CQUniversity
AUSTRALIA

An Abridged Guide to the

Harvard Referencing Style

Academic Learning Centre
Academic Communication

The Abridged Guide to the Harvard Referencing Style (author-date) is based on

Commonwealth of Australia 2002, *Style manual: for authors, editors and printers*, 6th edn, John Wiley & Sons Australia, Milton, Qld.

This document can be found on CQUniversity's referencing Web site at
http://www.cqu.edu.au/referencing (click on Harvard).

Other information about academic writing is available via the Academic Learning Centre's Moodle site.

Maintained by Academic Learning Services Unit

Edition T1 2014

Published by CQUniversity Australia

COMMONWEALTH OF AUSTRALIA

CQUniversity CRICOS Codes: 00219C – Qld; 01315F – NSW; 01624D – Vic

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Why reference/cite?

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

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

How to reference

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

1. The author and the date are referred to in the text or main body of your writing (called **in-text** referencing or **citing**).
2. All of the resources referred to in the body of the writing are included in the **reference list** at the end of the assignment. All information is included in this list: author, date, title of publication, publisher and place of publication.

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

- the author's surname (family name)
- the year of publication
- page numbers when **directly quoting** or **closely paraphrasing** an author's words/material or **referring to specific information on a particular page**
- correct punctuation and spacing.

In-text references

There are two ways of referencing in-text: author prominent and information prominent.

Author-prominent

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

Direct quote example

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

Note: *Include the page number when **quoting** the author's exact words.*

Paraphrase example

> According to Unterhalter (2007, p. 5), equal treatment of the genders in education should be the goal of every just society.

Note: *Include the page number when **citing information from a specific page**. This is particularly important when citing a lengthy document.*

Information-prominent

The other way of referencing gives prominence to the information, with all the required referencing details given in brackets after the citation.

Direct quote example

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

Note: *Include the page number when **quoting** the author's exact words.*

Paraphrase example

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

Note: *Include the page number when **citing information from a specific page**. This is particularly important when citing a lengthy document.*

When to include a page number

You do not need to use a page number if you are summarising the general themes of a document in your own words.

Include the page number when **quoting** the author's exact words. When **paraphrasing**, providing a page number is optional. It is recommended you provide a page number when it would help your reader find the exact source of your paraphrase (e.g. references to a **specific sentence, paragraph, chapter, table or chart**).

What is plagiarism?

Plagiarism is the intentional use of someone else's ideas, words or concepts in your assignment work without appropriate acknowledgment. It is considered serious misconduct at university and should be avoided at all times. CQUniversity has a policy on plagiarism and

you are strongly encouraged to familiarise yourself with it. The following URLs will lead you to:

CQUniversity's Plagiarism Procedures
http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1244

Student Misconduct and Plagiarism policy
http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1245

Committing plagiarism can carry very serious penalties for students, including expulsion from the university.

For help avoiding plagiarism, see the Academic Learning Centre's Academic Integrity and Plagiarism module, available from the home page of the ALC's Moodle site.

Paraphrasing

Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text reference to show that the material comes from another source.

When you reference a paraphrase in text, you must provide the author and year of publication. You may also provide the page number, if you think it would be helpful to your reader. In other words, providing a page number for a paraphrase is optional.

Quoting

Short quotations

Single quotation marks are used around direct quotes of fewer than 30 words. When quoting, you must give the author's exact words.

Short quotations (fewer than 30 words) should:

- be incorporated into your sentence without disrupting the flow of your paragraph
- have single quotation marks
- have the full stop after the reference if the quote is information prominent (brackets close the sentence)
- have the full stop sitting after the close of the quote if the quote finishes the sentence (see below)
- be in the same font size as the rest of the assignment.

Incorporating a quote into your sentence —information-prominent

Although students are initially nervous, 'when students conquer the challenging initial days of the program, they begin to settle into a routine' (Doyle 2006, p. 86).

Incorporating a quote into your sentence—author-prominent

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

Note: *When an upper-case letter starts a quote which comes in the middle of a sentence, it is acceptable to change the upper-case letter to a lower-case letter so that it fits with the grammar of your sentence (unless the word is a proper noun).*

Long quotations

Long quotations (30 words or more) should:

- be introduced in your own words
- not have any quotation marks
- begin on a new line
- be fully indented by default (i.e., 1.27 cm) from the left margin
- be in single line spacing
- be in a smaller font. That is, use one font size smaller than the font you are using, for example, Times New Roman 12 is reduced to Times New Roman 11 for a long quote, while Arial 11 is reduced to Arial 10.

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

Note: *For a long information-prominent quotation, the full stop goes after the quote and before the in-text reference, as shown in the example below.*

Example of a long quote—information-prominent:

> Though many may recoil from making their private lives public in digital spaces, there are obvious benefits for young people:
>
> > The public life is fun. It's creative. It's where their friends are. It's theatre, but it's also community: in this linked, logged world, you have a place to think out loud and be listened to, to meet strangers and go deeper with friends. (Nussbaum 2007, p. 27)

Example of a long quote—author-prominent:

> Rowan (2001, p. 39) summarises the effects of a limited world view when she states that:
>
> > This poses a real challenge for educators. In many cases, we are drawing on educational resources, or curriculum documents which are in themselves fairly narrow in the view of the world they represent. This helps to make this view seem natural and normal.
>
> If educators have a limited world view they will be unaware of the gaps in texts.

Note: *If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots). If you need to add a word or words to a quotation, put them in square brackets.*

Quote within a quote

When a quote appears within a quote use double quote marks. For example:

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

Quoting incorrect spelling, punctuation or grammar from an original source

Direct quotations must be accurate. So, if there is any incorrect spelling, punctuation or grammar in the quote insert the word sic, italicized and square bracketed, straight after the error in the quotation. For example: 'the building inspector estimated that there [*sic*] house was a fire hazard' (Wilson 2013, p. 32).

Page numbers

Always give the page number for a direct quotation, or when referring to a specific diagram, table or chart. When paraphrasing, providing a page number is optional.

The word "page" is abbreviated to p. If there are two or more pages, use pp. For example: (Smith 2012, p. 6), or (Smith 2012, pp. 12-15).

The following examples illustrate the different styles of punctuation used when citing page numbers that are not consecutive, that are consecutive, or that are from a document that does not have page numbers (as with many Web sites):

One page referred to	(Priest 2006, p. 4)
Pages that are not in sequence	(Owens 2009, pp. 1, 4 & 6)
Pages that are in sequence	(Warnock 2012, pp. 25–26)
Pages from an unnumbered document	(Pickering & McMahon 2010, para. 3)

Quoting online material that has no page numbers

Normally, direct quotations are cited with author, year and page number in brackets but many electronic sources do not provide page numbers. In this case, if there are paragraph numbers, use the paragraph number in place of the page number, with the abbreviation para. For example:

A BP spokesman reported that 'The new construction includes a containment cap with a built-in "blow-out preventer", the device that failed to cut off the oil flow' (Mann 2010, para. 4).

If neither page nor paragraph numbers are given, it is acceptable to leave them out even for a direct quote as most electronic material is searchable, so readers are able to find the quoted material for themselves.

Use of 'et al.'

For references with **two or three authors**, give all authors' names in every in-text reference.

For references with **four or more authors,** list only the first author's name followed by 'et al.' (which stands for 'and others') in your in-text references. For example: (Chaffee et al. 2000).

Note: *et al. should not be in italics and there should always be a full-stop after al.*

Difference between a reference list and a bibliography

A reference list includes all the sources of information that have been cited in-text in a piece of work and is located at the end of the piece of work and arranged in alphabetical order.

A bibliography lists all works consulted when preparing a piece of work, whether or not the works have been cited in the document. This means that all the works referred to within the document as well as all works consulted but not referred to would appear in the bibliography in alphabetical order. Unless your assignment instructions specifically request a bibliography, a reference list is generally all that is required.

Capitalisation

Harvard style uses minimal capitalisation for the titles of books, book chapters, journal articles, reports and Web sites, but maximal capitalisation for the titles of journals and other periodicals.

