
A Guide to Referencing – Harvard Style

Why Should I Acknowledge My Sources

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author's own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University's Student Academic Integrity Policy which is available in UC Student Guide to Policies at: <http://www.canberra.edu.au/student-services>

You need to acknowledge your sources:

- to show that you have read and understood the research in your area of study
- to lend authority to what you are writing
- to strengthen your argument
- to support your own ideas
- to provide details or background to what you are writing
- to provide interest.

In-Text Citation

You need to provide an in-text reference if you:

- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising.

In-text references typically contain the following information, in this order:

- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts).

References

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.

Contents

Why Should I Acknowledge My Sources.....	1
In-Text Citation	1
References	1
GENERAL GUIDELINES.....	5
IN-TEXT CITATIONS	6
ONE AUTHOR	7
TWO OR THREE AUTHORS	7
FOUR OR MORE AUTHORS.....	7
SAME AUTHOR, SAME YEAR	8
NO AUTHOR / EDITOR.....	8
NO YEAR.....	8
TWO OR MORE WORKS CITED TOGETHER.....	9
CORPORATE AUTHOR / ORGANISATION.....	9
CITING A SOURCE WITHIN A SOURCE	9
SPECIAL CASES.....	9
REFERENCE LIST	11
CITING A SOURCE WITHIN A SOURCE	11
NO AUTHOR/EDITOR.....	11
NO LOCATION / NO PUBLISHER / NO YEAR	11
ARTWORK.....	12
BLOG / YOUTUBE	12
BLOG	12
YOUTUBE.....	12
BOOK – PRINT	13
ONE AUTHOR	13
2 OR 3 AUTHORS	13
4 OR MORE AUTHORS.....	13
CORPORATE AUTHORS / ORGANISATIONS	13
EDITED BOOK	14
LATER EDITIONS	14
TRANSLATED BOOK.....	15
MULTI-VOLUME WORKS	15
BOOK – ELECTRONIC.....	15
BOOK CHAPTER.....	16
BROCHURE / PAMPHLET	16
COMPUTER PROGRAM / CD-ROM	17

COMPUTER PROGRAM	17
CD-ROM	17
CONFERENCE.....	17
CONFERENCE PROCEEDINGS	17
CONFERENCE PAPER - PUBLISHED	17
CONFERENCE PAPER – UNPUBLISHED	18
DICTIONARY / ENCYCLOPEDIA	18
DICTIONARY / ENCYCLOPEDIA – WHOLE	18
DICTIONARY / ENCYCLOPEDIA ENTRY.....	18
FACEBOOK / TWITTER.....	19
FILM / DVD / VIDEORECORDING.....	19
GOVERNMENT DOCUMENTS	20
HANSARD	20
IMAGE	20
JOURNAL ARTICLE – PRINT.....	21
ONE AUTHOR	21
TWO OR THREE AUTHORS	21
FOUR OR MORE AUTHORS.....	22
BOOK REVIEW IN A JOURNAL	22
JOURNAL ARTICLE – ELECTRONIC	22
LECTURE / READING BRICK / E-RESERVE.....	23
LECTURE / TUTORIAL NOTES.....	23
READING BRICK	23
E-RESERVE	23
LEGISLATION / CASE LAW	24
LEGISLATION	24
CASE LAW.....	24
MAP.....	24
MUSIC.....	25
MUSIC – PRINT	25
RECORDED MUSIC.....	25
NEWSLETTER.....	25
NEWSPAPER ARTICLE	26
PATENT.....	26
PERSONAL COMMUNICATION	26
PODCAST	27
REPORT.....	27

SPEECH	28
STANDARD	28
THESIS	28
TV / RADIO	29
TV / RADIO – PROGRAM	29
TV / RADIO – PROGRAM SEGMENT OR EPISODE FROM A SERIES	29
TV / RADIO – TRANSCRIPT	29
TV / RADIO – ADVERTISEMENT	30
WEB SITE / WEB PAGE	30
WEB SITE	30
WEB DOCUMENT	30
WIKI.....	31

GENERAL GUIDELINES

Format

Author, AA Year, *Title*, Publisher, Location.

Editor, AA (ed.) Year, *Title*, Publisher, Location.

Author, AA Year, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx.

Guidelines

- Authors are entered in the form Author, AA with no punctuation after each initial. An editor is entered with "(ed.)" after the name, but use "(eds)" if there are more than one editor.

Smith, JF & Tindale, P

- Titles of published works are entered in Italics. Minimal capitalization is used in reference entries.

This is my life: collection of photos by Andrew Snowden

- Titles of unpublished works, article titles and section titles are entered in single quotation marks.

'How we use mobile phones', *Social Science Quarterly*

- Titles: If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

[Child playing with dog]

- Place of publication is entered as city only unless the location is ambiguous or obscure, where a qualification of state or country is added. Give the publisher as it appears in the item. Do not include the city or state if it is part of the publisher name.

One-Time Publishers, Cambridge, UK

William Drysdale, Cambridge, Mass.

Butterworth, North Ryde, NSW

University of Canberra.

IN-TEXT CITATIONS

General guidelines

In text citations are entered in 2 ways:

- 'Information prominent' (the author's name is within the parentheses):
The conclusion reached in a recent study (Cochrane 2007) was that...
- 'Author prominent' (the author's name is outside the parentheses):
Cochrane (2007) concluded that...

Format - no direct quote

(Author Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane 2007) was that...

Cochrane (2007) concluded that...

Format - direct quote, fewer than 30 words

'...' (Author Year, p. Page)

Author (Year, p. Page) '...'

Note

The quote is entered in single quotation marks.

Examples

An interesting view was expressed that 'the connection of high profile developments to their surrounding environment has increasingly been questioned' (Cochrane 2007, p. 117).

