Harvard Referencing Guide

(author-date)

Edition 2010
CQUniversity Australia
Rockhampton Queensland

D E V E L O P E D   B Y

Academic Learning Services

Division of Library and Academic Learning Services
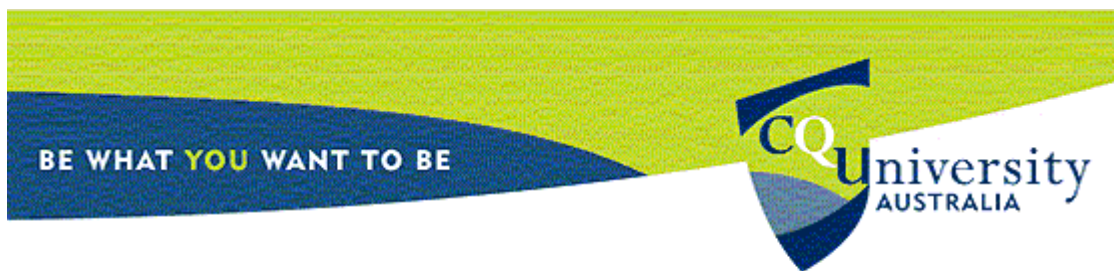
CQUniversity: Winner of Seven 5-star ratings in *The 2008 Good Universities Guide*: Positive Graduate Outcomes, Graduate Starting Salary, Cultural Diversity, International Enrolments, Access by Equity Groups, Proportion Given Credit for TAFE Studies and Non-Government Earnings

Division of Library and Academic Learning Services
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This is a guide to the Harvard author-date referencing system. It is based on the following manual:

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

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

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

This document can be found on CQUniversity's web site at
http://content.cqu.edu.au/FCWeb/getFile.do?id=25886

Contents

What is referencing?

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

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

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

Why should you reference?

References enhance your writing and assist your reader by:

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

Should you reference public domain information?

Public domain information is information that is so widely known that it is considered everybody would be aware of its source. The general public use public domain information freely. Where authors or sources are so widely known, a specific reference (citation) may not be required. Check with your lecturer on this issue.

For example:

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

The quick guide to referencing

Robert Harris designed this simple flowchart to assist students to reference (cite) their research properly.
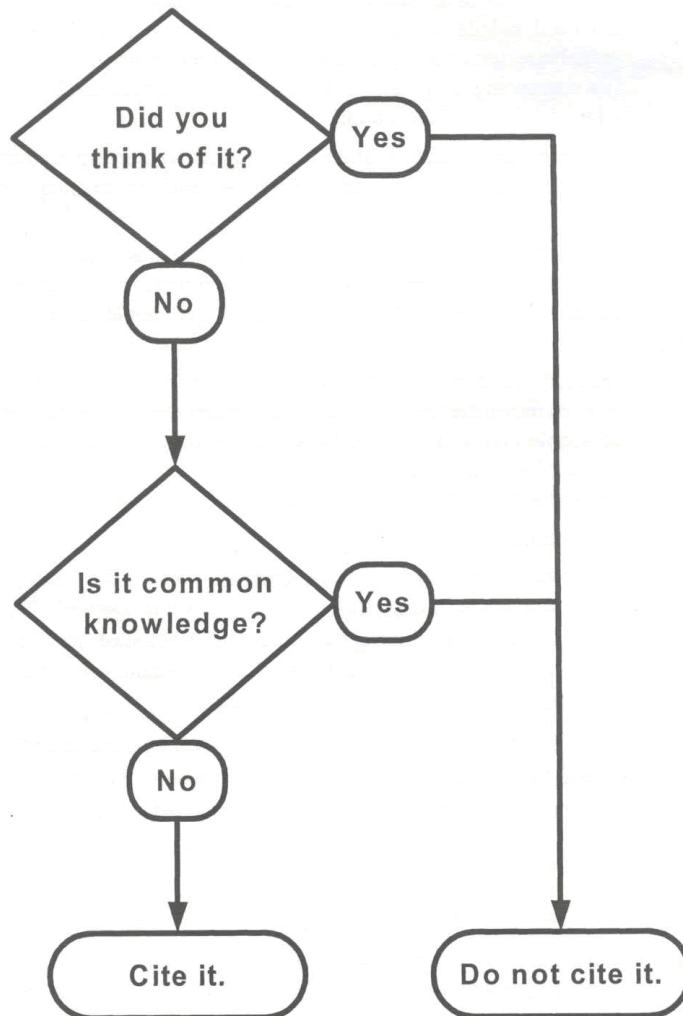
Figure 1 Referencing guidelines
Source: Harris (2001, p. 155)
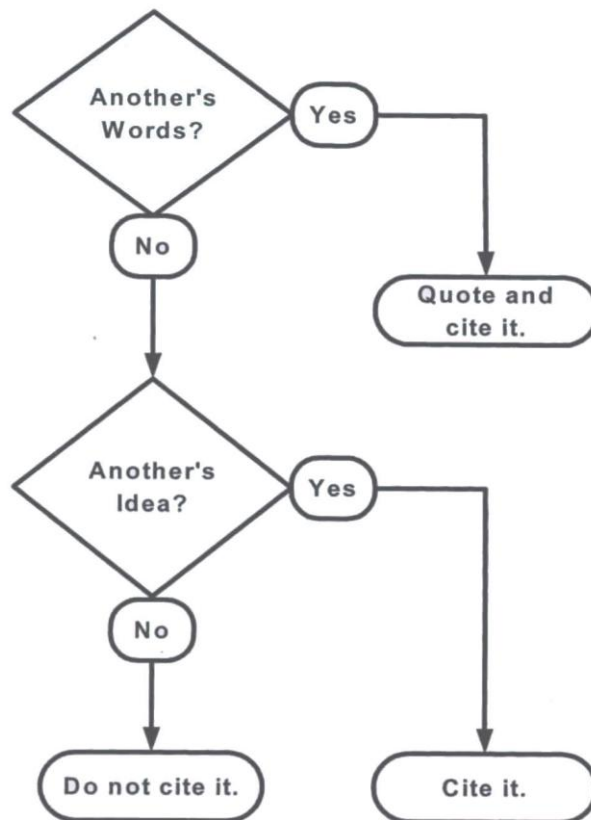
Figure 2 Plagiarism guide
Source: Harris (2001, p. 158)

These flowcharts can be found in Harris, R 2001, *The plagiarism handbook: strategies for preventing, detecting and dealing with plagiarism,* Pyrczak, Los Angeles.

What is plagiarism and how can you avoid it?

Plagiarism is the intentional use of someone else's ideas, words or concepts in your assignment work. It is considered serious misconduct at university and should be avoided at all times. CQUniversity has a policy on plagiarism and you are strongly encouraged to familiarise yourself with it. The following URL will lead you to the plagiarism policy: http://policy.cqu.edu.au/Policy/policy_file.do?policyid=198

Committing plagiarism can carry **very** serious penalties for students, including expulsion from a university. (Note: ***Expulsion*** *for some international students may mean having to return to their own country because this forfeits their student visa.*) Regrettably, students have been known to commit offences of plagiarism by not understanding what acceptable paraphrasing, summarising or quoting techniques are. This is discussed later in this guide.

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

Which referencing system should you use?

There are a number of different referencing systems used in academic writing. CQUniversity acknowledges:

- author-date systems commonly known as Harvard and APA (American Psychological Association)

- footnoting or endnoting systems commonly used in History and Law.

