

AUTHORS' GUIDELINES FOR REFERENCING

INDEX

| | |
|---|--------------------|
| Books | 3 |
| Journals | 6 |
| Newspapers | 6 |
| Conference Papers | 7 |
| Unpublished Material | 7 |
| Unpublished Manuscripts | 8 |
| Microforms | 9 |
| Media / Electronic Sources | 9 |
| Legislation | 10 |
| Legal Authorities | 11 |
| Standards | 12 |
| Maps | 12 |
| Encyclopedia and Dictionaries | 12 |
| Personal Communication | 13 |
| Religious Text | 13 |
| Secondary Sources | 13 |
| | |
| REFERENCES FROM WEB | 14 |
| E- Books | 14 |
| E-Journal | 15 |
| E-Newspaper Article | 15 |
| Web Document | 16 |
| Websites | 18 |
| Online Images | 19 |

[Standards \(Web Source\) 19](#)
[Personal E-mail..... 20](#)
[Lists / Groups & Bulletin Boards..... 20](#)
[Weblog..... 21](#)
[Podcasts..... 21](#)

***For the Reference Guide source please see information at the end of the document*

[ABOUT REFERENCE GUIDE SOURCE..... 23](#)
[Reference 24](#)

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---|---|---|
| Books | | <u>INDEX</u> |
| Book, 1 author | Author name, date of publishing, <i>Name of the book</i> , Editor, place of publishing. Cole, G.H.A. 1991, <i>Thermal power cycles</i> , Edward Arnold, London. | Referring to the general theme of a book , page numbers are unnecessary: Carlson (1981) obtained results which... A recent study (Carlson 1990) ... |
| Book, 2 or more authors | Douglas, M. & Watson, C. 1984, <i>Networking</i> , Macmillan, London. Flexer, R.W., Baer, R.M., Luft, P. & Simmons, T.J. 2008, <i>Transition planning for secondary students with disabilities</i> , 3rd edn, Pearson, Upper Saddle River, New Jersey. | While paraphrasing or referring to information or an idea that can be located on a particular page, quoting or referring to images, figures or data, or when a work is particularly long or is useful for the reader, page numbers are important: Soil layers below the well tip contribute relatively little water (Kozeny 1988, pp. 223-4). Kozeny (1988, p. 223) found soil layers below the well tip contributed little. |
| Book, anonymous | <i>The eliciting of frank answers</i> 1955, Engineering Publications, Florida. | |
| 2 or more books in one year by same author | List in alphabetical order by title. King, P. 1984a, <i>Power in Australia</i> , UQP, St. Lucia. ----- 1984b, <i>Solar power</i> , Macmillan, Melbourne. | Direct quotations; Brief quotations (about 30 words or less) can be included in text. Use single quotations marks: Stewart (1982, p. 6) said: 'Engineers are vital to the survival of the planet'. 'Engineers are vital to the survival of the planet' (Stewart 1982, p. 6). |
| Edited book | Long, P.E. (ed.) 1991, <i>A collection of current views on nuclear safety</i> , Penguin, Harmondsworth. | |
| Book, edition | Morton, J.S. 1984, <i>Wind power: an overview</i> , 2nd edn, Melbourne University Press, Melbourne. | |
| Chapter in an edited book | North, D. 1980, 'Energy use at home', in S. Scott & N. Peel (eds.), <i>Energy conservation</i> , Academic Press, London. | Lengthy quotations are given in separate, smaller text, indented paragraphs with no quotation marks. |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--|--|---|
| <p>Article cited in a book</p> <p>Corporate author</p> | <p>Oppenheim, P.L. 1981, 'Power politics', <i>Journal of Power Engineering</i>, vol. 1, no. 3, pp. 19-26, quoted in Strong, K. 1985, <i>Advances in power engineering</i>, Springer-Verlag, Berlin, p. 70.</p> <p>Department of Energy 1980, <i>Projections of energy needs</i>, HMSO, London.</p> | <p>With Images, figures and tables, captions should be directly under the image and then followed by an in-text citation: Figure 1: Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report (A.C. Nielsen 2008, p. 1)</p> <p>Table captions should be above the table. There must also be an in-text citation if reproducing or adapting data.</p> <p>Referring to specific volumes of books: (Jessor 1989, vol. 2, p. 23) (Jessor 1989, vol. 2, p. 23; vol. 3, pp. 20-41)</p> <p>Sections, equations or other elements from a source: (Jessor 1989, sec. 2) / (Jessor 1989, eq. 3)</p> <p>Two or three authors (Jones & Hackett 1991) Jones and Hackett (1991) theorized that... (Boyd, Smith & Eberle 1985) Boyd, Smith and Eberle (1985) found...</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--------|-----------------|---|