An interesting view was expressed by Cochrane (2007, p.117) that 'the connection of high profile developments to their surrounding environment has increasingly been questioned'.

Format - direct quote, more than 30 words

Text... Author (Year, p. Page)

Quote

Text

or

Text

Quote (Author, Year, p. Page)

Note

Quotation marks are not used in this format. The entire quote must be indented and single spaced.

Example

Much has been written about acute care. Finkelman (2006, p. 184), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours.

Recently, this trend has been seen in some Australian hospitals and research here...

ONE AUTHOR

Format

(Author Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane 2007) was that...

Cochrane (2007) concluded that...

TWO OR THREE AUTHORS

Format

(Author, Author & Author Year)

Author, Author and Author (Year)

Example

Littlejohn and Foss (2005)

Note

Cite all names every time the reference occurs in text.

FOUR OR MORE AUTHORS

Format

(Author 1 et al. Year)

Author 1 et al. (Year)

Examples

(Duffy et al. 2001)

Green et al. (2009)

Note

Use this format in first and subsequent occurrences.

If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique.

Example

Green PF, Andrews SD, Peterson GH & Edwards TW 2010

Green SL, Snowden PY, Robertson BL & Moss V 2010

In-text citations become:

(Green, Andrews et al. 2010)

(Green, Snowden et al. 2010)

SAME AUTHOR, SAME YEAR

General guidelines

If the same author or group of authors have multiple works published in the same year, identify each work by adding the suffixes a, b, c, d after the year.

Example

(Fullan 1996a)

(Fullan 1996b)

NO AUTHOR / EDITOR

General guidelines

If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title.

Use single quotation marks around the title of an article, a chapter or a web page.

Italicize the title of a periodical, a book, a brochure or a report.

Format - no author

(Title Year)

Title (Year)

Examples - no author

(*Macroeconomics, prices and quantities* 1983)

'Internet pioneer to oversee network redesign' (2007)

('Tunguska event' 2012)

NO YEAR

If no year of publication is available use an estimated year or n.d. in place of the year.

Format - No year

(Author c. Year)

(Author n.d.)

(Author 1943?)

Examples

Smythe (c. 2007)

(Browne n.d.)

TWO OR MORE WORKS CITED TOGETHER

General guidelines

Order the citations within the parentheses in alphabetical order as they would appear in the reference list, separated by a semicolon.

Example

(Carr & Kemmis 1986; Dick 2000; Kemmis & McTaggart 1988; MacIsaac 1995)

CORPORATE AUTHOR / ORGANISATION

Format

(Corporate author Year)

Corporate author (Year)

Note:

The full corporate author is written out in the first citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the corporate author in the first occurrence and used in subsequent occurrences.

Example

(Australian Institute of Health and Welfare [AIHW] 2009)

Subsequent occurrences (AIHW 2009)

CITING A SOURCE WITHIN A SOURCE

When citing a source you haven't read yourself, but which is referred to in a source you have read.

Format

(Author 1 as cited in Author 2 Year, p.xxx)

Example

Lilly (as cited in Maxwell 1999, p.25) stated that '...'

Reference List

Maxwell, F. (1999). *Phonology*. San Francisco, CA: Brooks Cole.

SPECIAL CASES

Multivolume sets or collections produced over several years

Enter a range of years to cover the set or collection.

(Allport, 1930-1967)

Personal communication

Include the author, the abbreviation pers. comm. and the full date of the communication. Never include email addresses in your citation.

(M Coleman 2007, pers. comm., 11 July)

Legislation

Include the name, year and jurisdiction of the Act.

(Anti-Discrimination Act 1991 (Cwlth))

Case law

Give the name of the case and the year of the decision.

(Mace v. Murray 1955)

CD-ROM

Include the title of the item in italics and the year of production.

(House for the nation 2001)

Film, video, television, radio, podcast, Youtube

Include the title of the item in italics and the year of production.

(Lord of the Rings: the return of the king 2003)

REFERENCE LIST

CITING A SOURCE WITHIN A SOURCE

When citing a source you haven't read yourself, but which is referred to in a source you have read.

In-text reference

Lilly (as cited in Maxwell 1999, p.25) stated that '...'

'...' (Schwartz as cited in Burton 2009, p.63)

Reference list

Maxwell, F 1999, *Phonology*, Brooks Cole, San Francisco.

Burton L, Westen D & Kowalski R 2009, *Psychology*, Wiley, Milton, Qld.

NO AUTHOR/EDITOR

General Guidelines

If there is no author - substitute the title in the position of the author.

Format - no author

Title of work Year of publication, Publisher, Location.

Example

Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun 1983, Blackwell, Oxford.

NO LOCATION / NO PUBLISHER / NO YEAR

General Guidelines

If the location is not known - substitute n.p. in place of the location.

There are no guidelines for citing works with no publisher in the **Style Manual: For Authors, Editors and Printers**. It is acceptable in other styles to just use the location and date. Consult your lecturer before citing material without a publisher.

If the date is not known - substitute an approximate date (c. for circa or ? after date) or n.d. in place of the year.

Format - no date

Author, AA c. year, *Title of work*, Publisher, Location.

Author, AA n.d., *Title of work*, Publisher, Location.

Author, AA 1943?, *Title of work*, Publisher, Location.

Examples

Smythe, V c. 2007, *Ant colonies: How they communicate*, Emu, Canberra.

Browne, JD n.d., *Forensic science as a career*, Tower, London.

ARTWORK

Format – Unpublished Artwork

Creator, AA Year of creation, 'Title of work', description of work, Repository, Location.

Format – Published Artwork

Creator, AA Year of creation, *Title of work*, description of work, Publisher, Location.

Creator, AA Year of creation, *Title of work*, type of artwork, viewed Day Month Year, <<http://xxxxx>>

Examples

Barnes, CR 2005, '[Library at dawn]', photograph in jpeg format, Canberra.

