



2010 Referencing Guide

School of Arts & Social Sciences

Media Program

School of Arts and Social Sciences
Southern Cross University
Email: isass@scu.edu.au
Web: www.scu.edu.au/sass

Published September 2009

Contents

Referencing guide	1
Introduction	1
When should you use the referencing system?	1
How should you use quotations in your assignments?	2
List of references: Summary of examples	3
Referencing within the text	5
Reference lists	8
Punctuation	9
Capitalisation	9
Titles	10
Books, pamphlets, brochures	10
Journal articles	12
Study guides	13
Books of readings	13
Other miscellaneous examples	13

Referencing guide

Introduction

This guide is to assist you to make references to the sources of other author's ideas which you use for Media units at SCU. There are a number of possible styles for citing bibliographic references. The two most common referencing systems are the footnote system and the author–date or Harvard system. We prefer that you use the Commonwealth Government *Style Manual for Authors, Editors and Printers 2002*. The examples shown below are based on the conventions for author–date referencing in the sixth edition of the *Style Manual*.

If your lecturer has given specific instructions (probably in the Unit Information Guide) regarding the referencing style which you should use in your assignments, you need to follow those instructions. If you have not been given instructions specific to the unit, we suggest you use the *Style Manual* conventions illustrated in this Referencing Guide.

It is important that:

- you are *consistent* in using a referencing style
- *every work* that is cited or quoted in your text appears in the 'Reference List' at the end of your writing
- you include *all the details* required to identify your sources to the reader.

When should you use the referencing system?

Referring to other authors' research and ideas is part of developing an academic style of writing and shows evidence of your research skills. In academic writing, whenever you quote words directly from an author or where your work draws on the work of others, you need to acknowledge the source briefly in the text (author date, page) and in full in the Reference List or Bibliography at the end of your writing. Accurate referencing in academic writing is important because it acknowledges the work others have done, shows that you recognise where your information has come from and lets others find the original sources you have used. If you do not reference accurately, or if you paraphrase (rewrite another person's ideas in your own words) at length and without acknowledgement, you run the risk of being accused of *plagiarism*; that is passing off others' ideas as your own.

In both direct quotations and indirect quotations (where you take the ideas of another author) the source must be noted in the text by providing the author's last name and the date of the publication and the page(s) of the quotation (author date, page(s)), or in a footnote. Citing page numbers in this way allows the reader of your work to check the accuracy of your citation or to read more about the topic in the original work. See the section on 'Referencing within the text' for further details about how to do this.

The most important points are:

- acknowledge the source of the quotation or reference to another author's ideas in the body of the essay by providing the (author date, page), or by footnote
- list the full references at the end of the assignment, in alphabetical order by author's last name (or the title of the reference if there is no author).

How should you use quotations in your assignments?

The number of direct quotations (where you use another author's exact words) in your assignment should be minimised to those that add significant meaning to your content and arguments. Otherwise it is preferable to express your own *interpretation* of the author's ideas and then provide a reference to the source of the author's idea. Do not use quotations that only repeat points you have already made in your text. The quotation should be integrated within the content of your discussion by introducing the ideas and explaining their significance after quoting them.

Whenever the words of another writer are used verbatim (word for word) it is important that this is indicated by using quotation marks (' '). This can be done in a number of ways. A colon is used where the quote or speech is being formally introduced, or where the quote is two or more sentences long:

In the famous words of President Wallace: 'We shall fight them on the beaches. We shall fight them ...'

In less formal introductions or for quotes of only a single sentence, a comma is sufficient:

As Hase said, 'Feed the men quiche' (1996, p. 2) which suggests ...

When the quote is related grammatically to the sentence then no punctuation is necessary:

'I do not know how to' (Dawkins 1967, p. 2) was all he could say.

Block quotations are used whenever the quote exceeds about thirty words, or three lines. These quotations are normally preceded by a colon, are indented, in a typeface one point smaller than the normal text and are not set in quotation marks. A space should be inserted above and below. The *Style Manual* (2002) suggests that they be indented from the left only, however it is not uncommon to see them indented from both sides. Both methods are acceptable (*note: the author's name does not have to be mentioned at the end of the quotation if it is part of the introductory text*):

As Lucas (1999, p. 7) states:

When directly quoting the words of another author, you must use their exact words, same punctuation, same spelling and same capitalisation. If there exist any error(s) in the quotation you can insert the word [sic] in square brackets after the error.