Table 1: Capitalisation

Minimal capitalisation	Only the first word in the titles of books, chapters, journal articles and Web sites is capitalised, regardless of how it is capitalised in the original title.
	Authors' names and initials, journal titles and the names of publishing firms and business or organisations are always capitalised.
	If the title of the article, book or chapter contains a colon, the first word after the colon should not be capitalised unless it is a proper name. For example:
	Jones, B 1999, The history of rock: John Lennon, Zen Publishing, London.

Maximal capitalisation	For the titles of periodicals (journals, magazines and newspapers), capitalise the first word and also any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or'). For example: *The Journal of Sociology*.

Use of city, state, and country location information

For most print sources, the **place of publication** should be provided in the reference list (along with the author, year, title and publisher of the work). This refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed city.

If the place of publication is little-known, provide the state as well. For example: St Lucia, Qld.

If the place of publication could be confused with another city of the same name, provide additional information to clarify the location. This may take the form of either the state or the country. For example: Cambridge, UK.

Formatting your reference list

The reference list begins on a new page. It should be the last page of your assignment (unless you have appendices, which go after the reference list). The reference list is left-margin aligned, is done in single line spacing and uses the same font as the text of the assignment. Leave a blank single-line space after each reference. **You can find an example at the end of this guide.**

The title of your reference list should be **References** and it should be:

- bold
- left aligned
- in the same font style and size as the document.

Note: *In Harvard style, headings are neither underlined nor punctuated*.
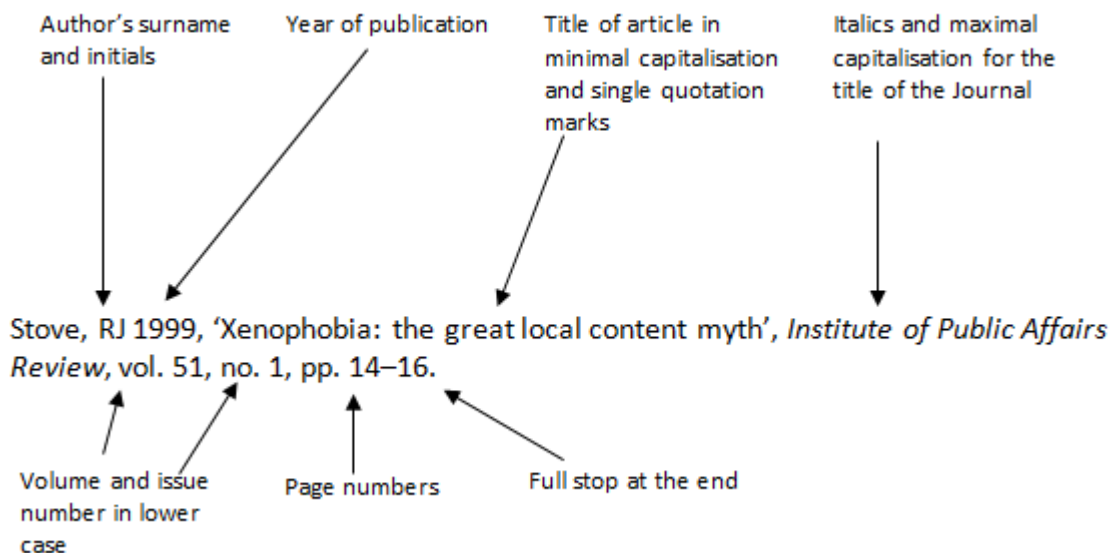
Some further tips for organising your reference list include the following:

1. The reference list is arranged in alphabetical order according to the author's family name (surname). (*Do **not** use numbers, letters or bullet points to begin each entry.*)
2. Any reference that starts with a number (e.g., 3D Networks 2007, *Delivering on performance and investment,* viewed 15 July 2010, http://www.3dnetworks.com/) precedes the alphabetical listing and is listed numerically.

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

4. If a source is authored by an organisation rather than an individual, list it alphabetically according to the organisation's name. For example: CSIRO or Education Queensland.

5. If there is no author or sponsoring body, list the reference alphabetically according to the title of the article itself. The whole title of the resource must appear, but **when listing** alphabetically, ignore words such as 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised under 'A' for 'Australian'. Be wary of using resources with no identified author.

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

7. If references by the same author have been published in the same year, list them alphabetically according to the title of the book/article and add a lower-case letter to the date, both in the in-text reference and in the reference list. For example: Education Queensland 2007a, Education Queensland 2007b, Education Queensland 2007c.

Referencing journal articles and periodicals

When referencing a journal article in the reference list, the following elements should be presented in the following order:

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

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

Use this format with articles found both in print journals and in electronic journals found through the CQUniversity Library catalogue or databases, including ACQUIRE.

Journal article from the Web

If you find a journal article through a standard Web search (e.g. using Google or MSN, not through a CQUniversity Library database or Discover It!), give the full details of the article as shown above and add the date you viewed the Web page and the Web address of the article. For example:

Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, pp. 1–8, viewed 7 October 2005, http://www.sleid.cqu.edu.au/viewissue.php?id=5

The 'Cite' option in CQUniversity Library's Discover It! service

If you find an item in Discover It!, you will see a 'Cite' button on the right-hand side of the screen. This button will display your item in a number of different referencing styles. **The referencing style called Harvard in Discover It! is a USA version of Harvard, and is not the same as the Australian version of Harvard used by CQUniversity.** Be sure to use the referencing style shown in this Harvard guide.
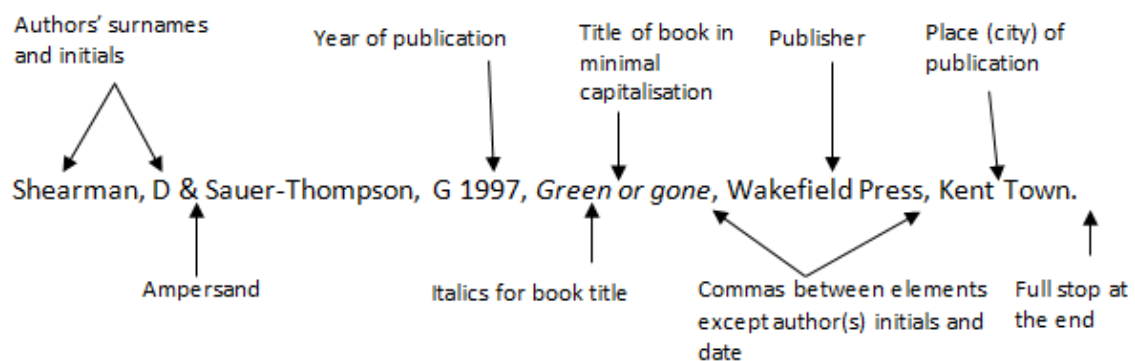
Referencing a book

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

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

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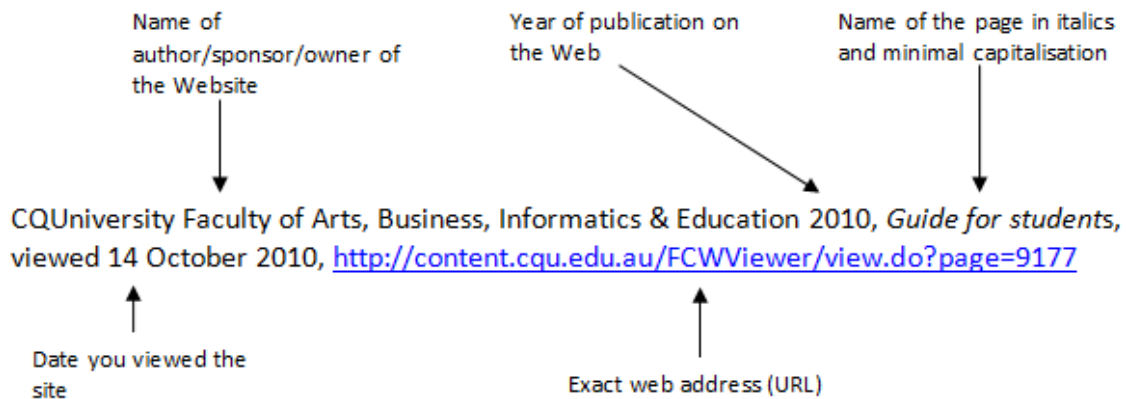
Book

Referencing a Website

For a Website article, the following elements should be presented in the following order:

- name of the author/sponsor/owner of the site
- year of publication on the Web—if no date, use n.d.
- title of page/site in italics and minimal capitalisation
- date you viewed the site in full
- URL (Web address), underlined, no full stop.

