne.

# Journals and periodicals

## Print journal article

Print-only academic journals are now rare, so you are unlikely to find them on the shelves in the library. Most academic journals are now also (or only) available online.

### Paraphrase

Hammill and Awhina (2007) comment that one of the primary objectives of offering generic study skills programs to students is to familiarise those students with the basic expectations of academic writing.

OR

One of the primary objectives of offering generic study skills programs to students is to familiarise those students with the basic expectations of academic writing (Hammill & Awhina 2007).

### Quote

For O'Shea (2007, p. 47), clarification about 'enrolment procedures, financial requirements' and 'timetabling' is required.

OR

Not understanding some institutional expectations leads to confusion and stress in some students when they first begin university. Clarification about 'enrolment procedures, financial requirements' and 'timetabling' is required (O'Shea 2007, p. 47).

### Reference list

Article Author Surname, Initial/s Year, 'Article title in single quotation marks with no italics and minimal capitalisation', *Journal Title in Italics and Maximal Capitalisation*, volume number if available, issue number if available, article page range.

Hammill, J & Awhina, T 2007, 'Linking study skills courses and content: a joint venture between Student Services and Faculty of Health and Environmental Sciences', *Journal of Australia and New Zealand Student Services*, no. 29, pp. 3-21.

O'Shea, S 2007, 'Well, I got here... but what happens next? – Exploring the early narratives of first year female students who are first in the family to attend university', *Journal of the Australian and New Zealand Student Services Association*, no. 29, pp. 36-51.

*This journal produces issues but not volumes, so only the issue number can be cited.*

## Online journal article

### Paraphrase

According to Chanock, D’Cruz and Bisset (2009) proficiency in English is a high priority.

OR

Hofstede’s multidimensional cultural model demonstrates that culture influences organisational behaviour (Minkov & Hofstede 2011).

### Quote

Chanock, D’Cruz and Bisset (2009, p. A2) reported that universities ‘prioritise a good command of formal written English as an attribute of their graduates’.

OR

‘Universities prioritise a good command of formal written English as an attribute of their graduates’ (Chanock, D’Cruz & Bisset 2009, p. A2).

### Reference list

Article Author Surname, Initial/s Year, ‘Article title in single quotation marks with no italics and minimal capitalisation’, *Journal Title in Italics and Maximal Capitalisation*, volume number if available, issue number if available, article page range, *either doi or viewed day month year*, URL

Chanock, K, D’Cruz, C & Bisset, D 2009, ‘Would you like grammar with that?’, *Journal of Academic Language and Learning*, vol. 3, no. 2, pp. A1-A12, viewed 20 October 2011, <http://journal.aall.org.au/index.php/jall/article/view/70/63>

Minkov, M & Hofstede, G 2011, ‘The evolution of Hofstede’s doctrine’, *Cross Cultural Management*, vol. 18, no. 1, pp. 10-20, doi:10.1108/13527601111104269

## Print newspapers

Newspapers and magazines are not academic sources but may be analysed as case studies (check with your tutor).

### Author known

#### Paraphrase

Denholm (2011, p. 8) reports that the move caused controversy.

OR

The move was controversial (Denholm 2011).

#### Quote

If no page number in original, use **n.p.** (no space between n. and p.).

Denholm (2011, p. 8) reports that 'they have agreed to keep the mill open for three to five years to allow the industry time to adapt'.

OR

It has been 'agreed to keep the mill open for three to five years to allow the industry time to adapt' (Denholm 2011, p. 8).

#### Reference list

Surname, Initial/s Year, 'Article title in single quotation marks with no italics and minimal capitalisation', *Newspaper Title in Italics and Maximal Capitalisation*, day and month of publication, page/s.

Denholm, M 2011, 'Anti-logger's mill promotion stuns Tasmanian timber industry', *Weekend Australian*, 18 July, p. 8.

### Author unknown

#### Paraphrase

As reported in 'It lit up the beach' (2016), a meteor struck the coast last night.

OR

A meteor landed on the coast last night ('It lit up the beach' 2016).

#### Quote

As reported in 'It lit up the beach' (2016, p. 3) the light was 'extremely bright'.

OR

'There was an extremely bright flash of light' ('It lit up the beach' 2016, p. 3).

#### Reference list

'Article title in single quotation marks, no italics and minimal capitalisation' Year, *Newspaper Title in Italics and Maximal Capitalisation*, day and month of publication, page/s.

'It lit up the beach: reports of large meteor crash off Queensland coast' 2016, *Sunshine Coast Daily*, 27 September, p. 3.

## Online newspapers

Newspapers and magazines are not academic sources but may be analysed as case studies (check with your tutor).

### Author known

#### Paraphrase

According to a report in *The Guardian* (Davidson 2016), Australia's reputation is in tatters.

OR

Australia's reputation is in tatters, according to a report in *The Guardian* (Davidson 2016).

#### Quote

If no page number in original, use **n.p.** (no space between n. and p.).

Davidson (2016, n.p.) reports a UN envoy as saying 'Australia's recent immigration policies had eroded human rights and tarnished the country's reputation'.

OR

'Hate speech and xenophobia had increased in Australia' (Davidson 2016, n.p.).

#### Reference list

Surname, Initial/s Year, 'Article title in single quotation marks with no italics and minimal capitalisation', *Newspaper Title in Italics and Maximal Capitalisation*, day and month of publication, number or page range if available, viewed day month year, URL

Davidson, H 2016, 'Australia's immigration policies have promoted xenophobia: UN expert', *The Guardian*, 18 November, viewed 18 November 2016, <https://www.theguardian.com/australia-news/2016/nov/18/australias-immigration-policies-have-promoted-xenophobia-un-expert>

### Author unknown

If the author of a news story is not known, the title of the news story (shortened if necessary) is cited in single quotation marks in place of the author both in text and in the reference list.

#### Paraphrase

'Slovenia adds water to constitution as fundamental right for all' (2016) reports on a change in policy.

OR

Drinking water is protected ('Slovenia adds water to constitution as fundamental right for all' 2016).

#### Quote

'Slovenia adds water to constitution as fundamental right for all' (2016, n.p.) reported on water.

OR

'We should protect water' ('Slovenia adds water to constitution as fundamental right for all' 2016, n.p.).

*If no page number in original, use **n.p.** (no space between n. and p.).*

#### Reference list

'Article title in single quotation marks, no italics and minimal capitalisation' Year, *Newspaper Title in Italics and Maximal Capitalisation*, day and month of publication, page/s if available, viewed day month year, URL

'Slovenia adds water to constitution as fundamental right for all' 2016, *The Guardian*, 18 November, viewed 18 November 2016, <https://www.theguardian.com/environment/2016/nov/18/slovenia-adds-water-to-constitution-as-fundamental-right-for-all>

## Print magazines

Newspapers and magazines are not academic sources but may be analysed as case studies (check with your tutor).

### Author known

#### Paraphrase

Beale (2004) describes the situation in colourful terms.

OR

The situation requires immediate attention (Beale 2004).

#### Quote

Beale (2004, p. 30) describes the situation as 'alarming'.

OR

An eyewitness said the situation was 'alarming' (Beale 2004, p. 30).

### Reference list

Surname, Initial/s Year, 'Article title in single quotation marks with no italics and minimal capitalisation', *Magazine Title in Italics and Maximal Capitalisation*, day and month or volume number if available, issue number if available, article page range.

Beale, B 2004, 'Dam busted', *Bulletin*, 12 July, p. 30.

### Author unknown

If the author of a magazine article is not known, the title of the magazine article (shortened if necessary) is cited in single quotation marks in place of the author both in the in-text reference and in the reference list.

#### Paraphrase

It was recently reported ('Ai WeiWei crosses red line again' 2016) that the installation was cancelled by the Chinese government.

