Abridged Harvard Referencing Guide (author-date)

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Rockhampton Queensland

COMMONWEALTH OF AUSTRALIA

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Rockhampton Queensland Australia

This abridged guide explains the Harvard style of author-date referencing system. The information it contains is based on:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. by Snooks & Co., John Wiley & Sons Australia, Brisbane. Copyright: Commonwealth of Australia, style reproduced with permission. It is referred to hereafter as 'the manual'.

This guide has been written primarily for the use of students undertaking the preparatory program entitled Skills for Tertiary Education Preparatory Studies (**STEPS)** at CQUniversity. At an undergraduate level, this document should be used for guidance only. Undergraduates should also consult their Study Guides and lecturers to find out which referencing style conventions are preferred for their courses.

Documents from the University of South Australia and the University of Adelaide provided the inspiration for the format of this referencing guide.

This document can be found on CQUniversity's Website at http://www.cqu.edu.au/about-us/service-and-facilities/communications-learning-centre/referencing and click on Harvard.

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What is referencing?

When you write an assignment at university, you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to it, both in the text of your assignment and in a list at the end of your assignment. This practice of acknowledging authors is known as referencing or citing. Failing to do so is known as plagiarism.

References **must** be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, videos, computers, other print or electronic sources, and personal communications. A reference is required if you:

- quote (use someone else's exact words)
- copy (use figures, tables or structure)
- paraphrase (convert someone else's ideas into your own words)
- summarise (use a brief account of someone else's ideas).

Why should you reference?

References enhance your writing and assist your reader by:

- showing the breadth of your research
- strengthening your academic argument
- directing the reader to the source of your information
- allowing the reader to consult your sources independently
- enabling the reader to verify your data.

Should you reference public domain information?

Public domain information is information that is so widely known that it is considered readers can be expected to know this information though they may not know its source. The general public use public domain information freely. Where authors or sources are so widely known, a specific reference (citation) may not be required. Check with your lecturer on this issue.

For example:

As Shakespeare observed, 'All the world's a stage …'.

The quick guide to referencing

The following flow charts can assist you in deciding whether you need to reference (cite) your information or not.

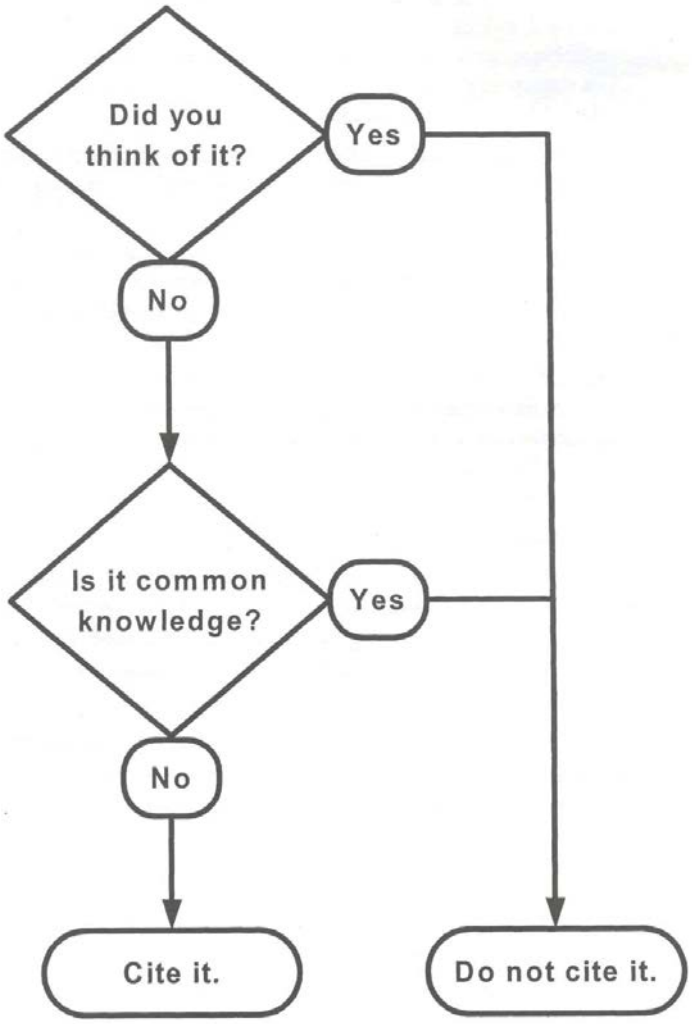


Figure 1: Referencing guidelines

Source: Harris (2001, p. 155)

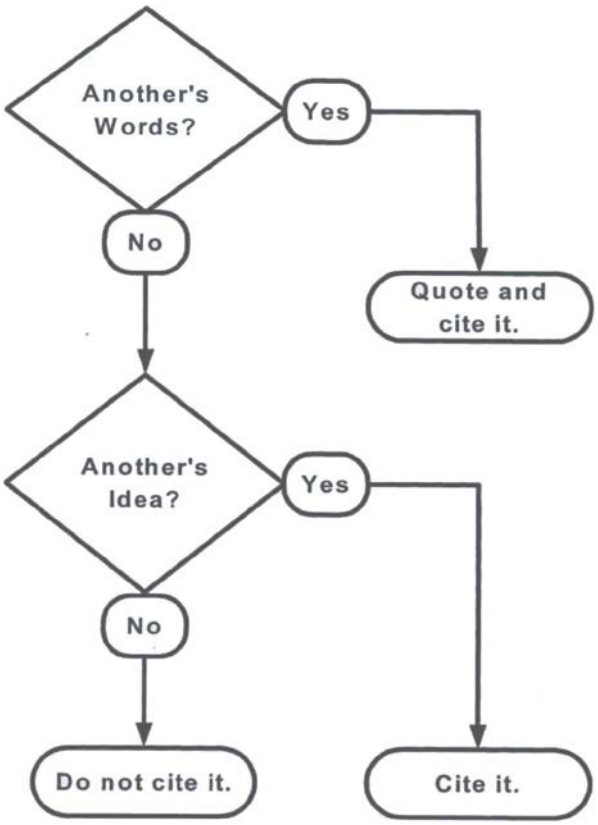


Figure 2: Plagiarism guide
Source: Harris (2001, p. 158)

Note: In Harvard style the Figure caption and the Source are shown straight underneath the figure. Remember photos, graphs, drawings and diagrams are considered to be figures. The page number is given as this is **specific** information from a **particular** page.

What is plagiarism?

Plagiarism is the intentional use of someone else's ideas, words or concepts in your assignment work without appropriate acknowledgment. It is considered serious misconduct at university and should be avoided at all times. CQUniversity has a policy on plagiarism and you are strongly encouraged to familiarise yourself with it. The following URLs will lead you to:

CQUniversity's Plagiarism Procedures
http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1244

Student Misconduct and Plagiarism policy
http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1245

Committing plagiarism can carry **very** serious penalties for students, including expulsion from a university.

Note: ***Expulsion*** *for some international students may mean having to return to their own country because an offence of plagiarism forfeits their student visa.*

Regrettably, students have been known to commit offences of plagiarism simply because they did not understand which techniques for paraphrasing, summarising and quoting are acceptable.

The best way to avoid being accused of plagiarism is to acknowledge the resources upon which you have based your ideas.

Forms of plagiarism

Forms of plagiarism can occur if you:

- write about or use someone else's ideas without giving a reference
- copy another student's work and submit it as your own
- submit work written for you by someone else
- work with other students to share ideas and clarify understandings but fail to develop your own individual response to the set task. In this case your work reflects too closely that of others in the group.

How can plagiarism be avoided?

It is important that you record all bibliographical details of each source as you use it. Photocopying the cover and the copyright pages of any print source you use will give you the details you need.

- **Record the sources you use.** Before beginning to take notes from any source, record all the bibliographic information.
  For a book, you need to record the author's name, title of book, publisher, year of publication, place of publication, and pages referred to.
  For a document on the World Wide Web, you need to record the author's/sponsor's name, title of the item, year of publication, the date you accessed it, the URL and the pages referred to.
- **Take careful notes.** To ensure that you do not plagiarise another researcher's work it is important to take careful notes. Develop a system to distinguish between what you have copied directly from the source (directly quoted), what you have put in your own words (paraphrased), and your comments about the information in that source.
- **Paraphrase appropriately.** Paraphrasing is the process of putting another person's ideas into your own words. You must do more than just change a few words from the original work. When you paraphrase, you must still acknowledge the original source. If your work does not refer to a specific idea on a particular page of the original work but to general themes, a page number need not be shown.
- **Use in-text referencing in every written draft.** Get into the habit of including the in-text (author, date) references as you write each draft of your assignment and create a draft reference page to add to as you go along.
- **Keep your work secure.** Avoid sharing paper or electronic drafts of your work with other students.

Which referencing system should you use?

There are a number of different referencing systems used in academic writing; however, CQUniversity acknowledges four major styles:

- two author-date systems, Harvard and APA (American Psychological Association)
- two footnoting systems, Turabian (used in History and Communications) and The Australian Guide to Legal Citation (used in Law).

It is important that you use the referencing style required by your lecturer for an assignment and maintain consistency using that style. Be aware that you may be asked to use two or more referencing styles depending on your courses.

Principles of author-date referencing in the Harvard style

There are two parts to the author-date system of referencing:

1. The author and the date are referred to in the text or main body of your writing (called **in-text** referencing or **citing**).
2. All of the resources referred to in the body of the writing are included in the **reference list** at the end of the assignment. All information is included in this list: author, date, title of publication, publisher and place of publication.

When you reference sources of information in the text of your assignment—regardless of whether you quote, paraphrase or summarise—you should include:

- the author's surname (family name)
- the year of publication
- page numbers when **directly quoting** or **closely paraphrasing** an author's words/material or **referring to specific information on a particular page**
- correct punctuation and spacing.

Ways of referencing in-text

When you reference in-text, it is up to you to determine where in your sentence you will place the reference. You can use either author-prominent or information-prominent referencing.

1. Author-prominent

This way gives prominence to the author by using the author's surname (family name) as part of your sentence with the date and the page number in parentheses (round brackets).

Direct quote example
Unterhalter (2007, p. 5) argues that 'gender equality in schooling is an aspiration of global social justice'.

Note: Include the page number when **quoting** the author's exact words.