Rodin, A 1902, 'The thinker', bronze and marble sculpture, Musee Rodin, Paris.

Monet, C 1890, *Haystacks, midday*, online copy of painting available from National Gallery of Australia, Canberra, viewed 31 July 2012, <<http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View-LRG>>

BLOG / YOUTUBE

BLOG

Format

Author, AA Year of post, 'Title of post', *Title of Blog*, web log post, Day Month of post, viewed Day Month Year, <<http://xxxxx>>

Author, AA Year of post, 'Title of post', *Title of Discussion*, discussion list message, Day Month of post, viewed Day Month Year, <<http://xxxxx>>

Examples

Keirn, B 2009, ID error leaves fish at edge of extinction, *Wired Science Blog*, web log post, 18 November, viewed 20 November 2009, <<http://www.wired.com/wiredscience/2009/11/extinction-error/>>

Weidner, D 2007, KM reducing in popularity, *ActKM*, discussion list message, 11 June, viewed 11 June 2007, <http://actkm.org/mailman/listinfo/actkm_actkm.org>

YOUTUBE

Format

Title of video, Year of production, online video, Day Month of production, credits, viewed Day Month Year, <http://xxxxx>

Example

Update on new G20 arrangements, 2009, online video, 29 September, created by K. Rudd, viewed 20 November 2009, <http://www.youtube.com/watch?v=i8ldJ-0S5rs>

BOOK – PRINT

ONE AUTHOR

Format

Author, AA Year of publication, *Title of work*, Publisher, Location.

Examples

Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.

Finkelman, AW 2006, *Leadership and management in nursing*, Pearson Prentice Hall, Upper Saddle River, NJ.

Fullan, M 1996, *The new meaning of educational change*, Cassell, London.

Maxwell, F 1999, *Phonology*, Brooks Cole, San Francisco.

2 OR 3 AUTHORS

Format

Author, AA, Author, BB & Author CC Year of publication, *Title of work*, Publisher, Location.

Examples

Littlejohn, SW & Foss, KA 2005, *Theories of human communication*, 8th edn, Thomas Wadsworth, Southbank, Vic.

Carr, W & Kemmis, S 1986, *Becoming critical: education knowledge and action research*, Falmer Press, London.

4 OR MORE AUTHORS

List all authors.

Format

Author, AA, Author, BB, Author, CC, Author, DD, Author, EE, Author, FF & Author, GG Year of publication, *Title of work*, Publisher, Location.

Examples

Duffy, A, Deakin, V, Wieniawa-Narkiewicz, E & Wilson, K 2001, *Guide to writing in biomedical sciences*, University of Canberra.

Green, WA, Hodges, B, Simons, HJ, Heverson, HJ, Mally, QG, De Vanders, WM, Smith, A, Andrews, PF & Greve, MJ 2009, *Matrix regression functions applicable to variable plasma fluxes*, 2nd rev. edn, University of New South Wales, Sydney.

CORPORATE AUTHORS / ORGANISATIONS

Format - Corporate author, different publisher

Corporate Author Year of publication, *Title of work*, Publisher, Location.

Example

Australian National Audit Office 1990, *Aboriginal and Torres Strait Islander Commission: Community Development Employment Project*, AGPS, Canberra.

Format - Corporate author same as publisher

Corporate Author Year of publication, *Title of work*, Corporate Author (use abbreviation if possible), Location.

Example

Australian Institute of Health and Welfare 2009, *Indigenous housing needs 2009: a multi-measure needs model*, AIHW cat. no. JOU 214, AIHW, Canberra.

EDITED BOOK

Format

Editor, AA (ed.) Year of publication, *Title of work*, Publisher, Location.

Editor, AA & Editor, BB (eds) Year of publication, *Title of work*. Publisher, Location.

Examples

Zairi, M (ed.) 1999, *Best practice: process innovation management*, Butterworth-Heinemann, Oxford.

Inge, MT, Duke, M & Bryer, JR (eds) 1978, *Black American writers: bibliographical essays*, vols. 1 & 2, St. Martins, New York.

Kemmis, S & McTaggart, R (eds) 1988, *The action research planner*, 3rd edn, Deakin University, Melbourne.

LATER EDITIONS

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 1st American ed.
- New ed.
- Facsim. ed.

Format

Author, AA Year of publication, *Title of work*, ... edn, Publisher, Location.

Editor, AA (ed.) Year of publication, *Title of work*, ... edn, Publisher, Location.

Examples

Littlejohn, SW & Foss, KA 2005, *Theories of human communication*, 8th edn, Thomas Wadsworth, Southbank, Vic.

Kemmis, S & McTaggart, R (eds) 1988, *The action research planner*, 3rd edn, Deakin University, Melbourne.

Green, WA, Hodges, B, Simons, HJ, Heverson, HJ, Mally, QG, De Vanders, WM, Smith, A, Andrews, PF & Greve, MJ 2009, *Matrix regression functions applicable to variable plasma fluxes*, 2nd rev. edn, University of New South Wales, Sydney.

TRANSLATED BOOK

Format

Author, AA Year of publication, *Title of work*, trans. A Translator, Publisher, Location.

Example

Gaarder, J 1994, *Sophie's world: a novel about the history of philosophy*, trans. P Moller, Phoenix House, London.

MULTI-VOLUME WORKS

Format

Author, AA Year of publication, *Title of work*, vols. ..., Publisher, Location.

Editor, AA (ed) Year of publication, *Title of work*, vols. ..., Publisher, Location.

Author, AA Year of publication, *Title of entire work*, vol. ... , *Title of volume*, Publisher, Location.

Examples

Inge, MT, Duke, M & Bryer, JR (eds) 1978, *Black American writers: bibliographical essays*, vols. 1-2, St. Martins, New York.