Website

CQUniversity Faculty of Arts, Business, Informatics & Education 2010, *Guide for students*, viewed 14 October 2010, http://content.cqu.edu.au/FCWViewer/view.do?page=9177

Name of author/sponsor/owner of the Website

Year of publication on the Web

Name of the page in italics and minimal capitalisation

Date you viewed the site

Exact web address (URL)

Using URL references

URLs are underlined and in black font; most word processing packages will automatically underline the Internet address.

Long URLs

To avoid very long URLs, it is acceptable to give the home page for a Web site rather than the exact Web address of the page you are referencing as long as the Web site has a search facility. For example:

Australian Bureau of Statistics (ABS) 2007, *Australian social trends, 2007*, cat. no. 4102.0, viewed 7 July 2010, http://www.abs.gov.au/

Unpublished sources

Always try to use **published** materials for your assignments. Unpublished materials usually comprise theses or papers/abstracts presented at a conference. Be wary of using them. If in doubt, consult your lecturer to see if the resource can be used.

If you want to use material from one of your previous assessment tasks, you must ask the lecturer for permission to do so.

Appendix/Appendices

An appendix comprises supplementary material that is collected and appended at the back of a book or report—supporting evidence for your assignment. The word Appendices is the plural form of Appendix. Appendices go after the reference list.

Each appendix is a separate item and goes on a separate page. They are usually **lettered, not numbered**—Appendix A, Appendix B and so on.

Any **tables or figures in an appendix** take their caption from that appendix, e.g., in Appendix A, the table would be Table A1; likewise for a figure, Figure A1 and so on.

When to use numbers expressed in words

In a text where numbers are not a significant focus, use words for numbers up to one hundred. In addition, use words for common fractions, for example, 'one-fifth of the class'.

Use numerals for numbers over nine in documents where numbers occur frequently. A number, however, is always expressed in words at the beginning of a sentence, for example: 'Forty-eight per cent of the sample …'.

When to use numbers expressed as numerals

Use figures for numbers:

- preceding measurement, for example, 3 cm
- grouped in figures, for example, 3 of 21
- used as statistics, for example, 4% of the population
- used in times, dates, ages, money.

Assignment formatting using Harvard style

Numbering the pages in your assignment

In Harvard format, page 1 is the start of the task—there are no page numbers for the title page, abstract or table of contents.

Tables and figures

Tables are numbered and the caption is put above the table. The source goes straight underneath as per Table 1 in the 'Capitalisation' section above.

Figures are numbered and the caption goes underneath the figure. The source goes straight under the caption. For example:

Figure 1: Average winter temperatures in Rockhampton

Source: Bureau of Meteorology (2012)

Remember that photos, graphs, diagrams and drawings are figures and need to be referenced accordingly.