It is important that you use the referencing style required by your lecturer for an assignment and maintain consistency in using that style.

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

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

Principles of author-date referencing

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

1. the author and the date are referred to in the text or main body of your writing (called *in-text* referencing).

2. All of the resources referred to in the body of the writing are included in the *reference list* at the end of the assignment. All information is included in this list: author, date, title of publication, publisher and place of publication.

The other features of author-date referencing include:

- a specific order in which this information should be structured

- the in-text reference which should be placed (cited) in such a way that it causes minimal disruption to the flow of your writing—this usually means at the very end or the very beginning of your sentences.

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

- the author‘s surname (family name)

- the year of publication

- page numbers when **directly quoting** or **closely paraphrasing** an author‘s words/material

- correct punctuation and spacing.

Ways of referencing (citing)

There are two ways of referencing (citing): author prominent and information prominent.

Author prominent

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

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

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

Note: Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information that is on a **specific page** of a resource.

Information prominent

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

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

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

Note: Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information that is on a **specific page** of a resource.

Verbs that help with author-prominent referencing

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

Paraphrasing

Paraphrasing means to restate accurately and succinctly in your own words something you have read. If your work **does not refer to specific ideas on particular pages** of a resource but to **general themes** mentioned throughout the resource, page numbers need not be shown.

General theme

Tertiary study requires various literacy skills (Doyle 2006).

Specific idea

According to Harper (1986, cited in Doyle 2006, p. 7), a sound level of maths is necessary to undertake university study.

Paraphrase or use quotations?

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

Avoiding plagiarism

We have used samples of text from CQUniversity's (then Central Queensland University's) plagiarism policy from 2002 to illustrate acceptable and unacceptable methods of using information in your assignments.

Original text from plagiarism policy

3.   Plagiarism

The University views the process of circumventing or attempting to circumvent assessment requirements very seriously. Consequently conduct of that sort may result in the suspension or exclusion of the student. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

3.1 the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test);

3.2 parts of the work are taken from another source without reference to the original author;

3.3 the whole work, such as an essay, is copied from another source; and

3.4 a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge, or prior agreement of the instructor involved.

The above is taken from Central Queensland University (CQU) 2002, *Undergraduate handbook*, Central Queensland University, Rockhampton, p. 50.

Unacceptable: word-for-word copying

Central Queensland University (CQU) *views the process of attempting to circumvent assessment requirements very seriously*. Indeed *conduct of that sort may result in the suspension or exclusion of a student. Plagiarism* is when a student *submits* or *presents work in a course as if it were* their *own work*, that they have done for that course *when, in fact, it is not*.

Usually, *plagiarism exists when: an individual other than the one* undertaking the course, *produces the work submitted or presented* for that course; some *parts of the work* (assignment/s) submitted *are taken from* other *sources* but these sources are not *referenced*; *the whole work, such as an essay* or research report, *is copied from another source; and a student submits or presents work in one course which was also submitted in another course without the prior agreement of the instructor involved*. This can even be the case if the work was *completely original with that student*.

Why is this an unacceptable use of the original text?

The words in italics are taken directly from the original source. In addition, the structure of the discussion is a direct reflection of the original source. Even if this material had been referenced with a citation this is still unacceptable. This is because the content has been so closely presented as to not truly reflect original use of the material. That is, the wording is virtually exactly from the *Undergraduate handbook* and the flow of ideas is also from the Undergraduate handbook.

Although this version could have used quotation marks and citation details to adequately reference the content, it would have been so cluttered that it would read as poor quality work. If the concept or wording is so important to retain, then a direct quote is a better way to present the work. However, keep in mind that direct quoting should be used conservatively in any piece of work that you present.

The overuse of quoting can distract from the flow of your discussion and also fail to demonstrate your understanding of the original material.

Unacceptable: poor cut-and-paste practice

Plagiarism most commonly exists in four ways. The first is *when the work submitted or presented was done* by someone *other than the one submitting the work*. The second is when *the whole work, such as an essay, is copied from* some other *source*. The third is when *parts of the work are taken from another source* and no reference is made to the *original author*. The last is when *a student submits or presents work in one course which has also been submitted in another course* and has not sought approval from the course coordinator to do so; this is also plagiarism. It can be seen, therefore, that *plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not* (Central Queensland University [CQU] 2002, p. 50).

Why is this an unacceptable use of the original text?

This is still an unacceptable paraphrasing of the original, even though a citation has been provided. This is because sections of the original source have simply been reordered and the original wording is still present (those words in italics). This version of the original is simply reflecting the student's ability to cut-and-paste words from another source, and still does not demonstrate their own comprehension of the material.

Although this version could have used quotation marks and a citation to reference the content adequately, it would have been so cluttered that meaning would have been lost.

If it is important to retain the original wording, then use of a direct quote would be a better way to present the work. The use of the citation at the end of the paragraph is still inadequate for academic writing.

Acceptable: paraphrasing and acknowledging source

The Central Queensland University (CQU) takes plagiarism ‚very seriously' (CQU 2002, p. 50). Indeed, in the Undergraduate handbook (CQU 2002, p. 50), the issue of plagiarism is discussed and four examples of types of plagiarism are presented. These examples range from copying an entire piece of work without acknowledging that copying has occurred, through to having someone else do the work and then claim it as one's own. Both of these are unacceptable. From the discussion in the Undergraduate handbook (CQU 2002), it appears that it is also unacceptable if even only part of the work is copied and not acknowledged. The fourth example given in the Undergraduate handbook suggests that students can even ‚plagiarise' their own work. This happens when a student has written an assignment for one course and then attempts to use the same assignment in another course (or courses). It is therefore important to acknowledge where information comes from and how it is being used in an assignment, or else the student may run the risk of committing plagiarism.

Why is this an acceptable use of the original text?

The above example has made use of the ideas and concepts of the original text and demonstrated comprehension. Only a small amount of direct quoting was used and this was clearly indicated with the use of quotation marks and citation detail. In addition, the entire paragraph clearly establishes its relationship to the original text while not using the words or exact structure of the original. This type of paraphrasing demonstrates a student's ability to analyse and apply information to their specific question.

Using direct quotations

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

- According to Bloggs (2006, p. 21), the alarming growth in obesity levels in Australia can be attributed to ‚œndentary [sic] lifestyles, time saving household devices and the rapid growth of the fast food industry'.

- Smith (2006, p. 21) raises a contentious issue in the discipline debate with the belief that ‚when a child is at school, he [sic] must comply with the school rules unquestionably'.

- According to Jones (2004, p. 6), the Australian Government has not done enough to eradicate the feral cat and he states that ‚mandatory desexing of household cats ten years ago would of [sic] reduced feral cat numbers by 70% in 2003'.

A quotation is used if:

- misinterpretation would result from a change to the words

- a major argument needs to be recorded as evidence

- it is important to comment on, refute, or analyse the ideas expressed

- it is a particularly elegant or forceful phrase.

Short quotations

Short quotations (fewer than 30 words) should:

- be incorporated into your sentence without disrupting the flow of your paragraph

- have single quotation marks

- have the full stop after the reference (citation) if the quote is information prominent

- keep the same font size.

Incorporating a quote as part of your sentence—information prominent

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

Incorporating a quote as part of your sentence—author prominent

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

Long quotations

Long quotations (more than 30 words) should:

- be introduced in your own words

- not have any quotation marks

- begin on a new line

- be fully indented by default (i.e. 1.27 cm) from the left margin

- be in single line spacing

- use a smaller font for the quotation, that is, use one font size down from the font you are using, e.g., Times New Roman 12 is reduced to Times New Roman 11 for the long quote.