Words may be omitted from direct quotes, providing the meaning is not changed, using an ellipsis, i.e. three consecutive period symbols (...).

Porter et al. (1988, p. 9) found that the scores were 'equal ... but unevenly distributed'.

Where explanations or clarifications are required in a quotation, you can insert them enclosed in square brackets:

‘This is typical of people in their young adult years [16–19 years] according to Black (2000, p. 6).’

Where you refer to another author’s ideas written in your own words you must also include a reference to the source in the text. You also need to include page numbers in these citations. For example:

As Einstein (1945, p. 11) has claimed, two opposite forces react in similar but opposite ways.

Piza (1976, pp. 22–24) describes how intelligence is related to a wide range of internal and external ...

Where material is cited that is not taken from its original source but an intermediate source, the reference should quote both sources:

Stores (1987, in Woldron 1988, p. 74) argues ...

List of references: Summary of examples

All the examples on this page are explained in more detail in the following sections. This table is designed as a quick reference once you understand the principles of referencing. Please also see the section on ‘Referencing within the text’.

A list of references contains details only of those works cited in the text (directly or indirectly) in alphabetic order of the author (or where no author is provided, the title of the reference) and chronologically by the year of publication of the work.

Example	List of references
Film on DVD	<i>Fahrenheit 9/11</i> 2004, DVD, Columbia TriStar Home Entertainment, Culver City, California. Written, produced and directed by Michael Moore.
Video recording	<i>Grumpy meets the orchestra</i> 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.
Motion picture	<i>Sunday too far away</i> 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd, Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.
Television program	<i>What are we going to do with the money?</i> 1997, television program, ABC Television, Sydney, 8 August.
Radio program	<i>The search for meaning</i> 1998, radio program, ABC Radio, Sydney, 24 March.
Authored book	Kenny, S 2006, <i>Developing Communities for the Future</i> , 3rd edn, Nelson, Melbourne.
Multiple authors book	Ife, J & Tesoriero, F 2006, <i>Community Development: Community-based Alternatives in an Age of Globalisation</i> , 3rd edn, Pearson Education, Frenchs Forest, NSW.
Australian Bureau of Statistics	Australian Bureau of Statistics 1999, <i>Tourism Survey, Far North Coast</i> , Cat.no. 666.0, AGPS, Canberra.
Corporate author	Barossa Regional Development Association 2005, <i>Annual Report of the Barossa Regional Development Association 2004–2005</i> , Adelaide, pp. 1–5.