OR

The installation was cancelled by the Chinese government ('Ai WeiWei crosses red line again' 2016).

#### Quote

According to 'Ai WeiWei crosses red line again' (2016, p. 31) the Chinese government 'did not explain' its decision.

OR

The Chinese government 'did not explain' its decision (Ai WeiWei crosses red line again' 2016, p. 31).

### Reference list

'Article title in single quotation marks, no italics and minimal capitalisation' Year, *Magazine Title in Italics and Maximal Capitalisation*, day and month or volume number if available, issue number if available, article page range.

*Insert in reference list disregarding 'a', 'an' or 'the' beginning the title.*

'Ai WeiWei crosses red line again' 2016, *Art Asia Pacific*, no. 101, pp. 31-32.

## Online magazines

Newspapers and magazines are not academic sources but may be analysed as case studies (check with your tutor).

### Author known

#### Paraphrase

In his article, Galak (2014) discusses the Greens' protest against the latest shark culling.

OR

The Greens protested against the latest shark culling in Western Australia (Galak 2014).

#### Quote

Smith (2016, n.p.) asserts 'free-market capitalism and prosperity follow'.

OR

'Free-market capitalism and prosperity follow' (Smith 2016, n.p.).

*If no page number in original, use n.p. (no space between n. and p.).*

### Reference list

Surname, Initial/s Year, 'Article title in single quotation marks with no italics and minimal capitalisation', *Magazine Title in Italics and Maximal Capitalisation*, day and month of publication, viewed day month year, URL

Galak, M 2014, 'If only sharks had a taste for greenies', *Quadrant Online*, 30 January, viewed 31 January, 2014, <http://quadrant.org.au/opinion/doomed-planet/2014/01/sharks-taste-greenies/>

Smith, P 2016, 'Trump's brazen insight', *Quadrant Online*, 18 November, viewed 18 November 2016, <https://quadrant.org.au/opinion/qed/2016/11/trumps-brazen-insight/>

### Author unknown

If the author of a magazine article is not known, the title of the magazine article in single quotation marks (shortened if necessary) is cited in place of the author both in the in-text reference and in the reference list.

#### Paraphrase

'Ace Plays Opera' (2016) reports on a project involving young musicians.

OR

The project involved young musicians ('Ace plays opera' 2016).

#### Quote

'Ace plays opera' (2016, n.p.) reported praise for the 'blend of ... interpretations'.

OR

The 'blend of ... interpretations' was praised ('Ace plays opera' 2016, n.p.).

### Reference list

'Article title in single quotation marks, no italics and minimal capitalisation' Year, *Magazine Title in Italics and Maximal Capitalisation*, day and month of publication, viewed day month year, URL

'Ace plays opera: a groundbreaking concert for guitar and orchestra' 2016, *Fusion: Global Art, Words, & Music*, 29 November, viewed 8 December 2016, <http://www.fusionmagazine.org/ace-plays-opera/#3>

*Insert in reference list disregarding 'a', 'an' or 'the' beginning the title.*



# Pamphlets, brochures, posters, media releases, fact sheets, newsletters

These are not academic sources but may be analysed as case studies (check with your tutor).

## Print

### Paraphrase

The Queensland Government (2016) advises that childcare may be refused.

OR

The Commission focuses on mediation (Australian Human Rights Commission 2016).

### Quote

Queensland Health (2016, n.p.) claims 'no increased risk' for women vaccinated during pregnancy.

OR

The Commission 'must investigate' (Australian Human Rights Commission 2016, n.p.).

*If there are no page numbers in original, use n.p. (no space between n. and p.).*

## Reference list

### Print

Author Year, *Title in italics and minimal capitalisation*, format e.g. poster, Publisher Name, City of publication.

Queensland Government n.d., *Flu and you*, poster, Queensland Government, Brisbane.

University of the Sunshine Coast n.d., *Interested in Honours*, poster, USC, Sippy Downs.

*If no date, use n.d. (no space between n. and d.). If publisher of a printed poster is the same as the author, use the acronym or abbreviation for the publisher.*

## Online

Author Year, *Title in italics and minimal capitalisation*, format e.g. poster, viewed day month year, URL

Australian Human Rights Commission 2016, *Racial discrimination complaints*, media release, 7 November, viewed 22 November 2016, <https://www.humanrights.gov.au/news/media-releases/racial-discrimination-complaints>

New South Wales Government, Health n.d., *No smoking near entrance to or exits from public buildings (the 4 metre law)*, fact sheet, viewed 8 December 2016, <http://www.health.nsw.gov.au/tobacco/Factsheets/4-metre-law.pdf>

Queensland Government 2016, *Whooping cough vaccination matters*, brochure, viewed 22 November 2016, [https://www.health.qld.gov.au/publications/portal/immunisation/whooping\\_cough\\_dl\\_6pps\\_no\\_bleed\\_hr.pdf](https://www.health.qld.gov.au/publications/portal/immunisation/whooping_cough_dl_6pps_no_bleed_hr.pdf)

State of Victoria 2016, *Immunisation newsletter*, newsletter, viewed 8 December 2016, <https://www2.health.vic.gov.au/email%20campaign/messages/2016/11/01t025729/immunisation%20newsletter%20-%20december%202016/message%20root> Unpublished materials

## Theses (also called dissertations)

### Paraphrase

White (2013) discusses several factors that influence lifelong learners.

OR

Several factors influence lifelong learners (White 2013).

### Quote

Clark (2011, p. 183) characterises this polymer as a molecular 'charm bracelet'.

OR

This polymer has been characterised as a molecular 'charm bracelet' (Clark 2011, p. 183).

### Reference list

Surname, Initial/s Year, 'Title in single quotation marks, no italics and minimal capitalisation', masters or doctoral thesis, University, City, viewed day month year (if relevant), URL (if relevant)

Clark, PG 2011, 'Synthesis of interlocked molecules by olefin metathesis', doctoral thesis, California Institute of Technology, Pasadena, viewed 2 December 2013, [http://thesis.library.caltech.edu/5981/1/Paul\\_Clark\\_PhD\\_Thesis\\_8-10-2010.pdf](http://thesis.library.caltech.edu/5981/1/Paul_Clark_PhD_Thesis_8-10-2010.pdf)

White, RD 2013, 'What makes an Australian a lifelong learner?', doctoral thesis, University of the Sunshine Coast, Maroochydore, viewed 2 December 2013, [http://research.usc.edu.au/vital/access/manager/Repository/usc:10840?queryType=vitalDismax&sort=ss\\_dateNormalized%5C&query=thesis&f0=sm\\_type%3A%22Thesis+%28PhD%29%22](http://research.usc.edu.au/vital/access/manager/Repository/usc:10840?queryType=vitalDismax&sort=ss_dateNormalized%5C&query=thesis&f0=sm_type%3A%22Thesis+%28PhD%29%22)

## Course readers

A course reader is a collection of sources. Follow the relevant rules for each source you use from the reader. For example, if you are referencing a journal article in your course reader, follow the reference rules for journal articles; if it is a book chapter, follow the rules for a book chapter.

However, if you are specifically requested to reference the course reader, use the following example as a guide.

### Paraphrase

Morgan (2006) claims that the events have been obscured.

OR

The damage done has been obscured (Morgan 2006).

### Quote

Morgan (2006, p. 40) maintains that 'intractable conflict'.

OR

Circumstances for Aboriginal people in rural NSW featured 'intractable conflict' (Morgan 2006, p. 40).

### Reference list

Morgan, G 2006, 'Memory and marginalisation: aboriginality and education in the assimilation era', *Australian Journal of Education*, vol. 50, no. 1, pp. 40-9, in L Aberdeen (ed.), *SCS130 Introduction to Indigenous Australia Course 2011*, course reader, University of the Sunshine Coast, Sippy Downs.

# Dictionaries and encyclopaedias

Dictionaries and encyclopaedias are not academic sources.