Clark, CMH 1978, *A history of Australia, vol. 4., The earth abideth for ever, 1851-1888*, Melbourne University Press.

BOOK – ELECTRONIC

Format

Author, AA Year of publication, *Title of work*, version, viewed Day Month Year, <<http://xxxxx>>

Author, AA Year of publication, *Title of work*, version, viewed Day Month Year, Database name.

Examples

Schiraldi, GR 2001, *The post-traumatic stress disorder sourcebook: a guide to healing, recovery, and growth*, Adobe Digital Editions, viewed 3 July 2012, Amazon.

Niemann, S, Greenstein, D & David, D 2004, *Helping children who are deaf: family and community support for children who do not hear well*, viewed 11 June 2007, <http://www.hesperian.org/publications_download_deaf.php>

Eddings, D 2010, *The Pawn of prophecy*, Kindle edn, viewed 27 March 2011, Amazon.

Faggiano, V 2012, *Critical incident management: a complete response guide*, 2nd edn, viewed 12 November 2012, <<http://www.crcnetbase.com/ISBN/978-1-4398-7454-7>>

Note:

See **Book - Print** for all Book formats (eg. multiple authors, corporate authors, later editions).

BOOK CHAPTER

Format

Author, AA Year of publication, 'Title of chapter' In A Editor & B Editor (eds), *Title of book*, ... edn, Publisher, Location.

Author, AA Year of publication, 'Title of chapter', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of chapter', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, <<http://xxxxx>>

Examples

Richards, KC 1997, 'Views on globalization', In HL Vivaldi (ed), *Australia in a global world*, Century, North Ryde, NSW.

Fullan, M 1996, 'Leadership for change', In K Leithwood, J Chapman, D Corson, P Hallinger & A Hart (eds), *International handbook for educational leadership and administration*, Kluwer Academic Publishers, New York.

Levin, C, Ury, C, Koggel, CW & Furlong, A. 'Welcoming big brother: the malaise of confidentiality in the therapeutic culture', In *Confidential relationships*, viewed 24 September 2012, EBSCO Academic Search Complete.

'Neglected global epidemics: three growing threats' 2003, In *World Health Report 2003: shaping the future*, viewed 31 March 2011, <http://www.who.int/whr/2003/en/whr03_en.pdf>

BROCHURE / PAMPHLET

Format

Author, AA Year of publication, *Title of work*, brochure, Publisher, Location.

Author, AA Year of publication, *Title of work*, brochure, Site Sponsor, Location, viewed Day Month Year, <<http://xxxxx>>

Corporate Author Year of publication, *Title of work*, brochure, Publisher, Location.

Examples

TransACT n.d., *Guide to equipment and service*, brochure, TransACT, Canberra.

Simon, J, Smith, K & West, T 2009, *Price incentives and consumer payment behaviour*, brochure, Reserve Bank of Australia, Sydney, viewed 24 November 2009, <http://www.rba.gov.au/publications/rdp/2009/2009-04.html>

COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM

Format

Title of work Year of publication, version, computer software, Publisher, Location. Credits

Title of work Year of publication, version, computer software, credits, accessed Day Month Year, <<http://xxxxx>>

Examples

Comprehensive Meta-Analysis n.d., version 2, computer software, Biostat, Englewood, NJ.

EndNote 2011, version X5 for Mac, computer software, Thomson, USA.

CD-ROM

Format

Title of work Year of Publication, CD-ROM, Publisher, Location. Credits.

Examples

How to read a film: multimedia edition 2000, CD-ROM, Harbor Electronic, New York. Written by J Monaco.

A house for the nation: 100 years of Australia's House of Representatives 2001, CD-ROM, Dept. of the House of Representatives in association with the Swish Group, Canberra.

CONFERENCE

CONFERENCE PROCEEDINGS

Format

Author, AA Year of publication, *Title of conference*, Publisher, Location.

Author, AA Year of publication, *Title of conference*, viewed day month year, <<http://xxxxx>>

Examples

Bazirjian, R & Speck, V (eds) 2002, *Charleston Conference proceedings*, Libraries Unlimited, Westport, CO.

Australian Psychological Society's Psychology of Relationships Interest Group Conference proceedings 2008, viewed 1 August 2012, <<http://ezproxy.canberra.edu.au/login?url=http://search.informit.com.au/browsePublication;res=IELHSS;isbn=9780909881375>>

CONFERENCE PAPER - PUBLISHED

Format - Paper in Published Proceedings

Author, AA Year of publication, 'Title of paper', *Title of proceedings including year and number*, Organisation name, Conference location, Conference date, pp. xx

Author, AA Year of publication, 'Title of paper', *Title of proceedings including year and number*, Organisation name, Conference location, Conference date, pp. xx, viewed Day Month Year, <<http://xxxxx>>

Examples

Tester, JW 2008, 'The future of geothermal energy as a major global energy supplier', *Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference*. Geoscience Australia, Canberra, 19-22 August 2008, viewed 5 January 2010, <http://www.ga.gov.au/image_cache/GA11825.pdf>

Edge, M 1996, 'Lifetime prediction: Fact or fancy?', *Proceedings of the Conference on Research Techniques in Photographic Conservation*, Royal Danish Academy of Fine Arts, Copenhagen, 14-19 May 1995, pp 97-100.

Kahn, JT 2011, 'Electrical and mechanical design of multipurpose ducted-fan type VTOL UAV', *2011 24th Canadian Conference on Electrical and Computer Engineering (CCECE)*, Niagara Falls, Canada, 8-11 May 2011, pp. 15-20, viewed 16 May 2012, <<http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6019108>>

CONFERENCE PAPER – UNPUBLISHED

Format - Unpublished Paper, Paper Presentation or Poster Session

Presenter, AA Year of presentation, 'Title of paper or poster session', paper presented at xxxxx, Conference location, Conference date.