Paraphrase example
According to Unterhalter (2007, p. 5), equal treatment of the genders in education should be the goal of every just society.

Note: Include the page number when **citing information from a specific page.** This is particularly important when citing a lengthy document.

2. Information-prominent

The other way of referencing gives prominence to the information, with all the required referencing details given in parentheses at the end of the citation.

Direct quote example
It has been argued that ‘gender equality in schooling is an aspiration of global social justice’ (Unterhalter 2007, p. 5).

Note: Include the page number when **quoting** the author’s exact words.

Paraphrase example
Equal treatment of the genders in education should be the goal of every just society (Unterhalter 2007, p. 5).

Note: Include the page number when **citing information from a specific page.** This is particularly important when citing a lengthy document.

When to include a page number

You do not need to use a page number if you are summarising the general themes of a document in your own words. For example:

> Tertiary study requires various literacy skills (Doyle 2006).

You do need to provide a page number if you are paraphrasing a specific sentence or paragraph from a particular page. For example:

> According to Doyle (2006, p. 7), a sound level of maths is necessary to undertake university study.

Always provide a page number for a direct quote (i.e. when using the author’s exact words).

Verbs that help with author-prominent referencing

state	point out	describe
remark	add	suggest
maintain	assert	affirm
agree	claim	clarify
disagree	contest	contend
highlight	find	show
imply	theorise	offer
predict	question	dispute
justify	confirm	reason

Paraphrase or use quotations?

It is preferable that you **paraphrase** (put ideas in your own words) as too many **quotations** (using the exact words) can lead to a poorly written assignment. A general rule in academic circles is that no more than 10% of an assignment should be in the form of direct quotations. No matter whether you use quotations or paraphrase another’s words, you always need to give references—both in the text and in the reference list.

Using direct quotations

Quotations should be used sparingly, selected carefully, used in context, integrated into your text and reproduced **exactly** (including the words, spelling, punctuation, capitalisation and paragraphing of the original writer). The word [sic] (meaning *so* or *thus*) can be inserted in a quotation when the original text is incorrect with regard to grammar or spelling, or contains sexist or racist language. Look at these examples for formatting in-text references:

> According to Bloggs (2006, p. 21), the alarming growth in obesity levels in Australia can be attributed to 'cendentary [sic] lifestyles, time saving household devices and the rapid growth of the fast food industry'.
>
> Smith (2006, p. 21) raises a contentious issue in the discipline debate with the belief that 'when a child is at school, he [sic] must comply with the school rules without question'.
>
> According to Jones (2004, p. 6), the Australian Government has not done enough to eradicate the feral cat and he states that 'mandatory desexing of household cats ten years ago would of [sic] reduced feral cat numbers by 70% in 2003'.

A quotation is used if:

- misinterpretation would result from a change to the words
- a major argument needs to be recorded as evidence
- it is important to comment on, refute, or analyse the ideas expressed
- it contains a particularly elegant or forceful phrase.

Short quotations

Short quotations (fewer than 30 words) should:

- be incorporated into your sentence without disrupting the flow of your paragraph
- have single quotation marks
- have the full stop after the reference if the quote is information prominent
- keep the same font size as the rest of the assignment.

Incorporating a quote as part of your sentence —information-prominent

Students are initially nervous; however, '[w]hen students conquer the challenging initial days of the program, they begin to settle into a routine' (Doyle 2006, p. 86).

Incorporating a quote as part of your sentence—author-prominent

Students are initially nervous; however, as Doyle (2006, p. 86) suggests, '[w]hen students conquer the challenging initial days of the program, they begin to settle into a routine'.

Note: When an upper case letter starts the quote which comes in the middle of a sentence use the format shown above.

Long quotations

Long quotations (30 words or more) should:

- be introduced in your own words
- not have any quotation marks
- begin on a new line
- be fully indented by default (i.e., 1.27 cm) from the left margin

- be in single line spacing
- be in a smaller font. That is, use one font size smaller than the font you are using, e.g., Times New Roman 12 is reduced to Times New Roman 11 for the long quote, while Arial 11 is reduced to Arial 10.

Separate the quotation from the lead-in statement with one blank line. The lead-in statement ends with a colon (:). Separate the quotation from the text that follows it with one blank line.

Note: For a long information-prominent quotation, the full stop goes after the quote and before the in-text reference, as shown in the example below.

Example of a long quote—information-prominent:

Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:

> The public life is fun. It's creative. It's where their friends are. It's theatre, but it's also community: in this linked, logged world, you have a place to think out loud and be listened to, to meet strangers and go deeper with friends. (Nussbaum 2007, p. 27)

Example of a long quote—author-prominent:

Rowan (2001, p. 39) summarises the effects of a limited world view when she states that:

> This poses a real challenge for educators. In many cases, we are drawing on educational resources, or curriculum documents which are in themselves fairly narrow in the view of the world they represent. This helps to make this view seem natural and normal.

If educators have a limited world view they will be unaware of the gaps in texts.

Words omitted from quotations

To omit words from quotations, use an ellipsis (…) in place of the missing words. Be sure the deletion of words does not change the meaning of the quotation. For example:

Biggs (2007, p. 44) argues that in 'constructive alignment … objectives are defined not just in terms of content, but also in terms of the level of understanding applied to that content'.

Double quotations

For a double quotation, that is a quotation within a quotation, use double quotation marks inside single quotation marks. For example:

'The first words of Melville's *Moby Dick* are "Call me Ishmael" and these words are full of significance' was the first statement in Smith's memorable speech (Johns 1995, p. 43).

Square brackets in quotations

Sometimes in quotations it is necessary to insert a word or phrase that explains the meaning of another word in that quotation. Place the explanation in square brackets. For example:

According to Cowie (1996, p. 21), 'The curriculum of the national schools in the 1870s included reading, writing, arithmetic, drill [physical exercises] and music'.

Page numbers

Page numbers should be used when quoting material (i.e. using the author's exact words) from the original publication. This includes tables or figures. Page numbers should also be used for **indirect quotes** and paraphrasing where the **summarised** material appears in **specific pages, chapters or sections.**

The abbreviation for **page** is p. The abbreviation for **pages** is pp.

The following examples illustrate the different styles of punctuation used when citing page numbers that are not consecutive, that are consecutive, or that are from a document that does not have page numbers (as with many Web sites):

One page referred to	(Priest 2006, p. 4)
Pages that are not in sequence	(Warnock 2006, pp. 1, 4 & 6)
Pages that are in sequence	(McIntosh & Simpson 2007, pp. 25–26)
Pages from an unnumbered document	(Pickering & McMahon 2006, p. 1 of 2)

Acronyms and initialisms

Acronyms are words made up of the initial letters of a series of words. Examples are Technical and Further Education (TAFE) and Queensland and Northern Territory Aerial Services Ltd (QANTAS).

You must not create an acronym of your own but use the existing ones that are recognised.

Note: Therefore the name CQUniversity cannot be denoted by CQU or shortened in any way as it is not an acronym. The name must remain in full.

Initialisms are abbreviations made up of the initial letters of a series of words. Examples are USA (for United States of America) and NLA (for National Library of Australia).

In an in-text reference, include an organisation's full name the first time you refer to it, followed by the acronym or initialism in brackets. Use only the acronym or initialism for any further references to that organisation. For example:

> The impact of this program has been dramatic (World Health Organization [WHO] 2011).
>
> This is demonstrated by the data emerging from this study (WHO 2011).

In the reference list, include both the full name of the organisation and the acronym or initialism. For example:

> World Health Organization (WHO) 2011, *Health impact assessment—glossary of terms used*, viewed 2 September 2011, http://www.who.int/hia/about/glos/en/index1.html

Use of Latin terms

Some Latin terms are still used in referencing. They are so commonly used in English that they are not presented in italics. These include:

Latin Terms	**Meaning**
et al.	This term means 'and others'. It is used for resources with four or more authors to shorten the in-text citation. It is not used in the reference list where all authors' names are given. It is not italicised and ends with a full stop.
sic	The term means 'thus' or 'this is how it was written'. It is used when there is a spelling or grammatical error or when sexist language is used in the original source quoted. This term [sic] appears immediately after the original error. It is not italicised and appears in square brackets.

c.	This term denotes ‘circa’ and means ‘approximately’. It is used when the approximate date is all that is known. It is not italicised and ends with a full stop.

Formatting a paragraph

The following paragraph is aligned on the left margin, in 1.5 line spacing, with one space after a full stop. (Spaces between words are shown in this example as dots.) There is a blank line between one paragraph and the next.

Note the in-text referencing. The full details of the in-text references will be given in the reference list at the end.

‘An·abbreviation·is·any·shortened·form·of·a·word·or·a·phrase’·(LIBERTY.com·2010,·p.·1).·
Acronyms·and·initialisms·are·types·of·abbreviations.·When·referring·numerous·times·to·an·
organisation·with·a·long·title,·the·relevant·acronym·or·initialism·is·used.·According·to·
LIBERTY.com·(2010),·an·acronym·is·formed·from·the·initial·parts·of·a·name,·e.g.,·NATO·
(North·Atlantic·Treaty·Organization)·and·an·initialism·is·a·group·of·initial·letters·with·each·
letter·being·pronounced·separately,·e.g.,·ABC·(Australian·Broadcasting·Commission).¶

The·first·time·you·refer·to·the·organisation·include·both·the·full·title·and,·in·parentheses·
(round·brackets),·the·acronym·or·initialism;·thereafter,·the·acronym·or·initialism·will·suffice.·
Both·acronyms·and·initialisms·are·written·without·full·stops.¶

LYBERTY.com 2010, *Abbreviations vs. acronym vs. initialism*, viewed 17 October 2011, http://lyberty.com/encyc/articles/abbr.html

Difference between a reference list and a bibliography

The reference list includes only sources referred to (referenced/cited) in the text of your assignment. In Harvard style, only a reference list is required. However, in some cases, you may be required to provide a bibliography. A bibliography is presented in the same format as a reference list but it includes **all** material consulted in the preparation of your assignment whether referred to in the text or not.

In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not use in the text of the assignment. Always check your course profile carefully to see if a bibliography or a reference list is required.