| | | <p>The ampersand is used when the authors' names are in brackets:</p> <p>With more than three authors, use the first author only followed by 'et al.' For example, a work by Carter, Morton, Duncan-Kemp and Redding becomes: Carter et al. (1989) discussed library search methods. A range of search methods (Carter et al. 1989) were discussed.</p> <p>Names of all the authors must be given in the list of references.</p> <p>To make multiple citations of the same author, arrange in chronological order, and use suffixes to distinguish works published in the same year (the order of the letters is determined based on the alphabetical order of the titles): Brown (1980, 1983a, 1983b) theorized ... Brown (1983a, p. 21; 1983b, p. 85) theorized ...</p> <p>If there are two authors with same surname, then Initials are included to distinguish: The theory was propounded by A.E. Smith (1981), but has been refuted since (Smith, B.R. 1985).</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---|--|--|
| | | If more than one work cited then alphabetical presentation is recommended: (Haddon 1969; Larsen 1971, pp. 99-101) |
| Journals | | <u>INDEX</u> |
| Journal article | Author. Year, 'Article title', <i>Journal Title</i> , volume, issue, page no. Culotta, E. 2008, 'Hobbit skull suggests a separate species', <i>Science Now</i> , no. 677, p. 2. | "..." (Berger 2008, pp. 89-90) OR Berger (2008, pp. 89-90) comments "..." |
| Journal article, 2 or more authors | Jones, B.E. & Jones, S.R. 1987, 'Powerful questions', <i>Journal of Power Engineering</i> , vol. 1, no. 3, pp.10-8. Gibberd, R., Snow, P.T., Rice, P.G. & Patel, N.B. 1991, 'Nuclear power at what price?', <i>The Bulletin</i> , vol. 113, June 4, pp. 51-5. | "..." (Watts & Mitchell 2008, p. 400) OR Watts and Mitchell "..." (2008, p. 400) |
| Journal article, no author | <i>ATSIC News</i> 2002, 'Aboriginal identity and the loss of certainty', vol. 12, no. 3, pp. 50-2. | For further details please read <i>Your Guide to the Harvard AGPS Referencing System</i> (2008) |
| Newspaper | | <u>INDEX</u> |
| Newspaper article | Author. Year, 'Article title', <i>Newspaper Title</i> , Day Month, page number. Popham, B. 1987, 'Saving the future', <i>Weekend Australian Magazine</i> , 7-8 Feb., p. 10. | If there is no author, provide all the details in the in-text citation, no need for an entry in the reference list: (<i>Weekend Australian</i> 24-25 Jan. 1987, p. 19) ... in the <i>Sydney Morning Herald</i> (24 January 2000, p. 12). (<i>Financial Review</i> 18 January 2000, editorial) |
| Newspaper article | Details are provided in the in-text citation and there is <i>no</i> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---|---|---|
| no author | <i>need for an entry in the reference list.</i> | <p>If frequent references are made to newspaper material, then abbreviate the newspaper titles. <i>SMH</i>, for example, <i>Sydney Morning Herald</i>.</p> <p>Newspaper articles on the WWW and in electronic databases do require entries in the reference list.</p> |
| Conference Paper | | <u>INDEX</u> |
| Conference paper | <p>Author. Year, 'Paper Title', <i>Conference Proceeding Document Title</i>, Organization / Institution, City, Country, page number.</p> <p>Trump, A. 1986, 'Power play', <i>Proceedings of the third annual conference</i>, International Society of Power Engineers, Houston Texas, pp. 40-51.</p> | |
| Unpublished Material (Theses / Papers / Abstracts) | | <u>INDEX</u> |
| Unpublished theses, papers and abstracts | <p>Present the title of the document in roman type and in quotation marks. The other details will vary according to the nature of the document.</p> <p>Langdon, W.B. 1996, 'Data structures and genetic programming', PhD thesis, University College, London.</p> <p>Bouchert-Bert, L. 2002, 'When humans entered the northern forests: an archaeological and palaeoenvironmental perspective', MA dissertation, University of Calgary.</p> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--------------------------------|---|--------------------------------|
