

# Referencing guide

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Seventh edition

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Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley, Australia.

Other sources used as a basis for referencing electronic resources not covered in the *Style manual for authors, editors and printers*:

American Psychological Association 2001, *Publication manual of the American Psychological Association*, 5th edn, American Psychological Association, Washington, DC.

International Organization for Standardization 2002, *Excerpts from international standard ISO 690:1987: Information and documentation: Bibliographic references: Part 2: Electronic documents or parts thereof*, 22 August 2002, ISO, Ottawa, Canada, viewed 5 November 2002, <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>>.

Li, X & Crane, NB 1996, *Electronic styles: A handbook for citing electronic information*, 2nd edn, Information Today, Medford, NJ.

Ritter, RM (ed.) 2002, 'References and notes', in *The Oxford guide to style*, Oxford University Press.

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## 1 Introduction

This booklet introduces a referencing style based on the author-date system, as described in the *Style manual for authors, editors and printers* (Commonwealth of Australia, 2002). It is designed to familiarise you with a recognised system of acknowledging the sources you have used in your academic writing.

Some Faculties and Schools within Charles Sturt University prefer different systems, depending on requirements that apply to specific disciplines. You will be advised in your Subject Outline of the referencing style required.

If you have been given specific instructions about a preferred style for a particular subject then you should closely follow those instructions. If you have not been directed to use a particular style, the author-date system, as outlined here, is the accepted University standard.

There are many variations of the author-date system that vary in punctuation, capitalisation, and format of text, and other numbered systems of referencing such as the American Psychological Association (APA), MLA, Documentary-note, and Vancouver.

Regardless of the referencing system chosen, it is a requirement that it must be followed consistently and that all details needed to identify the sources used be included. Attention to detail is necessary, including the presence, absence and placement of punctuation. Incomplete or inconsistent referencing may be penalised.

Charles Sturt University Library has many books on this subject. If the examples given in this guide do not cover a particular case you should consult one of these. For a select list of titles held by the Library see section **6.1** Style manuals.

The author-date system uses brief citations to the original work (author's name and year of publication) in the body of the text of an essay, thesis or dissertation with the full details shown in a list of references at the end of the document. In the case of an electronic publication (eg. a Web page), the in-text citation may also include a link to the corresponding item in a list of references.

The list of references at the end of your essay, report, thesis or dissertation must include most of the works that you have cited in the text. The only items

which should not be listed are personal communications, dictionaries, newspaper articles and encyclopedia entries that are not attributed to an author, and Acts, Regulations and law reports that are not significant to an understanding of your work. Only works cited by you may be included in the reference list.

In-text citations must correspond to entries shown in the reference list. For an example of a reference list see section 5 Reference list.

### 1.1 The need to reference

In academic writing it is necessary to identify the source of the idea(s) and quotations which you incorporate into your work. This enables the reader to locate the original source in the list of references at the end of your work.

Any sources used-and they can range from books and journals to web sites and emails-should be acknowledged, as a matter of courtesy, to secure the author's credibility, to inform readers, and often for reasons connected to copyright. These acknowledgments are called 'citations' or 'references' (Commonwealth of Australia 2002, p. 188).

Whenever you quote directly from a book or article, or where your work draws upon that of others, it is necessary to acknowledge the source.

You should acknowledge direct quotations and include page numbers as well as the author and the publication date of the source. Where you summarise or paraphrase an author's work you must include the author's name and date of publication.

If you fail to do this you are guilty of plagiarism. Plagiarism is the act of taking and using another's work as one's own. Copying work from any source, including another student, without acknowledgment is plagiarism. Where this occurs in items of assessment contributing to the grade in a subject, it is regarded in the same manner as cheating in an examination and is dealt with under the disciplinary provisions of the University as detailed in the University By-law.

### 1.2 How to reference

All statements, opinions, conclusions or other intellectual content taken from the work of someone else must be acknowledged, whether their work or ideas are directly quoted, reproduced, summarised or paraphrased.

The acknowledgment of someone else's work, by means of an in-text citation, must occur at the point in your writing where you use that information. The basic in-text citation, in the author-date system, consists of the last name of an author and the year of publication of the work, in round brackets. If a direct quotation is being used, a page number is also included.

The in-text citation should be incorporated into your work in such a way as to cause the least disruption to the reader. It must also be placed so that it is clear exactly which information is being acknowledged. Where an author's name appears naturally in a sentence, only the date needs to be enclosed in brackets. Three possible ways of incorporating an in-text citation are:

Jain (1976) refutes the theory by ...

The theory was refuted (Jain 1976) when it was proved ...

The new proof enabled the theory to be refuted (Jain 1976).

There is normally a corresponding entry in the list of references at the end of your work containing all the details of the cited work, enabling the reader to locate the source of the information you have used. For the above examples, the reader should find an entry in your alphabetically arranged list of references under **Jain, PL 1976**, giving the title and publication details of the work.

## 2 In-text citations

The basic in-text citation in the author-date system consists of the last name of an author and the year of publication of the work, in round brackets. There are significant variations to this, depending on the information available, the number and type of authors and the type of material being cited. The following explanations and examples cover many of these variations.

### 2.1 One author

The last name of the author, or name of the organisation or company of the authoring body, and the date of publication or creation of the work are inserted in the text.

This suggestion was first mooted at the Cairo summit (Callan 1986).

If the author's name occurs naturally in the sentence however, only the year is given in parentheses.

In a recent study Morris (1997) determined that ...

### 2.2 Two or three authors

When citing a work by two or three authors, all authors should be included in the order in which they appear on the title page, separated by an ampersand '&' between the last two.

This technique has since been found incorrect (Australian Bureau of Statistics & CSIRO 1990).

A more recent study (Knight, Hatty & Swift 1995) indicated that ...

Where the authors' names are included in the sentence, use 'and' rather than an ampersand.

Whelan and Kelly (1995) reviewed the effect of drug use on community life and concluded that ...

### 2.3 More than three authors

When the work has more than three authors or authoring bodies, only the name of the first-listed author is used, followed by the abbreviation 'et al.' (meaning 'and others').

... (Furze et al. 1996).

Furze et al. (1996) have found that ...

The reference list should, however, show the names of all authors or authoring bodies.

Furze, B, De Lacy, T, Birckhead, J, Tracey, P & Wiltshire, G 2001, *Culture, conservation, and biodiversity: The social dimension of linking local level development and conservation through protected areas*, John Wiley, Chichester, England.

If there is a citation to another work where the first of the multiple authors is the same, and it is published in the same year, the names of enough authors to show the difference should be given in the in-text citation.

... (Furze et al. 1996).

... (Furze, Miller et al. 1996).

### 2.4 Companies or organisations as authors

If the work cited is by an association, corporation, etc. and bears no specific author's name on the title page, the organisation is cited in the text.

... this is not easily proven (CSIRO 1986).

This publication of the Centre for Rural Social Research (1988) shows ...

In the reference list, these examples would be presented in the format:

Centre for Rural Social Research 1988, *Annotated bibliography of Australian rural social research*, The Centre for Rural Social Research, School of Humanities and Social Sciences, Riverina-Murray Institute of Higher Education, Wagga Wagga, NSW.

### **Abbreviation of long names**

Organisations' names are sometimes long and, if the name of the organisation is referred to frequently, it is acceptable to use an abbreviation. The full name should be spelt out at first mention, adding the abbreviation in parentheses after it.

The North East Catchment Management Authority (Vic.) (NECMA 1999) has introduced a number of advances in this field.

The abbreviation must be used consistently for all subsequent in-text citations and a cross-reference included in the list of references.

NECMA – *see* North East Catchment Management Authority (Vic.)

### **2.5 Anonymous works**

Works that do not have an author or authoring body are cited by title in both the text and the reference list with the title in *italics*.

*The Sydney scene, 1788-1960* (1962) reveals little on the topic.

HTML skills allow you to communicate your ideas to the millions of people with access to the Internet (*Writing HTML: A tutorial for creating web pages* 2000).

Leading articles (eg. a, an, the) in the title are not considered when determining the alphabetical order of entries in the reference list.

Roderick, GW 1978, *Education and industry in the nineteenth century: The English disease?*, Longman, London.

*The Sydney scene, 1788-1960* 1962, Melbourne University Press.

Talbot, LF 1998, *Language delays and disorders: From research to practice*, Singular Publications Group, San Diego CA.

Newspaper articles are often anonymous, in which case an in-text citation is all that is required. There is no entry included in the list of references. Articles with an acknowledged author should be cited in the text using author's name and year of publication, with a corresponding entry in the list of references.

The *Sydney Morning Herald* (18 October 2002, p. 1) described the attack as ...

... but the funding was never made available (*Financial Review* 3 March 1998, p. 24).

### **2.6 Authors with the same surname**

Works by authors with the same surname are distinguished by including the authors' initials in the in-text citation.

AH Davies (1990) introduced the concept of ...

... this was not the case between the wars (Davies, J 1967).

### **2.7 Editors, translators, illustrators, etc.**

If the work has been edited, illustrated, compiled, revised or translated, but the author's role is the most important, it is listed under the author's name.

Citations to works in which the role of an editor, compiler, reviser, translator or illustrator is more important than that of the author, need to reflect this by acknowledging them as the producer of the work, and identifying their role by using the appropriate abbreviation (ed., eds, comp., rev., trans., ill., ills). (*See also* section 4.3)

Book chapters and 4.2 Books).

- ... (ed. Davis 1974).
- ... (comp. Braithwaite 1995).
- ... edited by Davis (1974).
- ... compiled by Braithwaite (1995).

## 2.8 More than one work by the same author

### Published in different years

When citing more than one work by the same author at the same point in the text, the dates are separated by commas ‘,’. A semicolon ‘;’ is used to separate a page reference from a date.

The Environmental Protection Authority (1996, 1998) reported on the  
...  
... (Lewis 1997, 1999).  
... (Environmental Protection Authority 1996, p. 24; 1998, p. 32).

The citations are listed in ascending (earliest to latest) chronological order by date of publication.

### Published in the same year

When there is more than one work by the same author published in the same year, they should be distinguished by using lower case letters following the publication date.

Carr (1981a) argues that these ...  
... (Carr 1981b).

The letter-by-letter alphabetical order of the titles determines the order in which they appear in the list of references, with the first entry assigned the letter ‘a’, the second ‘b’, etc.

Works cited at the same point in the text are separated by a comma ‘,’ or by a semicolon ‘;’ if the citation includes page numbers.

... (Vanclay 2001a, 2001b).  
... (Vanclay 2001a, p. 406; 2001b, p. 476).

In the reference list, these examples would be presented in the format:

Vanclay, F 2001a, 'The challenge of sustainable forests: Forest resource policy in Malaysia, 1970-1995', *Journal of Sociology*, vol. 37, no. 4, pp. 406-407.

Vanclay, F 2001b, 'Conservation tillage and cropping innovation: Constructing the new culture of agriculture', *Sociologia Ruralis*, vol. 41, no. 4, pp. 475-476.

## 2.9 Different authors cited at the same point in the text

When two or more works by different authors are cited together at the same point in the text, they are separated by semicolons ';'.

There were three experiments (Bonnington 1993; Callow 1996; Jacobs 1995) ...

The citations are listed in alphabetical order by the author's name.

## 2.10 Use of short titles

Government reports often have lengthy titles. A short title for reports of Commissions of Inquiry etc. may be used, provided that the list of references contains a clear cross-reference to the official title. The Commission of Inquiry into Poverty, for example, is better known by the name of its chairman, Professor Henderson, and may be cited as:

... (Henderson report 1975).