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

Introducing a long quote—information prominent

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

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

Introducing a long quote—author prominent

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

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

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

Words omitted from quotations

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

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

Double quotations

For a **double quotation**—that is, a quotation within a quotation—use double quotation marks inside single quotation marks:

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

Square brackets in quotations

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

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

Page numbers

Page numbers should be used when you quote material (word-for-word) from the original publication. This includes tables or figures. **Page numbers** should also be used for **indirect quotes** and paraphrasing where the **summarised** material appears in **specific pages, chapters or sections.**

The following examples illustrate the use of page numbers.

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

Acronyms and initialisms

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

Note: Therefore the name CQUniversity cannot be denoted by CQU any more or shortened in any way. The name must remain in full.

Initialisms are abbreviations made up of the initial letters of a series of words. Examples are NSW (for New South Wales) and NLA (for National Library of Australia).

If you are referring numerous times to an organisation with a long title, you may use the relevant acronym or initialism. The first time you refer to the organisation, include both the full title and, in parentheses (round brackets), the acronym or initialism. Thereafter, the acronym or initialism will suffice. Both acronyms and initialisms are written **without full stops**.

Example

> The Royal Society for the Prevention of Cruelty to Animals (RSPCA) has a policy on removing injured animals. The RSPCA is permitted to enter a property at any time following a report of complaint (RSPCA 2006).

In the reference list, both the long title and the acronym or initialism must be included. For example:

> Royal Society for the Prevention of Cruelty to Animals (RSPCA) 2006, *Policy statement on removal of animals at risk*, RSPCA, Brisbane.

Use of Latin terms

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

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

Difference between a reference list and a bibliography

The reference list includes only sources referred to (referenced/cited) in the text of your assignment. You may also be required to provide a bibliography. A bibliography is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment. In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not use in the text of the assignment.
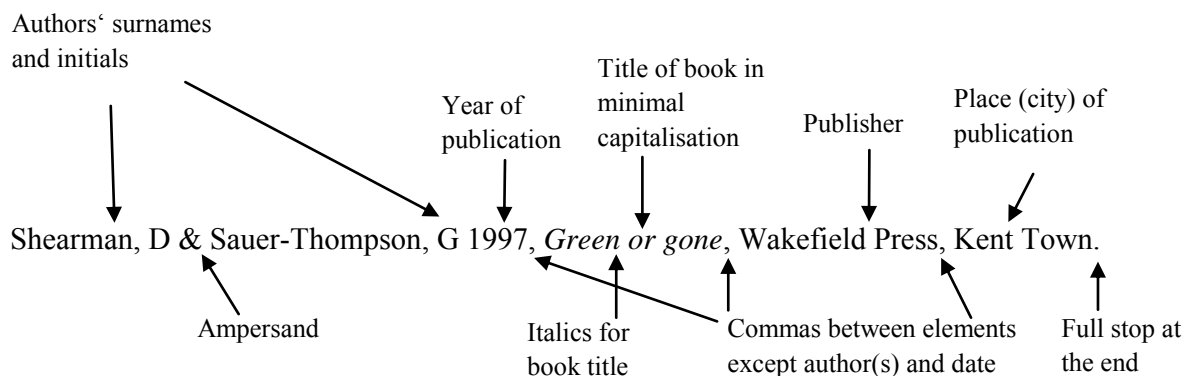
Features of the reference list

Elements for referencing a book

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

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

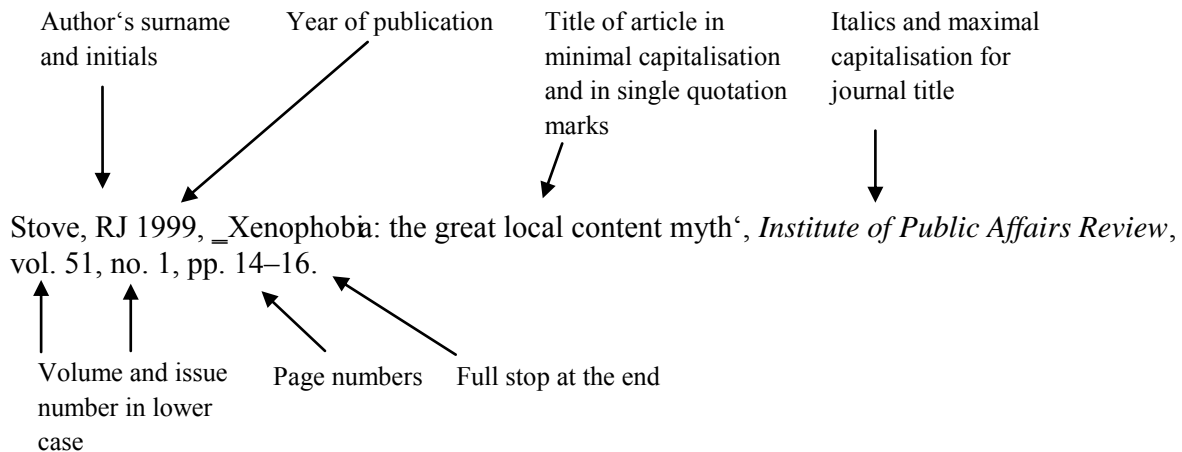There should be commas between all elements except the initials of the author(s) and the date.

Book

Authors' surnames and initials

Year of publication

Title of book in minimal capitalisation

Publisher

Place (city) of publication

Shearman, D & Sauer-Thompson, G 1997, *Green or gone*, Wakefield Press, Kent Town.

Ampersand

Italics for book title

Commas between elements except author(s) and date

Full stop at the end

Elements for referencing a journal article

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

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

Journal article

Author's surname and initials   Year of publication   Title of article in minimal capitalisation and in single quotation marks   Italics and maximal capitalisation for journal title

Stove, RJ 1999, 'Xenophobia: the great local content myth', *Institute of Public Affairs Review*, vol. 51, no. 1, pp. 14–16.

Volume and issue number in lower case   Page numbers   Full stop at the end

Arranging the reference list

1. The reference list is arranged in alphabetical order according to the author's family name. (Do *not* use numbers, letters or bullet points to begin each entry.)

2. Any reference that starts with a number (e.g. '1973 AD to 1981 AD' n.d.) precedes the alphabetical listing and is listed numerically.

3. Where there is more than one author of a publication, maintain the exact order of their names as they appear on the title page of the publication.

4. If a reference has no author list it alphabetically according to the sponsoring body, for example, CSIRO or Education Queensland.

5. If there is no author or sponsoring body, list alphabetically according to the title. The whole title of the resource must appear, but when listing alphabetically, ignore words such as 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised according to the 'A' in 'Australian'.

6. If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.

7. If references by the same author have been published in the same year, then list them alphabetically according to the title of the book/article and add the letter 'a' after the first date, and 'b' after the second date, and so on (e.g. 2007a, 2007b, 2007c).

Formatting the reference list

The reference list should begin on a new page.

The title should be **References** and it should be:

- bold
- left aligned
- in the same font size as the document, 12 pt.

Note: headings are neither underlined nor punctuated.

The references contained in the list should:

- be in single line spacing

- have a blank single line space between each reference (**Hint**: use paragraph spacing of 12 pt)

- be left aligned

- be arranged alphabetically

- be the **final page** of your assignment. (Any appendices are placed after the reference list.)