Referencing different sources

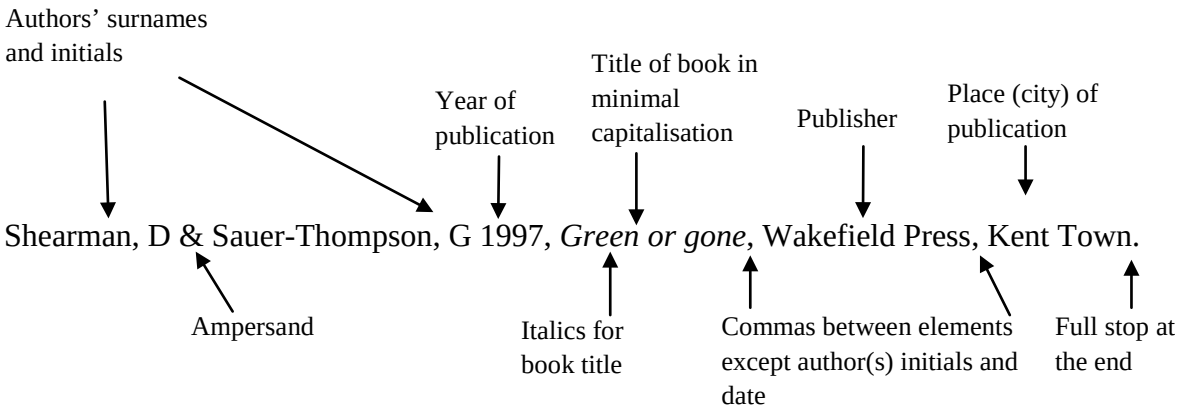
Elements for referencing a book

For a book, the following elements should be presented in this order:

- surname (family name) and initials of author(s)
- year of publication
- title of book in italics and minimal capitalisation (see p. 15)
- the edition, if not the original publication, for example, 4th edn
- publisher
- place of publication.

There should be commas between all elements except the initials of the author(s) and the date.

Book

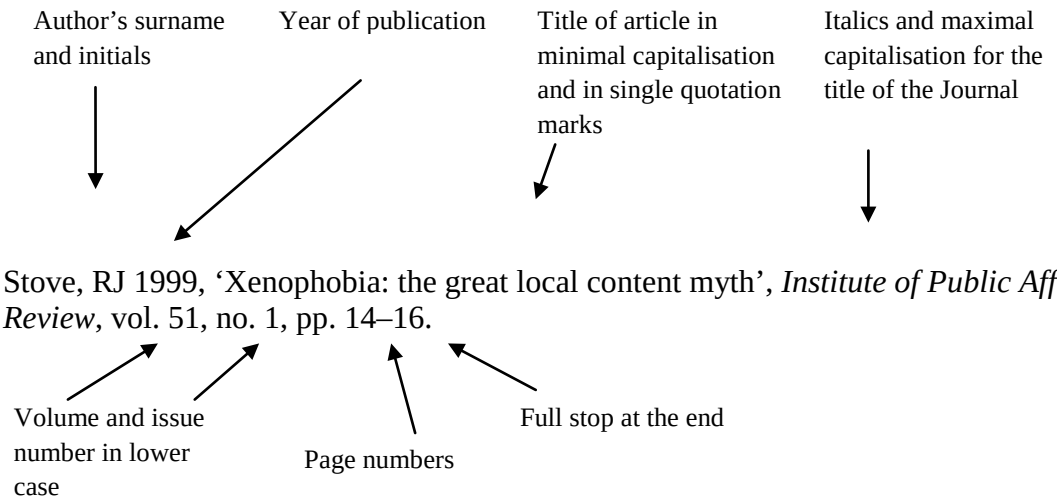


Elements for referencing a journal article

For a journal article, the following elements should be presented in this order:

- surname (family name) and initials of author(s)
- year of publication
- title of article in single quotation marks and minimal capitalisation (see p. 15)
- title of journal or periodical in italics and maximal capitalisation (see p. 15)
- volume number where applicable
- issue number or other identifier where applicable, for example, Winter
- page number(s).

Journal article (in print)



Journal article from ACQUIRE

When you search Discover It! from the CQUniversity Library home page, you may find journal articles from CQUniversity's institutional repository, ACQUIRE. Reference these articles exactly as you would a print article. For example:

> Gavenith, G, den Hartog, E & Martini, S 2011, 'Heat stress in chemical protective clothing', *Ergonomics*, vol. 54, no. 5, pp. 497–507.

Journal article from the Web

If you find a journal article through a standard Web search (e.g. using Google or MSN, not through a CQUniversity Library database or Discover It!), give the full details of the article as for print and add the date you viewed the Web page and the Web address of the article. For example:

> Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, pp. 1-8, viewed 7 October 2005, http://www.sleid.cqu.edu.au/viewissue.php?id=5

The 'Cite' option in CQUniversity Library's Discover It! service

If you find an item in Discover It!, you will see a 'Cite' button on the right-hand side of the screen. This button will display your item in a number of different referencing styles. **The referencing style called Harvard in Discover It! is a USA version of Harvard, and is not the same as the Australian version of Harvard used by CQUniversity.** Be sure to use the referencing style shown in this Harvard guide.

Elements for referencing a Website

For a Website article, the following elements should be presented in this order:

- name of the author /sponsor/owner of the site
- year of publication on the Web—if no date, use n.d.
- title of page/site in italics and minimal capitalisation (see p. 15)
- date you viewed the site in full
- URL address is underlined, no full stop.

Website

Name of author/sponsor/owner of the Website

Year of publication on the Web

Name of the page in italics and minimal capitalisation

CQUniversity Faculty of Arts, Business, Informatics & Education 2010, *Guide for students*, viewed 14 October 2010, http://content.cqu.edu.au/FCWViewer/view.do?page=9177

Date you viewed the site

URL

Long URLs

To avoid very long URLs, it is acceptable to give the home page for a Website rather than the exact Web address of the page you are referencing as long as the Website has a search facility. For example:

> Australian Bureau of Statistics (ABS) 2007, *Australian social trends, 2007*, cat. no. 4102.0, viewed 7 July 2010, http://www.abs.gov.au/

Arranging the reference list

The reference list begins on a new page. It should be the last page of your assignment (unless you have appendices, which go after the reference list). The reference list is left margin aligned, is done in single line spacing and uses the same font as the text of the assignment. Leave a blank single-line space after each reference. **You can find an example at the end of this guide.**

1. The reference list is arranged in alphabetical order according to the author's family name (surname). (Do ***not*** use numbers, letters or bullet points to begin each entry.)
2. Any reference that starts with a number (e.g., 3D Networks 2007, *Delivering on performance and investment*, viewed 15 July 2010, http://www.3dnetworks.com/) precedes the alphabetical listing and is listed numerically.

3. Where there is more than one author of a publication, maintain the exact order of their names as they appear on the title page of the publication.
4. If a reference has no author, list it alphabetically according to the sponsoring body, for example, CSIRO or Education Queensland.
5. If there is no author or sponsoring body, list the reference alphabetically according to the title of the article itself. The whole title of the resource must appear, but **when listing** alphabetically, ignore words such as 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised according to the 'A' in 'Australian'. Be wary of using these resources.
6. If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.
7. If references by the same author have been published in the same year, then list them alphabetically according to the title of the book/article and add the letter 'a' after the first date, 'b' after the second date, and so on (e.g., 2007a, 2007b, 2007c). Ensure your in-text referencing reflects this differentiation.

The title of your reference list should be **References** and it should be:

- bold
- left aligned
- in the same font style and size as the document.

Note: Headings are neither underlined nor punctuated.

Format of items in the reference list

Here are some examples of the **format** of items in the reference list. (Spaces and paragraph marks have been made visible.)

References¶

3D Networks 2007, *Delivering on performance and investment*, viewed 15 July 2010, http://www.3dnetworkscom/¶

Australian Bureau of Statistics (ABS) 2007, *Australian social trends, 2007*, cat. no. 4102.0, viewed 12 November 2007, http://www.abs.gov.au/¶

Australian Nursing & Midwifery Council (ANMC) 2008a, *Code of ethics for nurses in Australia*, viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx¶

Australian Nursing & Midwifery Council (ANMC) 2008b, *Code of professional conduct for nurses in Australia*, viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx¶

Biggs, J 2003, *Teaching for quality learning at university*, 2nd edn, Open University Press, Berkshire.¶

¶

Capitalisation

The Harvard author-date style uses **minimal** capitalisation for the titles of books, chapters, journal articles and Websites, but **maximal** capitalisation for the titles of journals and other periodicals.

Table 1: Capitalisation

Minimal capitalisation	Only the first word in the titles of books, chapters, journal articles and Websites is capitalised, regardless of how it is capitalised in the original title. Authors' names and initials, journal titles and publishing firm names are **always capitalised.** If the title of the article, book or chapter contains a colon, only capitalise if the first word after the colon is a proper name. For example: Jones, B 1999, *The history of rock: John Lennon*, Zen Publishing, London. For journal titles use maximal capitalisation.
Maximal capitalisation	For titles of periodicals (journals, magazines and newspapers), capitalise the first word and also any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or'), for example: *The Journal of Sociology*.

Source: Adapted from Commonwealth of Australia (2002, p. 135)

Tables and figures

Tables are numbered and the caption is put on the top of the table. The source goes straight underneath as per the example Table 1 above.

Figures are numbered and the caption goes underneath the figure. The source goes straight under the caption. See pages 2 and 3 of this guide.

Remember that photos, graphs, diagrams and drawings are figures and need to be referenced accordingly.

Appendix/Appendices

An Appendix contains supplementary material that is collected and appended at the back of a book or report. The word Appendices is the plural form.

Appendices are usually lettered, not numbered. For example:

> Appendix A: List of grasses
>
> Appendix B: Results of survey

Numbering the pages of your assignment

In Harvard format, page 1 is the start of the task—there are no page numbers for the title page, abstract or table of contents.

Frequently asked questions (FAQs)

Q1: *Is the printer also the publisher?*

A1: Not often. Do not use phrases like 'Government Printer' to indicate the publisher.

Q2: *What if there are two publishers for the resource?*

A2: Show both publishers separated by an ampersand (&).

Q3: *Do I need to include all the editorial offices?*

A3: No. Include the main editorial office responsible for producing the resource—use the first one listed on the title page. To be sure, check this on the verso page (the back of the title page).

Q4: *Does the Australian Government Publishing Service (AGPS) publish all Commonwealth Government publications?*

A4: The AGPS does not exist any more; however, older publications may give the AGPS as the publisher and this should be adhered to.