Example

Bernecky, R 2003, 'An SPMD/SIMD Parallel Tokenizer for APL', paper presented at APL 2003 : Stretching the Mind, San Diego, CA, 11-14 June 2003.

DICTIONARY / ENCYCLOPEDIA

DICTIONARY / ENCYCLOPEDIA – WHOLE

Format

Editor, AA (ed.) Year of publication, *Title of work*, Publisher, Location.

Editor, AA & Editor, BB (eds) Year of publication, *Title of work*, Publisher, Location.

Editor, AA (ed.) Year of publication, *Title of work*, viewed Day Month Year, <<http://xxxxx>>

Example

VandenBos, GR (ed.) 2007, *APA Dictionary of Psychology*, American Psychological Association, Washington.

DICTIONARY / ENCYCLOPEDIA ENTRY

General guidelines

If authorship of the entry is not given, provide all the details in the in-text citation only.

... salvation is described in *The Encyclopaedia Britannica* (2007) as ...

If the author is known use the format below.

Format

Author, AA Year of publication, 'Title of chapter or entry' In A Editor & B Editor (eds), *Title of book*, ... edn, Publisher, Location.

Author, AA Year of publication, 'Title of chapter or entry', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of chapter or entry', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, <<http://xxxxx>>

Example

Arcus, D 2001, 'Attention deficit / hyperactivity disorder (ADHD)', In B Strickland (ed.), *The Gale encyclopedia of psychology*, viewed 15 May 2003, <<http://www.gale.cengage.com/>>

FACEBOOK / TWITTER

General Guidelines

To cite a Twitter feed or Facebook page as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside round brackets. There is no need for a reference list entry.

To cite a specific post use the format below.

Cite the author as it appears in the post not as Author, AA

Format

Author Year of post, *Title of Post*, type of post, Day Month of post, viewed Day Month Year, <<http://xxxxx>>

Example

Kevin Rudd and Labor 2009, *Australian civilian corps to help in crises*, Facebook update, 24 October, viewed 20 November 2009, <http://www.facebook.com/note.php?note_id=200124043571&ref=mf>

FILM / DVD / VIDEORECORDING

Format

Title of work Year of production, format, Studio/Publisher, Location. Credits.

Examples

The Lord of the Rings: the return of the king 2003, motion picture, Imagine Films, Auckland. Produced by Steve Pyke, directed by Peter Jackson.

Sense and sensibility 1995, DVD, Columbia TriStar Home Video, Australia. Directed by Ang Lee.

GOVERNMENT DOCUMENTS

Format

Author, AA Year of publication, *Title of work*, Report number, Publisher, Location.

Author, AA Year of publication, *Title of work*, Report number, Site Sponsor, Location, viewed Day Month Year, <<http://xxxxx>>

Corporate Author Year of publication, *Title of work*, Report number, Site Sponsor, Location, viewed Day Month Year, <<http://xxxxx>>

Note

If the corporate author and publisher are the same, you can use an abbreviation for the name of the publisher.

Examples

Department of Finance and Administration 2006, *Delivering Australian Government services: managing multiple channels*, DOFA, Canberra.

Australian Bureau of Statistics 2007, *Australian social trends*, Cat.no. 4102.0, ABS, Canberra.

Department of the Prime Minister and Cabinet 2008, *Families in Australia 2008*, viewed 18 March 2012, <<http://www.dpmc.gov.au/publications/families/index.cfm>>

HANSARD

Format

Corporate Author Year of publication, *Title of work*, vol. x, Publisher, Location.

Corporate Author Year of publication, *Title of work*, vol. x, viewed day month year, <<http://xxxxx>>

Examples

Australian Capital Territory. Legislative Assembly 2002, *Debates of the Legislative Assembly for the Australian Capital Territory, weekly Hansard*, vol. 14, ACT. Legislative Assembly, Canberra.

Parliament of Australia. House of Representatives 2011, *House of Representatives Hansard*, vol. 43, viewed 30 July 2012, <http://www.aph.gov.au/Parliamentary_Business/Hansard/>

IMAGE

General Guidelines

If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

[Child playing with dog]

Format – Image in Another Work

Creator, AA Year of publication, 'Title of image', description of material, in A Author (if different from Creator), *Title of work*, Publisher, Location, pp. xx.

Format – Published Image

Creator, AA Year of creation, *Title of image*, description of material, Publisher, Location.

Creator, AA Year of creation, *Title of image*, description of material, viewed Day Month Year, <<http://xxxxx>>

Format – Unpublished Image

Creator, AA Year of creation, 'Title of image', description of material, Repository, Location.

Examples

Kaplan, RS & Norton, DP 2004, 'Internal processes deliver value over different time horizons', graph, in *Strategy maps: Converting intangible assets into tangible outcomes*, Harvard Business School, Boston, p. 48.

Monet, C 1890, *Haystacks, midday*, online copy of painting, viewed 18 November 2009, <<http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View-LRG>>

Jordan, D 2004, *Hawaii's 'gentle' volcano more dangerous than thought*, photograph, viewed 16 July 2012, <<http://news.nationalgeographic.com/news/bigphotos/11587353.html>>

Barnes, CR 2005, '[Library at Dawn]', photograph, Canberra.

JOURNAL ARTICLE – PRINT

General guidelines

If each issue of a journal begins on page 1, give the issue number after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

ONE AUTHOR

Format

Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx.

Example

Jackson, A 2007 'New approaches to drug therapy', *Psychology Today and Tomorrow*, vol. 27, no. 1, pp. 54-9.

TWO OR THREE AUTHORS

Format

Author, AA, Author, BB & Author, CC Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx.

Examples

Kramer, E & Bloggs, T 2002, 'On quality in art and art therapy', *American Journal of Art Therapy*, vol. 40, pp. 218-22.

Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?', *Australia Today*, pp. 54-60.