## Dictionary or encyclopaedia entry: author known

### Article in encyclopaedia: author known

#### Paraphrase

McNally (2012) surveys a range of cognitive, emotional and social reactions to kidnapping.

OR

There is a range of cognitive, emotional and social reactions to kidnapping (McNally 2012).

#### Quote

McNally (2012, p. 2) argues that 'psychological first aid and critical incident stress management are the primary responses' after a medical assessment.

OR

'Psychological first aid and critical incident stress management are the primary responses' after a medical assessment, according to McNally (2012, p. 2).

#### Reference list

Follow the rules for a chapter in a print or electronic book, as relevant.

McNally, VJ 2012, 'Abduction/kidnapping', in CR Figley (ed.), *Encyclopedia of trauma: an interdisciplinary guide*, Sage Publications, Thousand Oaks, pp. 1-3, viewed 15 November 2016, <http://site.ebrary.com/lib/uscau/reader.action?docID=10682675&ppg=8>

## Entry in an edited dictionary: author known

Dictionaries and encyclopaedias are not academic sources.

#### Paraphrase

Mandel (1991) defines key terms.

OR

Key terms are clearly defined (Mandel 1991).

#### Quote

Mandel (1991, p. 283) refers to capitalism as 'a central term'.

OR

Capitalism is referred to as 'a central term' (Mandel 1991, p. 283).

#### Reference list

Follow the rules for a chapter in a print or electronic edited book, as relevant.

Mandel, E 1991, 'Keynes and Marx', in T Bottomore (ed.), *Dictionary of Marxist thought*, 2nd edn, Blackwell, Oxford, pp. 281-3.

## Entry in a dictionary with a single author

Dictionaries and encyclopaedias are not academic sources.

### Paraphrase

Wortham (2010) points out that a dictionary can only provide a limited overview.

OR

A dictionary can only provide a limited overview (Wortham 2010).

### Quote

Wortham (2010, p. 20) writes that the singular 'is far better described as a resistant after-effect found at the constituting limits of an artifactual synthetics that is itself produced by effects of *différance*'.

OR

The singular 'is far better described as a resistant after-effect found at the constituting limits of an artifactual synthetics that is itself produced by effects of *différance*' (Wortham 2010, p. 20).

### Reference list

Follow the rules for a print or electronic book, as relevant.

Wortham, S 2010, *The Derrida dictionary*, Continuum, London, viewed 1 February 2015, <http://ezproxy.usc.edu.au:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=341723>

## Dictionary or encyclopaedia entry: author unknown

Dictionaries and encyclopaedias are not academic sources. If the author is not known, the title of the dictionary or encyclopaedia in italics is cited in place of the author in both the in-text reference and in the reference list.

### Paraphrase

*The Macquarie dictionary* (2013) definition of a gas has 17 meanings.

OR

There is a range of related meanings for the term gas (*The Macquarie dictionary* 2013).

### Quote

*The Macquarie Dictionary* (2013, n.p.) states gas fills 'the whole of the space in which it is contained.'

OR

A gas fills 'the whole of the space in which it is contained' (*The Macquarie dictionary* 2013, n.p.).

### Reference list

#### Print source

'Title of entry in single quotation marks and minimal capitalisation' year, *Title of dictionary or encyclopaedia in italics and minimal capitalisation*, Publisher Name, City of publication.

#### Online source

'Title of entry in single quotation marks and minimal capitalisation' year, *Title of dictionary or encyclopaedia in italics and minimal capitalisation*, viewed day month year, doi or URL

'Gas' 2013, *Macquarie dictionary*, viewed 15 November 2016, [https://www.macquariedictionary.com.au/features/word/search/?word=gas&search\\_word\\_type=Dictionary](https://www.macquariedictionary.com.au/features/word/search/?word=gas&search_word_type=Dictionary)

# Unpublished manuscripts

Unpublished material includes unpublished papers presented at meetings as well as unpublished manuscripts of all kinds.

## Paraphrase

Smythe (1990) found that most businesses needed to invest in software.

OR

Most local businesses need to invest in software (Smythe 1990).

## Quote

Maladay (1925, n.p.) recalls that 'Glenbury was a peaceful place'.

OR

'Glenbury was a peaceful place' (Maladay 1925, n.p.).

## Reference list

Surname, Initial/s Year, 'Title in single quotation marks, no italics and minimal capitalisation', type of source, Source Host if available, City, viewed day month year and URL (if relevant)

Maladay, G 1925, 'My recollections of Glenbury', manuscript in possession of FD Maladay, Toowoomba.

Smythe, J 1990, 'A study of the software requirements of small business in the Maryborough district', Associate Diploma of Business Project, Maryborough College of TAFE, Maryborough.

Thomson, B 1942, 'Photo-history of the Darling Downs', photograph collection, Toowoomba City Council Heritage Library, Toowoomba.

## Personal communications

Personal communications refer to emails, phone conversations, letters, conversations, guest speeches or similar sources, from which the data is not recoverable. First gain permission from the person/s being referenced. Initials before the surname. Cite in text only, not in reference list.

### Paraphrase

Ms M Day confirmed by telephone on 30 July 2013 that email confirmation had been received.

Ms A Smith (2016, pers. comm. 16 August) spoke about the success of the intervention in a guest speech.

OR

Email confirmation was received (M Day 2013, pers. comm. 30 July).

The intervention has been successful (Ms A Smith [guest speaker] 2016, pers. comm., 16 August).

*When using brackets within brackets, use square brackets inside round brackets.*

*If the name of an institution needs to be included:*

In an interview conducted on 28 February 2008, Mr A Cluny (Sunrise College) stated that the school had a learning centre.

OR

The school has a learning centre (A Cluny [Sunrise College], 2008, pers. comm., 28 February).

*When using brackets within brackets, use square brackets inside round brackets.*

### Quote

In a telephone conversation held on 30 October 2008, Mr J Brown confirmed that the present site of Luke's Newsagency was 'once the site of the first cinema' in the district.

OR

It has been confirmed that the present site of Luke's Newsagency was 'once the site of the first cinema' in the district (J Brown [former student] 2008, pers. comm., 30 October).

*When using brackets within brackets, use square brackets inside round brackets.*

### Reference list

Personal communications are not included in a list of references, but must be cited in full in the text.

## Government/agency documents

Government or agency (organisation) documents, also called 'grey literature', are not academic sources, but are acceptable for most assignments. Check with your tutor.

### Print publications

When the author is a government department or agency (organisation), cite the department or agency as the author name. If you cite the organisation in text only once, write the full name both in text and in the reference list. No abbreviation is used.

If referring to the organisation more than once, write both the full name and abbreviation as the first citation e.g. The World Health Organization (WHO) and then use only the abbreviation for subsequent citations. If you refer to the organisation more than once in the body of a report, write both the full name and abbreviation in the executive summary or abstract (if relevant) and both the full name and abbreviation again the first time in the body.

### Paraphrase

McMichael et al. (2002) detail the health risks associated with global warming.

*Note that **et al.** is plural, so the verb should agree ('detail' not 'details').*

OR

The government has regulations regarding trade in wildlife (Department of the Environment, Water, Heritage and the Arts [DEWHA] 2008).

*When using brackets within brackets, use square brackets inside round brackets.*

### Quote

McMichael et al. (2002, p. 91) found that 'quantitative analysis of the relationship between climate and the incidence of diarrhoea has not been conducted in developed countries'.

OR

'Trade in threatened species and Australian native wildlife' is regulated (DEWHA 2008, p. 4).

### Reference list

If the publisher is the same as the author, use acronym for publisher.

### Government document with author/s

Surname, Initial/s Year, *Title of publication in italics and minimal capitalisation*, Publisher Name, City of publication.