Q5: *Do I include the country name as well as the city/town name?*

A5: No; however, the manual does state that you could give the state with little known place names, e.g., Marrickville, NSW.

Q6: *Is the date of publication the same as the copyright date?*

A6: Usually, but not always. For some publications the copyright is held by an author who may arrange publication by different publishers on different dates.

Q7: *Is the author's name the same as the name next to the © symbol?*

A7: Not usually—but sometimes this can be the case.

Q8: When do you use numerals instead of expressing numbers in words?

A8: In a text where numbers are not a significant focus, use words for numbers up to one hundred. In a text where numbers occur frequently, use numerals for numbers over nine.

Never begin a sentence with a number.

Q9: *What if no edition is shown?*

A9: Assume it is the first edition. You do not have to include this (1st edn) in the actual reference; only the second or later editions need to be specified.

Q10: *If the title words on the spine or cover of a book are different from those on the title page, which do I use?*

A10: Use the words as set out on the title page.

Q11: *Should multiple authors of an individual resource be recorded in alphabetical order?*

A11: No. Record them as they appear on the title or verso page of the resource. Do **not** change the order.

Q12: *Should I include honorifics (Dr, Prof) or professional affiliations (AMA, FRACS)?*

A12: No.

Q13: *Can I use the expression 'Anon' (anonymous author)?*

A13: No. If no author is given, use the title of the resource to begin the reference rather than Anon.

Q14: *Should I use Pty Ltd and Inc after publishing companies or corporations?*

A14: No.

Q15: *How can I tell if a journal article is peer-reviewed?*

A15: A peer-reviewed journal is a journal whose articles are only published after they have been approved by expert reviewers. Most academic journals are peer-reviewed.

Most of the academic journals in CQUniversity databases are peer-reviewed, but you do have to watch out for things like magazines and newspapers, which are not peer-reviewed. For instance, the *Business Review Weekly* is in the CQUniversity Library databases but is not peer-reviewed.

If you are unsure whether a particular journal is peer reviewed or not, you can usually find out either by searching for it in Google and reading the 'About this journal' information on the publisher's home page, or by searching for the journal in Ulrichsweb, which is a database available on the CQUniversity Library Website.

Q16: *What words are included in the word count?*

A16: The **word count** should be **taken from the first word of the introduction to the last word of the conclusion**. It should not include your title page, abstract or executive summary (if you have one), table of contents (if you have one), reference list or appendices (if you have any).

My questions and answers

.....

.....

.....

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Harvard in-text and reference list models

In the next section of this guide is a set of guidelines for modelling referencing techniques for paraphrasing and direct quotations in the body paragraphs of your assignments (in-text referencing), and in the reference list at the end of your assignment.

Remember

If no example can be located for the resource you intend to use, be guided by the principles of author-date referencing; always include details that you consider would be necessary to locate that resource and place them in the order in which they appear in the Harvard system:

- author and date
- title
- publication information (e.g., publisher and place of publication).
- For Web pages, include:
    - author and date
    - title
    - date viewed
    - URL address.

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	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Remember: Always include a page number for a direct quote. Include the page number when paraphrasing from a lengthy document where page number/s might be helpful for the reader, e.g., when paraphrasing information from one page of a book, put in a page number.		
One author	A recent study (Unterhalter 2007) found that gender … *or* Unterhalter (2007, p. 10) claims that '…'.	Unterhalter, E 2007, *Gender, schooling and global social justice*, Routledge Falmer, London. **Note: When an author has two or more initials, the entry would look like this:** Hinchy, RD 2007, *The Australian legal system: history, institutions and method*, Pearson Education Australia, Frenchs Forest, NSW.
Two authors	'Patient education is a major component of medical surgical nursing care' (Ignatavicius & Workman 2010, p. 4).	Ignatavicius, DD & Workman, ML 2010, *Medical-surgical nursing: patient centered collaborative care*, 6th edn, Saunders Elsevier, St Louis, Missouri.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Three authors	Documentation must be objective and non-judgemental (Elder, Evans & Nizette 2009). *or* Elder, Evans and Nizette (2009, p. 3) stated that 'Skilful mental health nursing requires more than sound knowledge of human physiology, psychology, …'. **Note: Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.**	Elder, R, Evans, K & Nizette, D 2009, *Psychiatric and mental health nursing*, 2nd edn, Mosby Elsevier, Chatswood, NSW.
Four or more authors	If the case is considered urgent, the ambulance and/or police officers are authorised to transport the person for assessment (Happell et al. 2008). **For four or more authors, give only the first author's name followed by et al.** **Note: If there is another reference starting with Happell and three or more other authors, the names of all the authors should be given in both cases to avoid confusion.**	Happell, B, Cowin, L, Roper, C, Foster, K & McMaster, R 2008, *Introducing mental health nursing: a consumer orientated approach*, Allen & Unwin, Crows Nest, NSW. **Note: Use et al. in all in-text entries. Include the names of ALL the authors in the reference list.**

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Multiple works—same author, published in different years	Recent research (Hopkins 2005, 2009) has indicated that … *or* Hopkins (2005) found that … . In a later study, Hopkins (2009) argues that … **Note: When using two works by the same author in the same parentheses, place in chronological order—oldest first.**	Hopkins, A 2005, *Safety, culture and risk: the organisational causes of disasters*, CCH Australia, Sydney. Hopkins, A 2009, *Learning from high reliability organisations*, CCH Australia, Sydney.
Multiple works—same author/s, same year	Marzano and Pickering (2006a) set out methods of teaching students how to build up their academic vocabulary. According to Marzano and Pickering (2006b), there should be emphasis placed on identifying declarative and procedural knowledge in the planning process of a unit. **Note: When using multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) to the year to differentiate between them. The letters relate to the alphabetical order of the titles.**	Marzano, RJ & Pickering, DJ 2006a, *Building academic vocabulary: teacher's manual*, Hawker Brownlow Education, Heatherton, Vic. Marzano, RJ & Pickering, DJ 2006b, *Dimensions of learning: teacher's manual*, 2nd edn, Hawker Brownlow Education, Heatherton, Vic. **Note: In the reference list, the works are listed in alphabetical order of the titles.**

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Works by different authors—same family name	A recent report (Brown 2004) shows that *or* It was recently found that '…' (Brown 2000, pp. 47–48). **Note: The year of publication will differentiate the two authors**.	Brown, B 2004, *Memo for a saner world*, Penguin, Camberwell. Vic. Brown, ER 2000, *Cooloola Coast: Noosa to Fraser Island: the Aboriginal and settler histories of a unique environment*, University of Queensland Press, St Lucia, Qld.
Works by different authors—same family name, same year	B Smith (2007) pointed out the importance of superannuation in the management of business funds. Managers of these funds must be careful to avoid any … (Smith, R 2007). **Note: Include the authors' initials in the in-text reference to distinguish between them. As a general rule, it is advisable to paraphrase in this instance.**	Smith, B 2007, *Superannuation handbook 2007–2008*, John Wiley & Sons, Milton, Qld. Smith, RF 2007, *Business process management and the balanced scorecard*, John Wiley & Sons, Hoboken, New Jersey.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
No author	The development of civil rights in modern Germany was a slow process (*Questions on German history* 1998). *or* According to *Questions on German history* (1998), the development … **Note: If no author is given, cite the work by title. If the title is long, use a shortened version in the in-text reference.**	*Questions on German history: paths to parliamentary democracy* 1998, German Bundestag, Berlin.
No author but a sponsoring body (institution, corporation or other organisation)	Recent theories (Centre for Educational Research and Innovation 2006) expose the link … *or* It has been suggested that '…' (Centre for Educational Research and Innovation 2006, p. 23).	Centre for Educational Research and Innovation 2006, *Think scenarios, rethink education*, OECD, Paris.
Referring to an author (primary reference) read about in another publication (secondary reference) Note: Try to locate and use the primary source if possible.	'Topping the list is communication …' (Alsop 2003, cited in Alberts, Nakayama & Martin 2007, p. 237),	Alberts, JK, Nakayama, TK & Martin, JN 2007, *Human communication in society*, Prentice Hall, Upper Saddle River, New Jersey. **Note: Include only the author/s of the secondary source (i.e., where you read about the primary source) in the reference list. You do not need to include the primary source in your reference list.**

