



Harvard AGPS Referencing Guide

Compiled by USQ Library







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Disclaimer: This guide is accurate at the time of publication, September 2017. For a comprehensive and current version of the Harvard AGPS Referencing style check the USQ Online Harvard AGPS guide at <http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide>



Harvard AGPS Referencing Style

Academic conventions and copyright law require that you acknowledge when you use the ideas of others. In most cases, this means stating which book or journal article is the source of an idea or quotation.

This guide draws from the Style manual for authors, editors and printers 2002, 6th edn, Wiley Australia.

University policy mandates the use of the Harvard Style (AGPS) defined by this referencing guide.

List of References

The following formatting should be applied to Reference lists:

- At the end of your assignment, list of all the references that you cited in the text under the title **References**
- Arrange the list in alphabetical order by the authors' surnames (family names)
- If you have more than one author with the same surname, place them in order of the first name or initial
- If you have more than one source by the same author, place those references in publication year order with the earliest date first. If two of these have the same publication year, add a lower case letter to the publication year (for example 2014a, 2014b, 2014c)
- Where no publication date is apparent, use 'n.d.' in place of the year
- If the place of publication contains a state, spell out the state or use a standard abbreviation
- The expression n.p. can be used if no place of publication is apparent
- Separate reference lists can be used at the end of each chapter or division for multi-author works, loose-leaf works, or works that might be read or produced piece by piece

In-text referencing

Information on in-text referencing is provided in section 2 of this guide.

For a comprehensive and current version of the Harvard AGPS Referencing style check the USQ Online Harvard AGPS guide at <http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide>



1 Reference List and In-Text Citations Examples

1.1 Books (print and online)

Type	In-text citation	Reference list
<p>One author</p> <p>Notes:</p> <p>In-text:</p> <p>Add pages in text if required – see section 2.</p> <p>Reference list:</p> <p>Include series titles and edition statements (for editions other than the first)</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Author Surname (Year, p. Page No.)</p> <p>Examples:</p> <p>(Abbott 2008, p. 12)</p> <p>Abbott (2008, p. 12).states that ...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, <i>Title: subtitle</i>, Edition, Publisher, Place of Publication.</p> <p>Example:</p> <p>Abbott, HP 2008, <i>The Cambridge introduction to narrative</i>, 2nd edn, Cambridge University Press, Cambridge.</p>
<p>Two or three authors</p> <p>Notes:</p> <p>In-text:</p> <p>The ampersand (&) is used when the authors' names are in brackets.</p> <p>Use 'and' when the authors' names are used as part of the sentence.</p>	<p>Components:</p> <p>(Author A Surname, Author B Surname & Author C Surname Year, p. Page No.)</p> <p>Examples:</p> <p>The advantages of using proxy mode... (Kakadia & DiMambro 2004, p. 80).</p> <p>Kakadia and DiMambro (2004, p. 80) describe the advantages of proxy mode...</p> <p>Examples of eco-engineering... (Douglas, Papadopoulos & Boutelle 2009, p. 111).</p> <p>Douglas, Papadopoulos and Boutelle (2009, p. 11) dispute the claim...</p>	<p>Components:</p> <p>Author A Surname, Author A Initial, Author B Surname, Author B Initial, & Author C Surname, Author C Initial Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>Examples:</p> <p>Kakadia, D & DiMambro, F 2004, <i>Networking concepts and technology: a designer's resource</i>, Sun Microsystems Press, Upper Saddle River, New Jersey.</p> <p>Douglas, D, Papadopoulos, G & Boutelle, J 2009, <i>Citizen engineer: a handbook for socially responsible engineering</i>, Prentice Hall, Upper Saddle River, New Jersey.</p>



Type	In-text citation	Reference list
<p>More than three authors</p> <p>Notes:</p> <p>In-text:</p> <p>For more than three (3) authors, use the first author only followed by 'et al.'</p> <p>Reference list:</p> <p>All author names must be given in the reference list.</p>	<p>Components:</p> <p>(Author Surname et al. Year, p. Page No.)</p> <p>Example:</p> <p>Industry best practice (Beer et al. 2012) suggests that...</p> <p>Beer et al. (2012) when discussing industry best practice...</p>	<p>Components:</p> <p>Author A Surname, Author A Initial, Author B Surname, Author B Initial, Author C Surname, Author C Initial & Author D Surname, Author D Initial Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>Example:</p> <p>Beer, TL, Johnston, AG, DeWolf, JY & Mazurek, PW 2012, <i>Management for public services</i>, Cambridge University Press, Cambridge.</p>
<p>Edited books</p> <p>Notes:</p> <p>If the role of an editor (or compiler, reviser, or translator) is of primary importance, list the work using those names in text. Use abbreviations such as ed., eds., trans., rev., comp. and comps.</p>	<p>Components:</p> <p>(role of editor. Editor Surname Year, p. Page No.)</p> <p>Examples:</p> <p>(ed. Brofenbrenner 1974, p. 27)</p> <p>... edited by Brofenbrenner (1974, p. 27)</p>	<p>Components:</p> <p>Editor Surname, Initial (role abbreviation) Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>Example:</p> <p>Brofenbrenner, U (ed.) 2005, <i>Making human beings human: bioecological perspectives on human development</i>, Sage Publications, Thousand Oaks, California.</p>
<p>Chapters in edited books</p> <p>Notes:</p> <p>Reference list:</p> <p>Page numbers are not usually needed in the reference list. If however, page numbers are essential to accurately locate the source, or your lecturer requires their inclusion, they can be presented as the final item of the citation (e.g. p. 10, pp. 19-25, pp. 21-6, pp. 21, 31-5).</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>Termination is considered to be... (Brandt 2002, p. 255)</p> <p>...Brandt (2002, p.255) considers termination to be...</p> <p>Note: Use author of chapter in-text and in reference list</p>	<p>Components:</p> <p>Author of chapter Surname, Author Initial Year, 'Chapter title', in Author/Editor Initial Author/Editor Surname (role abbrev.), <i>Book title</i>, Edition, Publisher, Place of Publication.</p> <p>Example:</p> <p>Brandt, RB 2002, 'Defective newborns and the morality of termination', in J Arthur (ed.), <i>Morality and moral controversies: readings in moral, social, and political philosophy</i>, 6th edn, Prentice Hall, Upper Saddle River, New Jersey, pp. 253-60.</p>