The list of references should contain the link:

Henderson report – *see* Commission of Inquiry into Poverty (1975)

## 2.11 Publication date uncertain or unknown

Where the publication date cannot be established, the publication date should be replaced with the abbreviation 'n.d.' (no date).

Bennett (n.d.) established that ...  
... (Bennett n.d.).

In the reference list, these examples would be presented in the format:

Bennett, WH & Adeney, WF n.d., *The bible and criticism*,  
Macmillan, London.

If the publication date can be established with reasonable accuracy, use the abbreviation 'c.' for circa (about). If the date is uncertain, include a question mark '?' after the date.

Humphrey (c. 1990) ...  
... (Smythe 1987?).

A work that is about to be published, or is in the process of publication, should be identified in the following format:

... (Smythe forthcoming).  
Webster (in press) ...

## 2.12 Page numbers or elements of a work

Page numbers must be included in in-text citations if you directly quote an author's words. They should be separated from the year by a comma ',' and use the abbreviations *p.* (page) or *pp.* (pages) as required.

Elliot (1999, p. 25) claimed that 'the directors were deliberately understating the companies' losses'.  
'The report was well received by the community' (Starr 1990, p. 12).

Page numbers may be included in in-text citations for paraphrased statements, if they refer to a specific part of the work or are required to identify part of a longer work.

As Smith (1990, p. 425) maintains ...

... accepted by most respondents (James 1995, pp. 132-145).

Different elements of a work may also be identified using the abbreviations *vol.*, *vols*, *sec.*, *secs*, *eq.* and *eqs*, for volume(s), section(s) and equation(s) respectively, in the in-text citation.

... (Department of Infrastructure 1996, vol. 2).

The Department of Infrastructure (1996, vol. 2) has identified four major ...

For those works, particularly electronic works, that do not include page numbers, use headings and the number of the paragraph that follows the heading, to identify the location of the section of text in the source. Use the abbreviation '*para.*' (paragraph).

... (Barnes 2001, Analysis section, para. 1)

Page numbers or other elements included in an in-text citation would generally not be included in the list of references.

### **2.13 Direct quotes and paraphrasing**

Different disciplines have different conventions regarding the use of material directly quoted from other sources. You should minimise the number of quotations included in a paper, only including those required to support your arguments.

Paraphrasing, or expressing the meaning of a word, phrase or work in your own words (*The Oxford English dictionary* 2000), in order to make sense of the material, is generally preferred to direct quotes. Paraphrasing does not mean changing a couple of words in the original statement, rather, you should be giving your interpretation of what the author was stating.

If you paraphrase an author you must acknowledge the source with an in-text citation. Page numbers may be included in in-text citations for paraphrased statements, if they refer to a specific part of the work or are required to identify part of a longer work.

If you directly quote an author's words, the quotation needs to be placed in single inverted commas ( ' ' ) if it is contained within the text. The author, publication year and page number must be acknowledged (*see* section **2.12** Page numbers or elements of a work).

As Nimon (1981, p. 112) states, knowledge about the community 'is not passively gathered by some convenient form of psychic osmosis, but must be actively sought'.

When quoting from works, particularly electronic works that do not include page numbers, use headings and the number of the paragraph that follows the heading, to identify the location of the quote in the source. Use the abbreviation '*para.*' (paragraph).

... (Stocker 1999, Introduction section, para. 2).

Snaith (2002, Section 3.2, para. 2) noted that ...

As a general rule, short quotations should be contained within the text while longer quotations, those exceeding about thirty words, should be set separately in a block quotation. Text should be indented and single spaced, may be set in smaller type or a different font, and does not require inverted commas.

As one author has noted:

Over much of southern Australia, as much as 80% and sometimes over 90% of the native vegetation has been removed, particularly from better-quality arable land. Most of the native vegetation that remains is on land least suited to agriculture, such as rocky ridges, steep gorges, or poor-quality soils (Paton 2000, p. 1232).

Three dots are used to indicate that material has been omitted from within a sentence in a direct quote. They should also be used at the start or end of the quotation if the omission of material results in a sentence, where it was not a sentence in the original.

As Nimon (1981, p. 112) aptly states, knowledge about the community 'is not passively gathered ... but must be actively sought'.  
'The new laboratory will be an improvement ...' (Barnes 1998, p. 23).

Care should be taken to reproduce quotations accurately and retain the original meaning, particularly if omitting some of the text.

Square brackets [ ] should be used within a quotation to add a comment, necessary punctuation or explanation.

'The newly built model prison [Port Arthur] was to be his home for the next ten years ...' (Blythe 1956, p. 145).

Where errors such as incorrect spelling, punctuation, or grammar in the quoted material might confuse readers, insert the italicised word *sic* (meaning 'thus'), in square brackets [*sic*] directly after the error. This also indicates to the reader that the error was in the original rather than in your transcription.

## 2.14 Quotations from a secondary source (indirect citations)

Citation of a work which has not been seen, but which is cited in another work, requires the acknowledgment of both the original or primary source as well as the intermediate or secondary source. Both items must be mentioned in the text.

Indirect citations should only be used where the original, or primary, source has been directly quoted in the secondary source.

... 'Violence is the last resort of the incompetent ...' (Asimov 1974 cited in Carter 1990, p. 26).

Downer (1999 cited in Smith 2001, p. 112) claimed that ...

The secondary source, in these cases 'Carter 1990' or 'Smith 2001', should be included in the list of references. The original work being cited would not normally be included in the list of references.

If an original author is paraphrased in a secondary (or even tertiary) work, only the author of the work you have seen should be acknowledged in the in-text citation and the reference list.

... Donkin (2001, p. 64) indicates the origin of the process in the statement 'What was good for drying malt, he [Darby] reasoned, might work with iron.'

This example is a direct quote from Donkin. In Donkin, however, this sentence is a paraphrase and cited with the reference 'Abiah Darby, quoted in Raistrick, p. 3.' Because the sentence is a paraphrase by Donkin, not a direct quote from Raistrick, no further acknowledgment is necessary.

Only an entry for Donkin 2001 is required in the reference list.

## 2.15 Figures and tables

If you include a copy of a figure or table, you must acknowledge the original source. The source must be cited with author's name, year of publication and page, figure or table number included after your figure or table number and any title, as follows:

Figure 2. Household expenditure (Lawrence 1992, Fig. 14)

Table 5. Factors threatening biodiversity in Australia (Waters 1999, p. 125)

Separate sequential numbering is normally used when labelling figures and tables in your work. Figures are titled below the figure (graphs, photos, diagrams) whilst tables are titled above the table.

When you are discussing a figure or table included in your work, it should be referred to in the form (Fig. 2) or (Table 5).

Results showed the strength of the extensors exceeding the flexors (Fig. 2).

The results shown in Table 5, however, do not support this.

### 3 In-text citations: special formats

#### 3.1 Electronic material, web pages etc.

Electronic material, including web pages, electronic journals, databases, forum etc., are cited in the text in the same manner as print based works, using the last name of an author and the year of publication of the work, in round brackets.

If the author or authoring body is not apparent, the work should be cited by title in both the text and the reference list (*see* section 2.5 Anonymous works).

The corresponding entry in the list of references contains a full description of the work.

#### 3.2 Encyclopedias & dictionaries

If an entry in an encyclopedia is not attributed to an author or if a dictionary is cited, the full reference is included in the text.

The *Macquarie dictionary* (2001) defines the ...  
... (*Encyclopedia of tourism* 2000, p. 23).

Further details should not be included in the list of references.

Encyclopedia entries, with an acknowledged author, should be cited in the text using author's name and year of publication, with a corresponding entry in the list of references.

#### 3.3 Films, videos and television and radio programs

In-text citations for films, videos and television and radio programs should include the title and date of production.

*2001: A space odyssey* (1980) was an early example of ...  
... (*Rabbit-proof fence* 2002).

### 3.4 Government publications

Government publications are generally cited in the text in the same way as other publications.

The difficulties presented by government publications are that they:

- (a) often have no obvious author,
- (b) are often the work of a government agency and a specific author or consultant,
- (c) may be produced and published by the same agency,
- (d) may be the work of a committee set up within an agency for a specific task,
- (e) may be published as the result of a Commission of Inquiry,
- (f) or be a parliamentary publication (Parliamentary Papers, Hansard etc.).

If the work has no obvious author, cite the sponsoring agency as the author.

The Environmental Protection Authority (2001) has investigated ...  
... (Disability Services Queensland 1999).

If the work includes both a sponsoring agency and a specific author or consultant on the title page, cite the agency as the author in the in-text citation and acknowledge the specific author after the title in the entry in the list of references.

... (Queensland Police Service 2001).

The corresponding entry in the list of references would appear in the format:

Queensland Police Service 2001, *Journey to equality: An illustrated history of women in the Queensland Police*, by T Prenzler, L Jones & C Ronken, Queensland Police Service, Brisbane.

A work prepared by a committee or taskforce for a specific task should be cited in the text by the name of the committee.

... (OH & S Committee 2000).

The Healthy Rivers Taskforce (1998) reported on the ...

If the name of the agency is long and used frequently in the text, abbreviate the name in the text and include a cross-reference in the list of references in accordance with section 2.4 Abbreviation of long names

Government reports are sometimes well known by the name of the Chairperson of an inquiry. A short title for reports of Commissions of Inquiry etc. may be used provided that the list of references contains a clear cross-reference to the official title. The Commission of Inquiry into Poverty, for example, is better known by the name of its chairman, Professor Henderson. These reports may be cited as:

... (Henderson report 1975).  
... as in the Feacham report (1995).

Full publication details are included in the list of references under the name of the agency or the full title, and the list of references should also contain the cross-reference:

Henderson report – *see* Commission of Inquiry into Poverty (1975)  
Feacham report – *see* Department of Human Services and Health (1995)

If the name of the agency changes, the name should still be cited as it appears on the publication.

Parliamentary papers from the House of Representatives or the Senate that are ordered to be printed are numbered (eg. Number 1, 2002) with a label attached to the back cover. They should be cited in the text in the format:

... (Australia, Parliament 2002).

Citations to Hansard (a verbatim record of what was said in the parliament) should be cited in the text in the format:

... (Australia, Senate 2002).  
... (Australia, House of Representatives 2002).

### **Australian Bureau of Statistics (ABS) data**

ABS tables or graphs reproduced in assignments and dissertations must be acknowledged in the format:

Source: ABS Year published, *Title*, ABS catalogue number  
Source: ABS 2001, *Australia's environment: Issues and trends*, 4613.0

If figures from the ABS have been used for the purpose of compiling statistical tables or percentages for your own work, this should be acknowledged in the same form as above:

Figures compiled using statistics from:  
ABS 2001, *Australia's environment: Issues and trends*, 4613.0  
ABS 2002, *Victorian yearbook*, 1301.2

The list of references should contain the cross-reference:

ABS – *see* Australian Bureau of Statistics

In the reference list, these examples would be presented in the format:

Australian Bureau of Statistics 2001, *Australia's environment: Issues and trends*, Catalogue no. 4613.0, ABS, Canberra.  
Australian Bureau of Statistics 2002, *Victorian yearbook*, Catalogue no. 1301.2, ABS, Victoria.

### 3.5 Legal works

#### Law reports and cases (judicial decisions)

Judicial decisions are cited by the name of the case, as given in the report, and/or by the year/volume, abbreviated name and page number of the report series in which it can be found.