A sample reference list illustrating this formatting has been provided at the end of this guide on page 53.

Capitalisation

Some lecturers/faculties require a specific form of capitalisation in the reference list. Check to see if there is a specific requirement and follow it. If there is no requirement, the Harvard author-date style endorses minimal capitalisation.

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

The following examples highlight the differences between minimal and maximal capitalisation.

Minimal capitalisation

‗Green light for operation glass ceiling' 1999, *Queensland women*, viewed 22 May 2000, http://www.qldwoman.qld.gov.au/qwo/9712/ceiling.html

Kaye, M 1994, *Communication management*, Prentice-Hall, Sydney.

Maximal capitalisation

Anderson, A & Ellis, A 2001, ‗Using Desktop Video to Enhance Music Instruction', *Australian Journal of Educational Technology,* vol. 17, no. 3, pp. 279–294.

Crystal, D 1996, *Discover Grammar*, Pearson Education, Harlow.

Frequently asked questions (FAQs)

These FAQs may provide you with information that you cannot find elsewhere in this booklet.

Q1: *Is the printer also the publisher?*

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

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

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

Q3: *Do I need to cite/reference all the editorial offices?*

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

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

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

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

A5: No. However, the manual does state that you could give the country with little known place names.

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

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

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

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

Q8: *Why is the University's name sometimes written as CQUniversity and sometimes as Central Queensland University?*

Q8: In 2008, Central Queensland University became known as CQUniversity. Anything published before 2008 is under the old name; anything published after 2008 uses the new name. In your references, use the name exactly as it appears on the source to which you are referring.

Q9: When do you use numerals instead of expressing numbers in words?

A9: In a text where numbers are not a significant focus, use words for numbers up to one hundred. In a text where numbers occur frequently, use numerals for numbers over nine.

A number is always expressed in words at the beginning of a sentence.

Q10: *What if no edition is shown?*

A10: Assume it is the first edition. You do not have to include this (1st edn) in the actual reference; only the second edition or later editions need to be specified.

Q11: *If the title words on the spine or cover of a book are different from those on the title page, which do I use?*

A11: Use the words as set out on the title page.

Q12: *Should multiple authors of an individual resource be recorded in alphabetical order?*

A12: No. Record them as they appear on the title or verso page of the resource. Do **not** change the order.

Q13: *Should I include honorifics (Dr, Prof) or professional affiliations (AMA, FRACS)?*

A13: No.

Q14: *Can I use the expression 'Anon' (anonymous author)?*

A14: Avoid this unless it is required by your lecturer or faculty. If no author is given, use the title of the resource to begin the reference rather than Anon.

Q15: *Should I use Pty Ltd and Inc after publishing companies or corporations?*

A15: No.

My questions and answers

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Harvard in-text and reference list models

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

Remember

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

- author and date

- title

- publisher

- where published.

If it is an electronic resource, include:

- author and date

- title

- date viewed

- URL address or name of database.

Quick guide to referencing models

Hard copy books

	Examples of how to refer to the resource in-text	Model to follow in the reference list
One author	A recent study (Unterhalter 2007) found that gender … *or* Unterhalter (2007, p. 10) claims that ‗…'.	Unterhalter, E 2007, *Gender, schooling and global social justice*, Routledge Falmer, London. **Note: When an author has two or more initials, the entry would look like this:** Hinchy, RD 2007, *The Australian legal system: history, institutions and method*, Pearson Education Australia, Frenchs Forest.
Two authors	Current research (Stevens & Bean 2007) highlights … *or* Stevens and Bean (2007, p. 27) suggest that ‗…'. **Note: Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.**	Stevens, LP & Bean, TW 2007, *Critical literacy: context, research, and practice in the K-12 classroom*, Sage Publications, Thousand Oaks.
Three authors	A recent study highlighted the fact that … (Andrews, Ghosh & Muhamed 2007). *or* Andrews, Ghosh and Muhamed (2007, p. 33) stated that ‗…'. **Note: Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.**	Andrews, JG, Ghosh, A & Muhamed, R 2007, *Fundamentals of WiMAX: understanding broadband wireless networking*, Prentice Hall, London.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Four or more authors	A comprehensive study of organisational behaviour conducted … (Robbins et al. 2001). *or* Robbins et al. (2001, p. 34) suggested in their comprehensive study that ‚…'. **Note:** **If there is another reference starting with Robbins and three or more other authors, the names of all the authors should be given in both cases to avoid confusion.**	Robbins, SP, Millett, B, Cacioppe, R & Waters-Marsh, T 2001, *Organisational behaviour*, 3rd edn, Prentice Hall Aust, Frenchs Forest. **Note:** **Use et al. in all in-text entries. Include all of the authors in the reference list.**
Multiple works – same author, published in different years	Recent research (Simpson 2000, 2003) has indicated that … *or* Simpson (2000) found that… In a later study, Simpson (2003) argued that… **Note:** **When using two studies by the same author in the same parentheses, place in chronological order—oldest first.**	Simpson, O 2000, *Supporting students in open and distance learning*, Kogan Page, London. Simpson, O 2003, *Student retention in online, open, and distance learning*, Kogan Page, London.
Multiple works – same author, same year	Recent literature (Smith 2005a, 2005b) suggests that … *or* Ideas by Smith (2005b) were implemented … **Note:** **When using multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) to the year to differentiate between them. The letters relate to the alphabetical order of the titles.**	Smith, C 2005a, *How to do everything with Photoshop CS2*, McGraw-Hill, New York. Smith, C 2005b, *Photoshop and Dreamweaver integration: creating high-impact web pages*, McGraw-Hill, New York. **Note:** **In the reference list, the works are listed in alphabetical order of the titles.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Works by different authors—same family name	A recent report (Brown 2004) shows that <p align=center>*or*</p>It was recently found that _…' (Brown 2000, pp. 47–48). **Note: The year of publication will differentiate between the two authors.**	Brown, B 2004, *Memo for a saner world*, Penguin, Camberwell. Brown, ER 2000, *Cooloola Coast: Noosa to Fraser Island: the Aboriginal and settlers histories of a unique environment*, University of Queensland Press, St Lucia.
Works by different authors—same family name, same year	B Smith (2007) pointed out the importance of superannuation in the management of business funds. Managers of these funds must be careful to avoid any … (Smith, R 2007). **Note: Include the authors' initials in the in-text reference to distinguish between them. As a general rule, it is advisable to paraphrase in this instance.**	Smith, B 2007, *Superannuation handbook 2007-2008*, John Wiley & Sons, Milton. Smith, RF 2007, *Business process management and the balanced scorecard*, John Wiley & Sons, Hoboken.
No author	The development of civil rights in modern Germany was a slow process (*Questions on German history* 1998). <p align=center>*or*</p>According to *Questions on German history* (1998), the development … **Note: If no author is given, cite the work by title. If the title is long, use a shortened version in the in-text reference.**	*Questions on German history: paths to parliamentary democracy* 1998, German Bundestag, Berlin.
No author but a sponsoring body (institution, corporation or other organisation)	Recent theories (Centre for Educational Research and Innovation 2006) expose the link … <p align=center>*or*</p>It has been suggested that _…' (Centre for Educational Research and Innovation 2006, p. 23).	Centre for Educational Research and Innovation 2006, *Think scenarios, rethink education*, OECD, Paris.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Several sources are cited at once **Note: Do *not* overdo this!**	Carter (2006), Russell (2006) and Smith (2007) all agree … <center>*or*</center>Recent studies (Carter 2006; Russell 2006; Smith 2007) agree that … **Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.**	Carter, DJ 2006, *Dispossession, dreams & diversity: issues in Australian studies*, Pearson Education, Frenchs Forest. Russell, PH 2006, *Recognising Aboriginal title: the Mabo case and indigenous resistance to English-settler colonialism*, UNSW Press, Sydney. Smith, S 2007, *Along Toonooba: the Aboriginal people of Rockhampton and district*, Rockhampton Art Gallery, Rockhampton. **Note: Each author will appear as a separate entry in the reference list.**
Second or later edition	Infection control has been identified as … (Wilson 2001). <center>*or*</center>A recent theory (Wilson 2001, p. 5) on infection control states that ‗…'.	Wilson, J 2001, *Infection control in clinical practice*, 2nd edn, Bailliere Tindall, Edinburgh.
No author and 2nd or later edition	Designing a house is … (*Practical design* 1992). <center>*or*</center>When designing a house, it is important that ‗…' (*Practical design* 1992, p. 90).	*Practical design* 1992, 2nd edn, South Australian Design Press, Adelaide.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Edited work—role of editor is significant	A contemporary study edited by Kaup (2007) suggests … *or* Current essays (ed. Kaup 2007) suggest …	Kaup, KP (ed.) 2007, *Understanding contemporary Asia Pacific*, Lynne Rienner Publishers, Boulder.
Chapter in edited work	The importance of the _place of birth ...' (Foureur & Hunter 2005, p. 16). *or* Foureur and Hunter (2005) believe in the importance of birth place ...	Foureur, M & Hunter, M 2005, _The place of birth', in S Pairman, J Pincombe, C Thorogood & S Tracey (eds), *Midwifery preparation for practice*, Elsevier, Churchill Livingstone, Sydney.
One volume of multi-volume work	It would appear that e-commerce is the way of the future (eds Stanford-Smith & Chiozza 2001).	Stanford-Smith, B & Chiozza, E (eds) 2001, *E-work and e-commerce*, vol. 2, *Business aspects and considerations*, IOS Press, Amsterdam.
One issue in a series	In Australia there is a growing gap between rich and poor (ed. Healey 2005). *or* Articles compiled by Healey (2005) demonstrate a growing gap in Australia between rich and poor.	Healey, J (ed.) 2005, *Wealth and inequality*, Issues in society, vol. 226, The Spinney Press, Thirroul.
No date can be established	Bridging courses are studied by students who have not previously … (Lansdown n.d.). *or* Lansdown (n.d., p. 13) found that _…'.	Lansdown, M n.d., *Bridging courses*, Central Queensland University, Rockhampton. **Use the name of this University as it appears on the copyright page.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
The date can be established but only approximately	In a draft policy release, the Queensland Education Department (c. 1995) suggests … *or* ‗Disciplining a child should not invoke … ' (Queensland Education Department c. 1995, p. xxii).	Queensland Education Department c. 1995, *Draft policy on school discipline,* Queensland Education Department, Gladstone.
Referring to an author (primary source) read about in another publication (secondary source) **Note: Try to locate the primary source if possible.**	One particularly apt metaphor … (Murray 1982, cited in Kamler 2001, p. 91). *or* Kamler (2001, p. 91), in referring to Murray's 1982 metaphor …	Kamler, B 2001, *Relocating the personal: a critical writing pedagogy*, State University of New York Press, Albany. **Note: There is no need to include the primary source in the reference list.**
Referring to two primary sources within the one secondary source	Findings from studies (Halliday 1985, Martin 1992, cited in Kamler 2001) indicate that …	Kamler, B 2001, *Relocating the personal: a critical writing pedagogy*, State University of New York Press, Albany. **Note: There is no need to include the primary sources in the reference list.**
Book review	‗Nadel points to Stoppard's constant scepticism about autobiography and biography' (Carroll 2002, p. 8). Carroll (2002, p. 8) shows that . . .	Carroll, S 2002, ‗The stuff of theatre', review of *Double act: a life of Tom Stoppard* by Ira Nadel, *Age*, 28 September, Saturday Extra, p. 8.