| | <p>Pomfret, R. 2001, 'Economic diversification of the new independent central Asian countries', paper to be presented at the International Conference on Economic Diversification of Small States, Brunei, 12-13 November.</p> <p>Muhingo, E. & Boniface, R. 2003, 'Involving men to increase family planning acceptance', abstract presented at the Reproductive Health Response in Conflict Consortium Conference, Brussels, Belgium, 7-8 October.</p> | |
| Unpublished Manuscripts | | <u>INDEX</u> |
| Unpublished manuscripts | <p>If it is difficult to provide details about the location of a manuscript, be systematic:</p> <p>Abramiuk, M. 2002, 'A preliminary report on classic Maya ground stone tool exchange in and around the southern Maya mountains of Belize', in possession of the author.</p> <p>Adams, D.E. 1917, 'My journey to Khartoum', in possession of MA Adams, Adelaide.</p> <p>Joyce, T.A. 1931, 'Report of the British Museum expedition to British Honduras, 1931', in possession of the Central Archives of the British Museum.</p> <p>Hudson, D.E. 1909-18, 'Diary', Hudson Papers, Fisher Library, University of Sydney.</p> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|-----------------------------------|---|---|
| | Benton, T.H. 1847, 'Letter to Charles Fremont, 22 June', John Charles Fremont Papers, Southwest Museum Library, Los Angeles. | |
| Microform | Microforms are any form, either films or paper, containing micro-reproductions of documents for transmission, storage, reading, and printing. Microform images are commonly reduced about 25 times from the original document size. For special purposes, greater optical reductions may be used. All microform images may be provided as positives or negatives, more often the latter. (Wikipedia, 2009) | <u>INDEX</u> |
| Microform | Herbert, W.G. 1987, <i>The Australian beef industry: an overview</i> , Australian Livestock Council, Canberra, microfiche. | |
| Media / Electronic Sources | | <u>INDEX</u> |
| | <p>The following details should be provided in a reference list - <i>title</i>, date of recording, format, publisher, place of recording. Any special credits and other information that might be useful can be noted after the citation.</p> <p>Motion pictures <i>Fahrenheit 9/11</i> 2004, DVD, Columbia TriStar Home Entertainment, Culver City, Calif. Written, produced and directed by Michael Moore.</p> <p>Videos <i>Grumpy meets the orchestra</i> 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.</p> <p>DVDs <i>Sunday too far away</i> 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd, Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.</p> | <p>In-text references should contain the title (in italics) and date of production.</p> <p><i>Strictly ballroom</i> (1992) <i>(Understanding the GNP</i> 1982)</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---------------------------|--|--|
| Television Program | <i>What are we going to do with the money?</i> 1997, television program, ABC Television, Sydney, 8 August. | |
| Radio Program | <i>The search for meaning</i> 1998, radio program, ABC Radio, Sydney, 24 March. | |
| CD-ROMs | <i>Australia through time</i> 1994, CD-ROM, Random ROM in assoc. with the ABC, Sydney. | |
| Legislation | | INDEX |
| | <i>Listed in a separate list under the subheading 'Legislation'</i> | Legislation is only included in a list of references if it is important to the understanding of the work (preferably in a separate list under the subheading 'Legislation'). |
| Acts | <i>Name of Act Year (Jurisdiction)</i> <i>Copyright Act 1968 (Cwlth)</i> <i>Anti-Discrimination Act 1991 (Qld)</i> | The titles of pieces of legislation should be cited exactly. Neither spelling nor capitalization should be altered to suit the referencing style. Articles (a, an or the) should not be omitted. Even if viewed electronically, legislation is generally referenced as if in print (unless only available electronically). |
| Bills | Name of Bill Year (Legislative Body) (no italics) Anti-terrorism Bill 2004 (House of Representatives) | Most Acts and Ordinances have a short, formal title that can be used for citation purposes. First references should always cite this short, formal title in italics (exactly and in full) and subsequent references can be shown in roman script (not italics) with the date omitted. ... the <i>Environment Protection (Impact of Proposals) Act 1974</i> the Environment Protection (Impact of |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--------------------------|--|---|