The name of the case (those participants involved in the litigation) will take the form:

Plaintiff(s) v Defendant(s) for civil matters  
Applicant(s) v Respondent(s) for civil matters  
Appellant(s) v Respondent(s) for appeal cases  
Prosecution v Accused for criminal matter before a judge or jury:  
indictable offences  
Informant v Defendant(s) for criminal matter before a magistrate:  
summary offences

*Gulland v Federal Commissioner of Taxation* (1983-84) 72 FLR 362

Name of the case: *Gulland v Federal Commissioner of Taxation*  
Year(s) of report volume: 1983-84  
Volume number: 72  
Report series: Federal Law Reports  
Page: 362

Report series are often sequentially numbered in volumes and, as such, the year is not essential but often included for information. The year in the citation of sequentially numbered series is enclosed in round brackets ( ).

Square brackets [ ] enclosing the date indicate the given date is required to the citation and for locating that particular report.

*Sydney City Council v Paul Dainty Corporation Pty. Ltd.* [1984] 3 NSWLR 104

This example shows a case starting on page 104 of the third volume for 1984, of the New South Wales Law Reports series.

Abbreviations used to identify the name of a report series are usually listed in the resource used to locate the report. A table of law reports and abbreviations can also be found in:

Division of Library Services 1999, *Law reports and case citation*, August 1999, Charles Sturt University, Bathurst, NSW, <<http://www.csu.edu.au/division/library/eresource/lawrepa.htm>>.

Include law reports and cases in your list of references only if they are significant to an understanding of your work. If included, they should be listed separately under the subheading 'Law reports and cases'.

#### Legislation

References to Australian State and Commonwealth legislation must include the jurisdiction and date. All elements of the formal short title, as shown in the first section of the Act, should be *italicised* and presented in full. Note that, in many cases, the year is included as part of the title and should also be italicised.

The jurisdiction may be abbreviated and given in parentheses immediately following the title and year or included in the text. Note that no comma is used before or after the year.

Use maximum capitalisation for the titles of legislation.

The New South Wales *Noxious Weeds Act 1993* allows landholders ...  
The *Social Security Legislation Amendment Act (No. 3) 1992* (Cwlth) restricts ...

Acts are divided into *sections*, and these may be further divided into subsections, paragraphs and subparagraphs. The abbreviation 's.' is used to denote *sections*.

*Broadcasting Services Act 1992* (Cwlth) s. 115(2)(a)(i)

Regulations and other subordinate legislation should be in roman (rather than *italic*) type.

Fire Brigades (General) Regulation 2000 (NSW)

Regulations are divided into *regulations*, and these may be further divided into subregulations, paragraphs and subparagraphs. The abbreviation 'r.' is used to denote *regulations*.

Fair Trading (General) Regulation 2002 (NSW) r. 29(a)(ii)

Bills before the parliament are presented in roman type.

Adventure Activities Protection Bill 2002 (Vic.) s. 9(3)(c)(ii)

Legislation from other countries should be in roman type and include the jurisdiction in parentheses.

Wildlife and Countryside (Amendment) Act 1991 (UK)

Include Acts and Regulations in your list of references only if they are significant to an understanding of your work. If included, they should be listed separately under the subheading 'Legislation'.

### 3.6 Newspapers

If the author of a newspaper article is not identified, all the details should appear in the in-text citation.

... (*The Australian Financial Review* 24 October 2002, p. 25).  
... as was reported in the *Sydney Morning Herald* (14 September 2000, p. 3).

In this case the article should not be included in the list of references.

Articles with an acknowledged author should be cited in the text using author's name and year of publication, with a corresponding entry in the list of references.

### 3.7 Plays and poetry

In-text citations to plays and poetry generally include specific details about the act, scene and line numbers and verses.

William Shakespeare, *Henry IV*, act 4, scene 2, line 86.  
Siegfried Sassoon, *Break of day*, verse 2, lines 4-10.

They are not normally included in the list of references.

### 3.8 The Bible

In-text citations to the Bible should be in the format:

Book chapter:verse

Psalms 23:6-8  
Acts 2:14-3:5  
1 Corinthians 13:9; 15:1

### 3.9 Unpublished works

#### Lectures, tutorials etc.

Information from university lectures and tutorials, based on your lecture notes or recollections, should be cited within the text as a personal communication.

... (P Suter 1999, pers. comm., 27 March).

Dr P Suter outlined the correct method of sampling in his lecture on 27 March 1999.

Further details of personal communications are not included in the list of references.

Information cited in the text, based on lecture notes distributed by a lecturer, should be accompanied by a standard in-text citation, including the lecturer's name, year and page numbers as required. The corresponding entry in the list of references should be in the form of an unpublished work (*see* section 4.12 Unpublished works).

### Personal communications

References to personal communications, including conversations, email, interviews, telephone calls or letters, do not provide recoverable data and are only cited within the text. The authors' initials should precede the surname and the date of the communication is shown in full.

The form of the communication should be indicated, either in the text or by using the abbreviation '*pers. comm.*' in the citation.

Care should be taken to only cite personal communications from individuals who have some authority to speak on the subject. The nature of that authority should be given, and may include an indication of a professional qualification or a position held. The organisation the person represents can be included in parenthesis if required.

The community has welcomed the improved service (Mayor J Brownlow 1992, pers. comm., 1 June).

Dr C Bradshaw (President, Victorian Landcare Group) in his email dated 12 August 2001, indicated that the use of participatory rural appraisal has given the Group a better understanding of the concerns of farmers in the catchment.

In an interview I had with Professor T Marks on 24 August 1997, her membership of the Communist party was revealed for the first time.

Ms J Booth (Department of Foreign Affairs and Trade) advised the group of her interest by facsimile on 18 October 2002.

Further details of personal communications are not included in the list of references.

## 4 Reference list formats

The list of references at the end of your essay, report, thesis or dissertation must include most of the works that you have cited in the text. The only items which should not be listed are personal communications, dictionaries, newspaper articles and encyclopedia entries that are not attributed to an author, and Acts, Regulations and law reports that are not significant to an understanding of your work.

Only works cited by you may be included in the reference list. A direct quote or paraphrase from these works reflect contributions to the intellectual content of your work.

Adam, P 1994, 'Saltmarsh and mangrove', in *Australian vegetation*, RH Groves (ed.), Cambridge University Press, Cambridge, England.

Gilbert-Rolfe, J 1995, *Beyond piety: Critical essays on the visual arts, 1986-1993*, Cambridge University Press, Cambridge, England.

Langner, L & Swanson, C 1999, 'The role of non-market values in assessing sustainable forest management', *The living forest: Non-market benefits of forestry: Proceedings of an international symposium on non-market-benefits-of-forestry*, Stationary Office, London, pp. 393-399.

Perlman, I 2002, 'Contested ground', *Australian Financial Review*, 25 October, p. 78.

Ten-Have, HA & Leslie, A 1998, 'Medical ethics research between theory and practice', *Theoretical Medicine and Bioethics*, vol. 19, no. 3, pp. 263-276.

A list of references is different from a bibliography which may also include items relevant to the topic that are not cited in the text. The format of the entries in a bibliography should be the same as that shown for references.

Note that there are differences between the way works are cited in the text of your writing and that used in the list of references.

Second and subsequent lines of each entry in your list of references should be indented to highlight the alphabetical order of the list.

## 4.1 Bibliographic management

Make sure you record full bibliographic details of sources at the time you use them. This overcomes the problem of trying to find details like a publisher or date of publication at the last minute when you have completed your draft. Wherever possible, details should be taken from the title page of publications used, rather than from the front cover.

Bibliographic management software such as EndNote, ProCite & Reference Manager can be used to assist you to keep track of works that you wish to cite, and produce lists of references.

Charles Sturt University has a site licence for the bibliographic management software ProCite, that allows all current staff and students access to the software. The ProCite installation CD-ROM is available for loan from the Library. Updates, including CSU specific files, can be downloaded from the Library Web site.

ProCite is a database program that enables you to organise bibliographic references and produce reference lists in a range of standard and custom styles (eg. CSU, Vancouver, APA).

The reference style can be changed by selecting a different output style. The output styles can be modified as required. The 'CSU' output style is based on this guide.

References can be entered into the database by typing, using one of the predefined workforms, or downloaded into the database from one of a number of CSU Library databases. Each workform includes the fields required to describe your reference. There are standard workforms for 40 different types of material, including periodical and newspaper articles, books, conference papers, manuscripts, videos, music scores and Web Pages. Extensive abstracts and notes can be included in the database together with the citation details.

Reference lists can be created directly from the database, or automatically from citations included in the text of your documents.

Refer to the CSU Library Web site at <http://www.csu.edu.au/division/library/> for more details.

## 4.2 Books

The information elements that may be used to describe a book, pamphlet or brochure etc., are as follows:

- (a) author
- (b) year of publication,
- (c) title of publication,
- (d) title of series,
- (e) description of work,
- (f) edition,
- (g) editor, compiler, reviser, translator, or illustrator,
- (h) volume number or number of volumes,
- (i) publisher,
- (j) place of publication,
- (k) page numbers.

Commas are used to separate elements (b)-(k), with a full stop after the last element. Elements are included, as required, and in the above order. Anonymous works are listed by title with the date following.

Cannella, GS & Kincheloe, JL (eds) 2002, *Kidworld: Childhood studies, global perspectives, and education*, Rethinking childhood, no. 16, P. Lang, New York.

Churchill, GA, Thompson, DA & Dawn, I 2002, *Marketing research: Methodological foundations*, 8th edn, South-Western, Newcastle, NSW.

Craik, DMM n.d., *John Halifax, gentleman*, Nelson, Edinburgh.

Enright, B 1990, 'Concepts of stock: Comprehensive vs selective', in *Academic library management*, MB Line (ed.), Library Association, London.

Geyer-Schulz, A 1997, *Fuzzy rule-based expert systems and genetic machine*, Studies in fuzziness and soft computing, no. 3, 2nd rev. and enl. edn, Physica-Verlag, Heidelberg, Germany.

Guillot, R 1966, *Sama prince des éléphants* (Sama prince of elephants), ill. J Kiddell-Monroe, Oxford children's library, no. 39, Oxford University Press, London.

*Primary colors: A novel of politics* 1996, Random House, New York.

Sinclair Knight & Partners 1987, *Murrumbidgee Valley*, New South Wales inland rivers flood plain management studies, report for the NSW Department of Water Resources, 3 vols, Sinclair, Knight & Partners, Sydney.

### **Author**

The author's name should appear as shown in the in-text citation, with the initial(s) following the surname, separated by a comma. The name of an authoring body should appear in full.

<b>one author</b>	Webster, J Environmental Protection Authority
<b>two authors</b>	Roberts, B & Attwood, R
<b>three or more authors</b>	Bradstock, RA, Williams, JE & Gill, MA

All authors should be listed, in the order in which they appear on the title page. Names are separated by a comma, but with an ampersand '&' separating the last two names.

No punctuation follows the last author's name.

### **Year of publication**

The year of publication is followed by a comma.

If the publication date is not certain but is determined to be within a range of years, use the abbreviation 'c.' for circa (about). If the date is uncertain, include a question mark '?' after the date. If the publication date cannot be determined, use the abbreviation *n.d.* (no date).

Webster, J 2000,  
Humphrey, FT c. 1990,  
Smythe, KJ 1987?,  
James, TG n.d.,

A work that is about to be published, or is in the process of publication, should be identified in the following formats:

Smythe, KJ forthcoming,  
Webster, J in press,

If there is no author, or authoring body, the year of publication follows the title of the publication without intervening punctuation and is followed by a comma.