Electronic books

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
E-book	The reality of supply chain management … (Quayle 2006). *or* According to Quayle (2006, p. 5), procurement involves ‚…'.	Quayle, M 2006, *Purchasing and supply chain management: strategies and realities*, e-book, viewed 22 November 2007, http://www.netlibrary.com/Reader/
Chapter in an e-book	Harindranath and Guedes Bailey (2005) report that ‚ … '. According to Harindranath and Guedes Bailey (2005), the role …	Harindranath, R & Guedes Bailey, O 2005, ‚Radicalised ‚othering": the representation of asylum seekers in news', in S Allen (ed.), *Journalism: critical issues,* e-book, viewed 6 October 2009, http://dtl.unimelb.edu.au/R/GRY5KPN29M5L2KN8GGAMG9PM491YDBSN87BUBEIFDAGBTKJEDR-00678?func=dbin-jump-full&object_id=67624&local_base=GEN01&pds_handle=GUEST

Hard copy journal articles

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
One or more authors	Gifted students… (Diezmann & Watters 2006). *or* Diezmann and Watters (2006, p. 4) maintain that ‚…'.	Diezmann, CM & Watters, JJ 2006, ‚Balancing opportunities for learning and practising for gifted students', *Curriculum Matters*, vol. 5, no. 1, pp. 3–5. **Note: see p. 17 for more details.**

No author	Studies of mosquitoes have … (‗Multifaceted menace' 2007). *or* ‗It is a well known fact that mosquitoes …' (‗Multifaceted menace' 2007, p. 301). **Note: If no author is given, cite the title of the article in your in-text reference. If the title is very long, use a shortened form of the title.**	‗Multifaceted menace' 2007, *Science*, vol. 317, no. 5836, pp. 301–304.
No volume or issue number	Cheng (2001) highlights that reconciliation with … *or* It has been suggested that ‗months of political …' (Cheng 2001, p. 1).	Cheng, AT 2001, ‗Dateline: Taiwan: Taiwan (in) dependence', *Asiaweek*, 30 November, p. 1. **Note: If there is no volume or issue number, include the month or the season (e.g. Spring, Summer).**
Article reproduced in a university readings book	The role of the midwife is ... (Brown 2005). *or* It is often believed ‗...' (Brown 2005, p. 24).	Brown, J 2005, ‗Midwives: true believers', *Australian Midwifery News*, vol. 5, no. 3, pp. 22-26, in CQUniversity 2009, *MDWF20001 Professional midwifery studies: resource materials*, CQUniversity, Rockhampton.
Magazine	Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001). *or* According to McVeigh (2001, p. 20), the increase in the rate of youth suicide is ‗of great concern to those employed in the social welfare sector'.	McVeigh, T 2001, ‗Death wish', *Australian Magazine*, 12–13 May, p. 20. **Note: Always evaluate information found in magazines for 'scholarliness'—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly sources of work for research.**

Online or electronic journals

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Journal article from a database	Recommendations on how to identify symmetry when it is embedded in poetry … (Sutton-Spence & Kaneko 2007). *or* Sutton-Spence and Kaneko (2007, p. 285) recommend that ‗…'.	Sutton-Spence, R & Kaneko, M 2007, ‗Symmetry in sign language poetry', *Sign Language Studies*, vol. 7, no. 3, pp. 284–318, (online ProQuest).
Journal article from a web site	It has been argued that ‗Plagiarism is one of the biggest problems in academia at present' (Kennedy 2004, p. 2). *or* Kennedy (2004) suggests that plagiarism in universities is very common.	Kennedy, I 2004, ‗An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, viewed 7 October 2005, http://www.sleid.cqu.edu.au/viewissue.php?id=5
Journal article from CQUniversity Course Resources Online	How to tax gains made by non-residents is an area of much debate (Watkins & Langford 2007). *or* Watkins and Langford (2007, p. 30) indicate that ‗…'.	Watkins, D & Langford, J 2007, ‗A new phase in Australia's double tax agreements', *Taxation in Australia*, vol. 42, no. 2, pp. 30–35, CQUniversity Course Resources Online (LAWS19034).