Type	In-text citation	Reference list
<p>Anonymous (no author or editor given)</p> <p>Notes:</p> <p>Use the title in text and in the reference list.</p> <p>Do not use 'Anonymous' or 'Anon'.</p>	<p>Components:</p> <p>(<i>Title</i> Year, p. Page No.)</p> <p>Example:</p> <p>(<i>The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama</i> 1996).</p> <p>...as discussed in <i>The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama</i>, (1996)...</p>	<p>Components:</p> <p><i>Title</i> Year, Publisher, Place of Publication.</p> <p>Example:</p> <p><i>The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama</i> 1996, Routledge/Thoemmes, London.</p>
<p>Conference proceedings/paper</p> <p>Notes:</p> <p>Reference list:</p> <p>For papers collected and published as proceedings, include page numbers at the end of the citation.</p> <p>Further description can be provided after the conference title if useful.</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>Orientation programmes allow... (Smith 1996, p.24).</p> <p>Smith (1996) analyses student behaviour in relation to...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Title of conference paper', <i>Conference Title</i>, Date and Number of the Conference Proceedings, Conference Location, pp. Pages of the Paper.</p> <p>Example:</p> <p>Smith, FL 1996, 'An academic orientation program for commencing students', <i>Proceedings of the Australasian Science Education Research Association</i>, University of Canberra, Canberra, pp.24-6.</p>

Type	In-text citation	Reference list
<p>No personal author. Sponsored by corporate body or organisation</p> <p>Notes:</p> <p>The jurisdiction or country is not usually required for government agencies as it is indicated by the place of publication.</p> <p>Parent bodies precede subdivisions.</p> <p>Abbreviations such as CSIRO may be used in-text. The abbreviation should then be used for all In-text citation of that body and the reference list should provide a cross-reference from the abbreviation to the full organisational title:</p> <p>CSIRO see Commonwealth Scientific and Industrial Research Organisation</p>	<p>Components:</p> <p>(Name of Corporation Year p. Page No.)</p> <p>Example:</p> <p>This particular breed of bird... (World Association of Veterinary Anatomists 1979, p. 27)</p> <p>The Office of the Aboriginal Land Commissioner (2001, pp. 2-3) highlight...</p>	<p>Components:</p> <p>Name of Corporation. Subdivision of Corp. Year, <i>Title</i>, Publisher, Place of Publication.</p> <p>Examples:</p> <p>Office of the Aboriginal Land Commissioner 2001, <i>Urapunga land claim no. 159</i>, Parliamentary paper, Aboriginal and Torres Strait Islander Commission, Canberra.</p> <p>World Association of Veterinary Anatomists. International Committee on Avian Anatomical Nomenclature 1979, <i>Nomina anatomica avium: an annotated anatomical dictionary of birds</i>, Academic Press, London.</p>



Type	In-text citation	Reference list
<p>The same authors or the same name</p> <p>Notes:</p> <p>Reference list:</p> <p>Use the following order - single author entries followed by multiple author entries beginning with the same name (earliest dates first in each case).</p> <p>A long dash (2-em, approximately equivalent to 4-6 hyphens in length) can be used to replace that part of the author entry which is repeated. There is no space immediately after the dash.</p> <p>For two or more works by the same author(s) in the same year, list in alphabetical order by title.</p> <p>Edited works appear after authored works.</p>	<p>Components:</p> <p>(Author Surname Yearletter, p. Page No.)</p> <p>Example:</p> <p>A study suggests... (Lyon & Peters 2002a, p. 215).</p> <p>It can be seen that... (Lyon & Peters 2002b, p. 27).</p> <p>The work of Lyons and Peters illustrates... (Lyon & Peters 2002a, p. 215; 2002b, p. 27; 2008, p. 19).</p> <p>Note: Authors of the same name are distinguished in-text by their initials.</p> <p>Example:</p> <p>The theory was propounded by AE Smith (1981), but has been refuted since (Smith, BR 1985).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>-----Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>-----, Author Surname, Author Initial & Author Surname, Author Initial Year, <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>Examples:</p> <p>Chaffee, J 1991, <i>Thinking critically</i>, 3rd edn, Houghton Mifflin, Boston.</p> <p>-----1998, <i>The thinker's way: 8 steps to a richer life</i>, Little, Brown and Company, Boston.</p> <p>-----, McMahon, C & Stout, B 2002, <i>Critical thinking, thoughtful writing: a rhetoric with readings</i>, Houghton Mifflin, Boston.</p> <p>Lyon, H & Peters, R 2002a, <i>The circus</i>, Elton, Wembley, Australia.</p> <p>-----2002b, <i>Clowns</i>, Elton, Wembley, Australia.</p>
<p>Online books</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Examples:</p> <p>Great essays can be built on three key elements (McClain & Roth 1999, p. 27).</p> <p>McClain and Roth claim that... (1999, p. 27).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year (of creation or last revision), <i>Title</i>, Edition, Publisher, Place of Publication, viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p>Examples:</p> <p>McClain, M & Roth JD 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/uniso/uthernqld/Doc?id=5002145>.</p>

Type	In-text citation	Reference list
<p>Chapters in an online book</p> <p>Notes Use author of chapter in-text and in reference list not book author.</p>	<p>Components: (Author Surname Year, p. Page No.)</p> <p>Example: Evolutionary psychology's critics state that... (Gould 2000, p. 26).</p>	<p>Components: Author of chapter Surname, Author Initial Date (of creation or last revision), 'Chapter title', in Author/Editor Initial Author/Editor Surname), <i>Book Title</i>, Edition, Publisher, Place of Publication, viewed Day Month Year, <URL either full location details or just the main site details>.</p> <p>Example: Gould, SJ 2000, 'More things in Heaven and Earth', in H Rose & S Rose (eds), <i>Alas, poor Darwin: arguments against evolutionary psychology</i>, Harmony Books, New York, viewed 17 January 2005, <http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/uniso_uthernqld/Doc?id=10015543>.</p>
<p>Books downloaded to mobile devices</p>	<p>Components: (Author Surname Year, p. Page No.)</p> <p>Example: The protagonist's journey began... (Ware 2010, p. 36)</p>	<p>Components: Author Surname, Author Initial Year, <i>Title</i>, Edition, Book Platform Version, Publisher, Place of Publication.</p> <p>Example: Ware, C 2010, <i>Cottage by the sea</i>, Kindle version, Sourcebooks Landmark, Naperville, Illinois.</p>