*Readings in the life sciences* 1977, Scientific American resource library, W. H. Freeman, San Francisco.

### **Title of publication**

The title of the book is *italicised* and follows the publication year, separated by a comma. Use minimum capitalisation, thus capitalise only the first letter of the first word of the title, subtitle and any proper names.

The main title is separated from any subtitle by a colon and a space.

Bradstock, RA, Williams, JE & Gill, MA (eds) 2002, *Flammable Australia: The fire regimes and biodiversity of a continent*,  
Webster, J 2000, *The complete bushfire safety book*,

The title should be taken from the title page, rather than the dust-jacket or spine of the book as the latter might have been altered for graphical design purposes.

Roman type or inverted commas can be used within titles to identify other titles, names of ships, and other words, which would normally be *italicised*.

McHugh, R 1980, *Annotations to Finnegans Wake*,  
McHugh, R 1980, *Annotations to 'Finnegans Wake'*,

If the title is in another language, the capitalisation conventions of that language should be used. The translated title can be shown, in parentheses, in roman type, following the original title.

Hesse, H 1969, *Das Glasperlenspiel* (The glass bead game),

### **Title of series**

If the work is part of a series, give the series title in roman type, after the title of the work and separated by a comma.

Hilborn, R 1997, *The ecological detective: Confronting models with data*, Monographs in population ecology,  
Thomas, DEL 1970, *Rupert Bunny, 1864-1947*, Australian art library,

### **Description of work**

Some works may be identified more easily by including a description (catalogue number, series number or note) in roman type, after the title or series title and separated by a comma.

Dabrowski, W 1999, *Caring for country*, report to the Aboriginal and Torres Strait Islander Commission,  
Hilborn, R 1997, *The ecological detective: Confronting models with data*, Monographs in population ecology, no. 28,

### **Edition**

Include the edition, using the abbreviation 'edn' for all except the first edition. The edition statement (normally on the reverse of the title page) should indicate the edition number. It may also indicate that the work is revised (*rev.*), condensed or enlarged. Some editions such as *student edn* or *Australian edn* are written for specific audiences. All of this information, using the terminology printed, should be included.

Sykes, G 1965, *Disinfection and sterilization*, 2nd edn, rev. and enlarged,  
Zikmund, WG 2003, *Business research methods*, 7th edn,

### **Editors, translators, illustrators, etc.**

If the work has been edited, illustrated, compiled, revised or translated, but the author's role is the most important, it is listed under the author's name with the role of the editor, compiler, etc. included in roman type after the title.

The abbreviations *ed.*, *eds*, *ill.*, *ills*, *comp.*, *comps*, *rev.*, *revs*, *trans.* are used.

Blundell, R 2000, *Forest trees of south-western Tasmania*, (ed.) JB Kirkpatrick,

The name of the editor, illustrator, compiler, reviser or translator is shown with their initial(s) preceding the surname.

If the role of the editor, illustrator, compiler, reviser or translator is of primary importance, the work is listed under their name, with the corresponding abbreviation.

Sharpley, R & Telfer, DJ (eds) 2002, *Tourism and development: Concepts and issues*,  
Stockman, D (ill.) 2002, *The illustrated book of dogs*,

### **Volume number or number of volumes**

When one volume of a multi-volume work is included in the list of references, include the volume number and its title, separated from the previous description element by a comma.

Sinclair Knight Merz 1996, *Mount Stirling environmental effects statement*, in collaboration with the Office of Planning and Heritage, Department of Infrastructure, vol. 2, Technical appendices,

If more than one volume is listed:

Sinclair Knight Merz 1996, *Mount Stirling environmental effects statement*, in collaboration with the Office of Planning and Heritage, Department of Infrastructure, vols 2 & 3, Technical appendices,

If the complete work is listed:

Department of Natural Resources and Environment 1997, *Heritage rivers and natural catchment areas: Draft management plans*, 4 vols,

### **Publisher**

The publisher's name is shown, in full, using the punctuation and capitalisation formats used in the work, and followed by a comma.

Fogarty, R & Stockman, D 2002, *Brain-compatible classrooms*, 2nd edn, SkyLight Professional Development,

If the publisher's name appears often in your work, or if an authoring body with a long name is also the publisher, the name may be abbreviated. In both cases the abbreviation should be included in the list of references, with a cross-reference to the full name.

If the work has more than one publisher, or has been published in association with another organisation, these details and their respective locations should be included in the following format:

Finley, MI 1977, *Aspects of antiquity: Discoveries and controversies*, 2nd edn, Penguin, Harmondsworth, England, in assoc. with Chatto & Windus, London.

### **Place of publication**

The place of publication follows the publisher's name, separated by a comma. If two or more place names are listed on the title page or on the verso (reverse side of title page), show only the first listed place.

Cox, DL 2000, *Occupational therapy and chronic fatigue syndrome*, Whurr, London.

The place of publication may need further identification (ie. state or country) if there is another place with the same name, or if it is unlikely to be known by your intended audience. The United States Postal Service abbreviations may be used for states of the USA.

United States Postal Service 1998, *United States Postal Service abbreviations*, United States Postal Service, viewed 15 November 2002, <[http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html](http://www.usps.com/ncsc/lookups/usps_abbreviations.html)>.

Guerard, AJ 1958, *Conrad the novelist*, Harvard University Press, Cambridge, MA.

Sharpley, R & Telfer, DJ (eds) 2002, *Tourism and development: Concepts and issues*, Channel View Publications, Buffalo, NY.

If only the country of publication can be identified, include that information. If the place of publication can not be determined, use the abbreviation *n.p.* (no place).

If the place of publication is included in the publisher's name (eg. University of Sydney) it can be omitted.

### **Page numbers**

If it is necessary to include page numbers in the list of references, they are included as the last item in the reference and include the prefix 'p' (page) or 'pp.' (pages).

Guerard, AJ 1958, *Conrad the novelist*, Harvard University Press, Cambridge, MA, pp. 45-67.

### 4.3 Book chapters

A chapter, or other division of a book, to which a number of authors have contributed, will usually have chapter titles and an editor. The work is listed under the name of the author of the chapter, with the title of the work being the chapter title.

Enright, B 1990, 'Concepts of stock: Comprehensive vs selective', in *Academic library management*, MB Line (ed.), Library Association, London.

The title of the cited chapter is in roman type, enclosed in inverted commas, and uses minimal capitalisation. It is followed by a comma and separated from the italicised title of the book by the connective phrase 'in'.

The name of the editor follows the book title and is shown with the initials preceding the surname.

### 4.4 Periodical articles

The basic information elements that may be used to describe articles in periodicals (journals or magazines) are as follows:

- (a) author
- (b) year of publication,
- (c) title of article,
- (d) title of periodical,
- (e) issue details,
- (f) page numbers.

Commas are used to separate elements (b)-(f), with a full stop after the last element. Elements are included, as required, in the above order. Anonymous works are listed by title.

Minimum capitalisation is used for the title of the article. Maximum capitalisation is used for the title of the periodical.

Bokemeier, JL 1997, 'Rediscovering families and households: Restructuring rural society and rural sociology', *Rural Sociology*, vol. 62, pp.1-20.

'Improving ADR reporting' 2002, *The Lancet*, vol. 360, p. 1435.

Stoilov, P, Rafalska, I & Stamm, S 2002, 'YTH: A new domain in nuclear proteins', *Trends in Biochemical Sciences*, vol. 27, pp. 1495-1497.

Warren, SM, Sylvester, K, Chen, CM, Hedrick, MH & Longaker, MT 2002, 'New directions in bioabsorbable technology', *Orthopedics*, vol.25, pp. s1201-s1210.

Watts, M 2001, 'Who sank HMAS Sydney and why?: ASIO's greatest coup', *Australian Socialist*, vol. 10, no. 1, pp.3-6.

## **Author**

The author's name should appear as shown in the in-text citation, with the initial(s) following the surname, separated by a comma. The name of an authoring body should appear in full.

<b>one author</b>	Webster, J Environmental Protection Authority
<b>two authors</b>	Roberts, B & Attwood, R
<b>three or more authors</b>	Bradstock, RA, Williams, JE & Gill, MA

All authors should be listed in the order in which they appear in the article. Names are separated by a comma, but with an ampersand '&' separating the last two names.

No punctuation follows the last author's name.

## **Year of publication**

The year of publication is followed by a comma.

If the publication date is not certain but is determined to be within a range of years, use the abbreviation 'c.' for circa (about). If the date is uncertain, include a question mark '?' after the date. If the publication date cannot be determined, use the abbreviation *n.d.* (no date).

Webster, J 2000,  
Humphrey, FT c. 1990,  
Smythe, KJ 1987?,  
James, TG n.d.,

If there is no author or authoring body, the year of publication follows the title of the publication, without intervening punctuation, and is followed by a comma.

'Improving ADR reporting' 2002, *The Lancet*, vol. 360, p. 1435.

## **Title of article**

The title of the article is in roman type and enclosed in inverted commas.

Bird, M 1999, 'Challenging behaviour in dementia: A critical role for psychology',

The main title is separated from the subtitle by a colon and a space.

*Italic* type or quotation marks can be used within titles to identify other titles, names of ships, and other words, which would normally be *italicised*.

Dowling, RK & Nichol, J 2001, 'The *HMAS Swan* artificial diving reef',

Dowling, RK & Nichol, J 2001, 'The "HMAS Swan" artificial diving reef',

Whichever style is chosen, it should be used consistently.

## **Title of periodical**

The title of the periodical is *italicised* and separated from the title of the article by a comma. Maximum capitalisation is used.

Bird, M 1999, 'Challenging behaviour in dementia: A critical role for psychology', *Australian Psychologist*,

The title of a periodical in another language should be included in the original language.

If two or more periodicals have the same or similar title, show the place of publication in roman type enclosed in parentheses ( ) immediately after the title of the periodical, in the format:

Fisher, C 2001, 'Human resource management: Perspectives for the new era', *Industrial Relations Journal* (Oxford),

Huwe, TK & Kimball, J 2000, 'A theory of full employment', *Industrial Relations* (Berkeley),

Some disciplines require that standard abbreviations accepted in the international literature be used for periodical titles. The abbreviated title should be shown without full stops.

For example:

Journal of the American Chemical Society	J Am Chem Soc
--	---------------

You should seek the advice of your supervisor as to specific subject requirements. Standard sources for abbreviations of periodical titles in the sciences include:

*Chemical Abstracts Service Source Index* 1907-1994, American Chemical Society, Columbus, OH.

*List of journals indexed in Index Medicus* 2002, last updated April 2002, viewed 6 November 2002, National Library of Medicine, National Institutes of Health, Department of Health and Human Services, Washington, DC, <<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>>.

### **Issue details**

The volume number, issue number or other identifier is shown after the title of the periodical and separated from it by a comma. Each element should be separated by a comma.

The abbreviations *vol.* and *no.* should be used to indicate volume and issue numbers respectively.

Bird, M 1999, 'Challenging behaviour in dementia: A critical role for psychology', *Australian Psychologist*, vol. 34,

If each issue of the periodical is paginated separately, rather than consecutively within the volume, the issue number is also required.

Bird, M 1999, 'Challenging behaviour in dementia: A critical role for psychology', *Australian Psychologist*, vol. 34, no. 2,

If the issue is identified by volume / issue number and another identifier (eg. month or quarter), select one or the other and use it consistently for that periodical.