McMichael, AJ, Woodruff, R, Whetton, P, Hennessy, K, Nicholls, N, Hales, SM, Woodward, A & Kjellstrom, T 2002, *Human health and climate change in Oceania: a risk assessment*, Department of Health and Ageing, Canberra.

### Government department as author

Government Department: subdivision (if relevant) Year, *Title of publication in italics and minimal capitalisation*, format e.g. booklet (if relevant), Publisher Name, City of publication.

Department of the Environment, Water, Heritage and the Arts (DEWHA) 2008, *Pills, plants and animals: a guide to complementary medicines trade and conservation*, information booklet, DEWHA, Canberra.

*If the publisher is the same as the author, use acronym for publisher.*

## Online publications

If there is no designated author, cite the sponsoring government department or agency (organisation) as author.

### Paraphrase

The Australian Bureau of Statistics (2014) has predicted that by 2021 the number of older Indigenous Australians will more than double.

OR According to the Business Planning Framework (BPF), providing high quality and safe patient care is one vital guiding principle for nurses (Queensland Health 2016).

**Quote** The Australian Bureau of Statistics (2014, p. 36) reports that 'Aboriginal and Torres Strait Islander life expectancy at birth for Australia is assumed to have increased by 0.3 years per year for males and 0.15 years per year for females between 2006 and 2011'.

OR The Business Planning Framework (BPF) is underpinned by three principles, which include providing 'safe and high quality patient care' (Queensland Health 2016, p. 5).

## Reference list

Author or Organisation Year, *Title of web article in italics and minimal capitalisation*, Publisher or Sponsor, viewed day month year, URL

Australian Bureau of Statistics 2014, *3238.0 Experimental estimates and projections, Aboriginal and Torres Strait Islander Australians, 1991-2021*, viewed 21 November 2016, <http://www.abs.gov.au/ausstats/abs@.nsf/mf/3238.0>

*ABS catalogue number in italics as part of the title.*

## Standards

### Paraphrase

Standards Australia (2000) specifies the materials and strength requirements for roof bars.

OR The materials and reinforcing requirements are clearly specified (Standards Australia 2000).

Based on statement 3 of the Code of Ethics, diverse people need to be valued by nurses (Nursing and Midwifery Board of Australia [NMBA] 2008).

**Quote** Standards Australia International (2000, p. 3) has determined that materials must resist 'outside temperatures between -200 °C and +600 °C'.

OR Materials must resist 'outside temperatures between -200 °C and +600 °C' (Standards Australia 2000, p. 3).

### First citation (use full name)

The Nursing and Midwifery Board of Australia (NMBA 2008, p. 1) states that 'Nurses value quality nursing care for all people'.

### Subsequent in-text citations (use abbreviation)

The NMBA (2008, p. 1) also states that 'Nurses value the diversity of people'.

## Reference list

Organisation Year, *Standard number and name in italics and minimal capitalisation*, edition (when not the first) (if relevant), standards, viewed day month year, URL

Hint: Include the document type, for example: standards, frameworks, guidelines, fact sheets

Standards Australia International 2000, *AS 1235-2000 Road vehicles: roof load carriers: roof bars*, 5th edn, standard, viewed 3 February 2012, <http://infostore.saiglobal.com/store/Details.aspx?ProductID=218577>

Queensland Health 2016, *Business planning framework: a tool for nursing and midwifery workload management*, 5th edn, framework, viewed 11 December, 2017, [https://www.health.qld.gov.au/\\_\\_data/assets/pdf\\_file/0035/666908/bpf.pdf](https://www.health.qld.gov.au/__data/assets/pdf_file/0035/666908/bpf.pdf)



## Hansard

Hansard is the official record of the proceedings of the Australian State and Federal parliaments and their committees. Hansard should be referenced as if in print even if viewed electronically.

## Paraphrase

Australia, House of Representatives (2017) records of the third reading show that the defence budget was hotly debated.

OR

The Shadow Minister for Defence stated Labor would not approve of unlimited spending on defence (Australia, House of Representatives 2017).

## Quote

In a discussion on defence, member for Corio, Marles stated 'it does not mean by any means that Labor provides the government with a blank cheque when it comes to this area of policy' (Australia, House of Representatives 2017, p. 35).

'Queenslanders expect transparency and accountability from their candidates at every level of government' (Queensland, Legislative Assembly 2016, p. 4860).

## Reference list

Hansard documents are considered government documents, not legislation, so are listed in the main reference list, not in a separate legislation section.

Jurisdiction, Chamber Year, *Parliamentary Debates*, volume number (if available), page no/s (if available).

Australia, House of Representatives 2017, *Parliamentary Debates*, 9 February 2017, pp. 31-37.

Queensland, Legislative Assembly 2016, *Parliamentary Debates*, 1 December 2016, pp. 4860-4863.

*If you are viewing the online version, the volume number may not be mentioned. In such circumstances, it is acceptable to instead cite the day the debate took place.*

# Legislative and legal material

See also *Australian guide to legal citation* (AGLC) on Blackboard/Quick links/Academic Skills.

## Acts of Parliament

An **Act** is a statute or law passed by both houses of parliament. You may choose to refer to the latest amendment date (e.g. 'as amended 2016') in your sentence (not in the reference, unless part of the title given in the source).

Titles in italics and cite the jurisdiction e.g. state (Qld) or Commonwealth (Cth) either in your sentence or in the brackets. For in-text citations for legislation, you will need the title of legislation and section using numbers, letters and decimal points.

### First citation

Section 61.2 of the *Work Health and Safety Act 2011* (Qld) discusses the specific requirements and compliance with procedures associated with the election of WHS officers.

### Subsequent citations

Specifically, in s. 66.2 of the Queensland *Work Health and Safety Act*, mention is made of the immunity of officers carrying out their duties in good faith.

Hint: 'Section' is abbreviated to 's.' while 'sections' is abbreviated to 'ss.'

## Paraphrase

### First citation

Discrimination is illegal in Queensland (*Anti-Discrimination Act 1991* [Qld]).

Hint: When using brackets within brackets, use square brackets inside round brackets.

The Commonwealth *A New Tax System (Pay as You Go) Act 1999*, amended 2010, covers income tax.

The Queensland *Anti-Discrimination Act 1991* prohibits discrimination on the basis of gender.

Income tax collection is highly regulated (*A New Tax System [Pay as You Go] Act 1999* [Cth]).

### Subsequent citations

*Short title, italics, no year*

The *Pay as You Go Act* provides for the collection of income tax.

The *Anti-Discrimination Act* prohibits discrimination.

Income tax collection is highly regulated (*Pay as You Go*).

Discrimination is illegal in Queensland (*Anti-Discrimination Act*).

## Quote

### First citation

Title in italics, pinpoint the section using numbers, letters and decimal points according to the divisions used in the source. No spaces before or after decimal points.

The Queensland *Anti-Discrimination Act 1991* aims 'to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation' (2.1.6.1).

The Australian Capital Territory *Mental Health Act 2015* states that a mental disorder 'does not include a condition that is a mental illness' (9.b).

OR

'A person must not, by a public act, knowingly or recklessly incite hatred' (Queensland *Anti-Discrimination Act 1991*, 5A.131A.1).

*Comma between title and pinpointing.*

A mental disorder 'does not include a condition that is a mental illness' (*Mental Health Act 2015* [ACT], 9.b)

### Subsequent citations

Short title, italics, no jurisdiction (unless needed for clarity e.g. if comparing two Acts with similar titles), no year, pinpoint according to the divisions used in the source. No spaces before or after decimal points.

The *Anti-Discrimination Act* aims 'to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation' (2.1.6.1).

The *Mental Health Act*, states that a mental disorder 'does not include a condition that is a mental illness' (9.b).

OR

Unfair discrimination can occur in 'work, education and accommodation' (*Anti-Discrimination Act*, 2.1.6.1).