Hardcopy—newspaper articles

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

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

Electronic copy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author (web site)	The economic agenda … (Kelly 2007). *or* Kelly (2007, p. 1 of 2) states that ‗It demands a huge financial …'.	Kelly, P 2007, ‗If government changes so does the nation', *Australian*, 21 November, viewed 21 November 2007, http://www.theaustralian.news.com.au/story/0,25197,22793429-7583,00.html
Newspaper article with an author (electronic database)	Businesses in Australia have improved their … (Gottliebsen 2004). *or* Gottleibsen (2004, p. 3) stated that ‗…'.	Gottliebsen, R 2004, ‗1964–2004 and beyond', *Australian*, 28 July, p. 3, (online Factiva).

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with no author (web site)	In *The Advertiser* (‗23 m won but no prize claimed‘ 2005, p. 21) … **Note: Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.**	‗23 m won but no prize claimed‘ 2005, *Advertiser*, 30 September, p. 21, viewed 17 July 2007, http://www.theadvertiser.news.com.au/sectionindex1/0,5934,national%20news%5ENATIONAL%5ETEXT%5Etheadvertiser,00.html
Newspaper article with no author (electronic database)	In *The Advertiser* (‗Federal election‘ 2001, p. 10) … **Note: Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.**	‗Federal election: new Chip in politics‘ 2001, *Advertiser,* 23 October, p. 10, (online Factiva).

Other documents on the World Wide Web (WWW)

Indicate page numbers in in-text referencing by using, for example, p. 3 of 4. To see the page numbers, click on **File** then **Print Preview** while in **Internet Explorer**. When referencing documents from the WWW apply this principle: Author and date, *Name of document*, viewed date, URL.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Document on the World Wide Web	Brizee (2007) sets out the principles of the paramedic method for revising essays. *or* The paramedic method can be used to ‗achieve user-centered, persuasive, and clear prose‘ (Brizee 2007, p. 1 of 1).	Brizee, HA 2007, *Paramedic method: a lesson in writing concisely*, The OWL at Purdue, viewed 18 November 2008, http://owl.english.purdue.edu/owl/resource/635/01/

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Document on the WWW – no date **Note: When looking for a publication date for an online document, check the 'Last updated' date and the web site's copyright information**	According to Greenpeace (n.d.), genetically modified foods are … *or* Greenpeace (n.d., p. 1 of 2) recommends that ‗fewer genetically …'. **Note: If there is no individual author listed, use the name of the sponsoring body as the author.**	Greenpeace n.d., *The future is GE free*, viewed 28 September 2005, http://www.greenpeace.org.au/ge/farming/canola.html **Note: The title of a web page is treated like the title of a book. It is written in italics in the reference list.**
Document on the World Wide Web – no author/sponsor	**Note: The use of such sites is highly discouraged.**	**Avoid these sites.**
Conference paper from a web site	The status of refugees … (Callaghan & Martin 2004). *or* Callaghan and Martin (2004, p. 4 of 10) state that refugee ‗injustice …'.	Callaghan, S & Martin, B 2004, *Igniting concern about refugee injustice*, paper presented at the Education and Social Action Conference, 6–8 December, viewed 5 July 2009, http://www.uow.edu.au/arts/sts/bmartin/pubs/04esa.html
Radio transcript from a web site	Pinker (2007) indicates that … *or* Pinker (2007, p. 1 of 3) highlights ‗…'.	Pinker, S 2007, ‗The stuff of thought', *All in the mind*, ABC Radio National transcripts, viewed 11 November 2007, http://www.abc.net.au/rn/allinthemind/stories/2007/2067351.htm#transcript

Government sponsored web sites

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Page on a government web site	Department of the Environment, Water, Heritage and the Arts (2008) provides a ratings scheme …	Department of the Environment, Water, Heritage and the Arts 2008, *Living sustainably: energy and water-efficient appliances*, viewed 18 November 2008, http://www.environment.gov.au/settlements/energy efficiency/efficient-appliances.html
Australian Bureau of Statistics online **Note: Use ABS in subsequent entries**	Evidence suggests that ‗In 2001, Australia's fertility reached a historic low …‘ (Australian Bureau of Statistics [ABS] 2007, p. 1 of 8). *or* The Australian Bureau of Statistics (ABS 2007) reported that the fertility rate …	Australian Bureau of Statistics (ABS) 2007, ‗Recent increases in Australia's fertility‗, *Australian social trends, 2007*, cat. no. 4102.0, viewed 12 November 2007, http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lates tproducts/0FC193CDB42A241BCA25732C00206F BC?opendocument
Government media releases	According to CSIRO (2004), sheep weighing has always been an … *or* According to CSIRO (2004, p. 5 of 12), ‗the benefits of the new sheep weigher technology …‘.	CSIRO 2004, *Revolutionary sheep weigher on trial*, media release, 15 September, viewed 16 September 2004, http://www.csiro.au/index.asp?type=mediaRelease &id=sheepweigher&style=mediaRelease
Government report	Recruitment of nursing staff is the main … (Queensland Health 2007). *or* ‗Queensland Health‘s strong commitment … ‘ (Queensland Health 2007, p. 7 of 18).	Queensland Health 2007, *Annual report 2006–2007*, viewed 12 November 2007, http://www.health.qld.gov.au/publications/corporat e/annual_reports/annualreport2007/default.asp

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Government reports recorded in Hansard	West (Australia, Senate 2000, p. 14219) reports _ … '.	Australia, Senate 2000, *Debates*, vol. S6, p. 14219, viewed 6 October 2009, http://www.aph.gov.au/hansard/senate/dailys/ds090 500.pdf
Fact sheet	Department of Climate Change (2008) claims that its system is highly advanced…	Department of Climate Change 2008, *National carbon accounting system*, fact sheet, viewed 18 November 2008, http://www.climatechange.gov.au/ncas/about.html

Hard copy government or legal documents

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

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Government report	The report lists the many services … (Disability Services Queensland 2007). *or* Disability Services Queensland (2007, p. 2) states that its achievements include ‗…'.	Disability Services Queensland 2007, *Annual report 2005–2006,* Queensland Government, Brisbane.
Legislation, regulations and legal cases **Note: This information is taken from pp. 222–227 of the *Style manual for authors, editors and printers*.**	When citing government legal or standards documents, use s. or ss. for citing sections. For example: - in ss. 4–7 of the *Copyright Act 1968* - the *Copyright Act 1968*, ss. 4–7 - in s. 4 of the Casino Control Ordinance. When citing regulations, use r. and rr. For example: - the Copyright Regulations, rr. 18–19 - the Commonwealth's Copyright Regulations, r. 18 - in r. 4 of the Copyright Regulations. When citing legal authorities, the following details are necessary: - name of case - year or volume number or both - abbreviated name of the report series - the page on which the report of the case begins. For example: *The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 Note: There is no need to include legal cases in your reference list unless it is important to an understanding of the work. In this case, list all cases alphabetically under the subheading ‗Legal authorities'.	