Examples

Hard copy books

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Remember: *Always include a page number for a direct quote. Include the page number when paraphrasing from a lengthy document where page number/s might be helpful for the reader, e.g., when paraphrasing information from a specific page of a book.*		
One author	A recent study (Unterhalter 2007) found that gender … or Unterhalter (2007, p. 10) claims that '…'.	Unterhalter, E 2007, *Gender, schooling and global social justice*, Routledge Falmer, London. **Note:** *When an author has two or more initials, the entry would look like this*: Hinchy, RD 2007, *The Australian legal system: history, institutions and method*, Pearson Education Australia, Frenchs Forest, NSW.
Two authors	'Patient education is a major component of medical surgical nursing care' (Ignatavicius & Workman 2010, p. 4).	Ignatavicius, DD & Workman, ML 2010, *Medical-surgical nursing: patient centered collaborative care*, 6th edn, Saunders Elsevier, St Louis, Missouri.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Three authors	Documentation must be objective and non-judgemental (Elder, Evans & Nizette 2009). *or* Elder, Evans and Nizette (2009, p. 3) stated that 'Skilful mental health nursing requires more than sound knowledge of human physiology, psychology, …'. **Note:** *Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.*	Elder, R, Evans, K & Nizette, D 2009, *Psychiatric and mental health nursing,* 2nd edn, Mosby Elsevier, Chatswood, NSW.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Four or more authors	If the case is considered urgent, the ambulance and/or police officers are authorised to transport the person for assessment (Happell et al. 2008). **Note:** *For four or more authors, give only the first author's name followed by et al.* *If there is another reference starting with Happell and three or more other authors, the names of all the authors should be given in both cases to avoid confusion.*	Happell, B, Cowin, L, Roper, C, Foster, K & McMaster, R 2008, *Introducing mental health nursing: a consumer orientated approach*, Allen & Unwin, Crows Nest, NSW. **Note:** *Use et al. in all in-text entries. Include the names of ALL the authors in the reference list.*
Multiple works—same author, published in different years	Recent research (Hopkins 2005, 2009) has indicated that … *or* Hopkins (2005) found that … In a later study, Hopkins (2009) argues that... **Note:** *When using two works by the same author in the same parentheses, place in chronological order—oldest first.*	Hopkins, A 2005, *Safety, culture and risk: the organisational causes of disasters,* CCH Australia, Sydney. Hopkins, A 2009, *Learning from high reliability organisations*, CCH Australia, Sydney.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Multiple works—same author/s, same year	Marzano and Pickering (2006a) set out methods of teaching students how to build up their academic vocabulary. According to Marzano and Pickering (2006b), there should be emphasis placed on identifying declarative and procedural knowledge in the planning process of a unit. **Note:** *When using multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) to the year to differentiate between them. The letters relate to the alphabetical order of the titles.*	Marzano, RJ & Pickering, DJ 2006a, *Building academic vocabulary: teacher's manual,* Hawker Brownlow Education, Heatherton, Vic. Marzano, RJ & Pickering, DJ 2006b, *Dimensions of learning: teacher's manual,* 2nd edn, Hawker Brownlow Education, Heatherton, Vic. **Note:** *In the reference list, the works are listed in alphabetical order of the titles*.
Works by different authors—same family name	A recent report (Brown 2004) shows that *or* It was recently found that '…' (Brown 2000, pp. 47–48). **Note:** *The year of publication will differentiate the two authors.*	Brown, B 2004, *Memo for a saner world*, Penguin, Camberwell. Vic. Brown, ER 2000, *Cooloola Coast: Noosa to Fraser Island: the Aboriginal and settler histories of a unique environment*, University of Queensland Press, St Lucia, Qld.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Works by different authors—same family name, same year	B Smith (2007) pointed out the importance of superannuation in the management of business funds. Managers of these funds must be careful to avoid any … (Smith, R 2007). **Note:** *Include the authors' initials in the in-text reference to distinguish between them. As a general rule, it is advisable to paraphrase in this instance.*	Smith, B 2007, *Superannuation handbook 2007–2008*, John Wiley & Sons, Milton, Qld. Smith, RF 2007, *Business process management and the balanced scorecard*, John Wiley & Sons, Hoboken, New Jersey.
No author	The development of civil rights in modern Germany was a slow process (*Questions on German history* 1998). *or* According to *Questions on German history* (1998), the development … **Note:** *If no author is given, cite the work by title. If the title is long, use a shortened version in the in-text reference.*	*Questions on German history: paths to parliamentary democracy* 1998, German Bundestag, Berlin.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
No author but a sponsoring body (institution, corporation or other organisation)	Recent theories (Centre for Educational Research and Innovation 2006) expose the link … *or* It has been suggested that '…' (Centre for Educational Research and Innovation 2006, p. 23).	Centre for Educational Research and Innovation 2006, *Think scenarios, rethink education*, OECD, Paris.
Referring to an author (primary reference) read about in another publication (secondary reference)	'Topping the list is communication …' (Alsop 2003, cited in Alberts, Nakayama & Martin 2007, p. 237), **Note:** *Try to locate and use the primary source if possible.*	Alberts, JK, Nakayama, TK & Martin, JN 2007, *Human communication in society*, Prentice Hall, Upper Saddle River, New Jersey. **Note:** *Include only the author/s of the secondary source (i.e., where you read about the primary source) in the reference list. You do not need to include the primary source in your reference list.*
Referring to two primary sources within the one secondary source	Findings from studies (Halliday 1985, Martin 1992, cited in Kamler 2001) indicate that …	Kamler, B 2001, *Relocating the personal: a critical writing pedagogy*, State University of New York Press, Albany, New York.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Several sources are cited at once **Note:** *Do not overdo this!*	Carter (2006), Russell (2006) and Smith (2007) all agree … *or* Recent studies (see Carter 2006; Russell 2006; Smith 2007) agree that … **Note:** *Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.*	Carter, DJ 2006, *Dispossession, dreams & diversity: issues in Australian studies*, Pearson Education, Frenchs Forest, NSW. Russell, PH 2006, *Recognising Aboriginal title: the Mabo case and indigenous resistance to English-settler colonialism*, UNSW Press, Sydney. Smith, S 2007, *Along Toonooba: the Aboriginal people of Rockhampton and district*, Rockhampton Art Gallery, Rockhampton. **Note:** *Each author will appear as a separate entry in the reference list.*
Second or later edition	Infection control has been identified as … (Wilson 2006). *or* A recent theory (Wilson 2006, p. 5) on infection control states that '…'.	Wilson, J 2006, *Infection control in clinical practice*, 3rd edn, Bailliere Tindall, Edinburgh.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
No author and 2nd or later edition	This style manual was prepared for the Commonwealth Department of Finance and Administration (Style manual for authors, editors and printers 2002).	Style manual: for authors, editors and printers, 6th edn, 2002, rev. Snooks & Co., John Wiley & Sons, Milton, Qld.
Edited work	Nurses will be held accountable for chart information (Crisp & Taylor 2005). **Note:** *Only use an ampersand (&) when the authors' names are given within brackets; use 'and' when the authors' names are incorporated in the text.*	Crisp, J & Taylor, C (eds) 2005, *Potter and Perry's fundamentals of nursing*, 2nd edn, Mosby Elsevier, Sydney.
Chapter in edited work	The importance of the 'place of birth …' (Foureur & Hunter 2005, p. 16). *or* Foureur and Hunter (2005) believe in the importance of birth place …	Foureur, M & Hunter, M 2005, 'The place of birth', in S Pairman, J Pincombe, C Thorogood & S Tracey (eds), *Midwifery preparation for practice*, Elsevier, Churchill Livingstone, Sydney.
One volume of multi-volume work	The predecessors of the novel emerged in medieval times (David & Simpson 2006).	David, A & Simpson, J 2006, *The Norton anthology of English literature,* vol. 1, *The middle ages,* WW Norton, New York.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
One issue in an edited series	In Australia there is a growing gap between rich and poor (Healey 2005). or Articles compiled by Healey (2005) demonstrate a growing gap in Australia between rich and poor.	Healey, J (ed.) 2005, *Wealth and inequality*, Issues in society, vol. 226, The Spinney Press, Thirroul, NSW.
No date can be established	Bridging courses are studied by students who have not previously … (Lansdown n.d.). or Lansdown (n.d., p. 13) found that '…'.	Lansdown, M n.d., *Bridging courses*, Central Queensland University, Rockhampton. **Note:** *Use the name of this University as it appears on the copyright page.*
Book chapter available in CQUniversity Course Resources Online (CRO)	The health care system in Australia is financed … (Willis 2009).	Willis, E 2009, 'Chapter 1: the Australian health care system', in E Willis, L Reynolds & H Keleher (eds), *Understanding the Australian health care system,* pp. 3–60, Churchill Livingston Elsevier, Sydney.
The date can be established but only approximately	In a draft policy release, the Queensland Education Department (c. 1995) suggests … or 'Disciplining a child should not invoke … ' (Queensland Education Department c. 1995, p. xxii).	Queensland Education Department c. 1995, *Draft policy on school discipline,* Queensland Education Department, Gladstone.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Primary source	Nightingale (1858) analysed the household environment and underlying physical conditions as part of her sustainable design argument.	Nightingale, F 1858, *Notes on nursing: what it is, and what it is not,* Harrison and Sons, London.
Book review	'Nadel points to Stoppard's constant scepticism about autobiography and biography' (Carroll 2002, p. 8). Carroll (2002, p. 8) shows that Tom Stoppard's play ...	Carroll, S 2002, 'The stuff of theatre', review of *Double act: a life of Tom Stoppard* by Ira Nadel, *Age*, 28 September, Saturday Extra, p. 8.
Unpublished learning package containing various sources	The Gladstone Hospital's learning package compiled by Dawson (2009) outlines the rules for epidural injections.	Dawson, A (comp.) 2009, Gladstone health service epidural learning package: epidural self-directed learning package, Gladstone Hospital, Gladstone. **Note:** *The person who assembles the package is called a compiler. Use the same format as for an edited book using (comp.) instead of (ed.).*
Published learning package containing various sources	It is important to use sources effectively (CQUniversity 2010).	CQUniversity (comp.) 2010, ESSC11004 Study and research skills for health science, McGraw Hill Australia, Sydney. **Note:** *The person who assembles the package is called a compiler. Use the same format as for an edited book using (comp.) instead of (ed.).*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Handbook, e.g., MIMS drug handbook (hard copy)	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (MIMS Australia 2003).	MIMS Australia 2003, *MIMS Annual Australian Edition*, IMS Publishing, Crows Nest, NSW.

e-Books

	Examples of how to refer to the resource in-text	Model to follow in the reference list
e-Book available on the Web	This book outlines the basic concepts of contemporary supply chain management (Lu 2012).	Lu, D 2012, *Fundamentals of supply chain management,* e-book, Idea Group Publishing, London, available at http://www.free-ebooks.net/ebook/fundamentals-of-supply-chain-management
Translated e-Book available on the Web	'Freud's theories are anything but theoretical' (Freud 2005, p. 3).	Freud, S 2005, *Dream psychology: psychoanalysis for beginners,* trans. MD Eder, e-book, available at http://www.gutenberg.org/files/15489/15489-h/15489-h.htm (original work published 1920).
e-Book chapter available on the Web	White (2002, p. 114) reports that ' … '.	White, H 2002, 'The westernization of world history', in J Rusen (ed.), *Western historical thinking: an intercultural debate*, e-book, pp. 111–119, Berghahn Books, New York, available at http://www.humanitiesebook.org/
e-Book available via ACQUIRE	'It is vital if quality and technology are … outcomes at individual and institutional levels (McConachie et al. 2008, p. 2).	MacConachie, J, Singh, M, Danaher, P, Nouwens, F & Danaher, G (eds) 2008, *Changing university learning and teaching: engaging and mobilising leadership, quality and technology*, e-book, Post Pressed, Teneriffe, Qld.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
		Note: *Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.*
e-Book chapter available via ACQUIRE	According to O'Neill, Knight and Walker-Gibbs (2005), …	O'Neill, P, Knight, BA & Walker-Gibbs, B 2005, 'Issues for teacher education in information age: the role of collegial learning', in BA Knight, B Walker-Gibbs & AG Harrison (eds), *Researching educational capital in a technological age,* e-book, pp. 203–218, Post Pressed, Teneriffe, Qld. **Note:** *Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.*
e-Book available via Discover It!	According to the Committee on Capitalizing on Science, Technology, and Innovation (2004), …	Committee on Capitalizing on Science, Technology, and Innovation 2004, *An assessment of the small business innovation research program: project methodology*, e-book, National Academies Press, Washington, D.C. **Note:** *Include the word 'e-book' after the title. No retrieval information is needed for e-books from ACQUIRE, a CQU Library database or CQU Library's Discover It! service.*
	Examples of how to refer to the resource in-text	**Model to follow in the reference list**
Kindle and Adobe Digital Edition	According to Hansen (2008), …	Hansen, RS 2008, *The complete idiot's guide to study skills,* Kindle version, available at Amazon.com.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
		Parini, J 2008, *Why poetry matters*, Kindle version, available at Amazon.com. Parini, J 2008, *Why poetry matters*, Adobe Digital Edition, available at Borders. **Note:** *To pinpoint the reference, look for the chapter heading or if there are no chapters, the nearest heading and its format and put in the paragraph number, e.g., Ch. 8, para. 14; 'Our growth plan', para. 2.*