| | | <p>Proposals) Act ...</p> <p>There are two ways of clarifying jurisdiction. For works referred to infrequently, make it obvious in the text. Victoria's <i>Equal Opportunity Act 1995</i> prohibits ...</p> <p>Otherwise, place information in parentheses and in roman script after the date. ... the <i>Copyright Act 1968</i> (Cwlth) the <i>Anti-Discrimination Act 1991</i> (Qld) ...</p> <p>Acts of the parliaments of other nations should be presented in roman script. ... The Sale of Foods Act 2000 (UK) ...</p> <p>Bills are presented in roman type because they are, in effect, 'unpublished' at that stage. ... the Regulation of Genetic Material Bill 2000 ...</p> |
| Legal Authorities | | INDEX |
| Legal Authorities | <p>Provide the year (in parentheses) or volume number, or both; abbreviated name of the report series; the page on which the report of the case begins (for a specific page reference, use "at" instead of "p.")</p> <p><i>Carey v. Price</i> (2005) 132 ALR 255 <i>The Commonwealth v. The State of Tasmania</i> (1983) 158 CLR 1; (1983) 57 ALJR 450; (1983) 46 ALR 625 (the <i>Tasmanian Dam Case</i>)</p> <p><i>McDonald's Corporation v. Joburgers Drive-Inn Restaurant (Pty) Ltd</i> (1996) 36 IPR 11 at 20</p> | <p>In-text citation of legal authorities, add the name of the case (italicized and containing the first-mentioned party on each side).</p> <p>Legal authorities are only included in a list of references if they are important to the understanding of the work under the subheading 'Legal authorities'.</p> <p>It is sufficient to provide the family name of a person. Corporation names are given in full (but abbreviations can be used)</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|------------------|--|---|
| | <i>(Pty) Ltd</i> (1996) 36 IPR 11 at 20 | <p>In the citation of criminal cases in which the Crown is the prosecutor, "R" is used. <i>R v. Australian Broadcasting Tribunal</i> (1980) 144 CLR 13</p> <p>On first mention, the authority should always be cited in full. If there is a commonly known abbreviated form or name for the case, this can be given in parentheses and used in subsequent citations. <i>Mabo v. The State of Queensland</i> (1992) 175 CLR 1 (the <i>Aboriginal Land Rights Case</i>)</p> <p>A decision at law can appear in more than one report series: <i>The Commonwealth v. The State of Tasmania</i> (1983) 158 CLR 1; (1983) 57 ALJR 450; (1983) 46 ALR 625 (the <i>Tasmanian Dam Case</i>)</p> |
| Standards | | <u>INDEX</u> |
| Standards | International Organization for Standardization 2003, <i>Traveller irrigation machines - part 1 - operational characteristics and laboratory and field test methods</i> , ISO 8224-1:2003, International Organization for Standardization, Geneva | According to ISO 2003, |
| Maps | | <u>INDEX</u> |
| Maps | Department of Mines and Energy, Queensland 2007, <i>Queensland gold resources</i> , Australia 1:3 000 000 geological series, sheet 9986, Department of Mines and Energy, | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--|--|--|
| | Queensland, Brisbane. | |
| Encyclopedia & Dictionaries | | <u>INDEX</u> |
| Dictionary | No entry in Reference List required | <i>The concise Oxford dictionary of current English</i> (1990, p. 334) defines it as ... |
| Encyclopedia | No entry in Reference List required | <i>(The Cambridge encyclopedia of the English language 1995, p. 334)</i> |
| Personal Communication | | <u>INDEX</u> |
| Informal conversations | No entry in Reference List required | Personal communications can include things such as letters, memos, emails, facsimiles, interviews, |
| Telephone calls | No entry in Reference List required | <i>For Informal conversations, telephone calls and lecture presentations:</i> |
| Lecture Presentations | No entry in Reference List required | Initials are included. Full details of the date (day, month and year) should be provided in the text. (Ayers, R.N. 1991, pers. comm., 2 July). |
| Interviews | No entry in Reference List required | M.K. Larsen (1983, pers. comm., 1 May) said... On 20 July 2006, Ms A. Brown confirmed ... |