Mental illness means 'a condition that seriously impairs (either temporarily or permanently) the mental functioning of a person' (*Mental Health Act*, 10).

### Reference list

List **Acts** alphabetically in a separate section of your reference list labelled **Legislation**. Legislation should be referenced as if in print even if viewed electronically. *Titles of Acts in italics*.

#### Legislation

*A New Tax System (Pay as You Go) Act 1999* (Cth)

*Anti-Discrimination Act 1991* (Qld)

*Mental Health Act 2015* (ACT)

## Bills, Ordinances and Regulations

A **Bill** is a draft Act of Parliament, to be debated. No italics for titles of Bills. **Ordinances** are a form of delegated usually applies only in a certain local areas, such as Australian territories. *Titles of Ordinances in italics*. **Regulations** are laws that dictate how the provisions of an Act are applied. *Titles of Regulations in italics*.

### Paraphrase

#### First citation

Title year (jurisdiction), no italics

The Anti-terrorism Bill 2004 (Cth) responds to calls to strengthen Australia's anti-terrorism measures.

OR

There is a need to strengthen Australia's anti-terrorism measures (The Anti-terrorism Bill 2004 [Cth]).

*When using brackets within brackets, use square brackets inside round brackets.*

### Subsequent citations

Short title, no italics, no year

The Anti-terrorism Bill responds to calls to strengthen Australia's anti-terrorism measures.

OR

There is a need to strengthen Australia's anti-terrorism measures (The Anti-terrorism Bill).

### Quote

#### First citation

Title Year, no italics, pinpoint the regulation (r.) or regulations (rr.). No spaces before or after decimal points.

According to r.1.3D of the Chemical Weapons (Prohibition) Regulations 1997, 'explosive means a chemical produced for use only as an explosive'.

OR

'Explosive means a chemical produced for use only as an explosive' (Chemical Weapons (Prohibition) Regulations 1997, r.1.3D).

### Subsequent citations

Short title, no italics, no year, pinpoint the regulation (r.) or regulations (rr.). No spaces before or after decimal points.

Chemical Weapons Regulations r.2.7B.2a states that permit holders must record 'the chemicals produced in the year'.

OR

'The chemicals produced in the year' of a permit must be recorded (Chemical Weapons Regulations, r.2.7B.2a).

### Reference list

List **Bills, Ordinances and Regulations** alphabetically in a separate section of your reference list labelled **Legislation**. Legislation should be referenced as if in print even if viewed electronically. Titles of Bills not in italics. *Titles of Ordinances and Regulations in italics*.

#### Legislation

Anti-terrorism Bill 2004 (Cth)

*Casino Control Ordinance 1988* (CI)

*Chemical Weapons (Prohibition) Regulations 1997* (Cth)

## Legal cases

### First citation

Names of the parties in italics separated by **v.** (short for versus) (year in brackets, no italics) volume number of the report series if relevant, initials of the report series and the page number on which the case begins. First citations of a legal case will also include the legal authority and the item number. For example, if it was before the Queensland Civil and Administrative Tribunal, this would be QCAT.

In the specific case of *Nursing and Midwifery Board of Australia v Roos* (2016) QCAT 231, the judge suggests that previous sentences for the offences committed seemed light.

OR *Metro Trains Melbourne Pty Ltd v. Marotta* (2012) FWA 432 concerns aggressive behaviour on trains.

There is a precedent (*Metro Trains Melbourne Pty Ltd v. Marotta* [2012] FWA 432).

### Subsequent citations

Subsequent citations of the case appear with italics, can include accepted abbreviations and appear without the year, if there is no ambiguity.

Additionally, at 7 in the case of *NMBA v Roos*, the judge indicates a consistency with

OR current sentencing for such offences.

*Metro Trains Melbourne Pty Ltd v. Marotta* concerns aggressive behaviour on trains.

There is a precedent (*Metro Trains Melbourne Pty Ltd v. Marotta*).

### Quote

Names of the Parties in italics separated by **v.** (year in brackets, no italics) volume number of the report series, initials of the report series and the page on which the case begins. The word **at** is used to pinpoint a page (if page numbers are used in the source). The abbreviation **para.** is used to pinpoint a paragraph (if paragraphs are numbered in the source).

*Mabo v. Queensland* (1992) 175 CLR 1 decided 'the Meriam people were in occupation' (para.3).

OR

'The Meriam people were in occupation' (*Mabo v. Queensland* [1992] 175 CLR 1, para.3).

### Subsequent citations

Names of the parties in italics separated by **v.** (year in brackets, no italics). The word **at** is used to pinpoint a page (if page numbers are used in the source). The abbreviation **para.** is used to pinpoint a paragraph (if paragraphs are numbered in the source).

In *Mabo v. Queensland* it was determined that 'the Meriam people were in occupation' (para.3).

OR

'The Meriam people were in occupation' (*Mabo v. Queensland*, para.3).

### Reference list for cases

List **legal cases** alphabetically in a separate section of your reference list labelled **Cases**. Cases should be referenced as if in print even if viewed electronically. *Titles of cases in italics.*

#### Cases

*Mabo v. Queensland* (1992) 175 CLR 1

*Metro Trains Melbourne Pty Ltd v Marotta* (2012) FWA 432

*Nursing and Midwifery Board of Australia v Roos* (2016) QCAT 231

## Websites and online material

Websites are not academic sources but may be analysed as case studies (check with your tutor). Websites are rarely designed for academic or referencing purposes. If there is no designated author, cite the website owner/sponsor in place of the author. If no date is given in the source, use **n.d.** and if no page numbers are given in the source, use **n.p.**

### Paraphrase

Ballotpedia.com (n.d.) claims that Trump had hidden advantages.

Debenedetti (2016) asserts that a suggestion for a recount has no support.

The World Health Organization (2016) projects that air pollution will increase.

*Retain source spelling for corporate author.*

OR

It has been widely claimed that Trump had hidden advantages (Ballotpedia.com n.d.).

There is no support for a recount (Debenedetti 2016).

It is projected that air pollution will increase (World Health Organization 2016).

### Quote

Ballotpedia.com (n.d., n.p.) claims Trump's 'no-holds-barred campaign style' was vital.

Debenedetti (2016, n.p.) claims 'no push to have Clinton say anything public about the recount'.

The World Health Organization (2016, p. 33) reports that 'concentrations of air pollution are higher than the WHO guideline levels of 10 µg/m<sup>3</sup>'.

OR

'Concentrations of air pollution are higher than the WHO guideline levels of 10 µg/m<sup>3</sup>' (World Health Organization 2016, p. 33).

*Retain source spelling for corporate author.*

'There's no push to have Clinton say anything public about the recount' (Debenedetti 2016, n.p.).

Trump's 'no-holds-barred campaign style propelled him to the front' (Ballotpedia.com n.d., n.p.).

### Reference list

Author or website owner/sponsor Year, *Title of web page in italics and minimal capitalisation*, viewed day month year, URL

Ballotpedia.com n.d., *Presidential election (2016)*, viewed 29 November 2016, [https://ballotpedia.org/Donald\\_Trump\\_presidential\\_campaign,\\_2016#Footnotes](https://ballotpedia.org/Donald_Trump_presidential_campaign,_2016#Footnotes)

Debenedetti, G 2016, *Clinton team shrugs off recount effort*, viewed 29 November 2016, <http://www.politico.com/story/2016/11/hillary-clinton-state-recounts-reaction-jill-stein-231897>

World Health Organization 2016, *Ambient air pollution: a global assessment of exposure and burden of disease*, viewed 17 November 2016, <http://apps.who.int/iris/bitstream/10665/250141/1/9789241511353-eng.pdf?ua=1>

*Retain source spelling for corporate author.*

## Same website, different web pages

Each web page with a different URL requires its own reference. If the author and year are the same, differentiate citations in text and in the reference list by attaching lower case **a**, **b**, etc. to the year (no space after year).