Hard copy journal articles

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

	Examples of how to refer to the resource in-text	Model to follow in the reference list
No author	Studies of mosquitoes have … ('Multifaceted menace' 2007). or 'It is a well-known fact that mosquitoes …' ('Multifaceted menace' 2007, p. 301). **Note**: *If no author is given, cite the title of the article in your in-text reference. If the title is very long, use a shortened form of the title* in-text.	'Multifaceted menace' 2007, *Science*, vol. 317, no. 5836, pp. 301-304.
No volume or issue number	Cheng (2001) highlights that reconciliation with … or It has been suggested that 'months of political …' (Cheng 2001, p. 1).	Cheng, AT 2001, 'Dateline: Taiwan: Taiwan (in) dependence', *Asiaweek*, 30 November, p. 1. **Note**: *If there is no volume or issue number, include the month or the season (e.g., Spring, Summer).*
Journal article in press	According to Haugh, Maeland and Magnussen (in press), …	Haugli, L, Maeland, S & Magnussen, LH in press, 'What facilitates return to work?: patient experiences 3 years after occupational rehabilitation', *Journal of Occupational Rehabilitation*. **Note**: *'In press' means the article will be printed in a forthcoming volume of the journal.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Article reproduced in a university readings book	The role of the midwife is ... (Brown 2005). *or* It is often believed '...' (Brown 2005, p. 24).	Brown, J 2005, 'Midwives: true believers', Australian Midwifery News, vol. 5, no. 3, pp. 22–26, in CQUniversity 2009, MDWF20001 Professional midwifery studies: resource materials, CQUniversity, Rockhampton.
Magazine	Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001). *or* According to McVeigh (2001, p. 20), the increase in the rate of youth suicide is 'of great concern to those employed in the social welfare sector'.	McVeigh, T 2001, 'Death wish', *Australian Magazine*, 12–13 May, p. 20. **Note:** *Always evaluate information found in magazines for 'scholarliness'—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly sources of work for research.*

Online or electronic journals

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Journal article from a database or from CQU Library's Discover It! service	Recommendations on how to develop therapeutic relationships with young children include … (Hawes 2005). *or* Hawes (2005, p. 16) recommends that '…'. Oumlil and Williams (2011) argue that …	Hawes, R 2005, 'Therapeutic relationships with children and families', *Paediatric Nursing*, vol. 17, no. 6, pp. 15–18. Oumlil, AB & Williams, AJ 2011, 'Financial services and the elderly poor: development and implementation of sustainable intervention strategies', *Journal of Financial Services Marketing*, vol. 15, no. 4, pp. 274–286.
Journal article available on the Web **[This applies to journal articles found through a Web search rather than through a Library database or Discover It!]**	It has been argued that 'Plagiarism is one of the biggest problems in academia at present' (Kennedy 2004, p. 2). *or* Kennedy (2004) suggests that plagiarism in universities is very common.	Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, pp. 1–8, viewed 7 October 2005, http://www.sleid.cqu.edu.au/viewissue.php?id=5

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Journal article available through CQUniversity's Course Resources Online (CRO)	How can gains made by non-residents be taxed is an area of much debate (Watkins & Langford 2007). *or* Watkins and Langford (2007, p. 30) indicate that '…'.	Watkins, D & Langford, J 2007, 'A new phase in Australia's double tax agreements', *Taxation in Australia*, vol. 42, no. 2, pp. 30–35.
Standards Australia from a database	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), Standards Australia, North Sydney.
Standards Australia from a database	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), Standards Australia, North Sydney.
Stand-alone documents found within the following Library databases: JCI COnNECT+, MIMS Online, and ERIC	One strategy to treat a pressure ulcer is … (Griggs 2008). Anamorph is a form of morphine, a narcotic used for pain relied (MIMS Australia 2003). Vitamin D supplementation is very important … (Vanlint & Nugent 2011).	Griggs, K 2008, *Evidence summary: chronic wound management*, viewed 5 October 2010, http://connect.jbiconnectplus.org/default.aspx MIMS Australia 2003, *Anamorph,* viewed 4 September 2012, https://www.mimsonline.com.au/Search/Search.aspx Vanlint, S & Nugent, M 2006, *Vitamin D and fractures in people with intellectual disability,* viewed 10 August 2012, http://www.eric.ed.gov/ **Note**: *Use the home page URL of the publisher's Website.*

Hardcopy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author	Climate change has become a major source of public concern in recent weeks (Warren 2007). *or* Warren (2007, p. 3) reported that '…'.	Warren, M 2007, 'Kyoto targets flouted', *Australian*, 21 November, p. 3. **Note**: *In the reference list omit 'The' from any newspaper title.*
Newspaper article without an author	In *The Advertiser* ('Federal election' 2001, p. 10) … *or* Reform to tax laws was mentioned as '…' ('Federal election' 2001, p. 10). **Note**: *At undergraduate study level, you are strongly encouraged not to use newspaper articles without an author. You should seek to locate a more acceptable scholarly representation of the information you wish to use.*	'Federal election: new Chip in politics' 2001, *Advertiser*, 23 October, p. 10. **Note**: *In the reference list omit 'The' from any newspaper title, but leave 'The' in-text.*
Book review—newspaper	'Nadel points to Stoppard's constant scepticism about autobiography and biography' (Carroll 2002, p. 8).	Carroll, S 2002, 'The stuff of theatre', review of *Double act: a life of Tom Stoppard* by Ira Nadel, *Age*, 28 September, Saturday Extra, p. 8.

Electronic copy—newspaper articles

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Newspaper article with an author available via the Web	The change in Labor leadership … (Kelly 2010). *or* Kelly (2010, p. 1 of 2) states that 'to keep Labor in power and save its collective neck …'	Kelly, P 2010, 'Labor leadership change rewrites rulebook', *Australian*, 24 June, viewed 7 July 2010, http://www.theaustralian.com.au/news/opinion/labor-leadership-change-rewrites-rulebook/story-e6frg74x-1225883864100
Newspaper article with an author available via a database	Businesses in Australia have improved their … (Gottliebsen 2004). *or* Gottliebsen (2004, p. 3) states that '…'.	Gottliebsen, R 2004, '1964–2004 and beyond', *Australian*, 28 July, p. 3.
Newspaper article with no author available via a database	In *The Advertiser* ('Federal election' 2001, p. 10) … **Note:** *Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.*	'Federal election: new Chip in politics' 2001, *Advertiser,* 23 October, p. 10.

Reports

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Report (print)	According to Kitson et al. (2013), … **Note:** *When there are four or more authors, use just the first author's name followed by et al. in all your in-text references.*	Kitson, A, Conroy, T, Kuluski, K, Locock, L & Lyons, R 2013, *Reclaiming and redefining the fundamentals of care: nursing's response to meeting patients' basic human needs,* Research Report No. 2, University of Adelaide, Adelaide.
Report (online) (individual author)	Non-formal learning can occur in a variety of settings (Trewin 2003, p. 16).	Trewin, D 2003, *Measuring learning in Australia: a framework for education and training statistics,* Information Paper 4213.0, Australian Bureau of Statistics, viewed 12 October 2013, http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/4213.02003?OpenDocument **Note:** *If the author of the report is not the publisher, identify the publisher after the title (following any descriptive information about the report). Here, the author is D Trewin, but the publisher is the Australian Bureau of Statistics.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Report (online) (corporate author)	Recent data shows that an eighth of the world's population suffers from hunger (United Nations 2013).	United Nations 2013, *The Millennium Development Goals report 2013*, viewed 13 September 2013, http://www.un.org/millenniumgoals/pdf/report-2013/mdg-report-2013-english.pdf **Note:** *Use minimal capitalisation for the title of a report, but always capitalise proper nouns (as in this example).*
Government report, corporate author (online)	Recruitment of nursing staff is the main … (Queensland Health 2013). *or* Queensland Health uses social marketing 'to engage and support Queenslanders to make positive and sustainable lifestyle changes to improve their health' (Queensland Health 2013, p. 54).	Queensland Health 2013, *Annual report 2012-2013*, viewed 5 November 2013, http://www.health.qld.gov.au/about_qhealth/annual-report/12-13/default.asp
Government report, individual authors (print)	… in Queensland waterways (Mortimer & Cox 1999).	Mortimer, M & Cox, M 1999, *Contaminants in mud crabs and sediments from the Maroochy River,* environment technical report no. 25, Queensland Department of the Environment, Brisbane.