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Referring to two primary sources within the one secondary source	Findings from studies (Halliday 1985, Martin 1992, cited in Kamler 2001) indicate that …	Kamler, B 2001, *Relocating the personal: a critical writing pedagogy*, State University of New York Press, Albany, New York.
Several sources are cited at once **Note: Do *not* overdo this!**	Carter (2006), Russell (2006) and Smith (2007) all agree … *or* Recent studies (see Carter 2006; Russell 2006; Smith 2007) agree that … **Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.**	Carter, DJ 2006, *Dispossession, dreams & diversity: issues in Australian studies*, Pearson Education, Frenchs Forest, NSW. Russell, PH 2006, *Recognising Aboriginal title: the Mabo case and indigenous resistance to English-settler colonialism*, UNSW Press, Sydney. Smith, S 2007, *Along Toonooba: the Aboriginal people of Rockhampton and district*, Rockhampton Art Gallery, Rockhampton. **Note: Each author will appear as a separate entry in the reference list.**
Second or later edition	Infection control has been identified as … (Wilson 2006). *or* A recent theory (Wilson 2006, p. 5) on infection control states that '…'.	Wilson, J 2006, *Infection control in clinical practice*, 3rd edn, Bailliere Tindall, Edinburgh.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
No author and 2nd or later edition	This style manual was prepared for the Commonwealth Department of Finance and Administration (*Style manual for authors, editors and printers* 2002).	*Style manual for authors editors and printers*, 6th edn, 2002, rev. Snooks & Co., John Wiley & Sons, Milton, Qld.
Edited work	Nurses will be held accountable for chart information (Crisp & Taylor 2005). **Note: Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.**	Crisp, J & Taylor, C (eds) 2005, *Potter and Perry's fundamentals of nursing*, 2nd edn, Mosby Elsevier, Australia.
Chapter in edited work	The importance of the 'place of birth ...' (Foureur & Hunter 2005, p. 16). *or* Foureur and Hunter (2005) believe in the importance of birth place ...	Foureur, M & Hunter, M 2005, 'The place of birth', in S Pairman, J Pincombe, C Thorogood & S Tracey (eds), *Midwifery preparation for practice*, Elsevier, Churchill Livingstone, Sydney.
One volume of multi-volume work	Expertise is essential to conduct an accurate assessment if the nurse is not able to see the client (LeMone et al. 2011).	LeMone, P, Burke, K, Dwyer, T, Levett-Jones, T, Moxham, L, Reid-Searl, K, Berry, K, Carville, K, Hales, M, Knox, N, Luxford, Y & Raymond, D 2011, *Medical-surgical nursing, critical thinking in client care*, 1st Australian edn, vol. 3, Pearson Australia, Frenchs Forest, NSW.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
One issue in an edited series	In Australia there is a growing gap between rich and poor (Healey 2005). *or* Articles compiled by Healey (2005) demonstrate a growing gap in Australia between rich and poor.	Healey, J (ed.) 2005, *Wealth and inequality*, Issues in society, vol. 226, The Spinney Press, Thirroul, NSW.
No date can be established	Bridging courses are studied by students who have not previously … (Lansdown n.d.). *or* Lansdown (n.d., p. 13) found that '…'.	Lansdown, M n.d., *Bridging courses*, Central Queensland University, Rockhampton. **Note: Use the name of this University as it appears on the copyright page.**
Book chapter available in CQUniversity Course Resources Online (CRO)	The health care system in Australia is financed … (Willis 2009).	Willis, E 2009, 'Chapter 1: the Australian health care system', in E Willis, L Reynolds & H Keleher (eds), *Understanding the Australian health care system*, pp. 3–60, Churchill Livingston Elsevier, Sydney.
The date can be established but only approximately	In a draft policy release, the Queensland Education Department (c. 1995) suggests … *or* 'Disciplining a child should not invoke … ' (Queensland Education Department c. 1995, p. xxii).	Queensland Education Department c. 1995, *Draft policy on school discipline*, Queensland Education Department, Gladstone.
Primary source	Nightingale (1858) analysed the household environment and underlying physical conditions as part of her sustainable design argument.	Nightingale, F 1858, *Notes on nursing: what it is, and what it is not*, Harrison and Sons, London.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Book review	‘Nadel points to Stoppard's constant scepticism about autobiography and biography’ (Carroll 2002, p. 8). Carroll (2002, p. 8) shows that Tom Stoppard’s play . . .	Carroll, S 2002, ‘The stuff of theatre’, review of *Double act: a life of Tom Stoppard* by Ira Nadel, *Age*, 28 September, Saturday Extra, p. 8.
Unpublished learning package containing various sources	The Gladstone Hospital’s learning package compiled by Dawson (2009) outlines the rules for epidural injections.	Dawson, A (comp.) 2009, Gladstone health service epidural learning package: epidural self directed learning package, Gladstone Hospital, Gladstone. **Note: The person who assembles the package is called a compiler. Use the same format as for an edited book using (comp.) instead of (ed.).**
Published learning package containing various sources	It is important to use sources effectively (CQUniversity 2010).	CQUniversity (comp.) 2010, ESSC11004 Study and research skills for health science, McGraw Hill Australia, Sydney. **Note: The person who assembles the package is called a compiler. Use the same format as for an edited book using (comp.) instead of (ed.).**
Handbook, e.g., MIMS drug handbook (hard copy)	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (MIMS Australia 2003).	MIMS Australia 2003, *MIMS Annual Australian Edition*, IMS Publishing, Crows Nest, NSW.

e-Books

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
e-Book available on the Web	This book outlines the basic concepts of contemporary supply chain management (Lu 2012).	Lu, D 2012, *Fundamentals of supply chain management*, e-book, Idea Group Publishing, London, available at http://www.free-ebooks.net/ebook/fundamentals-of-supply-chain-management
Translated e-Book available on the Web	'Freud's theories are anything but theoretical' (Freud 2005, p. 3).	Freud, S 2005, *Dream psychology: psychoanalysis for beginners*, trans. MD Eder, e-book, available at http://www.gutenberg.org/files/15489/15489-h/15489-h.htm (original work published 1920).
e-Book chapter available on the Web	White (2002, p. 114) reports that ' … '.	White, H 2002, 'The westernization of world history', in J Rusen (ed.), *Western historical thinking: an intercultural debate*, e-book, pp. 111–119, Berghahn Books, New York, available at http://www.humanitiesebook.org/
e-Book available via ACQUIRE	'It is vital if quality and technology are …outcomes at individual and institutional levels (McConachie et al. 2008, p. 2).	MacConachie, J, Singh, M, Danaher, P, Nouwens, F & Danaher, G (eds) 2008, *Changing university learning and teaching: engaging and mobilising leadership, quality and technology*, e-book, Post Pressed, Teneriffe, Qld. **Note: Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.**

e-Book chapter available via ACQUIRE	According to O'Neill, Knight and Walker-Gibbs (2005), …	O'Neill, P, Knight, BA & Walker-Gibbs, B 2005, 'Issues for teacher education in information age: the role of collegial learning', in BA Knight, B Walker-Gibbs & AG Harrison (eds), *Researching educational capital in a technological age*, e-book, pp. 203–218, Post Pressed, Teneriffe, Qld. **Note: Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.**
e-Book available via Discover It!	According to the Committee on Capitalizing on Science, Technology, and Innovation (2004), …	Committee on Capitalizing on Science, Technology, and Innovation 2004, *An assessment of the small business innovation research program: project methodology*, e-book, National Academies Press, Washington, D.C. **Note: Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.**
Kindle and Adobe Digital Edition	According to Hansen (2008), …	Hansen, RS 2008, *The complete idiot's guide to study skills*, Kindle version, available at Amazon.com. Parini, J 2008, *Why poetry matters*, Kindle version, available at Amazon.com. Parini, J 2008, *Why poetry matters*, Adobe Digital Edition, available at Borders. **To pinpoint the reference, look for the chapter heading or if there are no chapters, the nearest heading and its format and put in the paragraph number, e.g., Ch. 8, para. 14; 'Our growth plan', para. 2.**

Hard copy journal articles

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
One or more authors	Gifted students… (Diezmann & Watters 2006). *or* Diezmann and Watters (2006, p. 4) maintain that '…'.	Diezmann, CM & Watters, JJ 2006, 'Balancing opportunities for learning and practising for gifted students', *Curriculum Matters*, vol. 5, no. 1, pp. 3–5.
No author	Studies of mosquitoes have … ('Multifaceted menace' 2007). *or* 'It is a well known fact that mosquitoes …' ('Multifaceted menace' 2007, p. 301). **Note: If no author is given, cite the title of the article in your in-text reference. If the title is very long, use a shortened form of the title.**	'Multifaceted menace' 2007, *Science*, vol. 317, no. 5836, pp. 301–304.
No volume or issue number	Cheng (2001) highlights that reconciliation with … *or* It has been suggested that 'months of political …' (Cheng 2001, p. 1).	Cheng, AT 2001, 'Dateline: Taiwan: Taiwan (in) dependence', *Asiaweek*, 30 November, p. 1. **Note: If there is no volume or issue number, include the month or the season (e.g., Spring, Summer).**

Journal article in press	According to Haugh, Maeland and Magnussen (in press), ….	Haugli, L, Maeland, S & Magnussen, LH in press, 'What facilitates return to work?: patient experiences 3 years after occupational rehabilitation', *Journal of Occupational Rehabilitation*. Note: 'In press' means the article will be printed in a forthcoming volume of the journal.
Article reproduced in a university readings book	The role of the midwife is ... (Brown 2005). *or* It is often believed '...' (Brown 2005, p. 24).	Brown, J 2005, 'Midwives: true believers', *Australian Midwifery News*, vol. 5, no. 3, pp. 22–26, in CQUniversity 2009, *MDWF20001 Professional midwifery studies: resource materials*, CQUniversity, Rockhampton.
Magazine	Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001). *or* According to McVeigh (2001, p. 20), the increase in the rate of youth suicide is 'of great concern to those employed in the social welfare sector'.	McVeigh, T 2001, 'Death wish', *Australian Magazine*, 12–13 May, p. 20. **Note: Always evaluate information found in magazines for 'scholarliness'—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly sources of work for research.**

Online or electronic journals

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Journal article from a database or from CQU Library's Discover It! service	Recommendations on how to develop therapeutic relationships with young children include … (Hawes 2005). *or* Hawes (2005, p. 16) recommends that '…'. Oumlil and Williams (2011) argue that …	Hawes, R 2005, 'Therapeutic relationships with children and families', *Paediatric Nursing*, vol. 17, no. 6, pp. 15–18. Oumlil, AB & Williams, AJ 2011, 'Financial services and the elderly poor: development and implementation of sustainable intervention strategies', *Journal of Financial Services Marketing*, vol. 15, no. 4, pp. 274–286.
Journal article available on the Web [This applies to journal articles found through a Web search rather than through a Library database or Discover It!]	It has been argued that 'Plagiarism is one of the biggest problems in academia at present' (Kennedy 2004, p. 2). *or* Kennedy (2004) suggests that plagiarism in universities is very common.	Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, pp. 1–8, viewed 7 October 2005, http://www.sleid.cqu.edu.au/viewissue.php?id=5
Journal article available through CQUniversity's Course Resources Online (CRO)	How can gains made by non-residents be taxed is an area of much debate (Watkins & Langford 2007). *or* Watkins and Langford (2007, p. 30) indicate that '…'.	Watkins, D & Langford, J 2007, 'A new phase in Australia's double tax agreements', *Taxation in Australia*, vol. 42, no. 2, pp. 30–35.

Other material from a database (non-journal articles)

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Standards Australia from a database	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), Standards Australia, North Sydney.
Stand-alone documents found within the following Library databases: JCI COnNECT+, MIMS Online, and ERIC	One strategy to treat a pressure ulcer is … (Griggs 2008). Anamorph is a form of morphine, a narcotic used for pain relied (MIMS Australia 2003). Vitamin D supplementation is very important … (Vanlint & Nugent 2011).	Griggs, K 2008, *Evidence summary: chronic wound management*, viewed 5 October 2010, http://connect.jbiconnectplus.org/default.aspx MIMS Australia 2003, *Anamorph*, viewed 4 September 2012, https://www.mimsonline.com.au/Search/Search.aspx Vanlint, S & Nugent, M 2006, *Vitamin D and fractures in people with intellectual disability*, viewed 10 August 2012, http://www.eric.ed.gov/ **Note:** Use the home page URL of the publisher's Website.