### Paraphrase

Beyond Blue (2016a) states that knowing your emotions and what to do about them is vital.

Beyond Blue (2016b) explains that mental health is on a continuum from good health to mental illness.

OR

Mental health exists as a continuum from good health to mental illness (Beyond Blue 2016b).

Knowing the state of your emotions and what to do about them is vital (Beyond Blue 2016a).

### Quote

Beyond Blue (2016a, n.p.) maintains that 'it's important to find out what's going on and what you can do about it'.

Beyond Blue (2016 b, n.p.) explains that 'mental health is at one end of the spectrum – represented by feeling good and functioning well – while mental health conditions (or mental illness) are at the other – represented by symptoms that affect people's thoughts, feelings or behaviour'.

OR

'Mental health is at one end of the spectrum – represented by feeling good and functioning well – while mental health conditions (or mental illness) are at the other – represented by symptoms that affect people's thoughts, feelings or behaviour' (Beyond Blue 2016b, n.p.).

'It's important to find out what's going on and what you can do about it' (Beyond Blue 2016a, n.p.).

### Referencelist

Establish the order based on alphabetical order of the title (not according to the order they appear in the text), disregarding '**a**', '**an**' or '**the**' beginning the title. Attach a lower case letter of the alphabet to the publication year. Retain this order of citations in text (i.e. even if, for example, information from 2016b appears before information from 2016a).

Beyond Blue 2016a, *Brains can have a mind of their own*, viewed 30 November 2016, <https://www.youthbeyondblue.com/>

Beyond Blue 2016b, *Secondary schools and tertiary*, viewed 30 November 2016, <https://www.beyondblue.org.au/healthy-places/secondary-schools-and-tertiary>

## Online health and business databases

These are not academic sources, but may be acceptable for some assignments (check with your tutor). Articles from databases such as *MIMS Online*, *Passport*, *WARC*, *MarketLine*, *Company360* and *IBISWorld* should be referenced as for websites. Retain the database name as given in the source.

### Author known

#### Paraphrase

Chappell and Sweeney (2016) discuss identification and use of relevant data.

OR

Identification of relevant data and techniques for using it are outlined (Chappell & Sweeney 2016).

#### Quote

Chappell and Sweeney (2016, n.p.) assert this 'gives marketers more information than ever before'.

OR

This 'gives marketers more information than ever before' (Chappell & Sweeney 2016, n.p.).

### Author unknown

#### Paraphrase

MIMS Online (2017) lists side effects of Panadol for children.

OR

Stray cats were used in an innovative marketing campaign in Japan (WARC 2016).

#### Quote

According to data from IBISWorld (1999-2016, n.p.), 'there are no major players'.

OR

The online response to the campaign 'equated to an advertising cost of over \$8.0 million' (WARC 2016, n.p.).

### Reference list

Author or Database sponsor Year or year range as given in source, *Title of web page in italics and minimal capitalisation*, viewed day month year, URL

Chappell, M & Sweeney, J 2016, *Eight steps marketers can take to get the most out of digital attribution*, viewed 8 December, 2016,  
<https://www.warc.com/Content/ContentViewer.aspx?MasterContentRef=9c476aee-4e3b-42f6-ba03-0eb9c27d50c0&CID=A109584&PUB=ADMAP>

IBISWorld 1999-2016, *Specialist medical services in Australia*, viewed 29 November 2016,  
<http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=612>

MIMS Online 2017, *Panadol (children) liquid formulations*, viewed 3 January 2017,  
[https://www.mimsonline.com.au/Search/AbbrPI.aspx?ModuleName=ProductInfo&searchKeyword=panadol&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=282800\\_05\\_2](https://www.mimsonline.com.au/Search/AbbrPI.aspx?ModuleName=ProductInfo&searchKeyword=panadol&PreviousPage=~/Search/QuickSearch.aspx&SearchType=&ID=282800_05_2)

WARC 2016, *Onomichi city: cat street view*, viewed 8 December 2016,  
<https://www.warc.com/Content/ContentViewer.aspx?MasterContentRef=187252f7-7f38-4a08-bef8-34b50f2ae053&CID=A108260&PUB=WARC-PRIZE-ASIA>



## Online data, tables and figures

Online data reproduced or modified requires a citation in text and in the reference list. Table number and title above the table. Citation below the table.

### In-text referencing

Table 1 Tourists to Australia (2006)

Tourists to Australia (2006)		
Country of origin of visitors	Number of visitors	Average length of stay (nights)
Italy	51 737	42
China	308 452	48
United States of America	456 084	24
United Kingdom	734 244	34
Canada	109 843	42
New Zealand	1 075 797	14

Source: Department of Education and Communities (2012)

Table 2 North American and European tourists to Australia (2006)

Tourists to Australia (2006)	
Region of origin	Number of visitors
Europe	785 981
North America	565 927

Adapted from: Department of Education and Communities (2012)

### Reference list

Author Year, 'Title of table in single quotation marks, no italics and minimal capitalisation', *Title of page in italics and minimal capitalisation*, type of source e.g. table or figure, viewed day month year, URL

Department of Education and Communities 2012, 'Tourists to Australia 2006', *Naplan 2012 teaching strategies*, table, viewed 2 December 2013, [http://www.schools.nsw.edu.au/learning/7-12assessments/naplan/teachstrategies/yr2012/index.php?id=numeracy/nn\\_data/nn\\_data\\_s3a\\_12](http://www.schools.nsw.edu.au/learning/7-12assessments/naplan/teachstrategies/yr2012/index.php?id=numeracy/nn_data/nn_data_s3a_12)

## Online images and diagrams

Figures from sources, including diagrams, graphs, sketches, photographs and maps, require a citation both in text and in the reference list. Figure number and title should be in a caption directly under the image. Captions should be very simple and descriptive and be followed by an in-text citation. Include the page number for figures reproduced from the original.

## In-text referencing



Figure 1 Khafre's funerary complex  
Source: Ancient Egypt Research Associates (2014, p. 1)  
*Include page number.*

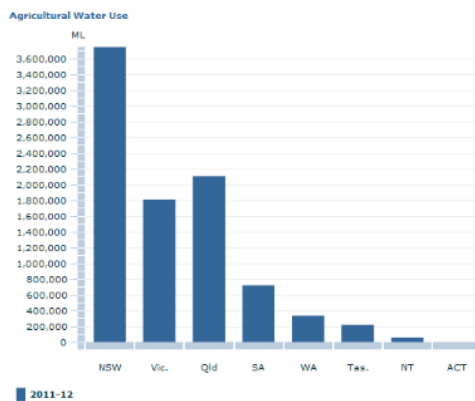


Figure 2 Agricultural water use  
Source: Australian Bureau of Statistics (2013, n.p.)  
*If no page number in original, use n.p. (no space between n. and p.).*

## Reference list

Author Year, 'Title of figure in single quotation marks, no italics and minimal capitalisation', *Title of source in italics and minimal capitalisation*, format e.g. photograph, viewed day month year, URL

Ancient Egypt Research Associates 2014, 'Khafre's funerary complex', *Sphinx project*, diagram, viewed 25 November 2011, <http://www.aeraweb.org/projects/sphinx/>

Australian Bureau of Statistics 2013, 'Agricultural water use', *4618.0 Water use on Australian farms, 2011-12*, figure, viewed 25 November 2013, <http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/4618.0main+features32011-12>

*ABS catalogue number is in italics as part of the title.*

## Wikis

Wikis are not academic sources but may be analysed as case studies (check with your tutor). Retain the format of author names as posted in the source. If there is no designated author, cite the website owner/sponsor in place of the author. If no date is given in the source, use **n.d.** and if no page numbers are given in the source, use **n.p.** as appropriate.

### Paraphrase

In 'Cretaceous' (2013), details are carefully organised.