FOUR OR MORE AUTHORS

List all authors

Format

Author, AA, Author, BB, Author, CC, Author, DD, Author, EE, Author, FF & Author, GG Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx.

Examples

Elo, A, Ervasti, J, Kuosma, E & Mattila, P 2008, 'Evaluation of an organizational stress management program in a municipal public works organization', *Journal of Occupational Health Psychology*, vol.13, no. 1, pp. 10-23.

Gluckman, E, Ruggeri, A, Rocha, V, Baudoux, E, Boo, M, Kurtzberg, J, Welte, K, Navarette, C & van Walraven, SM 2011, 'Family-directed umbilical cord blood banking', *Haematologica*, vol. 96, pp. 1700-7.

BOOK REVIEW IN A JOURNAL

Format

Author, AA Year of publication, 'Title of review', review of *Title of Book*, by B. Author, *Title of Journal*, vol. x, no. x, pp. xx-xx.

Example

Marson, SM 2009, 'How big should we be? A Herculean task accomplished', review of *Human Body Size and the Laws of Scaling: Physiological, Performance, Growth, Longevity and Ecological Ramification*, by T Samaras, *Public Health Nutrition*, vol.12, pp. 1299-300.

JOURNAL ARTICLE – ELECTRONIC

Format

Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx, viewed Day Month Year, <<http://xxxxx>>

Examples

Johns, E & Mewhort, D 2009, 'Test sequence priming in recognition memory', *Journal of Experimental Psychology: Learning, Memory and Cognition*, vol. 35, pp. 1162-74. viewed 17 May 2012, PsycARTICLES.

Noor, A 2008, 'Ethics, religion and good governance', *JOAAG: Journal of Administration & Governance*, vol. 3, no. 2, pp. 62-77, viewed 17 November 2009, <http://www.joaag.com/Home_Page.php>

Ramalho, M, Da Silva, G & Dias, L 2009, 'Genetic plant improvement and climate changes', *Crop Breeding and Applied Biotechnology*, vol. 9, no. 2, pp. 189-95, viewed 5 July 2012, <<http://www.sbmp.org.br/cbab>>

Restouin, A, Aresta, S, Prebet, T, Borg, J, Badache, A & Collette, Y 2009, 'A Simplified, 96-well-adapted, ATP luminescence-based motility assay', *BioTechniques*, vol. 47, pp. 871-75, viewed 14 November 2012, <<http://www.biotechniques.com/BiotechniquesJournal/>>

Note

See **Journal Article - Print** for all forms of journal articles.

LECTURE / READING BRICK / E-RESERVE

LECTURE / TUTORIAL NOTES

Note

If you are citing lecture notes from a university other than the University of Canberra, enter the university name before the unit number and name.

Format

Author, AA Year of lecture, *Unit number and name, lecture number, week number: Title of lecture*, description, viewed Day Month Year, <<http://xxxxx>>

Example

Andrews, P 2009, *Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?*, lecture PowerPoint slides, viewed 20 November 2009, <<http://learnonline.canberra.edu.au>>

READING BRICK

Format

Author, AA Year of production of reading brick, 'Title of work', *Title of Original Journal/Book*, vol. xx, no. xx, pp. xx-xx, in *Title of brick*, University of Canberra.

Example

Hade, D 2005, 'Storyselling: Are publishers changing the way children read?', *The Horn Book Magazine*, vol. 78, no. 5, pp. 509-17, in *Unit 007689 Writing for young people PG: selected readings*, University of Canberra.

E-RESERVE

Format

Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. xx, no. xx, pp. xx-xx, viewed Day Month Year, University of Canberra E-Reserve.

Author, AA Year of publication, 'Title of chapter or entry', in A Editor & B Editor (eds), *Title of book*, viewed Day Month Year, University of Canberra E-Reserve.

Examples

Rose, A 1996, 'Freedom of information under review', *Canberra Bulletin of Public Administration*, vol. 80, September, pp. 4-8, viewed 6 June 2007, University of Canberra E-Reserve.

Wilson, A, Johns, R, Miller, K & Pentecost, R 2010, 'Presenting and using the research results' in *Marketing research: an integrated approach*, viewed 19 July 2012, University of Canberra E-Reserve.

LEGISLATION / CASE LAW

LEGISLATION

General guidelines

Include legislation in your reference list only if it is important to a better understanding of your assignment or is required by your lecturer. Otherwise an in-text reference is sufficient.

eg. In relation to action regarding unsuitable good, s. 74B of the Trade Practices Act 1974 states...

Format

Name of Act Year (Jurisdiction), viewed day month year, <[http://xxxxx](#)>

Examples

Trade Practices Act 1974 (Cwlth)

Anti-Discrimination Act 1991 (Qld), viewed 6 August 2012,
<http://www.austlii.edu.au/au/legis/qld/consol_act/aa1991204/>

CASE LAW

Format - Unreported cases

Name v. Name [Year] Court abbreviation, Decision number (Unreported Day Month Year of decision).

Format - Reported cases

Name v. Name (Year) Volume, Reporting series abbreviation, Page.

Examples

Glass v. Commonwealth of Australia [2003] ACTCA 8 (Unreported 31 March 2003).

Mace v. Murray (1955) 92 CLR 370.

MAP

Format

Creator, AA Year of publication, *Title of map*, map, Publisher, Location.

Creator, AA Year of publication, *Title of map*, map, viewed Day Month Year, <[http://xxxxx](#)>

Examples

Geoscience Australia [NATMAP], 2004, *ACT region, New South Wales and Australian Capital Territory*, map, Geoscience Australia, Canberra.

Hawaii, n.d., map, viewed 20 July 2012, <<http://3.bp.blogspot.com/-6Ckq2CCag0Q/Tr4pIGIC-HI/AAAAAAAAACLo/CjKZCLjyAvk/s1600/islands-of-hawaii-map.gif>>

MUSIC

MUSIC – PRINT

Format

Author, AA Year of publication, *Title of work*, format, Publisher, Location.