Hardcopy—newspaper articles

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Newspaper article with an author	Climate change has become a major source of public concern in recent weeks (Warren 2007). *or* Warren (2007, p. 3) reported that '…'.	Warren, M 2007, 'Kyoto targets flouted', *Australian*, 21 November, p. 3. **Note: In the reference list omit '*The*' from any newspaper title.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article without an author	In *The Advertiser* ('Federal election' 2001, p. 10) … *or* Reform to tax laws was mentioned as '…' ('Federal election' 2001, p. 10). **Note: At undergraduate study level, you are strongly encouraged not to use newspaper articles without an author. You should seek to locate a more acceptable scholarly representation of the information you wish to use.**	'Federal election: new Chip in politics' 2001, *Advertiser*, 23 October, p. 10. **Note: In the reference list omit '*The*' from any newspaper title, but leave 'The' in-text.**
Book review—newspaper	'Nadel points to Stoppard's constant scepticism about autobiography and biography' (Carroll 2002, p. 8).	Carroll, S 2002, 'The stuff of theatre', review of *Double act: a life of Tom Stoppard* by Ira Nadel, *Age*, 28 September, Saturday Extra, p. 8.

Electronic copy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author available via the Web	The change in Labor leadership … (Kelly 2010). *or* Kelly (2010, p. 1 of 2) states that 'to keep Labor in power and save its collective neck …'	Kelly, P 2010, 'Labor leadership change rewrites rulebook', *Australian*, 24 June, viewed 7 July 2010, http://www.theaustralian.com.au/news/opinion/labor-leadership-change-rewrites-rulebook/story-e6frg74x-1225883864100

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author available via a database	Businesses in Australia have improved their … (Gottliebsen 2004). *or* Gottliebsen (2004, p. 3) states that '…'.	Gottliebsen, R 2004, '1964–2004 and beyond', *Australian*, 28 July, p. 3.
Newspaper article with no author available via a database	In *The Advertiser* ('Federal election' 2001, p. 10) … **Note: Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.**	'Federal election: new Chip in politics' 2001, *Advertiser*, 23 October, p. 10.

Other documents on the World Wide Web (WWW)

Indicate page numbers in in-text referencing by using, for example, p. 3 of 4. To see the page numbers, click on **File** then **Print Preview** while in **Internet Explorer**. Alternatively you can use paragraph numbers instead of page numbers when paragraph numbers are given.

When referencing documents from the WWW, apply this principle: Author and date, *Name of document*, viewed date, URL.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Document on the World Wide Web	Brizee (2007) sets out the principles of the paramedic method for revising essays. *or* The paramedic method can be used to 'achieve user-centered, persuasive, and clear prose' (Brizee 2007, p. 1 of 1).	Brizee, HA 2007, *Paramedic method: a lesson in writing concisely*, viewed 7 July 2010, http://owl.english.purdue.edu/owl/resource/635/01/

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Primary source on the Web	Florence Nightingale wrote to Sir Benjamin Brodie to ask him to advise Elizabeth Blackwell on her future career (Nightingale 1859).	Nightingale, F 2011 (1859), *Letter to Sir Benjamin Brodie*, February 13, viewed 12 October 2011, http://clendening.kumc.edu/dc/fn/brodie1.html **Note: Use the year you downloaded it from the Web and put the original year in brackets.**
Document on the WWW—no date **Note: When looking for a publication date for an online document, check the 'Last updated' date and the Website's copyright information**	According to Greenpeace (n.d.), tuna stocks are … *or* Greenpeace (n.d., p. 1 of 1) warns that 'tuna stocks have been decimated worldwide'. **Note: If there is no individual author listed, use the name of the sponsoring body as the author. Take care when using a URL that ends in .org as the content may be biased.**	Greenpeace n.d., *Save our tuna*, viewed 7 July 2010, http://www.greenpeace.org/australia/issues/overfishing/our-work/save-our-tuna **Note: The title of a Web page is treated like the title of a book. It is written in italics in the reference list.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Websites from the same author same year	The nurse is well informed of the decision making process as per Conduct Statements 7.1, 7.2 (Australian Nursing & Midwifery Council [ANMC] 2008b) and Value Statement 5.2 (ANMC 2008a). According to Queensland Health (2000a), involuntary assessment … According to Queensland Health (2000b), an involuntary treatment order … According to Queensland Health (2000c), patients' rights are …	Australian Nursing & Midwifery Council (ANMC) 2008a, *Code of ethics for nurses in Australia*, viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx Australian Nursing & Midwifery Council (ANMC) 2008b, *Code of professional conduct for nurses in Australia*, viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx Queensland Health 2000a, *Involuntary assessment*, fact sheet no. 2, viewed 14 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet2.pdf Queensland Health 2000b, *Involuntary treatment*, fact sheet no. 3, viewed 12 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet3.pdf Queensland Health 2000c, *Patients' rights*, fact sheet no. 7, viewed 11 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet7.pdf
Document on the World Wide Web—no author/sponsor	**Note: The use of such sites is highly discouraged.**	**Note: Avoid these sites.**

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Fact sheet, no author	The fact sheet sets out recommended practice … (Falls 2011).	'Falls: risk assessment' 2011, fact sheet, *The Joanna Briggs Institute*, viewed 4 November 2011, http://connect.jbiconnectplus.org/ViewDocument.aspx?0=2411
Government department	'Bipolar mood disorder is a form of depressive disorder that used to be called manic depressive illness' (Australian Government, Department of Health and Ageing 2007, p. 1).	Australian Government, Department of Health and Ageing 2007, *What is bipolar mood disorder?*, viewed 28 August 2011, http://www.health.gov.au/ **Note: If the site has a search facility then the home page URL is sufficient.**
Conference paper from a Website	The status of refugees … (Callaghan & Martin 2004). *or* Callaghan and Martin (2004, p. 300 of 303) state that refugee 'injustice …'.	Callaghan, S & Martin, B 2004, 'Igniting concern about refugee injustice', paper presented at the *Education and Social Action Conference*, 6–8 December, pp. 299–303, viewed 7 July 2010, http://www.uow.edu.au/arts/sts/bmartin/pubs/04esa.html
Standards on the Web	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), viewed 22 September 2011, http://www.standards.org.au/
Radio transcript from a Website	Pinker (2007) indicates that … *or* Pinker (2007, p. 1 of 3) stresses '…'.	Pinker, S 2007, 'The stuff of thought', *All in the mind*, ABC Radio National transcripts, viewed 7 July 2010, http://www.abc.net.au/rn/allinthemind/stories/2007/2067351.htm#transcript

Government sponsored Websites

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Page on a government Website	Australian Government Department of the Environment, Water, Heritage and the Arts (2008) provides a ratings scheme …	Australian Government Department of the Environment, Water, Heritage and the Arts 2010, *Living sustainably*, viewed 7 July 2010, http://www.environment.gov.au/about/publications/
Australian Bureau of Statistics online **Note: Use ABS in subsequent entries**	Records show that 'Australia's total fertility rate declined from … to a historic low of 1.73 in 2001' (Australian Bureau of Statistics [ABS] 2007, p. 9). According to ABS (2007), these statistics … *or* The Australian Bureau of Statistics (ABS 2007) reported that the fertility rate …	Australian Bureau of Statistics (ABS) 2007, *Australian social trends, 2007*, cat. no. 4102.0, viewed 7 July 2010, http://www.abs.gov.au/ **Note: If the site has a search facility, give only the main page URL address.**
Government media releases	According to CSIRO (2004), sheep weighing has always been an … *or* According to CSIRO (2004, p. 5 of 12), 'the benefits of the new sheep weigher technology …'.	CSIRO 2004, *Revolutionary sheep weigher on trial*, media release, 15 September, viewed 7 July 2010, http://www.csiro.au/index.asp?type=mediaRelease&id=sheepweigher&style=mediaRelease

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Government report	Recruitment of nursing staff is the main … (Queensland Health 2007). *or* 'Queensland Health's strong commitment … ' (Queensland Health 2007, p. 7 of 18).	Queensland Health 2007, *Annual report 2006–2007*, viewed 7 July 2010, http://www.health.qld.gov.au/publications/corporate/annual_reports/annualreport2007/default.asp
Government reports recorded in Hansard	The Western Australian government (Australia, Senate 2000, p. 14219) sought to have ' … .'	Australia, Senate 2000, *Debates*, vol. S6, p. 14219, viewed 7 July 2010, http://www.aph.gov.au/hansard/senate/dailys/ds090500.pdf
Occasional paper for a Government Committee	Salinity is a problem for inland Australia (Prime Minister's Science, Engineering and Innovation Council [Australia] 1998).	Prime Minister's Science, Engineering and Innovation Council (Australia) 1998, *Dryland salinity and its impact on rural industries*, occasional paper, Department of Industry, Science, and Resources, Canberra.
Fact sheet	Australian Government Department of Climate Change and Energy Efficiency (2010) claims that progress towards energy efficiency in lighting is crucial …	Australian Government Department of Climate Change and Energy Efficiency 2010, *Fluorescent lamps, mercury and end-of-life management*, fact sheet, viewed 7 July 2010, http://www.climatechange.gov.au/what-you-need-to-know/lighting/resources/fs.aspx
Research note	'Uranium is a naturally occurring radioactive element …' (Baker 2007, para. 4).	Baker, G 2007, *Australia's uranium*, research note no. 17 2006–07, viewed 10 July 2011, http://www.aph.gov.au/library/pubs/rn/2006-07/07rn17.htm

Hard copy government or legal documents

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Legislation **Note: See section above on Government documents**	The custody of a child … (*Child Safety Legislation Amendment Act 2005* (Qld), s. 12). *or* The key elements are set out in Queensland's *Child Safety Legislation Amendment Act 2005* (s. 12). **Note: Put the title of legislation in italics the first time you refer to it and include the date. In subsequent references, there is no need to use italics and the date can be omitted.** **The jurisdiction (Commonwealth or state) should be given in brackets after the title (it does not need to be in italics) if it is not clear from the context. Use (Cwlth) as the abbreviation for Commonwealth.**	Legislation *Child Safety Legislation Amendment Act 2005* (Qld) **Note: There is no need to include legislation in your reference list unless it is important to an understanding of the work (for example, in law courses). In this case, use the subheading 'Legislation' and list all Acts cited in alphabetical order. Include the date and the jurisdiction. There is no need to give the author or publication details.**
Australian Bureau of Statistics	'The increase in seasonally adjusted index …' (Australian Bureau of Statistics [ABS] 2007, p. 1). *or* It was noted that the price of labour increased in 2007 … (Australian Bureau of Statistics [ABS] 2007). **Note: Common title/acronym or initialism must also be added. Subsequent references use only the common title/acronym or initialism.**	Australian Bureau of Statistics (ABS) 2007, *Labour price index*, cat. no. 6345.0, ABS, Canberra.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Government report	The report lists the many services … (Disability Services Queensland 2007). *or* Disability Services Queensland (2007, p. 2) states that its achievements include '…'.	Disability Services Queensland 2007, *Annual report 2005–2006*, Queensland Government, Brisbane.
Legislation and regulations **Note: This information is taken from pp. 222–227 of the *Style manual for authors, editors and printers*.**	When citing government legal or standards documents, use s. or ss. for citing sections. For example: • in ss. 4–7 of the *Copyright Act 1968* • the *Copyright Act 1968*, ss. 4–7 • in s. 4 of the Casino Control Ordinance. When citing regulations, use r. and rr. For example: • the Copyright Regulations, rr. 18–19 • the Commonwealth's Copyright Regulations, r. 18 • in r. 4 of the Copyright Regulations.	