| Religious Text | | <u>INDEX</u> |
| The Bible | No entry in Reference List required | Psalm 23:6-8 |
| Secondary Sources | | <u>INDEX</u> |
| Books and Journals | In the reference list provide the details of the author who has done the citing: Smith, J. 1995, ...<as book / journal reference style> | Brown (cited in Smith 1995, p. 99) reported ... (Brown, cited in Smith 1995, p. 99) Details of the work of the author being cited - in this example, Brown - can be included if useful |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|----------------------------|---|--|
| | | or of interest. |
| REFERENCES FROM WEB | | |
| E- Books | | <u>INDEX</u> |
| E-Books | <p>Author Year (of creation or last revision), <i>Title</i>, edition/version (if applicable), name and place of the sponsor of the source (publisher, place), viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p>McClain, M. & Roth J.D. 1999, <i>Schaum's quick guide to writing great essays</i>, McGraw-Hill, New York, viewed 17 January 2005, <http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/unisouthernqld/Doc?id=5002145>.</p> <p>Fitzgerald, F.S. 1920, <i>This side of paradise</i>, Scribner, New York, viewed 18 January 2005, <http://www.bartleby.com/115/>.</p> | <p>To cite an electronic book within the text of an assignment, follow the examples listed in the other guide (Harvard Style - Referencing print & non-print sources) for print books.</p> <p>According to Fitzgerald (1999) these conclusions have since been questioned (Sheridan, Smith & Brown 2001)</p> |
| E-book Chapter | <p>Author Year (of creation or last revision), 'Chapter title', in book editor(s) (ed.), <i>Book title</i>, name and place of the sponsor of the source (publisher, place), viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p>Gould, S.J. 2000, 'More things in Heaven and Earth', in H. Rose & S. Rose (eds.), <i>Alas, poor Darwin: arguments</i></p> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--|---|--|
| | <p><i>against evolutionary psychology</i> , Harmony Books, New York, viewed 17 January 2005, <http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/unisouthernqld/Doc?id=10015543>.</p> | |
| E-Journal | | <u>INDEX</u> |
| Journal article on the WWW | <p>Author Year, 'Article title', <i>Journal Title</i>, volume, issue, viewed Day Month Year, <URL>.</p> <p>Griffith, A.I. 1995, 'Coordinating family and school: mothering for schooling', <i>Education Policy Analysis Archives</i>, vol. 3, no. 1, viewed 12 February 1997, <http://olam.ed.asu.edu/epaa/>.</p> | <p>To cite a journal within the text of an assignment, use only the name of the author(s), followed by the year of publication. Example: Griffith (1995)</p> |
| Full-text journal article(E-database) | <p>Author Year, 'Article title', <i>Journal Title</i>, volume, issue, paging (if given), viewed Day Month Year, Name of database service, Name of database, item number (if given).</p> <p>Rasid, Z.M. & Parish, T.S. 1998, 'The effects of two types of relaxation training on students' levels of anxiety', <i>Adolescence</i>, vol. 33, no. 129, p. 99, viewed 23 September 2007, EBSCOhost MegaFILE Premier, Academic Search Premier, item: AN589758.</p> | |
| E-Journal (No author) | <p><i>Economist</i> 2008, 'Charging ahead', vol. 387, no. 8594, p. 58, viewed 16 September 2008, EBSCOhost MegaFile Premier, Australia/New Zealand Reference Centre, item: 34003939.</p> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---------------------------------------|--|--|
| E-Newspaper Article | | <u>INDEX</u> |
| Newspaper article on the WWW | <p>Author Year, 'Article title', <i>Newspaper Title</i>, Day Month, page number (if given), viewed Day Month Year, <URL>. Example: Cleary, P. & Lewis, S. 2001, 'It's the end of a long boom', <i>The Australian Financial Review</i>, 8 March, viewed 8 March 2001, <http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html>.</p> | |
| Newspaper article (E-database) | <p>Author Year, 'Article title', <i>Newspaper Title</i>, Day Month, page number (if given), viewed Day Month Year, Name of database service, Name of database, item number (if given).</p> <p>Pianin, E. 2001, 'As coal's fortunes climb, mountains tremble in W.Va; energy policy is transforming lives', <i>The Washington Post</i>, 25 February, p. A03, viewed 8 March 2001, Electric Library Australasia.</p> | |