Weekly publications should be identified by the date (day and month).

Clausen, L 2002, 'Among ancient flames', *Time Australia*, 15 July,

### **Page numbers**

The page numbers of the article are shown after the issue details and separated from them by a comma. The abbreviation *p.* (page) or *pp.* (pages) is used.

Bird, M 1999, 'Challenging behaviour in dementia: A critical role for psychology', *Australian Psychologist*, vol. 34, no. 2, pp. 144-148.

Patterson, JH 1995, 'The North American waterfowl management plan and wetlands for the Americas programmes: A summary', *Ibis*, vol. 137, pp. s215-s218.

The 's215-s218' in the example shown above indicates that the article is from a special supplementary section of the periodical, paginated separately.

## 4.5 Electronic material

Electronic material can take many forms but should be treated, as much as possible, in the same manner as books or periodicals and other print based resources.

Some Internet based resources may be transient in nature, being only available in that version for a short space of time. It is therefore important to clearly indicate the version of the resource, its format, the date it was accessed or viewed and the access details or location.

Readers may not be able to access material at a later date, and it is a good practice to download or print material cited from Internet based sources, in order to preserve a physical record of the information.

An Internet reference should, where possible, take readers directly to the information cited in the text, rather than a home or index page.

The URL is enclosed in angled brackets < > and should include the protocol prefix (eg. <http://>, <https://>, <ftp://>).

It is essential to transcribe the URL correctly, so users are able to locate the resource. Do not hyphenate a long URL at the break between lines, or at a hyphen that occurs in the URL. Break the URL before any punctuation mark, starting a new line after the break. Where space allows, set the URL on a separate line to avoid breaking the URL.

The URL will typically consist of the following elements:

<http://www.csu.edu.au/division/library/eresource/procite.htm>

protocol    host name    path to document    file name

The following sections describe in detail only those elements that are unique to the format discussed.

- Agrigate 2002, *Agrigate: An agriculture information gateway for Australian researchers*, last updated 26 March, University of Melbourne, viewed 8 November 2002, <<http://www.agrigate.edu.au/>>.
- Bruckman, A 1994, *Approaches to managing deviant behavior in virtual communities*, also available as txt, ps files, viewed 4 December 1994, <<ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.rtf>>.
- Cheng, J & Jones, RAC 1999, 'Distribution and incidence of necrotic and non-necrotic strains of bean yellow mosaic virus in wild and crop lupins', electronic version, *Australian Journal of Agricultural Research*, vol. 50, pp.489-600, <<http://www.publish.csiro.au/journals/fulltext.cfm?J=AR&V=50&I=4&F=A98116.pdf>>.
- D'aeth, TH 2002, 'Which rabbit-proof fence: Empathy, assimilation, Hollywood?', *Australian Humanities Review*, no.27, viewed 14 November 2002, <<http://www.lib.latrobe.edu.au/AHR/archive/Issue-September-2002/hughesdaeth.html>>.
- Dowling, R 2000, 'Developing ecotourism into the millennium', *International Journal of Tourism Research*, vol. 2, no. 3, pp. 206-208, viewed 20 July 2001, abstract retrieved from CAB Abstracts database.
- Goodstein, L 2002, 'U.S. bishops grapple with the morality of war with Iraq', *New York Times*, 12 November, viewed 16 November 2002, <<http://www.nytimes.com/2002/11/12/national/12CND-BISH.html>>.
- Healthy Rivers Commission 2002, revised 28 October, home page, Healthy Rivers Commission, Sydney, viewed 11 November 2002, <<http://www.hrc.nsw.gov.au/default.html>>.
- Prose, PR 2000, 'Lifelines beyond the genome: Why chickens come before eggs', *Encyclopedia of life sciences*, added September, also available as pdf file, viewed 11 November 2002, <<http://www.els.net>>.
- Schroeder, JJ 1995, 'Developing self-esteem and leadership skills in Native American women', *Journal of Physical Education, Recreation & Dance*, vol. 66, no. 7, pp. 48-49, viewed 26 August 2001, retrieved from ProQuest database.

Smith, J 2000, 'How do I locate a management case study to use for an example', posted 4 May, <INF302-199940@listserv.csu.edu.au>.

White, J 1999, 'Information management: A contradiction in terms', Charles Sturt University INF302-199940 Forum, posted 20 May, viewed 21 May 1999, <<http://online.csu.edu.au/Inter/Action?type=S&cmd=INF302AUi.htm>>.

Writing *HTML: A tutorial for creating www pages* 2000, version 4.5.2, last modified 24 September, Maricopa Center for Learning and Instruction, Tempe, Arizona, viewed 5 November 2002, <<http://www.mcli.dist.maricopa.edu:80/tut/>>.

### Glossary of Terms

<b>address</b>	The location of a site or document within the World Wide Web. Also known as a URL
<b>ASCII</b>	American Standard Code for Information Interchange. A code used to translate text across a wide variety of platforms, producing a plain text document
<b>bulletin board</b>	Conferencing system run on a computer, used by remote users who are able to post notices that they wish seen by other users on a variety of topics
<b>CD-ROM</b>	Compact Disc, Read-Only Memory. An electronic storage medium
<b>database</b>	Collection of stored data on or about some subject, structured to show the relationship between individual items within the collection. Often contains electronic documents [usually journals] produced by different publishers, that have been aggregated together as a single, and normally searchable, set of data
<b>download</b>	Copy a file from one computer [often a remote server] to another [local] computer
<b>electronic document</b>	Document in electronic format [html, pdf, doc]
<b>electronic [only] journal</b>	An academic journal which is only published on the World Wide Web
<b>forum</b>	A Web site that that displays messages and responses from participants in a subject based discussion. The record of the discussion is retained for some fixed period of time. Access may be limited to registered participants
<b>FTP</b>	File Transfer Protocol
<b>full text</b>	A form of information retrieval in which the full text of a document is stored, as distinct from a record which only includes a description of the contents of the document
<b>hard copy</b>	Print version of document
<b>HTML</b>	Hypertext Markup Language. A language used to create electronic documents that can include links and graphics
<b>hypermedia</b>	Electronic documents that contain multimedia elements such as audio or video files as well as text

<b>Internet</b>	A network of other networks connected using the TCP-IP set of protocols
<b>Listserv</b>	Mailing list that allows members to post email messages to other members, either directly or via the administrator of the list
<b>online</b>	When a computer is directly connected to a network and is capable of interacting with it
<b>metadata</b>	Data which describes other data or documents
<b>PDF</b>	Portable Document Format used to make an electronic copy of a document that can be read on a variety of software platforms
<b>software</b>	Generic term for those components of a computer or computer system that are intangible rather than physical. Programs executed by a computer as distinct from the hardware
<b>TCP-IP</b>	Set of protocols that enable communication over the Internet. TCP-Transmission Control Protocol, IP-Internet Protocol
<b>Telnet</b>	Acronym for the TELEcommunications NETwork program, that allows users to log-in to other computers on a network
<b>URL</b>	Uniform Resource Locator. The Web address used by browsers to connect to a site or document. Usually includes the network protocol and address (or domain name) of the server holding the document. Added to this is the local directories and file names for specific documents or pages
<b>Web page</b>	Collection of text, graphics, sound and video that corresponds to a single window of scrollable material displayed by a browser, on the World Wide Web
<b>Web site</b>	A Web site is a specific location or a specific group of related files, usually within a single directory or subdirectory, on the World Wide Web
<b>WWW</b>	World Wide Web. Also known as the Web, it is a distributed system based on cooperating servers attached to the Internet allowing access to documents and sites presented in HTML

### Web site

The group of Web pages and documents that make up a Web site can generally be accessed from a single home or index page that includes links to the related elements.

The URL for a Web site may only include a host name and path to the site:

<http://www.csu.edu.au/>

<http://www.csu.edu.au/division/library/>

The information elements that may be used to describe a Web page or document within a Web site are as follows:

- (a) author or authoring body
- (b) year of publication or the most recent update or revision,
- (c) title of document,
- (d) version number,
- (e) date (day and month of the most recent update or revision),
- (f) description,
- (g) name of publisher, sponsor or source,
- (h) place or location of publication,
- (i) date document was viewed,
- (j) URL of the site.

Commas are used to separate elements (b)-(j), with a full stop after the last element.

Some elements, such as the author or even the title of a Web site, can be difficult to locate or just not present. It may be necessary to view the document header information (metadata) in the HTML code in an attempt to complete these details.

A Web site may not have a title, beyond the name of or authoring body, in which case the title may be omitted.

OCLC Online Computer Library Center 2002, home page, OCLC Online Computer Library Center, Dublin, Oh, viewed 14 November 2002, <<http://www.oclc.org/home/>>.

The version number and / or the date that the document was last updated or revised often appear at the foot of the page. The page may only display a general copyright date, in which case only the year of publication can be shown. The wording used for this element should follow that used on the Web page.

The description should include information that may be used to identify the work or its format. The description may include the type of page (eg. home page).

Healthy Rivers Commission 2002, revised 28 October, home page,  
Healthy Rivers Commission, Sydney, viewed 11 November  
2002, <<http://www.hrc.nsw.gov.au/default.html>>.

If the place of publication is included in the publisher's name (eg. University of Melbourne) it can be omitted.

Agrigate 2002, *Agrigate: An agriculture information gateway for  
Australian researchers*, last updated 26 March, University of  
Melbourne, viewed 8 November 2002,  
<<http://www.agrigate.edu.au/>>.

The URL is enclosed in angled brackets < > and should include the protocol prefix 'http://' or 'https://' (secure server), in order to distinguish it from other protocols such as ftp and telnet.

### **Web page within a Web site.**

The information elements that may be used to describe a Web page or document within a Web site are as follows:

- (a) author or authoring body
- (b) year of publication or the most recent update or revision,
- (c) title of page,
- (d) version number,
- (e) date (day and month of the most recent update or revision),
- (f) description,
- (g) name of publisher, sponsor or source,
- (h) place or location of publication,
- (i) date document was viewed,
- (j) URL of the document or page, or if that is not available, URL of the main site.

Commas are used to separate elements (b)-(j), with a full stop after the last element.

Some elements, such as the author or even the title of a Web page, can be difficult to locate or just not present. It may be necessary to view the document header information (metadata) in the HTML code in an attempt to complete these details.

Works that do not have an author or authoring body are cited by title, in both the text and the reference list.

*The nature of cults* 2002, last edited 24 October, Concerned  
Christians Growth Ministries Inc., Nollamara, WA, viewed 10  
November 2002,  
<<http://www.ccgmg.org.au/articles/TheNatureOfCults1.html>>.

The version number and / or the date that the document was last updated or revised often appear at the foot of the page. The wording used for this element should follow that used on the Web page.

The page may only display a general copyright statement (eg. © *Australian Cotton CRC, 2002*) in which case only the year of publication can be shown.

Australian Cotton Cooperative Research Centre 2002, *CRC research  
programs*, Australian Cotton Cooperative Research Centre,  
Narrabri, NSW, viewed 11 November 2002, <<http://www.cotton.crc.org.au/AboutUs/Org/CRCPrograms.htm>>.

CSIRO Health Sciences and Nutrition 2002, *Research*, last updated  
29 August, CSIRO, Parkville, Vic., viewed 14 November  
2002, <<http://www.csiro.au/index.asp?type=division&id=Human%20Nutrition&style=divisionfocus>>.

*Writing HTML: A tutorial for creating www pages* 2002, version  
4.5.2, last modified 24 September, Maricopa Center for  
Learning and Instruction, Tempe, AZ, viewed 5 November  
2002, <<http://www.mcli.dist.maricopa.edu:80/tut/>>.