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Government document recorded in Hansard	According to the West Australian government (Australia, Senate 2000, p. 14219), ‘ … ’.	Australia, Senate 2000, *Debates*, vol. S6, p. 14219. **Example of Hansard record for the Lower House.** Australia, House of Representatives 2000, *Debates*, vol. HR103, pp. 2–9
Report	… in Queensland waterways (Mortimer & Cox 1999).	Mortimer, M & Cox, M 1999, *Contaminants in mud crabs and sediments from the Maroochy River*, environment technical report no. 25, Queensland Department of the Environment, Brisbane.
Standards Australia	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), Standards Australia, North Sydney.
Patents	CSIRO (2005) formalised and protected the method … *or* CSIRO (2005) protected the method by ‘…’. **Note: The manual is unclear as to how to indicate where the information comes from when there are no page numbers evident on a document. Use your common sense in this instance.**	CSIRO 2005, *Method for microfluidic mixing and mixing device*, Australian provisional patent 2005901760, filed 8 April 2005.

Law cases

Law cases	When citing legal authorities, the following details are necessary: • name of case • year and/or volume number (the year goes in brackets but the volume number doesn't; note that if the year is also the volume number, it should go in square brackets) • abbreviated name of the report series • the page on which the report of the case begins. The case of *The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 is considered an important precedent in this area of law. To cite specific page numbers, use the following form: This was the opinion of the judge in *The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 at 57-59.	*The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 **Note: there is no need to include legal cases in your reference list unless it is important to an understanding of the work. In this case, list all cases alphabetically under the subheading: Legal authorities.**

Hard copy university-provided study materials

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Study Guide (author known)	… to promote mental wellness, prevent illness … (Fisher 2009). *or* Similarly, Fisher (2009, p. 1–2) notes that '…'.	Fisher, J 2009, *HLTH12029 Mental health promotion: study guide*, CQUniversity, Rockhampton.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Study Guide (author unknown)	A recent report (CQUniversity 2000) has suggested that … *or* Findings from a 1999 study indicate that '…' (CQUniversity 2009, p. 5).	CQUniversity 2009, *HLTH11028 Community needs assessment: study guide*, CQUniversity, Rockhampton.
Text reprinted in a university resource readings	In a review of the materials required, ASHRAE (1950, p. 15) indicates that '…'. *or* Provision of thermal materials … (ASHRAE 1950).	ASHRAE 1950, *Thermal comfort*, pp. 12–20, in CQUniversity 2006, *BLAR11043 Building systems and services 1: resource materials*, CQUniversity, Rockhampton.
Tutorial/workshop handout (unpublished)	The importance of aerobic exercise … (The respiratory system 2010). *or* Aerobic exercise is valuable because of its '…' (The respiratory system 2010, p. 1).	The respiratory system 2010, tutorial handout distributed in the course, HHM72160 Human anatomy, CQUniversity, Gladstone on 2 March. **Note: Do not use italics or quotation marks in class handouts as they are unpublished sources.**
Lecture notes (unpublished)	Thompson (2011) found that the first teaching day may result in mixed emotions for many first year teachers. *or* It has been found that beginner teachers, on their first day in the class room, will '…' (Thompson 2011, p. 1).	Thompson, R 2011, The first day experience, lecture notes distributed in the course, EDED48314 Professional practice III, CQUniversity, Bundaberg, 21 April. **Note: Do not use italics or quotation marks in class handouts as they are unpublished sources.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Lecture material—non-print (e.g. whiteboard notes)	In a lecture, SCI52613 Introductory science, presented at Central Queensland University, Mackay, on 17 April 2011, Dr Watson suggested that '…'.	**Note: This should not be included in the reference list. Treat it the same as personal communication and indicate 'who' (author) and 'when' (date) in the sentence in the body of your assignment.**

Electronic copy of university-provided study materials

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Study guide CD-ROM	Arithmetic is a branch of mathematics that requires a knowledge of … (*MATH40236: Transition mathematics 1A* 2009). *or* According to *MATH40236: Transition mathematics 1A* (2009), arithmetic can be defined as '…'.	*MATH40236: Transition mathematics 1A* 2009, CD-ROM, Mathematics Learning Centre, CQUniversity, Rockhampton. **Note: For CD-ROMs give the title (in italics) and the date of publication, followed by the format, the publisher, and the place of publication.**
Course notes available on CQUniversity e-courses (Moodle)	The three key principles of ecological analysis are … (Watkins 2009). **Note: The author of your course notes is normally your course lecturer.**	Watkins, T 2009, Module 1: Introducing ecology, course notes, ECOL13229 Ecological Systems, CQUniversity e-courses, http://e-courses.cqu.edu.au/
PowerPoint presentation on Moodle	According to Bell (2010) …	Bell, S 2010, *Academic literacy skills*, PowerPoint presentation, EDED 11406 Teaching Reading, CQUniversity e-courses, http://e-courses.cqu.edu.au/

Multimedia on the Web

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Message posted to a Moodle discussion group	According to Brown (2009, September 6), …	Brown, T 2009, September 6, Re: Classroom management, electronic discussion group message, EDED11406 Teaching Reading, CQUniversity e-courses, http://e-courses.cqu.edu.au/
iBrainz presentation	According to Bell (2010), leadership by numbers is not the answer. **Note: Use the name on the copyright page of the resource.**	Bell, S 2010, *Academic leadership*, iBrainz presentation, viewed 7 July 2010, http://dmai.cqu.edu.au/FCWViewer/view.do?page=12664
Podcast	Do not use a fancy font if it is not necessary … (Park 2007).	Park, JY 2007, 'Banner design', *Take 5*, viewed 7 July 2010, http://onlinemedia.cqu.edu.au/podcast/00000016/feed.xml

Specialised sources

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Conference paper unpublished	It is important … (Danaher, Danaher & Moriarty 2006). *or* Danaher, Danaher and Moriarty (2006, p. 66) contend that '…'.	Danaher, P, Danaher, G & Moriarty, B 2006, 'Supervising Australian and international postgraduate students', paper presented to the *Lifelong Learning Conference*, Yeppoon, June.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Conference proceedings published	'The crucial interplay – between lifelong learning as agency and control …' (Orr et al. 2006, p. iii). There are three key elements embedded in lifelong learning (Orr et al. 2006).	Orr, D, Nouwens, F, Macpherson, C, Harreveld, RE & Danaher, PA (eds) 2006, 'Lifelong learning: partners, pathways and pedagogies', keynote and refereed papers from the *4th International Lifelong Learning Conference*, 13–16 June, Yeppoon, Central Queensland, Australia, Central Queensland University Press, Rockhampton.
Paper in published Conference proceedings	'The economic boom is accompanied by growing socio-economic disparities' (Kenny 2006, p. 21).	Kenny, M 2006, 'Lifelong learning: sailing to Atlantis, in D Orr, F Nouwens, C Macpherson, RE Harreveld & PA Danaher (eds), 'Lifelong learning: partners, pathways and pedagogies', pp. 20–25, keynote and refereed papers from the *4th International Lifelong Learning Conference*, 13–16 June, Yeppoon, Central Queensland, Australia, Central Queensland University Press, Rockhampton.
Brochure	This program was initially designed … (STEPS 2009). *or* The STEPS program is defined as 'a free preparatory program …' (STEPS 2009, p. i).	STEPS 2009, *Thought of tertiary studies?*, brochure, STEPS, Rockhampton.
Pamphlet	When STEPS students complete … (STEPS 2009). *or* It is emphasised that 'There are no tuition or textbook fees …' (STEPS 2009, p. 5).	STEPS 2009, *Skills for tertiary education preparatory studies*, pamphlet, CQUniversity, Rockhampton.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
DVD	Similarly, in *Harry Potter and the philosopher's stone* (2002), … *or* The use of lighting to create mood was evidenced in … (*Harry Potter and the philosopher's stone* 2002).	*Harry Potter and the philosopher's stone* 2002, DVD recording, Warner Home Video, New York. **Note: For a video, replace DVD recording with video recording.**
Film/Movie	The use of animation to create mystery and intrigue were … (*Harry Potter and the philosopher's stone* 2002). *or* In the movie *Harry Potter and the philosopher's stone* (2002), animation …	*Harry Potter and the philosopher's stone* 2002, motion picture, Warner Bros, New York.
Television broadcast	A recent episode of *60 minutes* (2008) canvassed various issues relating to…	*60 minutes* 2008, television program, Channel 9, Sydney, 22 June. **Note: Transcripts of television broadcasts will appear on the Website of the sponsoring body. Look up the transcript if you wish to use a direct quote from the broadcast.**
Television transcript	The idea was first presented in 'At death's door' (2005).	'At death's door' 2005, *Australian story*, ABC television transcript, 27 June, viewed 14 August 2007, http://www.abc.net.au/austory/content/2005/s1400735.htm **Note: Transcripts of television broadcasts will appear on the Website of the sponsoring body. Look up the transcript if you wish to use a direct quote from the broadcast.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Television advertisement	‘Real taste zero sugar’ (Coca-Cola Amatil [Aust] 2005), is the slogan for …	Coca-Cola Amatil (Aust) 2005, *Zero*, television advertisement, Singleton, Oglivy & Mather, Sydney.
Creative work **e.g., multiple types on the one CD or program**	‘*Source to Sea* tells the story of a changed and changing river’ (Bundaberg Media Research Group 2007, p. 1). Bundaberg Media Research Group (2007) traces the journey of the Burnett River to the coast.	Bundaberg Media Research Group 2007, *Source to sea: stories of Burnett River country*, creative work, viewed 6 October 2009, http://bmrg.cqu.edu.au/FCWViewer/view.do?page=8610
An artistic work **e.g., a painting**	The Queensland Art Gallery have great pleasure in showing *Evicted* by Fletcher (1887).	Fletcher, B 1887, *Evicted*, oil on canvas, Queensland Art Gallery, Brisbane.
Photographs on the Web with name of creator	Photographer Lloyd (2008) captures the grace of Marilyn.	Lloyd, H 2008 (1951), *Marilyn Monroe arrives at Greenacres*, digital image, Photographers Gallery, viewed 12 July 2020, http://www.photographersgallery.com/photo.asp?id=1315 **Note: In the reference above, the Website publication has a different date than the original publication. In this case, the Website publication date is given first and the original publication date is added in brackets.**
No creator of the image given	*The falling man* (2006) illustrates capture of motion.	*The falling man* 2006, digital image, Ananyah, viewed 12 July 2010, http://ananyah.com/blog/2006/03/16/the-falling-man/