OR

Information is framed for a general audience ('Cretaceous' 2013).

*No author, so title cited.*

### Quote

According to WikiLeaks (2016, n.p.), there is pressure to "invite" Western forces'.

OR

There is pressure to "invite" Western forces' (WikiLeaks 2016, n.p.).

*Use double quotation marks for quote within quote.*

### Reference list

'Cretaceous' 2013, *Wikipedia*, wiki article, 19 November, viewed 25 November 2013, <http://en.wikipedia.org/wiki/Cretaceous>

WikiLeaks 2016, *EUNAVFOR MED - Operation SOPHIA - Six Monthly Report: June, 22nd to December, 31st 2015*, wiki article, viewed 30 November 2016, <https://wikileaks.org/eu-military-refugees/>

## YouTube and online videos

YouTube and video-sharing websites are not academic sources but may be analysed as case studies (check with your tutor).

### Paraphrase

University of Derby (2012) recognises that new students may have difficulty with referencing.

OR

New students may have difficulty with referencing (University of Derby 2012).

### Quote

Pinpoint the quote in **hr.** (hours), **min.** (minutes) and/or **sec.** (seconds) with the number after the abbreviation (e.g. hr. 1, min. 32, sec. 44).

University of Derby (2012, sec. 39.) lists, 'two stages to highlighting other people's work in your own'.

OR

'There are two stages to highlighting other people's work in your own' (University of Derby 2012, sec. 39).

### Reference list

Author Year, *Title in italics and minimal capitalisation*, format e.g. online video, viewed day month year, URL

University of Derby 2012, *A guide to Harvard referencing*, online video, viewed 21 November 2016, <https://www.youtube.com/watch?v=NDgqqPvMnOU>

## Social Media

Social media are not academic sources but may be analysed as case studies (check with your tutor). Retain the format of author names as posted in the source. If there is no designated author, cite the website owner/sponsor in place of the author. If no date is given in the source, use **n.d.** and if no page numbers are given in the source, use **n.p.** or **para.** (paragraph number) as appropriate.

## Paraphrase

Pierce (2013) discusses the fiftieth anniversary of the assassination of John F Kennedy.

OR

The 'celebration' of the fiftieth anniversary of John F Kennedy's assassination is a bit 'hinky' (Pierce 2013).

## Quote

The government (Gillard 2011, para. 1) used online forums to declare that it was 'prepared to provide over \$2 billion'.

OR

'A New Kyoto will be announced before the old one expires' (JohnJones4 2011, n.p.).

## Reference list

Author Year, 'Title of post (if available) in single quotation marks, no italics and minimal capitalisation', *Title of site in italics and minimal capitalisation*, format e.g. status update or blogpost, day month posted, viewed day month year, URL

Gillard, J 2011, 'Fair pay, equal pay', *Facebook*, status update, 10 November, viewed 25 November 2013, <https://www.facebook.com/juliagillard/posts/263639040354656>

JohnJones4 2011, 'Will the Kyoto Protocol survive the Durban climate talks?' *The Guardian*, online comment, 24 October, viewed 25 November 2013, <http://discussion.theguardian.com/comment-permalink/12982707>

Pierce, CP 2013, 'Out on the weekend', *The Politics Blog*, blog post, November 22, viewed 25 November 2013, <http://www.esquire.com/blogs/politics/>

## Film, video, television and radio

Films, videos, television and radio are not academic sources but may be analysed as case studies (check with your tutor).

### Paraphrase

Murnau's (dir. 1922) silent film, *Nosferatu*, remains a powerful and iconic horror film.

OR

*Nosferatu* employs a range of cinematic effects manipulating the sense of time (Murnau dir. 1922).

### Quote

'The Anthropocene: a new age of humans' (2016, sec. 6) discusses a 'new geological epoch'.

OR

There is debate regarding whether 'a new geological epoch' has begun ('The Anthropocene: a new age of humans' 2016, sec. 6).

### Referencelist

#### Film or video

Director Name (dir.) Year, *Title of motion picture in italics and minimal capitalisation*, format e.g. DVD, Publisher Name, City of publication.

Murnau, FW (dir.) 1922, *Nosferatu*, DVD, Eureka Video, London.

#### Television or radio episode

'Episode title in single quotation marks, no italics and minimal capitalisation' (if available), *Title in italics* Year, format e.g. television program, radio program or motion picture, Publisher or Broadcaster Name, City of publication or broadcast, day month of broadcast (if relevant), viewed day month year (if relevant), URL (if relevant)

*If no director or author, cite title.*

'The Anthropocene: a new age of humans', *Catalyst* 2016, television program, Australian Broadcasting Corporation, Brisbane, 15 November, viewed 22 November 2016, <http://www.abc.net.au/catalyst/stories/4574615.htm>

### Online transcripts

Online transcripts are not academic sources but may be analysed as case studies (check with your tutor).

#### Paraphrase

Murphy (2016) reports that there is a move to ban commercial net fishing near major centres.

OR

There is a move to ban commercial net fishing near major centres (Murphy 2016).

#### Quote

Murphy (2016, n.p.) reports that business interests 'want commercial net fishing removed'.

OR

Business interests 'want commercial net fishing removed' (Murphy 2016, n.p.).

## Reference list

Author or Organisation Year, *Title of program in italics and minimal capitalisation*, format e.g. transcript, Broadcaster Name, day month of broadcast, viewed day month year, URL

Murphy, S 2016, *Landline: recreational fishing sector pushes for ban on commercial net fishing near major centres*, transcript, Australian Broadcasting Corporation, 19 November, viewed 22 November 2016, <http://www.abc.net.au/news/2016-11-18/recreational-fishing-sector-pushes-net-fishing-ban-major-centres/8033432>

## Podcasts

Podcasts are not academic sources but may be analysed as case studies (check with your tutor).

## Paraphrase

To refer to speaker

Jill Kitson (*Lingua Franca* 2007) interviewed the program founders.

To refer to program

*Lingua Franca* (2007) reported that a new language program in Budapest was very successful.

OR

The new program being run in Budapest has had great success (*Lingua Franca* 2007).

## Quote

Pinpoint the quote in **hr.** (hours), **min.** (minutes) and/or **sec.** (seconds) with the number after the abbreviation (e.g. hr. 1, min. 32, sec. 44).

Jill Kitson (*Lingua Franca* 2007, min. 43) reported that 'the program has been applauded'.

OR

'The program has been applauded' (*Lingua Franca* 2007, min. 43).

## Reference list

Author if known or *Title in italics* Year, format e.g. podcast radio program, Publisher or Broadcaster in Maximal Capitalisation and no italics, day month podcast, viewed day month year, URL

*Lingua Franca* 2007, podcast radio program, ABC Radio National, 28 April, viewed 25 May 2007, <http://abc.net.au/rn/podcast/feeds/lin.xml>

# Works of art

## Works of art, viewed in person

### Paraphrase

Pollock's (1952) painting is textually dense and layered.

OR

The sculpture is reminiscent of work by Michelangelo (Rodin 1903).

### Quote

Not applicable

### Reference list

Author Year, *Title of work of art in italics and minimal capitalisation*, format e.g. painting or sculpture, Location or Gallery in Maximal Capitalisation, City, viewed day month year.

Pollock, J 1952, *Blue poles*, painting, National Gallery of Australia, Canberra, viewed 18 March 2011.

Rodin, A 1903, *The thinker*, sculpture, Musée Rodin, Paris, viewed 12 August 2016.

## Live performances and plays

Citations of live performances include the director (dir.) as author.

### Paraphrase

Bell (dir. 2011) incorporated gymnastic activity.

OR

The performance by Max Gillies was energetic (Bell dir. 2011).

### Quote

Not applicable. For quotes, cite the script (see Play, short story or poem section).