Conference papers

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Conference paper in published proceedings (print)	Kell (2006, p. 20) contends that '…'.	Kell, P 2006, 'Equality of opportunity in new times: the politics of learning and the learner in the new world disorder', *Proceedings of 4th International Lifelong Learning Conference: partners, pathways, and pedagogies,* CQUniversity Australia, Yeppoon, Qld, pp. 17–25. **Note**: *If the year the paper was presented differs from the year it was published, give the year of publication.*
Conference paper in published proceedings (online)	The role of off-shore tutors … (Sanderson 2013). or According to Sanderson (2013, p. 424), off-shore tutors '…'.	Sanderson, G 2013, 'Hidden spaces in faraway places: the "lonely work" of partner institution transnational tutors', *Research and development in higher education: the place of learning and teaching: refereed papers from the 36th HERDSA Annual International Conference*, AUT University, Auckland, pp. 424-432, viewed 12 November 2013, http://www.herdsa.org.au/wp-content/uploads/conference/2013/HERDSA_2013_SANDERSON.pdf
Conference paper online	The implementation of retroreflectivity requirements … (Ford 2013). *or* Ford (2013) argues that retroreflectivity …	Ford, G 2013, *22,500 traffic signs, 550 miles, 5 months, 1 system*, paper presented at Esri International User Conference, 6–8 July, viewed 5 November 2013, http://proceedings.esri.com/library/userconf/proc13/index.html

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Unpublished conference paper	It is important … (Danaher, Danaher & Moriarty 2006). *or* Danaher, Danaher and Moriarty (2006, p. 66) contend that '…'.	Danaher, P, Danaher, G & Moriarty, B 2006, 'Supervising Australian and international postgraduate students', paper presented to the Lifelong Learning Conference, Yeppoon, June.

Other documents on the World Wide Web (WWW)

When referencing documents from the WWW, apply this principle: Author and date, *Name of document*, viewed date, URL.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Document on the World Wide Web	Brizee (2007) sets out the principles of the paramedic method for revising essays. or The paramedic method can be used to 'achieve user-centered, persuasive, and clear prose' (Brizee 2007, p. 1).	Brizee, HA 2007, *Paramedic method: a lesson in writing concisely*, viewed 7 July 2010, http://owl.english.purdue.edu/owl/resource/635/01/

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Primary source on the Web	Florence Nightingale wrote to Sir Benjamin Brodie to ask him to advise Elizabeth Blackwell on her future career (Nightingale 1859).	Nightingale, F 2011 (1859), *Letter to Sir Benjamin Brodie,* February 13, viewed 12 October 2011, http://clendening.kumc.edu/dc/fn/brodie1.html **Note**: *Use the year you downloaded it from the Web and put the original year in brackets.*
Document on the WWW— no date **Note:** *When looking for a publication date for an online document, check the 'Last updated' date and the Website's copyright information*	According to Greenpeace (n.d.), tuna stocks are … or Greenpeace (n.d., p. 2) warns that 'tuna stocks have been decimated worldwide'. **Note**: *If there is no individual author listed, use the name of the sponsoring body as the author. Take care when using a URL that ends in .org as the content may be biased.*	Greenpeace n.d., *Save our tuna*, viewed 7 July 2010, http://www.greenpeace.org/australia/issues/overfishing/our-work/save-our-tuna **Note**: *The title of a Web page is treated like the title of a book. It is written in italics in the reference list.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Websites from the same author same year	The nurse is well informed of the decision making process as per Conduct Statements 7.1, 7.2 (Australian Nursing & Midwifery Council [ANMC] 2008b) and Value Statement 5.2 (ANMC 2008a). According to Queensland Health (2000a), involuntary assessment … According to Queensland Health (2000b), an involuntary treatment order … According to Queensland Health (2000c), patients' rights are …	Australian Nursing & Midwifery Council (ANMC) 2008a, *Code of ethics for nurses in Australia,* viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx Australian Nursing & Midwifery Council (ANMC) 2008b, *Code of professional conduct for nurses in Australia,* viewed 13 October 2011, http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx Queensland Health 2000a, *Involuntary assessment*, fact sheet no. 2, viewed 14 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet2.pdf Queensland Health 2000b, *Involuntary treatment,* fact sheet no. 3, viewed 12 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet3.pdf Queensland Health 2000c, *Patients' rights*, fact sheet no. 7, viewed 11 October 2011, http://www.health.qld.gov.au/mha2000/documents/factsheet7.pdf
Document on the World Wide Web—no author/sponsor	**Note**: *The use of such sites is highly discouraged.*	**Note**: *Avoid these sites.*
Fact sheet, no author	The fact sheet sets out recommended practice … (Falls 2011).	'Falls: risk assessment' 2011, fact sheet, *The Joanna Briggs Institute,* viewed 4 November 2011, http://connect.jbiconnectplus.org/ViewDocument.aspx?0=2411

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Standards on the Web	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), viewed 22 September 2011, http://www.standards.org.au/
Radio transcript from a Website	Pinker (2007) indicates that … or Pinker (2007, para. 1) stresses '…'.	Pinker, S 2007, 'The stuff of thought'*, All in the mind*, ABC Radio National transcripts, viewed 7 July 2010, http://www.abc.net.au/rn/allinthemind/stories/2007/2067351.htm#transcript

Government documents

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Document from a government website **Note:** *Where a government agency is known by a brand name rather than by the formal name of the agency, use the brand name. For example, use 'Education Queensland' in*	The Department of the Environment (2013) provides a ratings scheme … The new curriculum framework … (Education Queensland 2013).	Department of the Environment 2013, *Clean air*, viewed 5 November 2013, http://www.environment.gov.au/cleaner-environment/clean-air.html **Note***: It is not normally necessary to include the jurisdiction of the authoring department with the author's name (i.e. whether it is a Commonwealth or state government agency). However, if there is any possibility of confusion, include the jurisdiction after the title of the page. For example:* Department of the Environment 2013, *Clean air*, Commonwealth Department of the Environment, viewed 5 November 2013, http://www.environment.gov.au/cleaner-environment/clean-

	Examples of how to refer to the resource in-text	Model to follow in the reference list
preference to 'Department of Education, Training and Employment' and 'Queensland Health' in preference to 'The State of Queensland (Queensland Health)'.		air.html Education Queensland 2013, *P-12 curriculum, assessment and reporting framework,* viewed 4 November 2013, http://education.qld.gov.au/curriculum/framework/p-12/index.html
Government report (print)	The report lists the many services … (Disability Services Queensland 2007). *or* Disability Services Queensland (2007, p. 2) states that its achievements include '…'.	Disability Services Queensland 2007, *Annual report 2005–2006,* Queensland Government, Brisbane.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Australian Bureau of Statistics online	Records show that 'Australia's total fertility rate declined from … to a historic low of 1.73 in 2001' (Australian Bureau of Statistics [ABS] 2007, p. 9). According to ABS (2007), these statistics … *or* The Australian Bureau of Statistics (ABS 2007) reported that the fertility rate … **Note**: *Give the organisation's name in full the first time you refer to it, followed by the abbreviation in brackets. Use only the abbreviation in subsequent references.*	Australian Bureau of Statistics (ABS) 2007, *Australian social trends, 2007*, cat. no. 4102.0, viewed 7 July 2010, http://www.abs.gov.au/ **Note**: *If the site has a search facility, give only the main page URL address.*
Government media releases	According to CSIRO (2004), sheep weighing has always been an … *or* According to CSIRO (2004, p. 5), 'the benefits of the new sheep weigher technology …'.	CSIRO 2004, *Revolutionary sheep weigher on trial*, media release, 15 September, viewed 7 July 2010, http://www.csiro.au/index.asp?type=mediaRelease&id=sheepweigher&style=mediaRelease