The description should include information that may be used to identify the work or its format.

The URL is enclosed in angled brackets < > and should include the protocol prefix 'http://' or 'https://' (secure server), in order to distinguish the it from other protocols such as ftp and telnet.

### **Works published only in electronic format**

Use for works that have only been published in electronic format, i.e. no print version has been produced.

#### **Periodicals**

Some periodicals are published only in an electronic format (eg.HTML). The articles in an 'electronic only periodical' may be accumulated over time before an issue of the journal is closed, and may include additional information, such as comments from reviewers and readers that will change over time.

The date that the document is viewed and the URL must be included. Page numbers are not normally present and the arrangement or numbering of articles within issues, where available, can be used instead.

Bowman, J, Cappuccino, N & Fahrig, L 2002, 'Patch size and population density: The effect of immigration behavior', *Conservation Ecology*, vol. 6, no. 1, article 9, also available in pdf format, viewed 29 October 2002, <<http://www.consecol.org/vol6/iss1/art9>>.

D'aeth, TH 2002, 'Which rabbit-proof fence: Empathy, assimilation, Hollywood?', *Australian Humanities Review*, no.27, viewed 14 November 2002, <<http://www.lib.latrobe.edu.au/AHR/archive/Issue-September-2002/hughesdaeth.html>>.

#### **Texts, reports etc.**

The information elements that may be used to describe a book or report that is only available in an electronic format are as follows:

- (a) author or authoring body
- (b) year of publication or the most recent update or revision,
- (c) title of document,
- (d) version number,
- (e) date (day and month of the most recent update or revision),
- (f) description,
- (g) name of publisher, sponsor or source,
- (h) place or location of publication,
- (i) date document was viewed,
- (j) URL of the document, or if that is not available, URL of the main site.

Commas are used to separate elements (b)-(j), with a full stop after the last element.

Ehrenreich, R & Fellner, J 2001, *Beyond reason: The death penalty and offenders with mental retardation*, published 12 March, Human Rights Watch, New York, viewed 14 July 2002, <<http://www.hrw.org/reports/2001/ustat/>>.

Farabee, MJ 2001, 'Plants and their structure' in *Online biology book*, revised 21 June, chapter 20, Estrella Mountain Community College, Avondale, AZ, viewed 17 February 2002, <<http://www.emc.maricopa.edu/faculty/farabee/BIOBK/BioBookPLANTANAT.html>>.

Some Internet based texts do not include a unique URL for each article or section of the work. The address for the following article from the *Encyclopedia of life sciences* uses the general URL for the work.

Prose, PR 2000, 'Lifelines beyond the genome: Why chickens come before eggs', *Encyclopedia of life sciences*, added September, also available as pdf file, viewed 11 November 2002, <<http://www.els.net>>.

### **Electronic reproductions of works, based on a print source**

Use for works where you have seen an exact electronic reproduction of the original print version, often in pdf format. Where you have viewed an electronic version of the original print work where it has been transcribed into HTML, text (ASCII), text (ASCII) + graphics or be available in other formats, cite according to the section *Electronic transcriptions of works*.

The format of the citation will be the same as that for the print version, but should also include:

- (a) 'electronic version' in roman type, after the title of the work,
- (b) the URL.

The date viewed is not required as the work is not liable to change over time.

#### **Periodicals**

Many periodical articles accessed electronically via a publisher's Web site, or an aggregated database (eg. ProQuest, ScienceDirect), are exact duplicates of their print versions. The document, which may be in pdf format, will display the same format and page numbers as the original.

Cheng, J & Jones, RAC 1999, 'Distribution and incidence of necrotic and non-necrotic strains of bean yellow mosaic virus in wild and crop lupins', electronic version, *Australian Journal of Agricultural Research*, vol. 50, pp.489-600, <<http://www.publish.csiro.au/journals/fulltext.cfm?J=AR&V=50&I=4&F=A98116.pdf>>.

Scialfa, CT 2002, 'The role of sensory factors in cognitive aging research', electronic version, *Canadian Journal of Experimental Psychology*, vol. 56, no. 3, pp. 153-163, retrieved from ProQuest database.

### **Texts, reports etc.**

Electronic books or reports that are exact duplicates of their print versions have the same format and page numbers as the original and may appear in pdf format. Many government reports are now published in this way.

Auditor-General 2001, *Annual report 2000-01*, electronic version, Australian National Audit Office, Canberra, <[http://www.anao.gov.au/annual\\_reports/00\\_01/\\_lib/pdf/annual\\_report.pdf](http://www.anao.gov.au/annual_reports/00_01/_lib/pdf/annual_report.pdf)>.

Bennet, J, Sanders, N, Moulton, D, Phillips, N, Lukacs, G, Walker, K & Redfern, F 2002, *Guidelines for protecting Australian waterways*, electronic version, Land and Water Australia, Canberra, <<http://www.lwa.gov.au/downloads/PR020210.pdf>>.

Medical Services Advisory Committee 2002, *Evaluation of near patient cholesterol testing using Cholestech LDX*, electronic version, Department of Health and Ageing, Canberra, <<http://www.msac.gov.au/pdfs/msac1026.pdf>>.

### **Electronic transcriptions of works**

Use for works where you have seen an electronic version of a work originally published in print format. The original print work may have been transcribed into HTML, text (ASCII), text (ASCII) + graphics or be available in other formats. Where you have viewed an exact copy of the original print work, cite according to the section *Electronic reproductions of works, based on a print source*.

Periodical articles or texts that have been changed (eg. transcribed into a different format) or that include additional information, need to include, in addition to the information required for a print version:

- (a) description,
- (b) date viewed,
- (c) the URL or database.

The description may include information about the version format(s) available.

### **Periodicals**

These articles are often accessed from a database that includes transcribed copies of the original articles in HTML or ASCII (will generally not include page numbers).

The same database may also include electronic reproductions (*see the Periodical section in Electronic reproductions of works, based on a print source*).

The URL displayed when accessing articles from a database is normally only valid for the current search session. It will not help readers locate the article, so the database name should be included instead.

Mohr, WK 1999, 'Deconstructing the language of psychiatric hospitalization', *Journal of Advanced Nursing*, vol. 29, pp. 1052-1059, viewed 14 November 2002, retrieved from Journals@Ovid database.

Schroeder, JJ 1995, 'Developing self-esteem and leadership skills in Native American women', *Journal of Physical Education, Recreation & Dance*, vol. 66, no. 7, pp. 48-49, viewed 26 August 2001, retrieved from ProQuest database.

### **Abstract only**

Dowling, R 2000, 'Developing ecotourism into the millennium', *International Journal of Tourism Research*, vol. 2, no. 3, pp. 206-208, viewed 20 July 2001, abstract retrieved from CAB Abstracts database.

### **Newspapers**

Articles from the electronic versions of some daily newspapers are retained in an archive that can be later accessed from the publisher's Web site using a search facility.

The date that the document was published as well as the date viewed should be indicated.

Goodstein, L 2002, 'U.S. bishops grapple with the morality of war with Iraq', *New York Times*, 12 November, viewed 16 November 2002, <<http://www.nytimes.com/2002/11/12/national/12CND-BISH.html>>.

Pagination is not normally available but a section within the paper may be available.

Hudson, P 2002, 'Samuel veto a blow to Costello', *The Age*, 13 November, Opinion section, viewed 13 November 2002, <<http://www.theage.com.au/articles/2002/11/12/1037080730072.html>>.

### **Texts, reports etc.**

Bruckman, A 1994, *Approaches to managing deviant behavior in virtual communities*, also available as txt, ps files, viewed 4 December 1994, <<ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.rtf>>.

Dickens, C 1996, *A child's history of England*, Project Gutenberg, Champaign, IL, also available in zip file, viewed 23 May 2002, <<http://www.biblibio.org/gutenberg/etext96/achoe10.txt>>.

### **Email, listserv, forum and newsgroups**

#### **Email**

Email messages are normally cited as personal communications, with the details included in the in-text citation (*see* section 3.9 Unpublished works).

A document received as an email attachment should be cited according to its type, not as an email.

#### **Listserv**

The title of the posting is in roman type and enclosed in inverted commas.

Details used to identify the author (usually an email address) are enclosed in angled brackets <>, immediately after the author's name.

Brown, J <[jbrown@tod.com.au](mailto:jbrown@tod.com.au)> 1999, 'Drop down menus', DRA WEB2 Discussion List, posted 5 February, <[Draweb2@listserv.dra.com](mailto:Draweb2@listserv.dra.com)>.

Smith, J 1999, 'How do I locate a management case study to use for an example', posted 4 May, <INF302-199940@listserv.csu.edu.au>.

*Email addresses should not be included without permission of the owner.*

#### **Forum**

The title of the posting is in roman type and enclosed in inverted commas.

The content of an online forum may be changed by a moderator or owner of the forum and the date of viewing should be included in the format:

White, J 1999, 'Information management: A contradiction in terms', Charles Sturt University INF302-199940 Forum, posted 20 May, viewed 21 May 1999, <<http://online.csu.edu.au/Inter/Action?type=S&cmd=INF302AUi.htm>>.

Threaded messages will include 'Re:' in the title of the posting.

Jones, B 1998, 'Re: HTML or bust', Charles Sturt University ITC125-199840 Forum, posted 15 February, viewed 17 May 1998, <<http://online.csu.edu.au/Inter/Action?type=S&cmd=INF302AUi.htm>>.

### **Newsgroup**

Include the message ID, or number, where it is provided.

Brown, J 1998, 'Field techniques', posted 12 December, message number 1053, <[news://sci.archaeology](mailto:news://sci.archaeology)>.

Threaded messages will include 'Re:' in the title of the posting.

### **ABS (AusStats)**

The Australian Bureau of Statistics AusStats service is a web based information service that includes ABS publications from 1998 onwards, in Adobe Acrobat pdf files.

In the reference list, these works would be presented in the same format as an electronic text based on a print source (*see* Text section of *Electronic reproductions of works, based on a print source*).

Australian Bureau of Statistics 2001, *Australia's environment: Issues and trends*, electronic version, Catalogue no. 4613.0, ABS, Canberra, <<http://www.abs.gov.au/ausstats/abs%40.nsf/c1061106e0c3442fca2568b5007b861d/7c3209cec09806b6ca256a8b00015636!OpenDocument>>.

Documents in other formats (eg. excel spreadsheets, supertable) are included in the list of references, in the same format as electronic only texts (*see* section *Works published only in electronic format*). The file type should be included in the description.

Australian Bureau of Statistics 2002, *Basic community profile: 2001 Census of population and housing: LGA10050 Albury (C)*, last updated 5 June, excel spreadsheet, ABS, Canberra, viewed 18 June 2002, <<http://www.abs.gov.au/ausstats/abs%40census.nsf/4079a1bbd2a04b80ca256b9d00208f92/ec40bf32593f89b7ca256bc00014502f!OpenDocument>>.

If the corresponding in-text citation includes the abbreviation 'ABS', the list of references should contain the cross-reference:

ABS – *see* Australian Bureau of Statistics

### **4.6 Government publications**

Government publications may take a number of forms. See section 3.4 Government publications, for information about citing government publications in the text, identification of authors and treatment of typical forms.

#### **Australian Bureau of Statistics (ABS) data**

In the reference list, these works would be presented in the format:

Australian Bureau of Statistics 2001, *Australia's environment: Issues and trends*, Catalogue no. 4613.0, ABS, Canberra.