Author, AA Year of publication, *Title of work*, format, viewed Day Month Year, <<http://xxxxx>>

Examples

Brown, B 2009, *Big bad bushranger*, songbook, Omnibus Books, Malvern, SA.

Davis, B & Akst H 1978, *Baby face*, sheet music, B&G Akst Publishing and Benny Davis Music, n.p.

RECORDED MUSIC

Format

Title of work Year of publication, type of recording, Publisher, Location. Credits.

Title of work Year of publication, type of recording, credits, accessed Day Month Year, <<http://xxxxx>>

'Title of track' Year of publication, on *Title of work*, type of recording, Publisher, Location. Credits.

Examples

Wish you well 2005, MP3, performed by Bernard Fanning, accessed 7 July 2012,
<<http://itunes.apple.com/au/genre/music/>>

'From little things big things grow' 1997, on *Songs from the south: Paul Kelly's greatest hits*, CD, Mushroom Records, Melbourne. Written and performed by Paul Kelly.

'Dirty creature' 1982, on *Time and Tide*, record, Mushroom Records, Melbourne. Performed by Split Enz.

NEWSLETTER

Format

Author, AA Year of publication, 'Title of article', *Title of Newsletter*, Day Month of publication, pp. xx, viewed Day Month Year, <<http://xxxxx>>

Example

'Australians on the Western Front' 2009, *Ozculture Newsletter*, November, viewed 5 July 2012,
<<http://museumsaustralia.org.au/news/ausculturearchive.htm>>

NEWSPAPER ARTICLE

General guidelines

If authorship is not obvious, provide all the details in the in-text citation.

eg.

(*The Canberra Times* 28 May 2007, p. 15) or ...in *The Canberra Times* (28 May 2007, p. 15)

If authorship of the article is obvious follow the format below.

Format

Author, AA Year of publication, 'Title of article', *Title of Newspaper*, Day Month of publication, pp. xx, viewed Day Month Year, <<http://xxxxx>>

Examples

Darby, A 2002, 'Rarest tiger skin a rugged survivor', *Sydney Morning Herald*, 20 August, viewed 12 June 2012, <<http://www.smh.com.au>>

Waterford, J 2007, 'Bill of Rights gets it wrong', *The Canberra Times*, 30 May, p. 11.

Clark, E 2003, 'Enforcement, not shortage of laws, at the heart of spam's virulent growth', *The Canberra Times*, 13 July, viewed 25 July 2003, <<http://www.canberratimes.com.au>>

PATENT

Format

Inventor, AA Year of issue, *Title of Patent*, Country Patent No. xxxxx.

Inventor, AA Year of application, *Title of Patent*, Country Patent Application No. xxxxx.

Examples

Rajaram, G 2011, *Improved advertising with audio content*, Australia Patent No. 2006297131 B2.

Dahl, C 2011, *Mobile phone cover with manually adjustable stand*, Australia Patent Application No. 2011905080.

PERSONAL COMMUNICATION

General guidelines

Personal communication is cited in-text only with no entry in the Reference List. Include the name of the sender and the date of the communication.

e.g.

(C. Barnes 2004, pers. comm., 13 May)

or

Miss C Barnes confirmed this in an email on 13 May 2004.

PODCAST

Format

Title of work Year of production, audio podcast, Day Month of production, credits, accessed Day Month Year, <[http://xxxxx](#)>

Example

AM: *News & current affairs* 2007, audio podcast, 28 April, presented by T Nolan, accessed 28 May 2007, <[http://www.abc.net.au/am/](#)>

REPORT

See also Government Document

Format

Author, AA Year of publication, *Title of work*, report number, Publisher, Location.

Author, AA Year of publication, *Title of work*, report number, Site Sponsor, Location, viewed Day Month Year, <[http://xxxxx](#)>

Note:

If the corporate author and publisher are the same, enter an abbreviation for the publisher. The first occurrence of the name of a corporate author must be given in full, whether in the written text or in a citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the full name and used in subsequent occurrences. e.g. Australian Institute of Health and Welfare (AIHW).

Examples

Local Government Association of South Australia 2009, *Local government's current and potential role in water management and conservation: final report*, prepared by the South Australian Centre for Economic Studies, SACES, Adelaide.

Simon, J, Smith, K & West, T 2009, *Price incentives and consumer payment behaviour*, Reserve Bank of Australia, Sydney, viewed 24 November 2009, <[http://www.rba.gov.au/publications/rdp/2009/2009-04.html](#)>

Physical habitat theme Pilot Audit technical report 2004, MDBC publication 10/04, Murray-Darling Basin Commission, Canberra.

SPEECH

General Guidelines

The preferred method for citing a speech is to find a transcript or recording of the speech and cite this in your document using the rules for citing books, articles or recordings. If you cannot find a transcript or recording, use the format below.

Format

Speaker, AA Year of speech, 'Title of speech', speech, Description of speech, Location, Day Month of speech.

Examples

Hodson, A 2000, 'Peace in today's world', speech, Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, NSW, 11 November.

Clark, H 2007, 'Prime Minister's 2007 Anzac Day message', speech, New Zealand, 25 April.

STANDARD

Format

Corporate Author Year of publication, *Standard number: Standard name*, Publisher, Location.

Corporate Author Year of publication, *Standard number: Standard name*, viewed Day Month Year, <http://xxxxx>

Note

If the corporate author and publisher are the same, you can enter an abbreviation for the publisher. The first occurrence of the name of a corporate author must be given in full, whether in the written text or in a citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the full name and used in subsequent occurrences. e.g. Australian Institute of Health and Welfare (AIHW).