1.2 Journal and newspaper articles

Type	In-text citation	Reference list
<p>Journal article, one author</p> <p>Notes:</p> <p>Reference list:</p> <p>Ideally use both volume and issue numbers when available.</p> <p>If the journal issue has both a number and an identifier such as a Month or quarter, choose one and use it consistently. If there is no volume number, the issue number or identifier should follow the journal title.</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>A 2009 study states that... (Wong pp. 67-69)</p> <p>Culotta's (2008, p. 2) findings suggest that Hobbit skulls are...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Article title', <i>Journal Title</i>, vol. Volume No., no. Issue No., pp. Page Range.</p> <p>Examples:</p> <p>Culotta, E 2008, 'Hobbit skull suggests a separate species', <i>Science Now</i>, no. 677, p. 2.</p> <p>Hay, A 2008, 'Lovely bones: making sense of the Flores find', <i>The Monthly</i>, July, pp. 28-34.</p> <p>Wong, K 2009, 'Rethinking the hobbits of Indonesia', <i>Scientific American</i>, vol. 301, no. 5, pp. 66-73.</p>
<p>Journal article, two or more authors</p> <p>Notes:</p> <p>List all authors in the list of reference list. See section 2 or book examples for citing in-text.</p>	<p>Components:</p> <p>(Author A Surname, Author B Surname & Author C Surname Year, p. Page No.)</p> <p>Example:</p> <p>When dealing with power... (Jones & Jones 1987, p. 16)</p> <p>A Nuclear power study (Gibberd, Snow, & Patel 1991) found that...</p>	<p>Components:</p> <p>Author A Surname, Author A Initial, Author B Surname, Author B Initial & Author C Surname, Author C Initial Year, 'Article title', <i>Journal Title</i>, vol. Volume No., no. Issue No., pp. Page Range.</p> <p>Examples:</p> <p>Gibberd, R, Snow, PT, Rice, PG & Patel, NB 1991, 'Nuclear power at what price?', <i>The Bulletin</i>, vol. 113, June 4, pp. 51-5.</p> <p>Jones, BE & Jones, SR 1987, 'Powerful questions', <i>Journal of Power Engineering</i>, vol. 1, no. 3, pp.10-8.</p>

Type	In-text citation	Reference list
<p>Journal article, no author given</p> <p>Notes:</p> <p>Put the journal title in the author position.</p>	<p>Components:</p> <p>(<i>Journal Title</i> Year, p. Page No.)</p> <p>Example:</p> <p><i>ATSIC News</i> (2002, pp. 51-2) discussed Aboriginal identity as...</p> <p>(<i>ATSIC News</i> 2002, pp. 51-2).</p>	<p>Components:</p> <p><i>Journal Title</i> Year, 'Article title', vol. Volume No., no. Issue No., pp. Page Range.</p> <p>Examples:</p> <p><i>ATSIC News</i> 2002, 'Aboriginal identity and the loss of certainty', vol. 12, no. 3, pp. 50-2.</p>
<p>Newspaper article</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>The drought effects in central Queensland are... (Jeffers & Monty 2010, pp. 16-17).</p> <p>Popham's (1987 p.10).article in the <i>Weekend Australian</i> suggested...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Article title', <i>Newspaper Title</i>, Release Date, p. Page No.</p> <p>Examples:</p> <p>Jeffers, BG & Monty, P 2010, 'Realities for drought', <i>Courier Mail</i>, 21 May, pp. 16-18.</p> <p>Popham, B 1987, 'Saving the future', <i>Weekend Australian Magazine</i>, 7-8 February, p. 10.</p>
<p>Newspaper article (print), no author</p> <p>Notes:</p> <p>If authors are given, use the principles already stated above and provide an entry in the reference list. If there is no author, provide all the details in the in-text citation.</p>	<p>Components:</p> <p>(<i>Newspaper Title</i> Release Date Year, p. Page No.)</p> <p>Example:</p> <p>(<i>Weekend Australian</i> 24-25 Jan. 1987, p. 19)</p> <p>... in the <i>Sydney Morning Herald</i> (24 January 2000, p. 12)</p>	<p>If all of the details are provided in the in-text citation and there is no need for an entry in the reference list.</p>

Type	In-text citation	Reference list
<p>Journal article on the WWW</p> <p>Or</p> <p>Full-text journal article from an electronic database</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>The balance between family and school commitments... (Griffith 1995, pp. 23-5).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Article title', <i>Journal Title</i>, vol. Volume No., no. Issue No., pp. Page Range [if known], viewed Day Month Year, <URL>.</p> <p>Example:</p> <p>Griffith, AI 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>Newspaper (or magazine) article on the WWW</p> <p>Or</p> <p>Newspaper article from an electronic database</p> <p>Notes:</p> <p>No author - put the publication title in the author position.</p> <p>Newspaper articles on the WWW and in electronic databases do require entries in the reference list.</p> <p>Omit 'the' from newspaper titles in In-Text citations</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>(<i>Newspaper</i> Release Date Year)</p> <p>Example:</p> <p>(<i>Economist</i> 15 November 2014)</p> <p>Cleary and Lewis (<i>Australian Financial Review</i> 8 March 2001) reported that...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Article title', <i>Newspaper Title</i>, Release Date, p. Page No., viewed Day Month Year, <URL>.</p> <p>Example:</p> <p>Cleary, P & Lewis, S 2001, 'It's the end of a long boom', <i>The Australian Financial Review</i>, 8 March, viewed 20 February 2005, <http://afr.com/australia/2001/03/08/FFXIM9PU0KC.htm>.</p> <p><i>Economist</i> 2014, 'How young is too young', 15 November, viewed 21 November 2014, <http://www.economist.com/news/international/21632522-laws-teenage-sex-are-converging-so-thinking-about-their-purpose-how-young-too>.</p>



1.3 Web documents and sites

Type	In-text citation	Reference list
<p>Web document</p> <p>Notes:</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> <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>Components:</p> <p>(Author Year, p. Page No.)</p> <p>Example:</p> <p>CASA's approval resulted in... (Anderson 2000).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, <i>Title</i>, Version No., Description of Document, Company/Sponsor Name C/S Location, viewed Day Month Year, <URL>.</p> <p>Examples:</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/ /2000/jan_00/al6_2000.htm>.</p>
<p>Web document (no author)</p> <p>Notes:</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>Components:</p> <p>(<i>Title</i> Year, p. Page No.)</p> <p>Example:</p> <p>A Columbia University workshop illustrates this educational trend (<i>Educating America for the 21st century: developing a strategic plan for educational leadership by Columbia University 1993-2000 (initial workshop draft)</i> 1994, pp. 4-6).</p>	<p>Components:</p> <p><i>Title</i> Year, Version No., Description of Document, Company/Sponsor Name Company/Sponsor Location, viewed Day Month Year, <URL>.</p> <p>Examples:</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 workshop report, Institute for Learning Technologies, Columbia University, viewed 16 May 1995, <http://ariel.adgrp.com/~_ICT/policy/ILT/EdPlan.html>.</p>