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Song lyric	The words to *Pray* (Topham & Twigg 2000) …	Topham, M & Twigg, K 2000, *Pray*, song lyric, All Boys Music, London.
Musical score for a stage show	The score by Bock (1964) …	Bock, J 1964, *Fiddler on the roof*, musical score, Warner Chappell, New York.
Software packages	(Thomson ResearchSoft 2000) (CDATA 91 1998)	Thomson ResearchSoft 2000, *EndNote 9.0.1*, computer program, Thomson ResearchSoft, Stamford, Conn. CDATA 91 1998, *Data For Australia 1995*: *with Supermap*, release 2.1 rev., Space-Time Research, Hawthorne East, Vic.
Facebook	Krishna (2011, 9 November) has asked any Hyderabad students on the Brisbane campus to contact him.	Krishna, G 2011, on *CQU Facebook*, 9 November, 6.26 am, viewed 14 November 2011, http://www.facebook.com/specificpageURL **Note: Social networking postings are not permanent so make sure you copy and paste the information you are citing and add to your assignment as an appendix.**
YouTube	Tony Buzan's approach to mind mapping includes … (iMindMap 2007).	iMindMap 2007, Maximise the power of your brain: Tony Buzan mind mapping, video, 8 January, viewed 24 June 2008, http://www.youtube.com/watch?v=MlabrWv25qQ

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Twitter	Gillard (2012) praised Neil Armstrong as a 'hero'.	Gillard, J [JuliaGillard] 2012, 'We salute Neil Armstrong. A hero who took us to the furthest frontiers of scientific knowledge and human experience. JG', Tweet, 25 August, viewed 3 September 2012, http://twitter.com/JuliaGillard **Note: Give the Tweeter's name, if known, followed by their screen name in square brackets. If the Tweeter's name is not known, use their screen name instead. In this case, it should not go in square brackets.** **Provide the Web address for the archived version of the message or page if possible (usually available by clicking on the time/date stamp at the end of the tweet).**
Microfiche (without a reference number)	Mundy (1980, p. 42) explains that …	Mundy, G 1980, *Ideology and the mass media*, microfiche, The Library, Social Sciences and Humanities Division, Australian National University, Canberra.
Microfiche (with a reference number)	Rallis (1995, p. 11) believes that …	Rallis, SF 1995, *Dynamic teachers: leaders of change*, Sage Productions, London, ERIC Microfiche ED 388626.
Interview on radio	Norris (1997) describes the melting of the ice packs in the Antarctic …	Norris, D 1997, *The greenhouse report*, radio broadcast, ABC Radio National, 6 January.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Personal communication	In a telephone conversation on 17 July 2007, the current Director of Nursing at Hillcrest Hospital, Dr Petty, highlighted the … *or* Evidence given by the Director of Nursing at Hillcrest suggested that … (H Petty 2007, pers. comm., 17 July) … *or* In an email communication on 10 June 2007, the Director of Meticulous Communications, Mary Wren, indicated that …	**Note: Personal communications, such as conversations, letters and personal email messages, are not usually included in a reference list.**
Blog	Changes in the weather are documented informally online (The Elegant Variation 2008).	The Elegant Variation 2008, 'The heat breaks', blog post, 23 June, viewed 7 July 2010, http://marksarvas.blogs.com/elegvar/2008/06/the-heat-breaks.html
Wiki	The term 'philosophy' means a 'love of wisdom' (The Psychology Wiki 2009, p. 1).	The Psychology Wiki 2009, *Introduction to philosophy*, wiki, viewed 7 July 2010, http://psychology.wikia.com/wiki/Introduction_to_philosophy
Email message, conversation via bulletin board or electronic discussion group	In an email from J Henderson on 19 June 2007, the findings of the report were …	**Note: Cited as personal communication in-text. This is not included in the reference list.**
Handbook **e.g., MIMS drug handbook (hard copy)**	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (MIMS Australia 2003).	MIMS Australia 2003, *MIMS annual Australian edition*, IMS Publishing, Crows Nest, NSW.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
News broadcast on radio	The discovery was first announced on *4BU News* (14 February 2000).	**Note: If possible, obtain the broadcast transcript from the sponsor's Website. See online radio and news broadcasts.**
Thesis (unpublished)	Wagner (2004, unpub.) argues that … *or* The risk of derailment … (Wagner 2004, unpub.).	Wagner, SJ 2004, Derailment risk assessment, Masters thesis, Central Queensland University, Rockhampton. **Note: The title is not italicised as this has not been published.**
Audio cassette	In *Plum blossom* (1990), it is claimed that entertainers live a very complex life. *or* Entertainers find that because of the nature of their work … (*Plum blossom* 1990).	*Plum blossom* 1990, sound recording, White Swan Audio and Video Publishing House, cassette WS8871.
Atlas (with an editor)	The position of the new city is to be in south-east Queensland (Eales 2003, Map 34).	Eales, S (ed.) 2003, *The Jacaranda atlas*, 3rd edn, John Wiley & Sons, Brisbane.
Atlas (with no editor)	The position of the new city is to be in south-east Queensland (*The Jacaranda atlas* 2003, Map 34).	*The Jacaranda atlas* 2003, 3rd edn, John Wiley & Sons, Brisbane.
Map	… reading from this map (Department of Mines and Energy Queensland 1996).	Department of Mines and Energy, Queensland 1996, *Dotswood*, Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.
Encyclopaedia (with author/editor)	As Morris and Morris (1996) point out, there are many competing views of American history.	Morris, RB & Morris, JB (eds) 1996, *Encyclopedia of American History*, Harper Collins, New York.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Encyclopaedia (with no author/editor)	According to *The new encyclopedia Britannica* (1995), lemurs are found in… *or* There are five genera in the lemur family (*The new encyclopedia Britannica* 1995).	**Note: If there is no author for an encyclopaedia, there is no need to include it in your reference list.**
Encyclopaedia article available on the Web	Australia's Head of State is Queen Elizabeth II represented by Governor-General Quentin Bryce (Encyclopædia Britannica 2012, p. 1).	Encyclopaedia Britannica 2012, *Australia*, viewed 25 June 2012, http://www.britannica.com/EBchecked/topic/43654/Australia
Encyclopaedia article available via a database (e.g. Oxford Reference Online, Credo Reference	Radiata pine is cultivated for its softwood timber (Oxford Reference Online 2012).	Oxford Reference Online 2012, *Radiata pine*, viewed 25 June 2012, http://www.oxfordreference.com/views/GLOBAL.html?authstatuscode=202
Dictionary entry available on the Web	The definition of magnetism (Oxford Dictionaries 2009, p. 1 of 1) …	Oxford Dictionaries 2009, *Magnetism*, viewed 6 October 2009, http://www.askoxford.com/concise_oed/magnetism?view=uk
Dictionary (author/s)	'The Gibson walking splint enables a patient to be ambulatory' (Harris, Nagy & Vardaxis 2006, p. 739).	Harris, P, Nagy, S & Vardaxis, N (eds) 2006, *Mosby's dictionary of medicine, nursing & health professions*, Mosby/Elsevier, Sydney.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Dictionary (no author)	*The Australian concise Oxford dictionary* (2004, p. 476) defines ethics as 'the science of morals in human conduct'.	**Note: If there is no author for a dictionary, there is no need to include it in your reference list.**
The Bible	These particular lines (Psalm 23: 6–8) refer the reader to …	**Note: Bible references are not included in a reference list.**

Evaluating Websites for educational use

Take care to evaluate the *quality* and *trustworthiness* of any electronic information you wish to use in an academic assignment. The standard of reliability and validity for information on Websites is often not as high as for articles in published materials. Anyone can place information on the Web, often without any review process. Reliable sources generally include:

- refereed articles in online journals
- articles in databases selected by the university
- articles published by universities, government departments, and reputable business organisations and lobby groups.

Adopt a cautious approach!

Consider the following:

1. What is the purpose of the Website? Ascertain the purpose (to inform, to persuade, to sell). If you know the motive behind the Website, you can judge it better.
2. Is there an author/sponsor? If you cannot find an author or an organisation responsible for publishing the site, then it most probably is not reliable. Is the author qualified to write about this topic? What is the author's expertise? Is the sponsor reputable? Are opinions being presented as facts? Try to differentiate fact from fiction. Authenticity is not always easy to confirm, so test one source against another. Make sure there is no bias evident. Check that the person presenting the information does not have a vested interest in proposing the particular view point.
3. Are references or bibliographies included?
4. How current is the information?
5. When was the Website updated last?
6. Is the information well written, free of spelling, punctuation and grammatical errors?

Note: It is accepted that some of the electronic information which you use may not be retrievable as it is either being updated/amended or has been deleted. To guard against this possibility, print or save the material you are referring to so that you have a permanent record.

Sample reference list

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