Example	List of references
Edited book	Rothman, J, Erlich, J & Tropman, J (eds) 2001, <i>Strategies of Community Intervention</i> , 6th edn, Peacock Publishers, Itasca, Illinois.
No author provided	<i>Books and Other Extinct Species</i> 1997, 5th edn, AGPS Press, Canberra.
Author published two articles in 1996, one was a journal article, the other a chapter in an edited book	Burke, Z 1996a, 'Oriental carpets', <i>The Journal of Australian Transport</i> , vol. 10, no. 6, p. 6. Burke, Z 1996b, 'Money can make you rich', in B Baker (ed.), <i>The Under-Achievers Guide to Very Small Business Opportunities</i> , Asia Press, Delhi.
Book in publication	Catti, J in press, <i>Educating Nita</i> , Pergamon, Lismore, NSW.
Journal article	Forrest, DW 1999, 'Education and empowerment: Toward untested feasibility', <i>Community Development Journal</i> , vol. 34, no. 2, pp. 93–107.
Government report (the department is the main author)	Department of Employment and Industrial Relations 1999, <i>The Relationship between Sunny Days and Sickies on the North Coast, NSW</i> , by IM Lazy, AGPS Press, Canberra.
Newspaper article	Badly, A 2007, 'Internet Broadly divided', <i>Sydney Morning Herald</i> , 30 November, p. 25.
Published conference paper – multiple authors	Jennings, M, Wallace, L & Ellis, O 2001, 'Cultivating viruses in the refrigerator', <i>Proceedings of the National Conference on Computer Virus, Hawaii, USA</i> , Institute for Creativity, Lismore, NSW, pp. 57–58.
Unpublished paper presented at a meeting	Mol, R & Mol, B 1997, 'Happier marital relations through transcendental meditation', paper presented to the South Gosford Rotary Club, NSW, 16 August, 2001.
Study Guide	Nuske, E 2007, <i>Study Guide: Community Education</i> , Southern Cross University, Lismore, NSW.
World Wide Web – with author	Conner, ML 2004, 'Andragogy and Pedagogy', <i>Ageless Learner</i> , viewed 19 October 2007, < http://agelesslearner.com/intros/andragogy.html >.
World Wide Web – no author	Lonely Planet 2007, Java Map, viewed 18 October 2007, < http://www.lonelyplanet.com/maps/asia/indonesia/java/ > and World Bank 2007, Empowerment, viewed 22 October 2007, < http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTPOVERTY/EXTEMPOWERMENT/0,,contentMDK:20245753~pagePK:210058~piPK:210062~theSitePK:486411,00.html >.
Article from an electronic journal	Silly, IM 2001, 'Wonderland Reality', <i>Virtual Existence</i> , viewed 6 August 2001, < http://www.alice.in.wl/virtual_existance2001.htm >.
Article from an electronic journal (also in paper format with page numbers)	Joanna, B 2007, 'Improving community health through evaluations', <i>Community Development Journal</i> , July, vol. 42, iss. 3, pp. 348–365, viewed 30 November 2007, < http://proquest.umi.com.ezproxy.scu.edu.au/pqdlink?did=1317563141&sid=1&Fmt=2&clientId=20824&RQT=309&VName=PQD >.
Full text articles from electronic databases	Visual, K 1999, 'The changing face of workplace development', <i>Social Record</i> , vol. 65, no. 10, pp. 4–12, viewed 21 August 2001, from ABI/Inform database.
Newsgroups	Wallace, A < elecref@seu.bitnet >, 'Internet Referencing: A Simple Guide', Electronic Referencing Discussion List, viewed 21 December 1999.
Personal email	Hodges, K 2007, email, 2 December, < kim.hodges@scu.edu.au >.

Example	List of references
Online discussion forum (for SCU units use the unit URL)	Waytogo, M 2001, 'Re: Instructional design tips', MNG 00166 Discussion Forum: Week 2, 15 May, Southern Cross University, viewed 30 May 2001, < http://ci.scu.edu.au/courses/MNG00166_2001_1 >.
Online synchronous discussion (provide telnet address if available)	Waytogo, M 2001, 'Re: Instructional design tips', MNG 00166 Discussion Forum: Week 2, 15 May, Southern Cross University, viewed 30 May 2001, < http://ci.scu.edu.au/courses/MNG00166_2001_1 >.

Referencing within the text

This section provides guidelines on how to present references within the text of your assignment. In general the in-text reference consists of (author's last name date of publication, pages referred to) as (author date, p.). Use 'pp.' and the page range to indicate a quotation from more than one page (e.g. Kenny 2006, pp. 12–13). If the source of the quotation does not have an author use the title for the in-text reference, (e.g. *Books and Other Extinct Species* 1997). Note the use of italics (or underline, if not available) for the title in-text and in the reference list.

Referencing online items within the text follows the same general conventions as other sources, however, page numbers are generally not available. Further guidelines for in-text and reference list entries for web pages and other online items, are available in the 'Electronic resources' section of this guide.

Single author

When you refer to the work of another author or authority, you must identify that source clearly, whether quoted directly, summarised or paraphrased (writing someone else's words in your words).

The in-text reference consists of the author's last name and the date of publication of the work in round brackets. This should be placed after the relevant content. If the whole sentence is relevant to that author, place the reference at the end of a sentence and before the concluding punctuation:

The theory was first proposed in 2007 (Kenny 2007).