Australian Bureau of Statistics 2002, *Victorian yearbook*, Catalogue no. 1301.2, ABS, Victoria.

If the in-text citation includes the abbreviation 'ABS', the list of references should contain the cross-reference:

ABS – *see* Australian Bureau of Statistics

#### **Government agencies**

Department of Communication Information Technology and the Arts 2000, *The Commonwealth IT IP guidelines: Management and commercialisation of Commonwealth intellectual property in the field of information technology*, Intellectual Property Branch, Department of Communication Information Technology and the Arts, Canberra.

Department of Health, Housing and Community Services 1998, *Identifying the health needs of rural and remote communities, A national rural health strategy*, Commonwealth Government, Canberra.

Human Rights and Equal Opportunity Commission 2000, *Seen and heard: Priority for children in the legal process*, report prepared by J Brown Consulting, HREOC, Canberra.

National Land and Water Resources Audit 2002, *Australian natural resources information 2002*, Department of Agriculture, Fisheries and Forestry - Australia, Canberra.

Queensland Police Service 2001, *Journey to equality: An illustrated history of women in the Queensland Police*, by T Prenzler, L Jones & C Ronken, Queensland Police Service, Brisbane.

### **Hansard**

Australia, House of Representatives 2002, *Debates*, vol. HR105, p. 56.

Australia, Senate 2001, *Debates*, vol. S17, p. 128.

### **Parliamentary papers**

Australia, Parliament 1998, *Great Barrier Reef Marine Park Authority annual report 1997-1998*, Parl. Paper 205, Canberra.

Australia, Parliament 1998, *Those who've come across the seas: Detention of unauthorised arrivals*, Parl. Paper 82, Canberra.

## **4.7 Legal works**

### **Law reports and cases (judicial decisions)**

Include law reports and cases in your list of references only if they are significant to an understanding of your work. If included, they should be listed separately under the subheading 'Law reports and cases' using the format:

*DEI Queensland Pipeline Pty Ltd v Australian Competition & Consumer Commission* [2002] ACompT 2, electronic version, <<http://www.austlii.edu.au/au/cases/cth/AcompT/2002/2.html>>.

*Faderson v Bridger* (1971) 126 CLR 271, electronic version, <[http://www.austlii.edu.au/au/cases/cth/high\\_ct/126clr271.html](http://www.austlii.edu.au/au/cases/cth/high_ct/126clr271.html)>.

*Gulland v Federal Commissioner of Taxation* (1983-84) 72 FLR 362  
*Sydney City Council v Paul Dainty Corporation Pty. Ltd.* [1984] 3 NSWLR 104

Where there is no report series available include case numbering, year and Court.

*Peacock v Department of Defence (including corrigendum dated 2 July 1998)* (980024) NI 1934 of 1998, Industrial Relations Court of Australia, New South Wales District Registry, electronic version, <<http://www.austlii.edu.au/au/cases/cth/irc/980024.html>>.

See also section 3.5 Law reports and cases (judicial decisions)

### **Legislation**

Include Acts and Regulations in your list of references only if they are significant to an understanding of your work. If included, they should be listed separately under the subheading 'Legislation' using the format:

*Anti-Discrimination Act 1991* (Qld)

*Chowilla Reservoir Agreement Act 1963* (Cwlth), electronic version, <[http://www.austlii.edu.au/au/legis/cth/consol\\_act/craa1963295/](http://www.austlii.edu.au/au/legis/cth/consol_act/craa1963295/)>.

*Noxious Weeds Act 1993* (NSW)

*Social Security Legislation Amendment Act (No. 3) 1992* (Cwlth)

*The Sale of Foods Act 2000* (UK)

See also section 3.5 Legal works

## **4.8 Education Resources Information Centre (ERIC) documents**

Unpublished documents available from the Education Resources Information Centre (ERIC) should be listed in the format:

Russell, G 1980, 'The changing role of fathers', Unit for Child Studies, University of NSW, Kensington, NSW, (ERIC Document Reproduction Service ED204037).

## 4.9 Encyclopedias

If an entry in an encyclopedia is attributed to an author, the title of the article should be included in roman type and enclosed in inverted commas. The title of encyclopedia is *italicised* and follows the title of the entry, separated by a comma.

Stead, WE & Stead, JG 2002, 'Environmental management',  
*International encyclopedia of business and management*, 2nd  
edn, vol. 2, Thompson Learning, London, pp. 1771-1784.

Hinch, T 2001, 'Indigenous territories', *Encyclopedia of ecotourism*,  
CABI Publishing, New York, pp. 345-357.

Page numbers are included at the end of the entry, separated from the place of publication by a comma.

If an entry in an encyclopedia is not attributed to an author, the full reference is included in the in-text citation (*see* section 3.2 Encyclopedias & dictionaries) and not included in the list of references.

## 4.10 Newspapers

If the author of the article is apparent, use the same format as that shown for weekly publications (*see* section 4.4 Periodical articles), including the date (day and month), the month or quarter in the issue details.

Perlman, I 2002, 'Contested ground', *Australian Financial Review*,  
25 October, p. 78.

If the author of a newspaper article is not identified, details should only appear in the in-text citation (*see* section 3.6 Newspapers).

## 4.11 Published proceedings and conference papers

Papers presented at conferences are often collected, collated and published as proceedings.

The title of the paper should be included in roman type and enclosed in inverted commas. The title of the proceedings or conference is included in full, and *italicised*.

Langner, L & Swanson, C 1999, 'The role of non-market values in  
assessing sustainable forest management', *The living forest:  
Non-market benefits of forestry: Proceedings of an  
international symposium on non-market-benefits-of-forestry*,  
Stationary Office, London, pp. 393-399.

Page numbers are included at the end of the entry, separated from the place of publication by a comma.

## 4.12 Unpublished works

Unpublished works (manuscripts, unpublished papers presented at a conference or seminar, reports prepared for a meeting, theses, etc.) are included in the list of references with the title in roman type and enclosed in inverted commas.

Gawne, B, 2002, 'The effects of drying on wetlands: A disturbance or  
an opportunity?', Lunchtime Seminar Series, Johnstone  
Centre, Charles Sturt University, Thurgoona, NSW, 6  
November.

Smith, JA 1996, 'The future of archives', paper presented to the  
Central West Development Forum, Dubbo, NSW, 17  
September.

Tait, R 2000, 'Introduction to ecotourism', Lecture notes, Charles  
Sturt University, Thurgoona, NSW, 30 May.

## **Archival records**

A document held as an archival record is usually unpublished, and just one document in a series of documents created or maintained by an agency or person. Records are usually stored in their original order, preserving the filing system or arrangement established by the records' creators.

In Australia, official government records are generally managed by series. Collecting institutions, like university archives and manuscript libraries, frequently manage private records by record group, further sub-dividing the records into constituent series and sub-series. Because of these different management practices, it is advisable to seek advice from the relevant archive or manuscript library, at the time you are undertaking your research, about their citation conventions. Some institutions publish this advice in leaflets or on the Web.

Citations to archived records need to indicate the origin (provenance) and location of the records as well as the individual item or group of items referred to.

The information elements that may be used to describe an archived record are as follows:

- (a) name of the agency or person that created the record
- (b) year or year range,
- (c) item title,
- (d) day or month,
- (e) series title,
- (f) name of the archive or location of the record,
- (g) record group and/or accession numbers/series and consignment numbers/folder and/or item numbers.

Australian National Antarctic Research Expeditions 1952-1953, 'Heard Island 1952 seal sightings log', Antarctic station reports and station log books, chronological series, 1947-, National Archives of Australia, P1556, 1952/119.

Merrylees, WA 1937, 'Letter to Macmahon Ball, 2 March', Personal letters folder, Series 1 (Personal correspondence), W. Macmahon Ball papers, National Library of Australia, MS 7851.

Prunster, RW 1952, 'Letter to I. Clunies Ross, 26 June', CSIRO Archives, Series 3 PRU1, part II.

Prunster, RW 1953, 'Letter to I. Clunies Ross, 5 January', Prunster file, RUL records, Charles Sturt University Regional Archives, RW624/2.

The corresponding in-text citation should include the author and year in the normal format.

Archival documents should be listed separately in the reference list under the subheading 'Archival records'.

## **Manuscripts**

The location of a manuscript may be shown in the format:

Marsden, S 1764-1838, 'Marsden diary', Carnegie Collection, Wagga Wagga Campus Library, Charles Sturt University.

Wentworth, FG 1925, 'Journeys out west', in possession of DK Jones, Sydney.

## **Study guides and books of readings**

CSU study guides and notes are treated as unpublished works, and may be cited in the format:

Bamberry, G 1993, 'ADM 501 Management theory and practice: Study guide', Charles Sturt University, Wagga Wagga, NSW.

Individual readings, reproduced in a module or book of readings, should be listed in the references as you would the original item. It is not necessary to indicate that it was included in a book of readings.

## **Theses and dissertations**

A thesis or dissertation must acknowledge the university at which it was submitted and the qualification for which it was written.

Meulman, EP 1997, 'The ecology of the heath mouse *Pseudomys shortridge* in the Grampians National Park, Victoria', PhD thesis, Charles Sturt University, Albury, NSW.

## 4.13 Audio-visual works

### Films, videos and television and radio programs

The information elements that may be used to describe films, videos and television and radio programs are as follows:

- (a) title
- (b) year of recording, production or transmission,
- (c) format,
- (d) publisher,
- (e) place of recording,
- (f) description,
- (g) date (day and month) of transmission.

Elements are included, as required, and in the above order. Minimum capitalisation is used for the title, which is *italicised*.

*Bush telegraph* 2002, radio program, ABC Radio National, Sydney, 5 November.

*Captain Corelli's mandolin* 2002, motion picture, Universal Pictures, Hollywood, CA, ed. Mick Audsley; screenplay by Shawn Slovo; produced by Tim Bevan, Eric Fellner, Kevin Loader, Mark Huffam; directed by John Madden; starring Nicolas Cage, Penélope Cruz.

*Killers in the bush* 1994, video recording, Nomad Films International, Prahran, Vic.

*Reality bites: A big country revisited* 2002, television program, ABC Television, Sydney, 5 November.

## Maps

The information elements that may be used to describe a map are as follows:

- (a) author
- (b) year of publication,
- (c) sheet title,
- (d) format,
- (e) scale,
- (f) series title,
- (g) sheet number,
- (h) edition,
- (i) publisher,
- (j) place of publication.

Commas are used to separate elements (b)-(j), with a full stop after the last element. Elements are included, as required, in the above order. Anonymous works are listed by title with the date following.

Minimum capitalisation is used for the sheet title, which is *italicised*.

Australian Surveying and Land Information Group 2001, *Tallangatta, Victoria and New South Wales topographic*, map, 1:250,000, Australian topographic map series, Natmap series, sheet no. SJ 55-3, 2nd edn, Australian Surveying and Land Information Group, Canberra.

Environmental map of Australia 2000, map, 1:5,000,000, Earth Systems, Melbourne.

### Other formats – microform, CD-ROM, kit etc.

Works published or reproduced in formats such as microform, CD-ROM, kit etc. should include the format following the title.

Brooker, MIH, Connors, JR & Slee, AV 2000, *Euclid: Eucalypts of south-eastern Australia*, CD-ROM, CSIRO Publishing, Collingwood, Vic.