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Government reports recorded in Hansard	The Western Australian government (Australia, Senate 2000, p. 14219) sought to have ' … .'	Australia, Senate 2000, *Debates*, vol. S6, p. 14219, viewed 7 July 2010, http://www.aph.gov.au/Parliamentary_Business/Hansard/Hanssen261110 Australia, House of Representatives 2000, *Debates*, vol. HR103, pp. 2–9, viewed 7 July 2010, http://www.aph.gov.au/Parliamentary_Business/Hansard/Hansreps_2011
Occasional paper for a Government Committee	Salinity is a problem for inland Australia (Prime Minister's Science, Engineering and Innovation Council [Australia] 1998).	Prime Minister's Science, Engineering and Innovation Council (Australia) 1998, *Dryland salinity and its impact on rural industries,* occasional paper, Department of Industry, Science, and Resources, Canberra.
Fact sheet	The Department of Climate Change and Energy Efficiency (2010) claims that progress towards energy efficiency in lighting is crucial …	Department of Climate Change and Energy Efficiency 2010, *Fluorescent lamps, mercury and end-of-life management,* fact sheet, viewed 7 July 2010, http://www.climatechange.gov.au/what-you-need-to-know/lighting/resources/fs.aspx

Hard copy government or legal documents

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Legislation **Note:** *See section above on Government documents*	The custody of a child … (*Child Safety Legislation Amendment Act 2005* (Qld), s. 12). *or* The key elements are set out in Queensland's *Child Safety Legislation Amendment Act 2005* (s. 12). **Note**: *Put the title of legislation in italics the first time you refer to it and include the date. In subsequent references, there is no need to use italics and the date can be omitted.* The jurisdiction (Commonwealth or state) should be given in brackets after the title (it does not need to be in italics) if it is not clear from the context. Use (Cwlth) as the abbreviation for Commonwealth.	Legislation *Child Safety Legislation Amendment Act 2005* (Qld) **Note**: *There is no need to include legislation in your reference list unless it is important to an understanding of the work (for example, in law courses). In this case, use the subheading 'Legislation' and list all Acts cited in alphabetical order. Include the date and the jurisdiction. There is no need to give the author or publication details.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Legislation and regulations **Note:** *This information is taken from pp. 222–227 of the Style manual for authors, editors and printers*.	When citing government legal or standards documents, use s. or ss. for citing sections. For example: in ss. 4–7 of the *Copyright Act 1968* the *Copyright Act 1968*, ss. 4–7 in s. 4 of the Casino Control Ordinance. When citing regulations, use r. and rr. For example: the Copyright Regulations, rr. 18–19 the Commonwealth's Copyright Regulations, r. 18 in r. 4 of the Copyright Regulations.	
Standards Australia	According to the Standards Australia (2007), …	Standards Australia 2007, *Australian standard: steel tubes for mechanical purposes* (AS 1450–2007), Standards Australia, North Sydney.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Patents	CSIRO (2005) formalised and protected the method … *or* CSIRO (2005) protected the method by '…'. **Note:** *The manual is unclear as to how to indicate where the information comes from when there are no page numbers evident on a document. Use your common sense in this instance.*	CSIRO 2005, *Method for microfluidic mixing and mixing device*, Australian provisional patent 2005901760, filed 8 April 2005.

Law cases

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Law cases	When citing legal authorities, the following details are necessary: • name of case • year and/or volume number (the year goes in brackets but the volume number doesn't; note that if the year is also the volume number, it should go in square brackets) • abbreviated name of the report series • the page on which the report of the case begins. The case of *The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 is considered an important precedent in this area of law. To cite specific page numbers, use the following form: This was the opinion of the judge in *The State of New South Wales v. The Commonwealth* (1915) 20 CLR 54 at 57-59.	The State of New South Wales v. The Commonwealth (1915) 20 CLR 54 **Note**: *There is no need to include legal cases in your reference list unless it is important to an understanding of the work. In this case, list all cases alphabetically under the subheading: Legal authorities.*

Hard copy university-provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study Guide (author known)	… to promote mental wellness, prevent illness … (Fisher 2009). *or* Similarly, Fisher (2009, p. 1–2) notes that '…'.	Fisher, J 2009, *HLTH12029 Mental health promotion: study guide,* CQUniversity, Rockhampton.
Study Guide (author unknown)	A recent report (CQUniversity 2000) has suggested that … *or* Findings from a 1999 study indicate that '…' (CQUniversity 2009, p. 5).	CQUniversity 2009, *HLTH11028 Community needs assessment: study guide,* CQUniversity, Rockhampton.
Text reprinted in a university resource readings	In a review of the materials required, ASHRAE (1950, p. 15) indicates that '…'. *or* Provision of thermal materials … (ASHRAE 1950).	ASHRAE 1950, Thermal comfort, pp. 12–20, in CQUniversity 2006, BLAR11043 Building systems and services 1: resource materials, CQUniversity, Rockhampton.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Tutorial/workshop handout (unpublished))	The importance of aerobic exercise … (The respiratory system 2010). *or* Aerobic exercise is valuable because of its '…' (The respiratory system 2010, p. 1).	The respiratory system 2010, tutorial handout distributed in the course, HHM72160 Human anatomy, CQUniversity, Gladstone on 2 March. **Note**: *Do not use italics or quotation marks in class handouts as they are unpublished sources.*
Lecture notes (unpublished)	Thompson (2011) found that the first teaching day may result in mixed emotions for many first year teachers. *or* It has been found that beginner teachers, on their first day in the class room, will '…' (Thompson 2011, p. 1).	Thompson, R 2011, The first day experience, lecture notes distributed in the course, EDED48314 Professional practice III, CQUniversity, Bundaberg, 21 April. **Note**: *Do not use italics or quotation marks in class handouts as they are unpublished sources.*
Lecture material—non-print (e.g. whiteboard notes)	In a lecture, SCI52613 Introductory science, presented at Central Queensland University, Mackay, on 17 April 2011, Dr Watson suggested that '…'.	**Note**: *This should not be included in the reference list. Treat it the same as personal communication and indicate 'who' (author) and 'when' (date) in the sentence in the body of your assignment.*

Electronic copy of university-provided study materials

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Study guide CD-ROM	Arithmetic is a branch of mathematics that requires a knowledge of … (*MATH40236: Transition mathematics 1A* 2009). *or* According to *MATH40236: Transition mathematics 1A* (2009), arithmetic can be defined as '…'.	*MATH40236: Transition mathematics 1A* 2009, CD-ROM, Mathematics Learning Centre, CQUniversity, Rockhampton. **Note**: *For CD-ROMs give the title (in italics) and the date of publication, followed by the format, the publisher, and the place of publication.*
Course notes available on CQUniversity e-courses (Moodle)	The three key principles of ecological analysis are … (Watkins 2009). **Note:** *The author of your course notes is normally your course lecturer.*	Watkins, T 2009, Module 1: Introducing ecology, course notes, ECOL13229 Ecological Systems, CQUniversity e-courses, http://moodle.cqu.edu.au/
PowerPoint presentation on Moodle	According to Bell (2010) …	Bell, S 2010, *Academic literacy skills,* PowerPoint presentation, EDED 11406 Teaching Reading, CQUniversity e-courses, http://moodle.cqu.edu.au/

Multimedia on the Web

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Message posted to a Moodle discussion group	According to Brown (2009, September 6), …	Brown, T 2009, September 6, Re: Classroom management, electronic discussion group message, EDED11406 Teaching Reading, CQUniversity e-courses, http://moodle.cqu.edu.au/
iBrainz presentation	According to Bell (2010), leadership by numbers is not the answer. **Note**: *Use the name on the copyright page of the resource.*	Bell, S 2010, *Academic leadership,* iBrainz presentation, viewed 7 July 2010, http://dmai.cqu.edu.au/FCWViewer/view.do?page=12664
Podcast	Do not use a fancy font if it is not necessary … (Park 2007).	Park, JY 2007, 'Banner design', *Take 5*, viewed 7 July 2010, http://onlinemedia.cqu.edu.au/podcast/00000016/feed.xml

Specialised sources

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Brochure	This program was initially designed … (STEPS 2009). *or* The STEPS program is defined as 'a free preparatory program …' (STEPS 2009, p. i).	STEPS 2009, *Thought of tertiary studies?*, brochure, STEPS, Rockhampton.