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

Hard copy university-provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study Guide (author known)	… to promote mental wellness, prevent illness … (Fisher 2009). *or* Similarly, Fisher (2009, p. 1–2) noted that ‗…'.	Fisher, J 2009, *HLTH 12029 Mental health promotion: study guide,* CQUniversity, Rockhampton.
Study Guide (author unknown)	A recent report (CQUniversity 2000) has suggested that … *or* Findings from a 1999 study indicate that ‗…' (CQUniversity 2009, p. 5).	CQUniversity 2009, *HLTH11028 Community needs assessment: study guide,* CQUniversity, Rockhampton.
Text reprinted in a university resource readings	In a review of the materials required, ASHRAE (1950, p. 15) indicates that ‗…'. *or* Provision of thermal materials … (ASHRAE 1950).	ASHRAE 1950, *Thermal comfort,* pp. 12- 20, in Central Queensland University (CQU) 2006, *BLAR11043 Building systems and services 1: resource materials,* CQU, Rockhampton.
Tutorial/workshop handout (unpublished)	The importance of aerobic exercise … (The respiratory system 2000). *or* Aerobic exercise is valuable because of its ‗…' (The respiratory system 2000, p. 1).	The respiratory system 2000, tutorial handout distributed in the course, HHM72160 Human anatomy, Central Queensland University, Gladstone on 2 March. **Note: Do not use italics or quotation marks in class handouts as they are unpublished sources.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Lecture notes (unpublished)	Thompson (2001) found that the first teaching day may result in mixed emotions for many first year teachers. *or* It has been found that beginner teachers, on their first day in the class room, will ꞏ…' (Thompson 2001, p. 1).	Thompson, R 2001, The first day experience, lecture notes distributed in the course, EDED48314 Professional practice III, Central Queensland University, Bundaberg, 21 April.
Lecture material—non-print (e.g. whiteboard notes)	In a lecture, SCI52613 Introductory science, presented at Central Queensland University, Mackay, on 17 April 2001, Dr Watson suggested that ꞏ…'.	**Note: This should not be included in the reference list. Treat it the same as personal communication and indicate 'who' (author) and 'when' (date) in the sentence in the body of your assignment.**

Electronic copy of university-provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study guide CD-ROM	Arithmetic is a branch of mathematics that requires a knowledge of … (*MATH40236: Transition mathematics 1A* 2009). *or* According to *MATH40236: Transition mathematics 1A* (2009), arithmetic can be defined as ‗…'.	*MATH40236: Transition mathematics 1A* 2009, CD-ROM, Mathematics Learning Centre, CQUniversity, Rockhampton. **Note: For CD-ROMs, give the title (in italics) and the date of publication, followed by the format, the publisher, and the place of publication.**
Article available through Course Resources Online (CQUniversity Library)	How to tax gains made by non-residents … (Watkins & Langford 2007). *or* Watkins and Langford (2007, p. 30) indicate that ‗taxation of gains made by non-residents …'.	Watkins, D & Langford, J 2007, ‗A new phase in Australia's double tax agreements', *Taxation in Australia*, vol. 42, no. 2, pp. 30–35, CQUniversity Course Resources Online (LAWS19034).
Article available through CQUniversity e-Courses (Moodle)	How to tax gains made by non-residents … (Watkins & Langford 2007). *or* Watkins and Langford (2007, p. 30) indicate that ‗taxation of gains made by non-residents …'.	Watkins, D & Langford, J 2007, ‗A new phase in Australia's double tax agreements', *Taxation in Australia*, vol. 42, no. 2, pp. 30–35, CQUniversity e-Courses (LAWS19034).
Course notes available on CQUniversity e-Courses (Moodle)	The three key principles of ecological analysis are … (Watkins 2009). **Note: The author of your course notes is normally your course lecturer.**	Watkins, T 2009, Module 1: Introducing ecology, course notes, CQUniversity e-Courses (ECOL85309).

	Examples of how to refer to the resource in-text	Model to follow in the reference list
iBrainz presentation	The structure of the academic paper … (Central Queensland University Communications Learning Centre 2007). **Use the name on the copyright page of the resource.**	Central Queensland University Communications Learning Centre 2007, *Academic writing skills*, iBrainz presentation, viewed 19 July 2007, http://clc.cqu.edu.au/FCWViewer/view.do?page=862
Podcast	The importance of using technology to engage students is shown ... (Alcock 2007).	Alcock, R 2007, ‗Using technology to engage students', podcast, *Take 5*, viewed 19 July 2007, http://fahe.cqu.edu.au/FCWViewer/view.do;jsessionid=8a4d0571cea69f2ca675e334d9b95fdafc7f162cdb9.e3Mb3iTbNmPe3aTaxiTc30Te6fznA5Pp7ftolbGmkTy?page=2301

Specialised sources

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Conference paper (unpublished)	It is important … (Danaher, Danaher & Moriarty 2006). *or* Danaher, Danaher and Moriarty (2006, p. 66) contend that ‗…'.	Danaher, P, Danaher, G & Moriarty, B 2006, ‗Supervising Australian and international postgraduate students', paper presented to the Lifelong Learning Conference, Yeppoon, June.
Conference proceedings published	‗The crucial interplay – between lifelong learning as agency and control …' (Orr et al. 2006, p. iii). There are three key elements embedded in lifelong learning (Orr et al. 2006).	Orr, D, Nouwens, F, Macpherson, C, Harreveld, RE & Danaher, PA (eds) 2006, *Lifelong learning: partners, pathways and pedagogies,* keynote and refereed papers from the 4th International Lifelong Learning Conference, 13-16 June, Yeppoon, Central Queensland, Australia, Central Queensland University Press, Rockhampton.

