Addendum to the T1 2019 Harvard Referencing Style Abridged Guide.

Students who have purchased or printed the T1 2019 Harvard Referencing Style Abridged Guide or earlier editions should note some errors have been identified. The following corrections relate to Occupational Health and Safety documents listed in the section labelled Government or legal documents as hard copies on pp. 46 and 48, and as these documents are now found online this addendum provides alternate updated examples to replace those. Some additional guidance has also been provided for referencing these.

If you have any questions please contact the ALC on 07 49707211 or email alc-advice@cqu.edu.au
### Steps for adding sources to the reference list

**Referencing the OHS Body of Knowledge**

For a chapter in the OHS Body of Knowledge (BoK), the following elements should be presented in the following order:

1. **The chapter author’s surname/s and initial/s. Year of publication.**
2. **Title of the chapter in single quote marks and minimal capitalisation. Include edition of chapter if it is not the first edition.**
3. **Author and title of the book in italics and minimal capitalisation, preceded by ‘in’.**
4. **E-book.**
5. **Publisher and place of publication.**
6. **Available at URL – URL should be black, underlined and active.**

**Example**

<table>
<thead>
<tr>
<th>Chapter authors’ surname/s and initial</th>
<th>Year of publication</th>
<th>Title of chapter in minimal capitalisation and single quote marks</th>
<th>Edition of chapter (if not the first)</th>
<th>Title of book in italics and minimal capitalisation</th>
</tr>
</thead>
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URL of main chapter download page: ‘E-book’
Publisher: Available at URL – URL should be black, underlined and active.
Place of publication: Australian Institute of Health and Safety, Tullamarine, Vic.
<table>
<thead>
<tr>
<th>Codes of practice (per work health and safety regulators)</th>
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<tbody>
<tr>
<td>As in Queensland, codes of practice may be called up in the legislation. They are also considered by the regulators and courts in determining whether risk has been managed so far as ‘reasonably practicable’ under the WHS statutes. Publishers of the codes of practice include the relevant state and territory WHS regulators. Safe Work Australia publishes model codes for the states to adapt or adopt.</td>
</tr>
<tr>
<td>Example of how to refer to the resource in-text</td>
</tr>
<tr>
<td>If it is necessary to enter a confined space, a number of specific hazards should be identified, and associated risks minimised (Workplace Health and Safety Queensland 2011). According to Safe Work Australia (2018, p. 12), safety considerations should be an integral element of the building design process to prevent the risk of falls.</td>
</tr>
<tr>
<td>Model to follow in the reference list</td>
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<tr>
<th>OHS Body of Knowledge</th>
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<tbody>
<tr>
<td>The OHS Body of Knowledge (BoK) represents a collective knowledge required by generalist occupational health and safety professionals. The OHS Body of Knowledge is organised as an online document with downloadable chapters. To appropriately acknowledge the authors of each chapter, each chapter should be referenced separately.</td>
</tr>
<tr>
<td>Example of how to refer to the resource in-text</td>
</tr>
<tr>
<td>In Australia, improved regulation of health and safety started to occur after World War II (Rafferty &amp; Wright 2019). It is important for OHS professionals to understand the distinction between civil and criminal legal action (Foster et al. 2014).</td>
</tr>
<tr>
<td>Model to follow in the reference list</td>
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<tr>
<td>Standards</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td><em>Standards</em>:&lt;br&gt;Standards are documents with specifications, procedures and guidelines that aim to ensure a certain level of quality in products, services and systems.</td>
</tr>
</tbody>
</table>