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

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

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Photographs on the Web with name of creator **No creator of the image given**	Photographer Lloyd (2008) captures the grace of Marilyn. *The falling man* (2006) illustrates capture of motion.	Lloyd, H 2008 (1951), *Marilyn Monroe arrives at Greenacres,* digital image, Photographers Gallery, viewed 12 July 2020, http://www.photographersgallery.com/photo.asp?id=1315 **Note**: *In the reference above, the Website publication has a different date than the original publication. In this case, the Website publication date is given first and the original publication date is added in brackets.* *The falling man* 2006, digital image, Ananyah, viewed 12 July 2010, http://ananyah.com/blog/2006/03/16/the-falling-man/
Song lyric	The words to *Pray* (Topham & Twigg 2000) …	Topham, M & Twigg, K 2000, *Pray*, song lyric, All Boys Music, London.
Musical score for a stage show	The score by Bock (1964) …	Bock, J 1964, *Fiddler on the roof*, musical score, Warner Chappell, New York.
Software packages	(Thomson ResearchSoft 2000) (CDATA 91 1998)	Thomson ResearchSoft 2000, *EndNote 9.0.1*, computer program, Thomson ResearchSoft, Stamford, Conn. CDATA 91 1998, *Data For Australia 1995*: *with Supermap*, release 2.1 rev., Space-Time Research, Hawthorne East, Vic.
Facebook	Krishna (2011, 9 November) has asked any Hyderabad students on the Brisbane campus to contact him.	Krishna, G 2011, on *CQU Facebook,* 9 November, 6.26 am, viewed 14 November 2011, http://www.facebook.com/specificpageURL **Note**: *Social networking postings are not permanent so make sure you copy and paste the information you are citing and add to your assignment as an appendix.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
YouTube	Tony Buzan's approach to mind mapping includes … (iMindMap 2007).	iMindMap 2007, *Maximise the power of your brain: Tony Buzan mind mapping,* video, 8 January, viewed 24 June 2008, http://www.youtube.com/watch?v=MlabrWv25qQ
Twitter	Gillard (2012) praised Neil Armstrong as a 'hero'.	Gillard, J [JuliaGillard] 2012, 'We salute Neil Armstrong. A hero who took us to the furthest frontiers of scientific knowledge and human experience. JG', Tweet, 25 August, viewed 3 September 2012, http://twitter.com/JuliaGillard **Note**: *Give the Tweeter's name, if known, followed by their screen name in square brackets. If the Tweeter's name is not known, use their screen name instead. In this case, it should not go in square brackets.* *Provide the Web address for the archived version of the message or page if possible (usually available by clicking on the time/date stamp at the end of the tweet).*
Microfiche (without a reference number)	Mundy (1980, p. 42) explains that …	Mundy, G 1980, *Ideology and the mass media*, microfiche, The Library, Social Sciences and Humanities Division, Australian National University, Canberra.
Microfiche (with a reference number)	Rallis (1995, p. 11) believes that …	Rallis, SF 1995, *Dynamic teachers: leaders of change*, Sage Productions, London, ERIC Microfiche ED 388626.
Interview on radio	Norris (1997) describes the melting of the ice packs in the Antarctic …	Norris, D 1997, *The greenhouse report,* radio broadcast, ABC Radio National, 6 January.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Personal communication	In a telephone conversation on 17 July 2007, the current Director of Nursing at Hillcrest Hospital, Dr Petty, highlighted the … *or* Evidence given by the Director of Nursing at Hillcrest suggested that … (H Petty 2007, pers. comm., 17 July) … *or* In an email communication on 10 June 2007, the Director of Meticulous Communications, Mary Wren, indicated that …	**Note**: *Personal communications, such as conversations, letters and personal email messages, are not usually included in a reference list.*
Blog	Changes in the weather are documented informally online (The Elegant Variation 2008).	The Elegant Variation 2008, 'The heat breaks', blog post, 23 June, viewed 7 July 2010, http://marksarvas.blogs.com/elegvar/2008/06/the-heat-breaks.html
Wiki	The term 'philosophy' means a 'love of wisdom' (The Psychology Wiki 2009, p. 1).	The Psychology Wiki 2009, *Introduction to philosophy*, wiki, viewed 7 July 2010, http://psychology.wikia.com/wiki/Introduction_to_philosophy
Email message, conversation via bulletin board or electronic discussion group	In an email from J Henderson on 19 June 2007, the findings of the report were …	**Note**: *Cited as personal communication in-text. This is not included in the reference list.*

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Handbook e.g., MIMS drug handbook (hard copy)	Correct drug dosage amounts and common allergic reactions to drugs are crucial to choosing the correct drug for a patient (MIMS Australia 2003).	MIMS Australia 2003, *MIMS annual Australian edition*, IMS Publishing, Crows Nest, NSW.
News broadcast on radio	The discovery was first announced on *4BU News* (14 February 2000).	**Note**: *If possible, obtain the broadcast transcript from the sponsor's Website. See online radio and news broadcasts.*
Thesis (unpublished)	Wagner (2004, unpub.) argues that … *or* The risk of derailment … (Wagner 2004, unpub.).	Wagner, SJ 2004, Derailment risk assessment, Masters thesis, Central Queensland University, Rockhampton. **Note**: *The title is not italicised as this has not been published.*
Audio cassette	In *Plum blossom* (1990), it is claimed that entertainers live a very complex life. *or* Entertainers find that because of the nature of their work … (*Plum blossom* 1990).	*Plum blossom* 1990, sound recording, White Swan Audio and Video Publishing House, cassette WS8871.
Atlas (with an editor)	The position of the new city is to be in south-east Queensland (Eales 2003, Map 34).	Eales, S (ed.) 2003, *The Jacaranda atlas,* 3rd edn, John Wiley & Sons, Brisbane.
Atlas (with no editor)	The position of the new city is to be in south-east Queensland (*The Jacaranda atlas* 2003, Map 34).	*The Jacaranda atlas* 2003*,* 3rd edn, John Wiley & Sons, Brisbane.

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Map	… reading from this map (Department of Mines and Energy Queensland 1996).	Department of Mines and Energy, Queensland 1996, *Dotswood*, Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.
Encyclopaedia (with author/editor)	As Morris and Morris (1996) point out, there are many competing views of American history.	Morris, RB & Morris, JB (eds) 1996, *Encyclopedia of American History*, Harper Collins, New York.
Encyclopaedia (with no author/editor)	According to *The new encyclopaedia Britannica* (1995), lemurs are found in… *or* There are five genera in the lemur family (*The new encyclopedia Britannica* 1995).	**Note**: *If there is no author for an encyclopaedia, there is no need to include it in your reference list.*
Encyclopaedia article available on the Web	Australia's Head of State is Queen Elizabeth II represented by Governor-General Quentin Bryce (Encyclopædia Britannica 2012, p. 1).	Encyclopaedia Britannica 2012, *Australia,* viewed 25 June 2012, http://www.britannica.com/EBchecked/topic/43654/Australia
Encyclopaedia article available via a database (e.g. Oxford Reference Online, Credo Reference	Radiata pine is cultivated for its softwood timber (Oxford Reference Online 2012).	Oxford Reference Online 2012, *Radiata pine*, viewed 25 June 2012, http://www.oxfordreference.com/views/GLOBAL.html?authstatuscode=202
Dictionary entry available on the Web	The definition of magnetism (Oxford Dictionaries 2009, p. 1 of 1) …	Oxford Dictionaries 2009, *Magnetism,* viewed 6 October 2009, http://www.askoxford.com/concise_oed/magnetism?view=uk

	Examples of how to refer to the resource in-text	Model to follow in the reference list
Dictionary (author/s)	'The Gibson walking splint enables a patient to be ambulatory' (Harris, Nagy & Vardaxis 2006, p. 739).	Harris, P, Nagy, S & Vardaxis, N (eds) 2006, *Mosby's dictionary of medicine, nursing & health professions,* Mosby/Elsevier, Sydney.
Dictionary (no author)	*The Australian concise Oxford dictionary* (2004, p. 476) defines ethics as 'the science of morals in human conduct'.	**Note**: *If there is no author for a dictionary, there is no need to include it in your reference list.*
The Bible	These particular lines (Psalm 23: 6–8) refer the reader to …	**Note**: *Bible references are not included in a reference list.*

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