### Reference list

Director Surname, Initial/s (dir.) Year, *Title of performance in italics and minimal capitalisation*, by Initial/s Surname, format e.g. theatre performance, performance date range, Theatre Company Name, Name of Theatre, Building Housing the Theatre (if relevant), City, viewed day month year.

Bell, J (dir.) 2011, *Much ado about nothing*, by W Shakespeare, theatre performance, 8 April-14 May 2011, Bell Shakespeare Company, Drama Theatre, Sydney Opera House, viewed 10 April 2011.

## Dance

Citations of live performances include the choreographer (chor.) as author.

### Paraphrase

Page (chor. 2009) demonstrated sophisticated fluidity of choreography.

OR

The *Matthina* opening night choreography was varied and inspired (Page chor. 2009).

### Quote

Not applicable

### Reference list

Choreographer Surname, Initial/s (chor.) Year, *Title of dance in italics and minimal capitalisation*, format e.g. dance performance, performance date range, Title of Dance Company, Name of Theatre, Building Housing Theatre (if relevant), City, viewed day month year.

Page, S (chor.) 2009, *Matthina*, dance performance, 29 May-7 June 2009, Bangarra Dance Theatre, Playhouse, Queensland Performing Arts Centre, Brisbane, viewed 29 May 2009.

## Music score

### Paraphrase

Sculthorpe's (1982) *Mountains* was composed for the Sydney International Piano Competition.

OR

Jagged melodic phrases in the upper register symbolise the peaks of mountains (Sculthorpe 1982).

### Quote

Reproduce music notation as a figure. Pinpoint divisions as given in the score (e.g. page, movement, bar/s). Include online source details if citing a version of the score available online.



Figure 1 Mountains

Source: Sculthorpe 1981, p. 2, bars 1-18.

### Reference list

Surname, Initial/s Year, *Title in italics and minimal capitalisation*, Publisher Name, City of publication.

### Online source

Sculthorpe, P 1981, *Mountains*, piano sheet music, viewed 19 December 2016, [http://www.sheetmusicdownload.in/piano/sheets/3188/Sculthorpe\\_Mountains.html](http://www.sheetmusicdownload.in/piano/sheets/3188/Sculthorpe_Mountains.html)

### Print source

Sculthorpe, P 1982, *Mountains*, Faber Music, London.



## Play, short story or poem

### Extended textual analysis

For extended textual analysis of a play, poem, novel, short story, etc. involving frequent in-text citations of the same text:

1. Insert a footnote (References tab, Insert footnote) with the first in-text citation;
2. Insert the full reference in the footnote;
3. Add the words: All further references are to this edition of Title/'Title'.

For subsequent quotes, cite in text the page number (for prose); Act, scene, line numbers (for plays); or verse, line numbers (for poems).

### Play, short story or poem by author

#### Paraphrase

Williamson's (2014) play *Emerald City*, originally produced in 1987, is a witty commentary on contemporary urban lifestyles and values.

OR

*Emerald City* offers a witty perspective on urban lifestyles in the 1980s (Williamson 2014).

#### Quote

Williamson's (2014) character Colin complains that 'everything in Melbourne is flat, grey, parched and angular' (Act 1, line 6).

OR

'Everything in Melbourne is flat, grey, parched and angular', complains Colin (Williamson 2014, Act 1, line 6).

### Reference list

#### Play

Surname, Initial/s Year, *Title of the play or long poem in italics and minimal capitalisation*, format e.g. ebook (if relevant), Publisher Name in maximal capitalisation and no italics, City of publication, viewed day month year (if relevant), URL (if relevant)

Williamson, D 2014, *Emerald City*, ebook, Currency Press, Sydney, viewed 30 November 2016, <http://web.a.ebscohost.com/ehost/detail/detail/bmxlYmtfXzkxNjMOMF9fQU41?sid=9b7588be-fc57-4f0b-b42c-33a63bfc0532@sessionmgr4009&vid=0#AN=916340&db=nlebk>

#### Short story or short poem

Surname, Initial/s Year, 'Title of the short story or short poem in single quotation marks, no italics and minimal capitalisation', format e.g. ebook (if relevant), Publisher Name in maximal capitalisation and no italics, City of publication, viewed day month year (if relevant), URL (if relevant)

#### Paraphrase

In the poem *Insomniac* Angelou (n.d.) personifies sleep and blames it for being distant.

#### Quote

'There are some nights when / sleep plays coy' (Angelou n.d., lines 1 & 2).

*Forward slash to indicate line break.*

### Reference list

Angelou M n.d., 'Insomniac', poem, viewed 13 February 2017, <https://www.poemhunter.com/poem/insomniac/>

### Play, short story or poem in anthology or edited book or periodical

Refer to the poem or play and its author in your sentence; title of a play or long poem is in *italics*; title of a short story or short poem in 'single quotation marks and no italics'. The anthology or edition containing the play or poem is cited in brackets. Reference a play, short story or poem published in a periodical as for an article in a journal.

### Paraphrase

Shakespeare's flustered nurse in *Romeo and Juliet* (Watts ed. 2000) scurries through the play.

Coleridge's gothic imagery in 'Kubla Khan' (Wordsworth & Wordsworth 2001) provides texture.

OR

The Nurse is a comic figure in *Romeo and Juliet* (Watts ed. 2000).

The imagery throughout 'Kubla Khan' is gothic (Wordsworth & Wordsworth 2001).

### Quote

Shakespeare's Juliet (Watts ed. 2000, Act 2, scene 2, line 185) mourns 'parting is such sweet sorrow'.

Coleridge (Wordsworth & Wordsworth eds 2001, line 17) describes the tumultuous water in 'Kubla Khan' as 'ceaseless turmoil seething'.

Deane's poem (2016, lines 17-18) is a forlorn tribute to 'mark the coming and going / of the year of the wasp'.

OR

'Parting is such sweet sorrow' is part of the apparently spontaneous repartee between Romeo and Juliet (Watts 2000, Act 2, scene 2, line 185).

Alliteration and assonance are both employed to evoke tumult in 'ceaseless turmoil seething' in 'Kubla Khan' (Wordsworth & Wordsworth eds 2001, Act 2, scene 2, line 185).

The forlorn 'mark the coming and going / of the year of the wasp' evokes a Prufrockian longing in the poem's middle-aged narrator (Deane 2016, lines 17-18).

*Forward slash to indicate line break.*

### Reference list

Surname, Initial/s (ed. or eds in brackets) Year, *Title in italics and minimal capitalisation*, Series title in no italics and minimal capitalisation (if relevant), edition (when not the first), volume number (if relevant), translator Initial/s Surname (if relevant), Publisher Name, City of publication, viewed day month year (if relevant), URL (if relevant)

Deane, J 2016, 'Year of the wasp', *Meanjin*, vol. 75, no. 3, p. 6, viewed 30 November 2016, <http://search.informit.com.au/documentSummary;dn=385216492017624;res=IELLCC>

Watts, C (ed.) 2000, *Romeo and Juliet*, Wordsworth Classics, Wordsworth Editions, Hertfordshire.

Wordsworth, J & Wordsworth, J (eds) 2001, *The Penguin book of romantic poetry*, Penguin, London.

## References

The reference list begins on a new page at the end of the text, under the heading References. The list should contain the full publication details of all sources cited in text, in alphabetical order according to the first element of the citation. Leave a blank line between entries. Remove hyperlinks from URLs (right click on URL- click 'Remove hyperlink').

Legislation, including any Acts, Bills, Ordinances and Regulations cited in text, is listed separately in alphabetical order after the main list under the heading **Legislation**. List **legal cases** alphabetically in a separate section of your reference list under the heading **Cases**.

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## **Legislation**

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*Mental Health (Treatment and Care) Act 1994* (ACT)

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*Metro Trains Melbourne Pty Ltd v Marotta* (2012) FWA 432

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