| Newspaper article (No author) | <p><i>Gold Coast Bulletin</i> 2007, 'Democrats vow to fight Bush', 19 February, p. 12, viewed 16 September 2008, EBSCOhost MegaFILE Premier, Australia/New Zealand Reference Centre, item: 20070219B012313637.</p> | |
| Web Document | | <u>INDEX</u> |
| Web Document | <p>Author/editor or compiler Year of the most recent version, <i>Title</i>, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full</p> | <p>To cite a document from a Web site within the text of an assignment, editor or compiler and the date on which the document was created or last revised.</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--|--|--|
| One Author of two (E-Documents) | <p>location details or just the main site details>.</p> <p>Anderson, J. (Minister for Transport and Regional Services) 2000, <i>CASA approves avgas contamination test</i>, media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, <http://www.dotrs.gov.au/media/anders/archive/2000/jan_00/al6_2000.htm>.</p> <p>AWB Limited 2006a, <i>AWB and the single desk</i>, AWB Limited, Melbourne, Victoria, viewed 1 June 2006, <http://www.awb.com.au/aboutawb/factsandindustryinformation/singledeskbenefits/AWBandTheSingleDesk.htm>.</p> <p>----- 2006b, <i>Inquiry into the United Nations Oil-for-Food Program - statement from the Board of AWB Limited</i>, AWB Limited, Melbourne, Victoria, viewed 1 June 2006, <http://www.awb.com.au/aboutawb/media/InquiryIntoTheUnitedNationsOilforFoodProgram.htm>.</p> | <p>Examples: Klintworth (2000) International Narcotics Control Board (1999)</p> <p>As with Web sites, the full address of a document within a Web site can be provided in the text. It is sufficient, however, to provide only the address of the Web site.</p> <p>Example: Details are available from the Attorney-Generals Department <http://www.law.gov.au/aghome/legal/pol/cld/aia/part_1.htm>.</p> |
| Web document (no author) | <p><i>Title</i> Year, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p><i>Educating America for the 21st century: developing a strategic plan for educational leadership by Columbia University 1993-2000(initial workshop draft)</i> 1994, draft</p> | <p>To cite a document from a Web site within the text of an assignment, where the author is unknown, give the title of the document followed by the date of creation or most recent revision.</p> <p>Example: <i>Educating America for the 21st century: developing a strategic plan for educational leadership by Columbia University 1993-</i></p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--|---|--|
| <p>Web document (no publication date)</p> | <p>workshop report, Institute for Learning technologies, Columbia University, viewed 16 May 1995, <http://ariel.adgrp.com/~ghb/trips/940717_ICT/policy/ILT/EdPlan.html>.</p> <p>Author n.d., <i>Title</i>, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location or just main site details>.</p> <p>Sherman, C. n.d., <i>The invisible web</i>, Free Pint Limited, UK, viewed 27 November 2000, <http://www.freepint.co.uk/issues/080600.htm#feature>.</p> | <p>2000(<i>initial workshop draft</i>) (1994).</p> |
| <p>Websites</p> | | <p>INDEX</p> |
| <p>Website</p> | <p>Author (the person or organization responsible for the site) Year (that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year, <URL>.</p> <p>The Body Shop Australia 2003, The Body Shop Australia, Mulgrave, Victoria, viewed 31 January 2003, <http://www.thebodyshop.com.au/>.</p> | <p>To cite a Web site within the text of an assignment, use the name of the person or organization responsible for the site (author) and the date of the site's creation or most recent update.</p> <p>Example: The Bodyshop (2003)</p> <p>Web addresses can be given directly in the text using angle brackets(<>) to isolate them from any sentence punctuation.</p> <p>Example: Details are available from the department's Web site <http://www.finance.gov.au>.</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---|--|--|
| Online Images | | <u>INDEX</u> |