Examples

Standards Australia 1996, *Australian Standard AS4390: Records management*, Standards Australia, Sydney.

Standards Australia & Standards New Zealand 1996, *AS/NZS 4422: Playground surfacing: specifications, requirements and test method*, viewed 11 July 2012, <http://www.saiglobal.com>

THESIS

Format

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location.

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location, viewed Day Month Year, Database.

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location, viewed Day Month Year, <http://xxxxx>

Examples

Brown, G 2001, 'Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream' unpublished doctoral thesis, University of Canberra.

Socha, A 2010, 'Students' assessments of instruction: a validity study', masters thesis, Western Carolina University, viewed 20 November 2009, Proquest Dissertations and Thesis database.

McCaffrey, J 2008, 'The extent to which clubs are perceived as learning organisations', doctoral thesis, University of Canberra, viewed 2 November 2009, <<http://erl.canberra.edu.au/public/adt-AUC20081205.095000/>>

TV / RADIO

TV / RADIO – PROGRAM

Format

Title of program Year of production, television/radio program, Studio, Location, Day Month of production. Credits.

Examples

Stateline 2009, television program, ABC TV, Canberra, 4 September. Presented by C Kimball.

Book Show 2009, radio program, ABC Radio National, Melbourne, 19 November. Presented by R Koval.

TV / RADIO – PROGRAM SEGMENT OR EPISODE FROM A SERIES

Format

'Title of segment' Year of production, *Title of program*, television/radio program, Studio, Location, Day Month of production. Credits.

'Title of episode' Year of production, *Title of series*, television/radio program, Studio, Location, Day Month of production. Credits.

Examples

'Interview with the Prime Minister, Kevin Rudd' 2009, *Mornings with Neil Mitchell*, radio program, Radio 3AW, Melbourne, 16 October. Interviewed by Neil Mitchell.

'Interview with Raelene Boyle' 2006, *Enough Rope with Andrew Denton*, television program, Australian Broadcasting Corporation, Sydney, 25 September. Interviewed by Andrew Denton.

'Holograms' 1988, *Mission Impossible*, television program, Paramount Pictures, USA, n.d. Directed by Kim Manners, written by Robert Brennan and Bruce Geller.

TV / RADIO – TRANSCRIPT

Format

'Title of segment' Year of production, *Title of program*, television/radio program transcript, Studio, Location, Day Month of production. Credits.

'Title of segment' Year of production, *Title of program*, television/radio program transcript, Studio, Location, Day Month of production, credits, viewed Day Month Year, <<http://xxxxx>>

Examples

'Cyclone Tracy' 2004, *Rewind*, television program transcript, ABC TV, Sydney, 7 November, viewed 21 May 2007, <<http://www.abc.net.au/tv/rewind/txt/s1233697.htm>>

'Are we hardwired for creativity?' 2005, *Innovations*, radio program transcript, ABC Radio Australia, Melbourne, 14 February, interview with Edward de Bono, viewed 6 June 2007, <<http://www.abc.net.au/ra/innovations/stories/s1302318.htm>>

TV / RADIO – ADVERTISEMENT

Format

Title of work Year of production, television/radio advertisement, Studio, Location, Day Month of production. Credits.

Example

Beyondblue: Anxiety 2009, television advertisement, WIN TV, Canberra, n.d. Produced by Beyondblue.

WEB SITE / WEB PAGE

WEB SITE

When citing an entire web site it is sufficient to cite the address in the text.

e.g. Beyondblue <<http://www.beyondblue.org.au/>> is a website supporting ...

If you wish to acknowledge the entire web site in your reference list, use the format below.

Format

Author, AA Year of creation, Name of site sponsor, Location, viewed Day Month Year, <<http://xxxxx>>

Examples

International Narcotics Control Board 1999, United Nations, Vienna, viewed 1 October 1999, <<http://www.incb.org>>

Department of Education Employment and Workplace Relations 2009, DEEWR, Canberra, viewed 3 November 2009, <<http://www.deewr.gov.au>>

WEB DOCUMENT

Format

Author, AA Year of creation, *Title of work*, version, Sponsor of the site, Location, viewed Day Month Year, <<http://xxxxx>>

Examples

University of Canberra 2009, *Copyright guide*, Version 13, University of Canberra, viewed 23 November 2009, <<http://www.canberra.edu.au/copyright/guide>>

Maclsaac, D 1995, *An introduction to action research*, Buffalo State University of New York, viewed 28 May 2004, <<http://physicsed.buffalostate.edu/danowner/actionrsch.html>>

Dick, B 2012 *A Beginner's Guide to Action Research*, viewed 1 November 2012, <<http://www.aral.com.au/resources/guide.html>>

Simon, J, Smith, K & West, T 2009, *Price incentives and consumer payment behaviour*, Reserve Bank of Australia, Sydney, viewed 24 November 2009, <<http://www.rba.gov.au/publications/rdp/2009/2009-04.html>>

Commonwealth Scientific and Industrial Research Organisation n.d., *Reducing Australia's greenhouse emissions factsheet*, CSIRO, Canberra, viewed 21 November 2009, <<http://www.csiro.au/resources/ps282.html>>

WIKI

Format

Author, AA Year of creation, 'Title of work', *Title of Wiki*, wiki article, viewed Day Month Year, <<http://xxxxx>>

Examples

Preater, A 2012, 'Adding a persistent link to the Encore record display', *CSDirect wiki: Encore*, wiki article, viewed 26 July 2012, <<http://csdirect.iii.com/lswiki/Encore/PermaLink>>

'Great debates in media literacy: theory and practice of media literacy', n.d, *Wikiversity*, wiki article, viewed 27 October 2009, <http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy>

'Tunguska event' 2012, *Wikipedia, the free encyclopedia*, wiki article, viewed 26 July 2012, <http://en.wikipedia.org/wiki/Tunguska_event>