Harvard Referencing Guide

Eighth Edition (updated August 2020)

For more information, visit Blackboard/Academic Skills/Referencing or www.usc.edu.au and search 'referencing guide'.

References


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.

Eighth edition published in June 2018 and updated in August 2020
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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 reference list 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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ch.</td>
<td>chapter</td>
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<tr>
<td>chor.</td>
<td>choreographer</td>
</tr>
<tr>
<td>dir.</td>
<td>director</td>
</tr>
<tr>
<td>ed., eds</td>
<td>editor, editors</td>
</tr>
<tr>
<td>edn</td>
<td>edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>fig., figs</td>
<td>figure, figures</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>no.</td>
<td>number</td>
</tr>
<tr>
<td>n.p.</td>
<td>no page number</td>
</tr>
<tr>
<td>p., pp.</td>
<td>page, pages</td>
</tr>
<tr>
<td>para., paras</td>
<td>paragraph, paragraphs</td>
</tr>
<tr>
<td>pers. comm.</td>
<td>personal communication</td>
</tr>
<tr>
<td>sic</td>
<td>thus, so (as in the original)</td>
</tr>
<tr>
<td>s., ss.</td>
<td>section, sections</td>
</tr>
<tr>
<td>r., rr.</td>
<td>regulation, regulations</td>
</tr>
<tr>
<td>vol., vols</td>
<td>volume, volumes</td>
</tr>
</tbody>
</table>
Quick guide to Harvard in-text referencing

In-text citation is short form
- Surname (no initials) and year

Multiple citations/synthesis
- Separate citations with a semicolon
- Recommended: alphabetical order

And/or
- & in brackets
- and in sentence

Citing a source within a source
- list both names in text
- year for source you used/read but not for earlier source
- but in References list, list only the source you actually used/read

Square brackets
- indicate change to quote to fit into your sentence [e.g. verb tense, clarify pronoun]

Error in source
- insert (sic) immediately after

4 or more authors
- use et al. for all in-text citations
- no full stop after et; full stop after al.
- but list all names in Reference list

Line from a play or a poem
- act/scene/line of play
- section (if relevant)/verse/line of poem
- Title of play or Long poem in italics
- "Title of short poem" in single quotation marks

Formatting (unless otherwise instructed)
- margins left justified, ragged right
- no indent (except long quote)
- size 12 font
- 1.5 line spacing
- blank line between paragraphs

Short quote
- less than 30 words
- single quotation marks
- page number required
- double quotation marks for quote within short quote

Long quote
- 30 or more words
- no quotation marks
- introduce with colon
- indented and justified left and right margins
- single line spacing
- slightly smaller font
- brackets outside punctuation
- page number required
- single quotation marks for quote within long quote

Ellipsis
- 3 dots to indicate omitted text
- space before and after ellipsis

The contemporary idea of emergence has developed in two streams. One is that of British writers whose work was taken up in the fields of philosophy and sociology (Black 2014; Smith & White 2010). Oak and Bell (2002) argue that emergence then faded from popularity until the 1950s when it reappeared as an independent stream in mathematics and the sciences. It then circulated to the point where (Hall, cited in Smith 2010) nominated it ‘the re-emergence of emergence as a legitimate, mainstream concept’. Clayton later asserted that ‘in recent years reductionism [has been] dramatically challenged by a radically new paradigm called “emergence”’ (2006, p. 5). A fleeting, though more recent, reference to emergence is less useful in its execution: a fundamental insight of complexity science is that by following simple rules, complex dynamic systems self-organize (sic) to produce higher levels of order from lower ones, in a process called ‘emergence’. Trying to reduce emergence to lower level phenomena results in epistemological confusion. (Lake et al. 2002, p. 362)

In what is probably the first literary reference in modern studies of complexity and emergence, Alexander quotes, as does Morgan after him, poet Robert Browning on musical chords in explication of the qualitative difference of emergence; ‘that out of three sounds he frame, not a fourth sound, but a star’ (‘Abt Vogler’, verse 7, line 4).
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


**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.
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

If organisation cited more than once in text

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 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.


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).
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).


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

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

OR

Dialogue is minimal (The bride stripped bare 2003).

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).

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 3rd).


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

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

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).

Reference list

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


Chapter in an edited book

Paraphrase


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.

**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.

**Quote**
Sternad (ed. 2009, p. 45) states that progress ‘is limited’.

**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.


**Book: translation or revision**

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

**Quote**
As González Sánchez (2011, p. 91) argues, this monopoly ‘reinforced the supposed homogeneity’.

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


*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 (Wullschlager ed. 2004), originally published in 1835, is gothic in tone.

OR
Andersen’s later stories employ more complex language (Wullschlager ed. 2004).

**Quote**

OR

*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.


**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*, ebook, edition (when not the first), translator Initial/s Surname (if relevant), Online Publisher Name, City of publication, viewed day month year, URL.


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.


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

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.

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)


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:

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

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


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.


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.


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.


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).


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.


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


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 ‘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.


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


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

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

Author known
Paraphrase
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.


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
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


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


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


Quote

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

OR


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.


- 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


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)


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

Reference list
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.


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

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.

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.


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

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.) recollects 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)


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.


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.


*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


ABS catalogue number in italics as part of the title.

Standards
Paraphrase
Standards Australia (2000) specifies the materials and strength requirements for roof bars. The materials and reinforcing requirements are clearly specified (Standards Australia 2000).

OR
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


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).


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.

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 legislation which 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**


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 current sentencing for such offences.

**OR**

*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$^3$’.

OR

‘Concentrations of air pollution are higher than the WHO guideline levels of 10 µg/m$^3$’ (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


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).

**Reference list**
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, 
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
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


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)

<table>
<thead>
<tr>
<th>Country of origin of visitors</th>
<th>Number of visitors</th>
<th>Average length of stay (nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italy</td>
<td>51 737</td>
<td>42</td>
</tr>
<tr>
<td>China</td>
<td>308 452</td>
<td>48</td>
</tr>
<tr>
<td>United States of America</td>
<td>456 084</td>
<td>24</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>734 244</td>
<td>34</td>
</tr>
<tr>
<td>Canada</td>
<td>109 843</td>
<td>42</td>
</tr>
<tr>
<td>New Zealand</td>
<td>1 075 797</td>
<td>14</td>
</tr>
</tbody>
</table>

Source: Department of Education and Communities (2012)

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

<table>
<thead>
<tr>
<th>Region of origin</th>
<th>Number of visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe</td>
<td>785 981</td>
</tr>
<tr>
<td>North America</td>
<td>565 927</td>
</tr>
</tbody>
</table>

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

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


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**


**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

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


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

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

Reference list

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.


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


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

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.


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.


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

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

Online source

Print source
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/bmxlYmtfXzkkNjM0MF9fQU41?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
**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)


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.


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.


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


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


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


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


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


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.


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


Legislation

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

Anti-Discrimination Act 1991 (Qld)

Anti-terrorism Bill 2004 (Cth)

Casino Control Ordinance 1988 (CI)

Chemical Weapons (Prohibition) Regulations 1997 (Cth)

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

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