| Online Images (Author Known) | <p>Author (the person or organization responsible, if available) Year, <i>Title of image (or a description)</i>, description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p>Lane, M. & Cook, J. 1775, <i>A general chart of the island of Newfoundland</i>, digital image of cartographic material, Wikimedia Commons, viewed 11 March 2008, <http://en.wikipedia.org/wiki/Image:Cooks_Karte_von_Neufundland.jpg>.</p> <p>A.C. Nielsen 2008, <i>Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report</i>, digital image, A.C. Nielsen, viewed 21 August 2008, <http://au.acnielsen.com/site/documents/GlobalNielsenConfConcReportJune08b.pdf>.</p> | <p>In text, cite author, year and page number (if available) - for example, A.C. Nielsen (2008) or (Adams 2006, p. 45).</p> |
| Online Images (Author Unknown) | <p><i>Title of image (or a description)</i> Year, description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p><i>The lunar interior</i> 1999, PlanetScapes, US, viewed 31 January 2003, <http://www.planetscapes.com/solar/browse/moon/moonint.j></p> | <p>If there is no named author, use the image title or description (in italics) followed by the date. Figure captions should be directly under the image and then followed by an in-text citation. Figure 1: Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report (A.C. Nielsen 2008) Figure 2: <i>The lunar interior</i> (1999)</p> |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|---|---|--|
| | <p>pg>.</p> <p><i>Australia</i> 2007, Country map, MapQuest, United Kingdom, viewed 11 March 2008, <http://www.mapquest.co.uk/mq/maps/mapAddress.do>.</p> | Table captions should be above the table. There must also be an in-text citation if reproducing or adapting data. |
| Standards (Web Source) | | <u>INDEX</u> |
| Standards from Web | Standards Australia 2003, <i>Installation of security screen doors and window grilles</i> , AS 5040-2003, Standards Australia, Sydney, viewed 16 September 2008, < http://www.saiglobal.com/online/autologin.asp >. | According to Standards Australia (2003), |
| Personal E-mail | | <u>INDEX</u> |
| E-Mails | Sender's name followed by year of posting, email, Day and Month of posting, <email address>. Example: Davis, A. 2002, email, 24 April, <davis@unitc.edu.au>. | <p>Email addresses should never be cited without the permission of the owner of the address.</p> <p>In-text references to emails are dealt with in the same way as in-text references to other types of personal communication and in general, it is not necessary to provide further details. If there are occasions where readers will be keen to pursue the subject, the email address can be provided in the reference list.</p> |
| Lists / Groups & Bulletin Boards | | <u>INDEX</u> |
| List Groups Bulletin Boards | Author <Author's details - usually an email address> Year of posting, 'Subject/title of posting', description of posting, discussion list Owner, viewed Day Month Year, <URL>. Example: | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|--------------------------|---|--------------------------------|
| | Wilson, D. <wilsond@rocketscience.com.au> 2003, 'Using the Web to your advantage', discussion group, National Computer Network, viewed 28 January 2003, <NETTRAIN@ubvm.cc.buffalo.edu>. | |
| Weblog | | <u>INDEX</u> |
| Weblog | <p>Author (name or alias) Year of posting, <i>Title of the site</i>, format, viewed Day Month Year, <URL>.</p> <p>Example: Norton, A. 2008, <i>Andrew Norton: observations from Carlton's lone classical Liberal</i>, weblog, viewed 17 September 2008, <http://andrewnorton.info/>.</p> | |
| Weblog post | <p>Include title and date of the posting. McGarry, A. 2008, 'China's pain fires Olympic dream', <i>Beijing blog</i>, weblog post, 13 June, viewed 18 August 2008, <http://blogs.abc.net.au/olympics/>.</p> | |
| Video Weblog post | <p>Simplecoat 2007, <i>Inside one laptop per child: episode 02</i>, online video, viewed 30 march 2008, <http://www.youtube.com/watch?v=EXg3w_j6Nrc>.</p> | |
| Podcasts | | <u>INDEX</u> |
| Podcasts | <p><i>Title of podcast</i> Year, format, name and place of the sponsor of the source, Day Month (of podcast), viewed Day Month Year, <URL>.</p> <p><i>Pandi River expedition</i> 2008, podcast, National Geographic Society, Washington, D.C., 15 August, viewed 19 September 2008, <http://www.nationalgeographic.com/podcasts/shorts.html>.</p> | |