	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Brochure (author is also the publisher)	This program was initially designed … (STEPS 2009). *or* The STEPS program is defined as ‗a free preparatory program …' (STEPS 2009, p. i).	STEPS 2009, *Thought of tertiary studies?*, brochure, CQUniversity, Rockhampton.
Pamphlet	When STEPS students complete … (STEPS 2000). *or* It is emphasised that ‗There are no tuition or textbook fees …' (STEPS 2000, p. 5).	STEPS 2009, *Skills for tertiary education preparatory studies*, pamphlet, CQUniversity, Rockhampton.
DVD	Similarly, in *Harry Potter and the philosopher's stone* (2002), … *or* The use of lighting to create mood was evidenced in … (*Harry Potter and the philosopher's stone* 2002).	*Harry Potter and the philosopher's stone* 2002, DVD recording, Warner Home Video, New York. **For a video, replace DVD recording with video**
Movie	The use of animation to create mystery and intrigue were … (*Harry Potter and the philosopher's stone* 2002). *or* In the movie *Harry Potter and the philosopher's stone* (2002), animation …	*Harry Potter and the philosopher's stone* 2002, motion picture, Warner Bros, New York.
Television broadcast	A recent episode of *60 minutes* (2008) canvassed various issues relating to…	*60 minutes* 2008, television program, Channel 9, Sydney, 22 June. **Note: Transcripts of television broadcasts will appear on the web site of the sponsoring body. Look up the transcript if you wish to use a direct quote from the broadcast.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Television transcript	The idea was first presented in ‚At death's door' (2005).	‚At death's door' 2005, *Australian story*, ABC television transcript, 27 June, viewed 14 August 2007, http://www.abc.net.au/austory/content/2005/s1400735.htm **Note: Transcripts of television broadcasts will appear on the web site of the sponsoring body. Look up the transcript if you wish to use a direct quote from the broadcast.**
Television advertisement	‚Real taste zero sugar' (Coca-Cola Amatil [Aust] 2005), is the slogan for …	Coca-Cola Amatil (Aust) 2005, *Zero*, television advertisement, Singleton, Oglivy & Mather, Sydney.
Creative work, e.g., multiple types on the one CD or program	‚*Source to Sea* tells the story of a changed and changing river' (Bundaberg Media Research Group 2007, p. 1). Bundaberg Media Research Group (2007) traces the journey of the Burnett River to the coast.	Bundaberg Media Research Group 2007, *Source to sea: stories of Burnett River country,* creative work, viewed 6 October 2009, http://bmrg.cqu.edu.au/FCWViewer/view.do?page=8610
An artistic work, e.g., a painting	The Queensland Art Gallery have great pleasure in showing *Evicted* by Fletcher (1887).	Fletcher, B 1887, *Evicted*, oil on canvas, Queensland Art Gallery, Brisbane.
Song lyric	The words to *Pray* (Topham & Twigg n.d.) …	Topham & Twigg n.d., *Pray*, song lyric, All Boys Music, London.
Musical score for a stage show	The score by Bock (1964) …	Bock, J 1964, *Fiddler on the roof*, musical score, Warner Chappell, New York.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
YouTube	Tony Buzan's approach to mind mapping includes … (iMindMap 2007).	iMindMap 2007, *Maximise the power of your brain: Tony Buzan mind mapping,* video, 8 January, viewed 24 June 2008, http://www.youtube.com/watch?v=MlabrWv25qQ
Microfiche (without a reference number)	Mundy (1980, p. 42) explained that …	Mundy, G 1980, *Ideology and the mass media*, microfiche, The Library, Social Sciences and Humanities Division, Australian National University, Canberra.
Microfiche (with a reference number)	Rallis (1995, p. 11) believes that …	Rallis, SF 1995, *Dynamic teachers: leaders of change*, Sage Productions, London, ERIC Microfiche ED 388626.
Interview on radio	Norris (1997) described the melting of the ice packs in the Antarctic …	Norris, D 1997, *The greenhouse report,* radio broadcast, ABC Radio National, 6 January.
Personal communication	In a telephone conversation on 17 July 2007, the current Director of Nursing at Hillcrest Hospital, Dr Petty, highlighted the … *or* Evidence given by the Director of Nursing at Hillcrest suggested that … (H Petty 2007, pers. comm., 17 July) … *or* In an email communication on 10 June 2007, the Director of Meticulous Communications, Mary Wren, indicated that …	**Note: Personal communications, such as conversations, letters and personal email messages, are not usually included in a reference list.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Blog	Changes in the weather are documented informally online (The Elegant Variation 2008).	The Elegant Variation 2008, ‗The heat breaks', blog post, 23 June, viewed 24 June 2008, http://marksarvas.blogs.com/elegvar/2008/06/the-heat-breaks.html Note: Give the author, the year of the blog post, the title of blog post, a description of the type of post (i.e. blog entry), the date of the post, the date viewed, and the URL.
Wiki	Kiff (2006) describes a model he developed that integrates several psychological approaches ...	Kiff, J 2006, *Paper 1: Joe's smile: a model for thinking about clinical psychology*, wiki, viewed 28 January 2009, http://psychology.wikia.com/wiki/Kiff,_J_A_(2006a)
Email message, conversation via bulletin board or electronic discussion group	In an email from J Henderson on 19 June 2007, the findings of the report were …	**Note: Cited as personal communication in-text. This is not included in the reference list.**
Handbook, e.g., drug handbook (hard copy)	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (*MIMS Annual Australian Edition* 2003).	*MIMS Annual Australian Edition* 2003, IMS Publishing, Crows Nest.
Entry in MIMS online database	Anamorph is a form of morphine, a narcotic used for pain relief (*Anamorph* 2003).	*Anamorph* 2003, (online MIMS Online).
News broadcast on radio	The discovery was first announced on *4BU News* (14 February 2000).	**Note: If possible, obtain the broadcast transcript from the sponsor's web site. See online radio and news broadcasts.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Thesis (unpublished)	Wagner (2004, unpub.) argues that … *or* The risk of derailment … (Wagner 2004, unpub.).	Wagner, SJ 2004, Derailment risk assessment, Masters thesis, CQUniversity, Rockhampton. **Note: The title is not italicised as this has not been published.**
Audio cassette	In *Plum blossom* (1990), it is claimed that entertainers live a very complex life. *or* Entertainers find that because of the nature of their work … (*Plum blossom* 1990).	*Plum blossom* 1990, sound recording, White Swan Audio and Video Publishing House, cassette WS8871.
Atlas (with an editor)	The position of the new city is to be in south-east Queensland (ed. Eales 2003, Map 34).	Eales, S (ed.) 2003, *The Jacaranda atlas,* 3rd edn, John Wiley & Sons, Brisbane.
Atlas (with no editor)	The position of the new city is to be in south-east Queensland (*The Jacaranda atlas* 2003, Map 34).	*The Jacaranda atlas* 2003, 3rd edn, John Wiley & Sons, Brisbane.
Map	… reading from this map (Department of Mines and Energy, Queensland 1996).	Department of Mines and Energy, Queensland 1996, *Dotswood*, Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.
Encyclopedia (with author/editor)	As Morris and Morris (1996) point out, there are many competing views of American history.	Morris, RB & Morris, JB (eds) 1996, *Encyclopedia of American History*, HarperCollins, New York.
Encyclopedia (with no author/editor)	According to *The new encyclopedia Britannica* (1995), lemurs are found in… *or* There are five genera in the lemur family (*The new encyclopedia Britannica* 1995).	**Note: If there is no author for an encyclopedia, there is no need to include it in your reference list.**

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Online Dictionary entry	The definition of magnetism (AskOxford.com 2009, p. 1 of 1) …	AskOxford.com 2009, *Magnetism,* viewed 6 October 2009, http://www.askoxford.com/concise_oed/magnetism ?view=uk
Dictionary (no author)	*The Australian concise Oxford dictionary* (2004, p. 476) defines ethics as ‚the science of morals in human conduct'.	**Note: If there is no author for a dictionary, there is no need to include it in your reference list.**
The Bible	These particular lines (Psalm 23: 6–8) refer the reader to …	**Note: Bible references are not included in a reference list.**

Evaluating web sites for educational use

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

- refereed articles in online journals

- articles on databases selected by the university

- articles published by universities, government departments, business organisations, and reputable lobby groups.

Adopt a cautious approach!

Consider the following:

1. What is the purpose of the web site? Ascertain the purpose (to inform, to persuade, to sell). If you know the motive behind the web page, you can judge it better.

2. Is there an author/sponsor? If you can not find an author or an organisation responsible for publishing the site, then it most probably is not reliable. Is the author qualified to write about this topic? What is the author's expertise? Is the sponsor reputable? Are opinions being presented as facts? Try to differentiate fact from fiction. Authenticity is not always easy to confirm, so test one source against another. Make sure there is no bias evident. Check that the person presenting the information does not have a vested interest in proposing the particular view point.

3. Are references or bibliographies included?

4. How current is the information?

5. When was the web site updated last?

6. Is the information well written, free of spelling, punctuation and grammatical errors?

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

Sample reference list

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