Type	In-text citation	Reference list
<p>Web document (no publication date)</p>	<p>Components: (Author Surname n.d., p. Page No.)</p> <p>Example: When discussing internet behaviours, we must... (Sherman n.d., p. 2).</p>	<p>Components: Author Surname, Author Initial n.d., <i>Title</i>, Version No., Description of Document, Company/Sponsor Name C/S Location, viewed Day Month Year, <URL>.</p> <p>Example: Sherman, C n.d., <i>The invisible web</i>, Free Pint Limited, United Kingdom, viewed 27 November 2000, <http://www.freepint.co.uk/issues/080600.htm#feature>.</p>
<p>Web site</p> <p>Notes: To cite a Web site within the text of an assignment, use the name of the person or organisation responsible for the site (author) and the date of the site's creation or most recent update.</p> <p>Web addresses can be given directly in the text using angle brackets(<>) to isolate them from any sentence punctuation.</p>	<p>Components: (Author/Organisation Year)</p> <p>Example: ...a marketing strategy illustrated by the company's website (The Body Shop 2003).</p> <p>... was accessed via The Body Shop (2003) website <http://www.thebodyshop.com.au/></p>	<p>Components: Author Surname or Organisation, Author Initial Year, Company/Sponsor Name C/S Location, viewed Day Month Year, <URL>.</p> <p>Example: The Body Shop Australia 2003, The Body Shop Australia, Mulgrave, Victoria, viewed 31 January 2003, <http://www.thebodyshop.com.au>.</p>

Type	In-text citation	Reference list
<p>Online images</p> <p>Notes:</p> <p>If there is no named author, put the image title first followed by the date.</p> <p>In text, cite author, year and page number (if available). If there is no named author, use the image title or description (in italics) followed by the date.</p> <p>Figure captions should be directly under the image and then followed by an in-text citation. Table captions should be above the table. There must also be an in-text citation if reproducing or adapting data.</p>	<p>Components:</p> <p>(Author/Organisation Year)</p> <p>(<i>Image title</i>, Year)</p> <p>Example:</p> <p>Newfoundland's early charts contained... (Lane & Cook 1775).</p> <p>(<i>The lunar interior</i> 1999)</p> <p>Example:</p> <p>Figure 1: Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report (AC Nielsen 2008)</p>	<p>Templates:</p> <p>Author Surname or Organisation, Author Initial Year, <i>Image title</i>, Document description, Company/Sponsor Name, C/S Location, viewed Day Month Year, <URL>.</p> <p><i>Image title</i> Year, Document description, Company/Sponsor Name, C/S Location, viewed Day Month Year, <URL>.</p> <p>Examples:</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:_von_Neufundland.jpg></p>
<p>Data sets</p>	<p>Components:</p> <p>(Author/Organisation Name Year)</p> <p>Example:</p> <p>The Titanic passengers originating from... (Harrell 2011).</p>	<p>Components:</p> <p>Author Surname or Organisation, Author Initial Year, <i>Title</i>, Description of dataset, data file, Owner/Sponsor Org. Name, Subdivision, Location, viewed Day Month Year, <URL>.</p> <p>Examples:</p> <p>Harrell, F 2011, <i>Data for Titanic passengers</i>, data file, Vanderbilt University, Department of Biostatistics, Nashville, Tennessee, viewed 17 November 2011, <http://biostat.mc.vanderbilt./Main/DataSets/titanic.txt>.</p>

1.4 Reports (government papers, company reports, annual reports, industry reports)

Type	In-text citation	Reference list
Print reports	<p>Components:</p> <p>Author Surname (Year, p. Page No.)</p> <p>Example:</p> <p>Mortimer & Cox (1999, p. 15) reported that...</p> <p>Child protection statistics indicate....(AIHW 2010, p. 7)</p>	<p>Components:</p> <p>Author (person or organisation) Year of publication, <i>Title of Report</i>, Report number (if available), Publisher/Institution, Place of publication.</p> <p>Example:</p> <p>Mortimer, M & Cox, M 1999, <i>Contaminants in mud crabs and sediments from the Maroochy River</i>, Environment technical report no. 25, Queensland Department of the Environment, Brisbane.</p> <p>Australian Institute of Health and Welfare 2010, <i>Child protection Australia 2008-09</i>, Child welfare series no. 47. Cat. no. CWS 35, Australian Institute of Health and Welfare, Canberra.</p>
Report on the WWW	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>The Woolworths Financial Report 2016 confirmed....(Woolworths Limited 2016, p. 69).</p>	<p>Components:</p> <p>Author (person or organisation) Year of publication, <i>Title of Report</i>, Report number (if available), Publisher/Institution, Place of publication, viewed Day Month Year, <URL>.</p> <p>Example:</p> <p>Woolworths Limited 2016, <i>Annual report 2016</i>, Woolworths Limited, Bella Vista, NSW, viewed 10 December 2016, <https://www.woolworthsgroup.com.au/icms_docs/185865_annual-report-2016.pdf>.</p> <p>Australian Bureau of Statistics 2011, <i>Understanding migrant outcomes – enhancing the value of census data, Australia, 2011</i>, cat. no. 3417.0, ABS, Canberra, viewed 3 October 2014, <http://www.abs.gov.au/ausstats/abs@.nsf/PrimaryMainFeatures/3417.0?OpenDocument>.</p>

Type	In-text citation	Reference list
Report from an electronic database	<p>Components: (Author Surname Year, p. Page No.)</p> <p>Example: Sport participation rates are expected to decline.... (Burgio-Ficca 2013, p. 7)</p>	<p>Author (person or organisation) Year of publication, <i>Title of Report</i>, Report number (if available), Publisher/Institution, Place of publication, viewed Day Month Year, <URL>.</p> <p>Burgio-Ficca, C 2013, <i>Sport and camping equipment retailing in Australia</i>, IBISWorld Industry Report G4241, IBISWorld, Melbourne, viewed 26 August 2013, <http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=417>.</p> <p>Commonwealth Bank of Australia 2017. <i>Company profile: Commonwealth Bank of Australia</i>, MarketLine, London, viewed 20 June 2017, <http://advantage.marketline.com/Product?ptype=Companies&pid=7BA5963A-41DF-4F08-9B6E-3DFAF7AF5F4B>.</p>

1.5 Microforms, patents, standards and maps

Type	In-text citation	Reference list
Microform	<p>Components: (Author Surname Year, p. Page No.)</p> <p>Example: Recent studies (Herbert 1987) include revelations that...</p>	<p>Components: Author Surname, Author Initial Year, <i>Title</i>, Publisher Name, Publisher Location, format.</p> <p>Example: Herbert, WG 1987, <i>The Australian beef industry: an overview</i>, Australian Livestock Council, Canberra, microfiche.</p>