## 5 Reference list

The list of references at the end of your essay, report, thesis or dissertation must include most of the works that you have cited in the text. The only items which should not be listed are personal communications, dictionaries, newspaper articles and encyclopedia entries that are not attributed to an author, and Acts, Regulations and law reports that are not significant to an understanding of your work. Only works cited by you may be included in the reference list.

The list is usually placed at the end of a work, starting on a new page.

The list should be arranged, in alphabetical order (letter-by-letter), according to the author's or authoring body's name. Works cited in the text by title (with no obvious author or authoring body) should be listed in the same alphabetical sequence, disregarding any initial article.

When more than one work by the first named author is included, they should be listed in the following order:

- (a) When the same author writes with others, single-author works are listed first, arranged in ascending (earliest to latest) chronological order by date of publication.
- (b) Works by two or three authors are listed second, in alphabetical order of the second and third authors and then in ascending (earliest to latest) chronological order by date of publication.
- (c) Works by more than three authors that are cited in the text using 'et al.' (and others) are listed last and arranged in ascending (earliest to latest) chronological order by date of publication. The names of all authors should be shown.

Works by the same author(s) with the same year of publication are arranged alphabetically (letter-by-letter) by title in the above sequence. Lower case letters (a, b, c ...) are placed immediately after the year of publication to distinguish between these works (*see* section 2.8 Published in the same year).

Organisations' names that have been abbreviated in an in-text citation should be included in the list, with a cross-reference from the abbreviation to the full name.

NECMA – *see* North East Catchment Management Authority (Vic.)  
North East Catchment Management Authority (Vic.) 1999, *Annual report*, NECMA, Wodonga, Vic.

Second and subsequent lines of each entry in the list of references should be indented to highlight the alphabetical order of the list.

- Australian Cotton Cooperative Research Centre 2002, *CRC research programs*, Australian Cotton Cooperative Research Centre, Narrabri, NSW, viewed 11 November 2002, <<http://www.cotton.crc.org.au/AboutUs/Org/CRCPrograms.htm>>.
- Bowman, J 2001, 'Spatial and temporal patterns of an irrupting population of deer mice', *Journal of Mammalogy*, vol. 82, pp. 567-572.
- Bowman, J & Corkum, CV 2001, 'Spatial scales of trapping in small-mammal research', *Canadian Field-Naturalist*, vol. 115, pp. 472-475.
- Bowman, J & Fahrig, L 2002, 'Gap crossing by chipmunks: An experimental test of landscape connectivity', *Canadian Journal of Zoology - Revue Canadienne de Zoologie*, vol. 80, pp. 1556-1561.
- Bowman, J, Cappuccino, N & Fahrig, L 2002, 'Patch size and population density: The effect of immigration behavior', *Conservation Ecology*, vol. 6, no. 1, article 9, also available in pdf format, viewed 29 October 2002, <<http://www.consecol.org/vol6/iss1/art9>>.
- Bowman, J, Jaeger, JAG & Fahrig, L 2002, 'Dispersal distance of mammals is proportional to home range size', *Ecology*, vol. 83, pp. 2049-2055.
- Bowman, J, Wallace, MC, Ballard, WB & Hellman, JM 2002, 'Evaluation of two techniques for attaching radio transmitters to turkey poults', *Journal of Field Ornithology*, vol. 73, no. 3, pp. 276-280.
- Brown, J <[jbrown@tod.com.au](mailto:jbrown@tod.com.au)> 1999, 'Drop down menus', DRA WEB2 Discussion List, posted 5 February, <[Draweb2@listserv.dra.com](mailto:Draweb2@listserv.dra.com)>.
- Dowling, R 2000, 'Developing ecotourism into the millennium', *International Journal of Tourism Research*, vol. 2, no. 3, pp. 206-208, viewed 20 July 2001, abstract retrieved from CAB Abstracts database.

- Langner, L & Swanson, C 1999, 'The role of non-market values in assessing sustainable forest management', *The living forest: Non-market benefits of forestry: Proceedings of an international symposium on non-market-benefits-of-forestry*, Stationary Office, London, pp. 393-399.
- Lofts, B & Murton, RK 1973, 'Reproduction in birds', in *Avian biology*, DS Farner, JR King & KC Parkes (eds), vol. 3, Academic Press, New York.
- Lunt, ID 1997a, 'Effects of long-term vegetation management on remnant grassy forests and anthropogenic native grasslands in south-eastern Australia', *Biological Conservation*, vol. 81, pp. 287-297.
- Lunt, ID 1997b, 'Germinable soil seed banks of anthropogenic native grasslands and grassy forest remnants in temperate south-eastern Australia', *Plant Ecology*, vol. 130, pp. 21-34.
- Meulman, EP 1997, 'The ecology of the heath mouse *Pseudomys shortridge* in the Grampians National Park, Victoria', PhD thesis, Charles Sturt University, Albury, NSW.
- NECMA – see North East Catchment Management Authority (Vic.)
- Nead, L 1992, *The female nude: Art, obscenity, and sexuality*, Routledge, London.
- North East Catchment Management Authority (Vic.) 1999, *Annual report*, NECMA, Wodonga, Vic.
- Perlman, I 2002, 'Contested ground', *Australian Financial Review*, 25 October, p. 78.
- Primary colors: A novel of politics* 1996, Random House, New York.
- Rogers, CA, Robertson, RJ, Watson, D & Stutchbury, BJ 1991, 'Patterns and effects of parasitism by *Protocalliphora sialia* on tree swallow nestlings', in *Bird-parasite interactions*, JE Loye & M Zuk (eds), Oxford University Press, New York.
- Schroeder, JJ 1995, 'Developing self-esteem and leadership skills in Native American women', *Journal of Physical Education, Recreation & Dance*, vol. 66, no. 7, pp. 48-49, viewed 26 August 2001, retrieved from ProQuest database.
- The Sydney scene, 1788-1960* 1962, Melbourne University Press.
- Tait, R 2000, 'Introduction to ecotourism', Lecture notes, Charles Sturt University, Thurgoona, NSW, 30 May.

A list of sources that are not cited in a work, but are relevant to the subject, is generally referred to as a bibliography. A bibliography should be presented separately, using the same format as a list of references.

## 6 Other referencing systems

Many disciplines have developed their own specialised referencing style. The following manuals and guides include some of the more commonly used styles, and provide full information about particular formats. You should check with your supervisor before adopting another style.

### 6.1 Style manuals

- American Psychological Association 2001, *Publication manual of the American Psychological Association*, 5th edn, American Psychological Association, Washington, DC.
- Campbell, E, Poh-York, L & Tooher, J 1996, *Legal research materials and methods*, 4th edn, LBC Information Services, North Ryde, NSW.
- Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley, Australia.
- Dodd, JS 1997, *The ACS style guide: A manual for authors and editors*, 2nd edn, American Chemical Society, Washington, DC.
- Gibaldi, J 1998, *MLA style manual and guide to scholarly publishing*, Modern Language Association of America, New York.
- International Organization for Standardization 2002, *Excerpts from international standard ISO 690:1987: Information and documentation: Bibliographic references: Content, form and structure*, last updated 15 August 2002, ISO, Ottawa, Canada, viewed 5 November 2002, <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-1e.htm>>.
- International Organization for Standardization 2002, *Excerpts from international standard ISO 690:1987: Information and documentation: Bibliographic references: Part 2: Electronic documents or parts thereof*, last updated 22 August 2002, ISO, Ottawa, Canada, viewed 5 November 2002, <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>>.
- Li, X & Crane, NB 1996, *Electronic styles: A handbook for citing electronic information*, 2nd edn, Information Today, Medford, NJ.
- Ritter, RM (ed.) 2002, *The Oxford guide to style*, Oxford University Press.
- Walker, RW & Taylor, T 1998, *Columbia guide to online style*, Columbia University Press, NY.

## 7 Further Reading

The following references, held by the CSU Library, cover all aspects of writing at the tertiary level; they are not just style manuals which show you how to cite references and compile a list of references.

- Anderson, J & Poole, M 2001, *Assignment and thesis writing*, 4th edn, John Wiley & Sons, Milton, Qld.
- Barrass, R 2002a, *Scientists must write: A guide to better writing for scientists, engineers and students*, 2nd edn, Routledge, New York.
- Barrass, R 2002b, *Writing at work: A guide to better writing in administration, business and management*, Routledge study guides, Routledge, London.
- Clanchy, J & Ballard, B 1997, *Essay writing for students: A practical guide*, Longman Cheshire, Melbourne.
- Flemons, DG 1998, *Writing between the lines: Composition in the social sciences*, W.W. Norton, New York.
- Germov, J 2000, *Get great marks for your essays*, 2nd edn, Allen & Unwin, St Leonards, NSW.
- Greetham, B 2001, *How to write better essays*, Palgrave study guides, Palgrave, England.
- Hadfield-Law, L 1999, *Effective presentations for health care professionals*, Butterworth-Heinemann, Oxford.
- Hay, I 2002, *Communicating in geography and the environmental sciences*, 2nd edn, Oxford University Press, South Melbourne. Vic.
- Hay, I, Bochner, D & Dungey, C 2002, *Making the grade: A guide to successful communication and study*, 2nd edn, Oxford University Press, Melbourne.
- Holloway, BR 1999, *Technical writing basics: A guide to style and form*, Prentice Hall, Upper Saddle River, NJ.
- Hutchinson, TCM 2001, *Researching and writing in law*, Lawbook Co., Pyrmont, NSW.
- Ingre, D 2003, *Survivor's guide to technical writing*, South Western, Mason, OH.
- Kirscht, J & Schlenz, M 2002, *Engaging inquiry: Research and writing in the disciplines*, Prentice Hall, Upper Saddle River, NJ.
- Matthews, JR, Bowen, JM & Matthews, RW 2000, *Successful scientific writing: A step by step guide for the biological and medical sciences*, 2nd edn, Cambridge University Press, New York.

- Oermann, MH 2002, *Writing for publication in nursing*, Lippincott, Philadelphia, PA.
- Rose, J 2001, *The mature student's guide to writing*, Palgrave study guides, Palgrave, England.
- Rubens, P (ed.) 2001, *Science and technical writing: A manual of style*, 2nd edn, Routledge, New York.
- Sides, CH 1999, *How to write & present technical information*, 3rd edn, Oryx Press, Phoenix, AZ.
- Slade, C 2000, *Form and style: Research papers, reports, theses*, 11th edn, Houghton Mifflin Co., Boston.
- Turley, RM 2000, *Writing essays: A guide for students in English and the humanities*, Routledge, New York.
- Van Emden, J 2001, *Effective communication for science and technology*, Palgrave study guides, Palgrave, England.

## 8 Commonly Used Abbreviations

The following table shows abbreviations that are used in the author-date system:

art.	article
app.	appendix
assoc.	association
c.	circa (about, approximately)
cf.	compare (from Latin <i>confer</i> )
ch.	chapter
col., cols	column(s)
div.	division
ed., eds	editor(s)
edn	edition
eq., eqs	equation (s)
enl.	enlarged
et al.	and other (from the Latin <i>et alii</i> )
fig., figs	figure(s)
ill., ills	illustrator(s)
MS, MSS	manuscript(s)
n., nn.	note(s)
n.d.	no date
no., nos	number(s)
n.p.	no place
p., pp.	page(s)
para., paras	paragraph(s)
pl.	plate
pt, pts	part(s)
rev.	revised, reviser
sec., secs	section(s)
ser.	series
sic	thus
suppl.	supplement
trans.	translation, translator
vol., vols	volume(s)

Shortened forms commonly used in citations (from Commonwealth of Australia 2002)

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