| FORMAT | REFERENCE STYLE | CITATION WITHIN TEXT / DETAILS |
|----------------|---|--------------------------------|
| Audio Podcasts | For use "accessed" rather than "viewed". <i>Jane Hutcheon reflects on life in London 2008</i> , podcast, ABC Radio National, 15 June, accessed 18 September 2008, < http://www.abc.net.au/correspondents/content/2008/s2274772.htm >. | |

Reference Guide Style Information ([Back to Top](#))

** The style of references, presented in the matrix above, has been adapted from the Harvard Style (AGPS) of University of Southern Queensland (2008a).

Sources that have been quoted in the research (statistics, statements, terminology, pictures etc.) should be acknowledged by citing their source reference within text along with a complete source reference in the **Reference** section by the end of the document. Sources that have been studied during research and have not been quoted should be added in the **Bibliography** section.

The List of References is arranged in alphabetical order of authors' surnames. The author's surname is placed first, followed by initials or first name, and then the year of publication is given. Where an item does not have an author, arrange it by its title. The examples in the matrix demonstrate how to include reference sources in the list of References.

List of References should be arranged in an alphabetical order of authors' surnames, and chronologically for each author, where more than one work by that author is cited. The author's surname is placed first, followed by initials or first name, and then the year of publication is given. If the list contains more than one item published by the same author in the same year, add lower case letters immediately after the year to distinguish them, for example "1983a", "1983b" and so on.

E-documents and e-books also need to be quoted. The style here has been adapted from University of Southern Queensland (2008b). If a Web document includes both a date of creation and a date it was last updated, use only the date it was last updated. If you find a document on the Web, which is a series of linked pages, use the information from the main or "home" page. If you have trouble identifying the title, look at the top of the Web page above FILE on your browser. The date a Web document was created is usually listed right at the bottom of the document.

References

University of Southern Queensland 2008a, University of Southern Queensland, Australia, viewed 26 January 2009,
<http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm>.

----- 2008b, University of Southern Queensland, Australia, viewed 26 January 2009,
<http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm>.

Your Guide to the Harvard AGPS Referencing System 2008, University of Southern Queensland, Australia, viewed 26 January 2009,
<http://www.usq.edu.au/library/Breeze/Fac_Business/Harvard_AGPS/Harvard_AGPS_PDF_Guide.pdf>.