Type	In-text citation	Reference list
Patent	<p>Components: (Author Surname/Organisation Year)</p> <p>Example: Solar radiation collectors would... (Connor 2005)</p>	<p>Components: Author Surname or Organisation, Author Initial Year, <i>Title</i>, Patent Country Patent Number.</p> <p>Example: Connor, PM 2005, <i>Collector for solar radiation</i>, Australian Patent 2004243336.</p>
Standard	<p>Components: (Author Surname/Organisation Year)</p> <p>Example: Irrigation machines should be installed in accordance with the operational requirements of... (International Organisation for Standardisation 2003)</p>	<p>Components: Author Surname/Organisation, Author Initial Year, <i>Title</i>, Standard Number, Standard Issuer, Standard Issuer Location.</p> <p>Example: 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.</p>
Online standard	<p>Components: (Author Surname/Organisation Year, p. (Page No.))</p> <p>Example: Security screens in Australia must conform to... (Standards Australia 2003, para. 3).</p>	<p>Components: Author Surname/Organisation, Author Initial Year, <i>Title</i>, Standard Number, Standard Issuer, Standard Issuer Location, viewed Day Month Year, <URL>.</p> <p>Example: 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>.</p>

Type	In-text citation	Reference list
Map	<p>Components: (Author Surname/Organisation Year)</p> <p>Example: The centralisation of Queensland gold resources can be seen around... (Department of Mines and Energy 2007).</p>	<p>Components: Author Surname/Organisation, Author Initial Year, <i>Title</i>, Description of the map, Map Sponsor/Organisation, Map Sponsor/Org Location.</p> <p>Example: Department of Mines and Energy 2007, <i>Queensland gold resources</i>, Australia 1:3 000 000 geological series, sheet 9986, Department of Mines and Energy, Brisbane, Queensland.</p>
Online map	<p>Components: (Author/<i>Title</i> Year)</p> <p>Example: The businesses located around the intersection at... (<i>Logan Central QLD</i> 2010).</p>	<p>Components: Author Surname/Organisation, Author Initial Year, <i>Title</i>, Description of the map, Map Sponsor/Organisation, Map Sponsor/Org Location, viewed Day Month Year, <URL>.</p> <p><i>Title</i>, Description of the map, Map Sponsor/Organisation, Map Sponsor/Org Location, viewed Day Month Year, <URL>.</p> <p>Example: <i>Logan Central QLD</i> 2010, street map, Google maps, Australia, viewed 10 August 2010, <http://maps.google.com.au/maps?h1=en&tab=w1>.</p>
Digital Maps and Spatial Science Collection	<p>Components: (Author/<i>Title</i> Year)</p> <p>Example: The dam's catchment area covers... (Department of Natural Resources and Water 2004).</p>	<p>Components: Author Surname/Organisation, Author Initial Year, <i>Title</i>, Description of the map, Map Sponsor/Organisation, Map Sponsor/Org Location, viewed Day Month Year, <URL>.</p> <p>Example: Department of Natural Resources and Water 2004, <i>Declared catchments of dams</i>, Department of Natural Resources and Water, Queensland, viewed 18 September 2008, <http://course readings.usq.edu.au/services/spatial.php>.</p>

1.6 Audiovisual examples

Type	In-text citation	Reference list
DVD Or Video Or Motion Picture	<p>Components: (<i>Title</i> Year).</p> <p>Example: The film's central thesis assumes that audiences... (<i>Fahrenheit 9/11</i> 2004).</p>	<p>Components: <i>Title</i> Year, format, Publisher Name, Publisher Location. Special credits/Other description.</p> <p>Example: <i>Fahrenheit 9/11</i> 2004, DVD, Columbia TriStar Home Entertainment, Culver City, California. Written, produced and directed by Michael Moore.</p> <p><i>Grumpy meets the orchestra</i> 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.</p> <p><i>Sunday too far away</i> 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd.</p>
Television program Or Radio program	<p>Components: (<i>Title</i> Year).</p> <p>Example: The program included frequent references to... (<i>What are we going to do with the money?</i> 1997).</p>	<p>Components: <i>Title</i> Year, format, Publisher Name, Publisher Location, Date Aired.</p> <p>Example: <i>What are we going to do with the money?</i> 1997, television program, ABC Television, Sydney, 8 August.</p>
CD-ROM	<p>Components: (<i>Title</i> Year)</p> <p>Example: Users are directed to navigate... (<i>Australia through time</i> 1994).</p>	<p>Components: <i>Title</i> Year, CD-ROM, Publisher Name, Publisher Location.</p> <p>Example: <i>Australia through time</i> 1994, CD-ROM, Random ROM in assoc. with the ABC, Sydney.</p>





1.7 Legislation and legal authorities

Legislation is only included in a list of references if it is important to the understanding of the work (listed separately under the subheadings 'Legislation' and 'Legal Authorities').

The titles of pieces of legislation should be cited exactly. Neither spelling nor capitalisation 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).

Legal authorities (cases) are only included in a list of references if they are important to the understanding of the work under the subheading 'Legal authorities'.

Legislation viewed in an annotated legislation textbook is cited in Legislation format, not Book format, unless referring to the editorial commentary/analysis, rather than the legislative provision.

Source: Summers, J 2014, *Communication skills handbook*, 4th edn, Wiley, Milton, Qld. Shelf number 808.02 Fac.

Type	In-text citation	Reference list
Acts	<p>Components: (<i>Title</i> Year)</p> <p>Example: The Act stipulates... (<i>Copyright Act</i> 1968).</p>	<p>Components: <i>Title of the Act</i> Year (Jurisdiction)</p> <p>Examples: <i>Copyright Act</i> 1968 (Cwlth) <i>Anti-Discrimination Act</i> 1991 (Qld)</p>
<p>Bills</p> <p>Notes: No italics</p>	<p>Components: (Title Year)</p> <p>Example: Efforts to legislate against... (<i>Anti-terrorism Bill</i> 2004).</p>	<p>Components: Title of the Bill Year (Legislative Body)</p> <p>Example: Anti-terrorism Bill 2004 (House of Representatives)</p>

Type	In-text citation	Reference list
<p>Legal authorities (cases)</p> <p>Notes:</p> <p>In the citation of criminal cases in which the Crown is the prosecutor, "R" is used.</p> <p><i>R v. Australian Broadcasting Tribunal</i> (1980) 144 CLR 13</p> <p>However, if the Crown is the respondent in a criminal appeal, the order is reversed and <i>The Queen</i> given in full. <i>Pearce v. The Queen</i> (1998) 194 CLR 610</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.</p> <p><i>Mabo v. The State of Queensland</i> (1992) 175 CLR 1 (the <i>Aboriginal Land Rights Case</i>)</p>	<p>Components:</p> <p>(<i>Case Party v. Case Party</i> (Year) Reference Details Volume Number at Page No.)</p> <p>Example:</p> <p>Precedent exists for... (<i>Carey v. Price</i> (2005) 132 ALR 255).</p> <p>In <i>McDonald's Corporation v. Joburgers Drive-Inn Restaurant (Pty) Ltd</i> (1996) 36 IPR 11 at 20, Joburgers argued that...</p>	<p>Components:</p> <p><i>Case Party v. Case Party</i> (Year) Reference Details Volume Number at Page No.</p> <p>Examples:</p> <p><i>Carey v. Price</i> (2005) 132 ALR 255.</p> <p><i>The Commonwealth v. The State of Tasmania</i> (1983) 158 CLR 1; (1983) 57 ALJR 450; (1983) 46 ALR 625 (the Tasmanian Dam Case).</p> <p><i>McDonald's Corporation v. Joburgers Drive-Inn Restaurant (Pty) Ltd</i> (1996) 36 IPR 11 at 20.</p>

1.8 Unpublished works

Type	In-text citation	Reference list
<p>Personal communications</p> <p>Notes: Personal communications are not included in the list of references at the end.</p> <p>Personal communications can include things such as letters, memos, emails, facsimiles, interviews, informal conversations, telephone calls and lecture presentations.</p>	<p>Components: (Correspondent Surname, Corr. Initial Year, pers. comm., Day Month).</p> <p>Example: (Ayers, RN 1991, pers. comm., 2 July). MK Larsen (1983, pers. comm., 1 May) said... On 20 July 2006, Ms A Brown (pers. comm., 15 October) confirmed ...</p>	<p>All of the details are provided in the in-text citation and there is no need for an entry in the reference list.</p>
<p>Theses, papers and abstracts</p> <p>Notes: In Reference List do not italicise title</p>	<p>Components: (Author Surname Year, p. Page No.)</p> <p>Example: In his data structures thesis, he discussed... (Langdon 1996, p. 2). Humans entered the northern forests in... (Bouchert, 2002, pp. 4-6).</p>	<p>Components: Author Surname, Author Initial Year, 'Title', Type of Document, Publication Institution, Pub. Inst. Location.</p> <p>Example: Langdon, WB 1996, 'Data structures and genetic programming', PhD thesis, University College, London. Bouchert-Bert, L 2002, 'When humans entered the northern forests: an archaeological and palaeoenvironmental perspective', MA dissertation, University of Calgary. 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. 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>



Type	In-text citation	Reference list
<p>Manuscripts</p> <p>Notes:</p> <p>If it is difficult to provide details about the location of a manuscript, be systematic.</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>Mayan stone tools were found... (Abramiuk 2002).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Title', in possession of the author/Possessor Name, Possessor Location.</p> <p>Examples:</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, DE 1917, 'My journey to Khartoum', in possession of MA Adams, Adelaide.</p> <p>Joyce, TA 1931, 'Report of the British Museum expedition to British Honduras, 1931', in possession of the Central Archives of the British Museum.</p>

1.9 USQ course materials

Type	In-text citation	Reference list
<p>Lecture notes and handouts</p> <p>Note:</p> <p>Treat like personal communication (i.e. not included in the list of references) if they are your own notes or unpublished.</p> <p>No authors listed - put the title in the author position.</p>	<p>Components:</p> <p>(Author Surname Year)</p> <p>(<i>Course Code Document Title Year</i>)</p> <p>Example:</p> <p>The financial focus of these events... (Stevens, 2004).</p> <p>(<i>ACC5003 NIA advanced financial accounting: course notes, 2004</i>)</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, <i>Course CODE Course document title</i>, Uni. Name, Uni. Location</p> <p><i>Course Code Document Title</i>, Uni. Name, Location</p> <p>Example:</p> <p><i>ACC5003 NIA advanced financial accounting: course notes 2004</i>, University of Southern Queensland, Toowoomba.</p> <p>Stevens, J 2004, <i>ECO2640 Applied econometrics: course notes</i>, University of Southern Queensland, Toowoomba.</p>

Type	In-text citation	Reference list
<p>Customised publications</p> <p>Note:</p> <p>Same style as equivalent publication types with – Custom Book edn – before the publisher details.</p> <p>If page numbers are required in text, use the custom publication page numbers, not the page numbers from the original publication.</p>	<p>Components:</p> <p>(Author Surname/Organisation Year, p. Page No.)</p> <p>Example:</p> <p>The staff resource in late capitalism is... (Dessler & Tan 2010, pp. 5-6).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Title', in Author/Editor Surname, Initial (role abbrev.), <i>Title</i>, Edition, Publisher, Place of Publication.</p> <p>Example:</p> <p>Dessler, G & Tan, CH 2010, 'Human resource management: an Asian perspective', in K Southey (comp.), <i>Staffing and remuneration: strategy and practice</i>, Custom Book edn, Pearson, Frenchs Forest, New South Wales.</p>

Type	In-text citation	Reference list
<p>Online course materials</p> <p>Notes:</p> <p>Follow the requirements for Web documents previously outlined.</p> <p>You can use either, the full location URL, or just the main site details (be consistent). When using just the main site URL, it may be necessary to include additional information, such as the course number, to facilitate retrieval of the item.</p>	<p>Components:</p> <p>(Author Surname Year)</p> <p>(<i>Course Code Document Title Year</i>)</p> <p>Example:</p> <p>Unstable strata effecting foundation... (Ghabraie 2011).</p> <p>The final module (<i>ACC5202 Accounting: module 11 solutions S1</i> 2011) directed users to...</p> <p>As heard in the second lecture... (Stilgoe 2011).</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, <i>Title</i>, Course CODE, Description of the material, Uni. Name Uni. Location, viewed Day Month Year, <URL>.</p> <p>Example:</p> <p>Ghabraie, K. 2011, <i>In situ stresses</i>, CIV2403, University of Southern Queensland, Toowoomba, viewed 14 November 2011, <http://usqstudydesk.usq.edu.au>.</p> <p>Hingst, R 2010, <i>Self awareness activity</i>, MGT1200, University of Southern Queensland, Toowoomba, viewed 11 November 2011, <http://usqstudydesk.usq.edu.au>.</p> <p>If the item has no obvious author, put the course CODE and title in the author position:</p> <p><i>ACC5202 Accounting: module 11 solutions S1</i> 2011, University of Southern Queensland, Toowoomba, viewed 11 November 2011, <http://usqstudydesk.usq.edu.au>.</p> <p>Audio and video (including Breeze presentations):</p> <p>Stilgoe, B 2011, <i>Lecture 2 audio</i>, podcast, CLI2201, University of Southern Queensland, Toowoomba, accessed 14 November 2011, <http://usqstudydesk.usq.edu.au>.</p>



Type	In-text citation	Reference list
<p>Online course readings</p> <p>Notes:</p> <p>Use the same template styles as online books, online book chapters, and online journal articles, depending on the course reading format. Use the USQ URL for the resource.</p>	<p>Components:</p> <p>(Author Surname Year, p. Page No.)</p> <p>Example:</p> <p>(Tuczay 2005, pp. 16-9)</p> <p>Tuczay (2005, pp. 16-9) states that...</p>	<p>Components:</p> <p>Author Surname, Author Initial Year, 'Title', in Author/Editor Surname, Initial (role abbrev.), <i>Title</i>, Edition, Publisher, viewed Day Month Year, <URL>.</p> <p>Example:</p> <p>Tuczay, C 2005, 'Trance, prophets and diviners in the Middle Ages', in E Pocs (ed.), <i>Communicating with the spirits: Christian demonology and popular mythology</i>, Central European University Press, Budapest, viewed 13 July 2006, <http://usqstudydesk.usq.edu.au>.</p>

1.10 Lists, weblogs, wikis, podcasts and software

Type	In-text citation	Reference list
<p>Personal email</p> <p>Notes:</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> <p>Email addresses should never be cited without the permission of the owner of the address.</p>	<p>Components:</p> <p>(Sender Surname Year)</p> <p>Example:</p> <p>Early correspondence pertained to planning (Davis 2002).</p>	<p>Components:</p> <p>Sender Surname, Sender Initial Year, email, Day Month of sending, email address.</p> <p>Example:</p> <p>Davis, A 2002, email, 24 April, davis@unitc.edu.au.</p>

Type	In-text citation	Reference list
<p>Lists, groups, and bulletin boards</p> <p>Notes: If text is long include page or paragraph numbers in In-text citation</p>	<p>Components: (Author Surname Year)</p> <p>Example: Advantageous uses of social media include... (Wilson 2003, para. 4)</p>	<p>Components: Author Surname, Author Initial Author's details - usually an email address Year, 'Post title', description of posting area, Discussion list Owner/Host, viewed Day Month Year, <URL>.</p> <p>Example: 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>.</p>
<p>Weblogs</p>	<p>Components: (Author Surname/Alias Year)</p> <p>Example: Observations from Liberals can be... (Norton 2008).</p>	<p>Components: Author Surname/Alias, Author Initial Year, <i>Weblog title</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>
<p>Weblog posts</p>	<p>Components: (Author Surname/Alias Year)</p> <p>Example: Beijing Olympic preparations have... (McGarry 2008).</p>	<p>Components: Author Surname/Alias, Author Initial Year, 'Weblog post title', <i>Weblog Title</i>, format, Day Month of post, viewed Day Month Year, <URL>.</p> <p>Example: 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>

Type	In-text citation	Reference list
Video Weblog posts (e.g. YouTube)	<p>Components: (Author Surname/Alias Year)</p> <p>Example: One of the worst materials selections in engineering projects (Aubummoney 2011).</p>	<p>Components: Author Surname/Alias, Author Initial Year, <i>Weblog post title</i>, format, viewed Day Month Year, <URL>.</p> <p>Example: Aubummoney 2011, <i>Top 7 engineering disasters in materials selection</i>, online video, viewed 17 November 2011, <http://www.youtube.com/watch?v=h8pQMuswWJ0>.</p>
Wikis	<p>Components: (<i>Title of Wiki</i> Year)</p> <p>Example: The contingencies included... (<i>Quantitative Archaeology Wiki</i> 2007).</p>	<p>Components: <i>Title of Wiki</i> Year (of article), 'Article title', format, Day Month (of article), viewed Day Month Year, <URL>.</p> <p>Example: <i>Quantitative Archaeology Wiki</i> 2007, 'Contingency tables', wiki article, 26 March, viewed 17 September 2008, <http://wiki.iosa.it/dokuwiki/contingency_tables>.</p>
<p>Podcasts</p> <p>Notes: For audio podcasts use "accessed" For visuals podcasts use "viewed"</p>	<p>Components: (<i>Title of podcast</i> Year)</p> <p>Example: A National Geographic podcast stated that the expedition was... (<i>Pandi River expedition</i> 2008).</p>	<p>Components: <i>Title of podcast</i> Year, format, Name of Host/Sponsor, Place of Host/Sponsor, Day Month (of podcast), accessed/viewed Day Month Year, <URL>.</p> <p>Example: <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.htm>.</p>

Type	In-text citation	Reference list
<p>Streaming videos/audio</p>	<p>Components: (<i>Title of stream</i> Year)</p> <p>Example: Current industry guides (<i>Wound management: a nurses guide</i> 2010) instruct nurses to...</p>	<p>Components: <i>Title of stream</i> Year, format, Name of Host/Sponsor, Place of Host/Sponsor, viewed/accessed Day Month Year, <URL>.</p> <p>Example: <i>Wound management: a nurses guide</i> 2010, online video, VEA, Bendigo, viewed 16 November 2011, <http://vea.com.au/vLearn/Player/VEcGo2vy.aspx>.</p>
<p>Software (including tools and applications)</p> <p>Notes: Provide references for specialized software (not standard software). Include the version number if applicable.</p>	<p>Components: (<i>Title</i>, Year) (Creator/Organisation Year)</p> <p>Example: These graphs illustrate... (<i>Moneyville</i> 2008). When completing the second phase of the cave puzzle... (Scott 2011).</p>	<p>Components:</p> <p>Software accessed online: <i>Title</i> Year, computer software, Creator/Organisation, Creator Org. Location, accessed Day Month Year, <URL>.</p> <p>Non-standard software downloaded to or installed on a device: Creator/Organisation Year, <i>Title</i>, version Version No., computer software, Creator Organisation, Creator Org. Location.</p> <p>Example:</p> <p>Software accessed online: <i>Moneyville</i> 2008, computer software, Northern Bank, Belfast, accessed 24 November 2011, <http://moneyville.co.uk>.</p> <p>Non-standard software downloaded to or installed on a device: Scott, C 2011, <i>Treasure hunt - the interactive boardgame</i>, version 1.1, computer software, Logic Rewired, Canberra.</p>



2 How to cite references within the text of an assignment

When you use another's ideas you should immediately acknowledge your sources. Always give the surname of the author and the date of publication. Use the author-date method of citation for quotations and paraphrasing.

2.1 Quotes

Quotations or quotes are when you use the exact words of another author. Quotations must always be referenced with page numbers and appear in quotation marks (' ').

2.2 Paraphrasing

Paraphrasing is when you summarise the ideas, concepts, or words from the work of one or more authors.

Please note: changing only a few words from another author does not constitute paraphrasing.

2.3 In-text

Type	Examples
If you are referring to the general theme of a work	Carlson (1981) obtained results which... A recent study (Carlson 1990).
When to include page numbers Sometimes it is necessary to provide page numbers, for example when paraphrasing or referring to information or an idea that can be located on a particular page, quoting or referring to images, figures, or data Referring to multi-volume works	Soil layers below the well tip contribute relatively little water (Kozeny 1988, pp. 223-4). Kozeny (1988, pp. 223-4) found soil layers below the well tip contributed little. (James 1999, vol. 1, p. 26; vol. 3, pp. 39-41).
Direct quotations Brief quotations (about 30 words or less) can be included in text. Use single quotation 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).

Type	Examples
<p>Lengthy quotations are given in separate paragraphs which are usually indented from the text margin and set in smaller type. No quotation marks are used. Citations are as above.</p>	
<p>When there are no page numbers or when referring to sections, equations, or other elements</p> <p>For sources that don't include page numbers, such as many electronic books and web resources, try to be as precise as possible where it is practical to do so.</p> <p>This level of detail may not be possible, or suitable, for all formats (e.g. audio, video, images, maps, etc. or even very short documents).</p> <p>Referring to sections, equations or other elements from a source.</p> <p>For most plurals, simply add an "s" and drop the full stop</p>	<p>Tipton and Krause (2007, ch. 2, para. 1) state: 'Increased corporate ...' (Beutler 2000, Preface, para. 1) (Xerox Corporation 1999, para. 5)</p> <p>(<i>Fahrenheit 9/11</i> 2004)</p> <p>(<i>Module 1: the accounting environment</i> 2011, slide 1)</p> <p>(Spiegel 2000, sec. 2) (Warren 2006, eq. 3) (Ellis 1984, fig. 6)</p> <p>Ch. to chs, para. to paras, fig. to figs</p> <p>Exceptions include: fnn. (footnotes), ll. (lines), pp. (pages), rr. (regulations) and ss. (sections).</p>
<p>Citations from secondary sources</p> <p>Note: In the reference list provide the details of the author who has done the citing</p> <p>Details of the work of the author being cited - in this example, Brown - can be included if useful or of interest (but is not necessary).</p>	<p>Brown (cited in Smith 1995, p. 99) reported ... (Brown, cited in Smith 1995, p. 99)</p>

Type	Examples
	Smith, J 1995, ...
<p>Using images, figures, and tables</p> <p>Figure captions should be directly under the image and then followed by an in-text citation.</p> <p>Table captions should be above the table. There must also be an in-text citation if reproducing or adapting data.</p>	<p>Figure 1: Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report (AC Nielsen 2008, p. 1)</p>
<p>More than one work cited</p> <p>Alphabetical presentation is recommended.</p>	(Haddon 1969; Larsen 1971, pp. 99-101)
<p>Personal communications</p> <p>Personal communications can include things such as letters, memos, emails, facsimiles, interviews, informal conversations, telephone calls and lecture presentations. Initials are included</p> <p>Full details of the date (Day, Month, Year) should be provided in the text</p> <p>Note: Personal communications are not included in the list of references at the end</p>	<p>(Ayers, RN 1991, pers. comm., 2 July).</p> <p>MK Larsen (1983, pers. comm., 1 May) said...</p> <p>On 20 July 2006, Ms A Brown confirmed ...</p>
<p>Encyclopaedias and dictionaries (if no author is evident)</p> <p>Note: There is then no need for an entry in the reference list.</p>	<p><i>The concise Oxford dictionary of current English</i> (1990, p. 334) defines it as ...</p> <p><i>(The Cambridge encyclopaedia of the English language</i> 1995, p. 334)</p>
<p>Unknown or uncertain dates</p>	<p>No publication date - Donovan (n.d.) revealed ...</p> <p>Approximate publication date - Harris (c. 1751, p. 117) said ...</p> <p>Doubtful publication date - Hawkins (1886?)</p> <p>Unpublished work - (Crowley, unpub.) Crowley (unpub.) argues that...</p> <p>Not yet in the process of being published - Tomasi (forthcoming)</p> <p>Currently in the process of being published - Nisbet (in press)</p>

Type	Examples
<p>Sacred texts</p> <p>Details of sacred texts are not usually included in a list of references.</p>	<p>Psalm 23:6-8</p>
<p>Motion pictures, videos, DVDs, CD-ROMs, television, and radio programs</p> <p>In-text references should contain the title (in italics) and date of production.</p>	<p><i>Strictly ballroom</i> (1992)</p> <p>(<i>Understanding the GNP</i> 1982)</p>
<p>Legislation</p> <p>Legislation is only included in a list of references if it is important to the understanding of the work (listed separately under the subheadings 'Legislation' and 'Legal Authorities').</p> <p>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.</p> <p>There are two ways of clarifying jurisdiction. For works referred to infrequently, make it obvious in the text.</p> <p>Otherwise, place information in brackets and in roman script after the date.</p> <p>Acts of the parliaments of other nations should be presented in roman script.</p> <p>Bills are presented in roman type because they are, in effect, 'unpublished' at that stage.</p>	<p>... the <i>Environment Protection (Impact of Proposals) Act 1974</i> ...</p> <p>... the Environment Protection (Impact of Proposals) Act ...</p> <p>Victoria's <i>Equal Opportunity Act 1995</i> prohibits ...</p> <p>... the <i>Copyright Act 1968</i> (Cwlth) ...</p> <p>... the <i>Anti-Discrimination Act 1991</i> (Qld) ...</p> <p>... The Sale of Foods Act 2000 (UK) ...</p> <p>... the Regulation of Genetic Material Bill 2000 ...</p>



Type	Examples
<p>Creative Commons</p> <p>For items with a Creative Commons Licence, see the USQ Creative Commons Website for more information.</p> <p>Information about the Creative Commons Licence is entered directly after the item is used, within your assignment.</p> <p>There is no need to include Creative Commons licensing information in your list of references at the end of your assignment. Reference the item as you would normally, according to its format. Information about Creative Commons Licences is to be included with your In-text citation only.</p>	<p>... (Zawacki-Richter, Hanft & Backer 2011, p. 2). Used under a Creative Commons Attribution 3.0 (http://creativecommons.org/licenses/by/3.0/).</p>

3 Additional help

3.1 Helpful hints for Web documents

You must specify the date on which you accessed the item, since Web documents can change or disappear at any time. 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.

3.2 Need additional help applying these guides?

Contact the Library or refer to:

Style manual for authors, editors and printers 2002, 6th edn, Wiley Australia. Shelf number 808.02 Sty.

Summers, J 2014, *Communication skills handbook*, 4th edn, Wiley, Milton, Qld. Shelf number 808.02 Fac.

Please note: The Library is not responsible for checking lists of references. We can, however, refer you to our referencing guides and the published manuals listed to help you ensure the accuracy of your referencing.



3.3 Assignment formatting

For information on assignment formatting refer to your course outline or see:

Summers, J 2014, *Communication skills handbook*, 4th edn, Wiley, Milton, Qld. Library shelf\call number is 808.02 Fac. Copies held Toowoomba, Ipswich and Springfield

3.4 Assignment help

Help with assignment writing and referencing is also available from The Learning Centre.