The author's name may also be integrated into the text, followed immediately by the year of publication, in parentheses:

Kenny (2007) was the first to propose the theory.

When quoting from the content of a work (directly or paraphrasing) it is necessary to specify **page numbers** in addition to the author and year of publication. A comma is included between the year and page(s) that source the ideas referred to in your text. Use 'p.' for a single page source and 'pp.' for a range of pages:

The aim of community development is to enable communities to have effective control of their own destinies (Kenny 2006, p. 10).

It has been ascertained that a humanistic approach empowers students (Edelman 2006, p. 10).

Multiple authors

When a work by **two or three authors** is cited, the reference should be presented as follows. Note that an ampersand (&) is used in the in-text reference and the word ‘and’ is used when the authors are quoted within the content of the sentence. For example:

Ife and Tesorieros (2006) achieved similar results.

or

The speech was considered to be very passionate (Griffin & Carson 1978).

or

Similar results were achieved in the July study (Jennings, Wallace & Ellis 1990).

Where there are **more than three authors**, only the surname of the first-listed author is used, followed by the expression ‘et al.’ (which means ‘and others’):

Cyberspace offers many fascinating communication spaces (Jennings et al. 1996, pp. 3–4) and ...

However, if this could cause confusion with subsequent references, the names of all authors should be cited. The names of all authors must be used in the citation appearing in the reference list. Where a distinction is required between authors with the same surname, an author’s initials should be included as follows (note that where the name forms part of the text the initials are included before the surname):

The theory was first put forward in 1978 (Regan, ST 1978) but has since been strongly criticised (see, for example, Regan, WN 1989, p. 2). ST Regan’s theory is still, however considered valid.

When references are made to **several works by the same author**, the works are arranged in chronological order ending with the most recent work.

Klich (1979, 1981) found improved methods for splitting the atom.

or

Improved methods for splitting the atom are available (Klich 1979, 1981).

If the same author publishes works **in the same year**, the works are distinguished using lower case letters of the alphabet attached to the publication date. The order of these letters is established on the basis of the alphabetical order of the titles (disregarding any initial articles). Two titles by Auld, both published in 1989 would be cited in-text as follows:

Auld (1989a, 1989b)

Reference to a work that has an **editor(s)** rather than a single author is as follows:

Research is of paramount importance (ed. Baker 1990).

If a work has been **published by an organisation** and bears no author’s name, reference as follows:

We have ways of making ourselves understood (ASIO 1983, p. 1).

The importance of exercising dogs has been emphasised (Dog Training Association of Australia 1990).

When referring to a **statement made by a writer but quoted within another author’s work** (i.e. within a chapter, article or book), only the work consulted is included in the reference list and the statement is cited in the following manner:

It is very important that all direct quotes are fully acknowledged and accredited to the appropriate author (Dodd 1987, cited in Baker 1990, p. 72).

Anonymous works

Anonymous works and works not bearing the name of a specific author or sponsoring agency are cited using the title in substitute for the author's name. In the reference list, the date then follows the title. The expressions 'Anonymous' or 'Anon' are unnecessary:

The author–date system is widely accepted in scholarly and scientific circles (*Style Manual for Authors, Editors and Printers* 1994, p. 148).

Personal communications are not included in the reference list but are cited in the text as follows:

The marathon was rigged (AJ Gilfillan 1991, pers. comm., 3 June) and ...

Online sources

When referencing **online sources** (e.g. web pages) within the text use the same principles as you would for any other source, for example: (Gates 2001). If there is no author (or identifiable group responsible) use the title in the in-text referencing, as follows:

One of the silly questions was, 'Is it possible to copyright the word "Word"?' (*Microsoft Silly Questions* 2000).

Colorado Horse Hair (1999) reveals many innovative ...

Websites and other online sources often do not have any page numbers to quote in the referencing. If direct quotations are made from online sources, no page numbers can be provided in the in-text reference. Do not use printout of website page numbers as a reference. If an online article is an exact copy of the paper version (e.g. PDF copy) quote the page numbers from the original print version in the in-text reference as you would for the text version (e.g. Kiss 2000, pp. 12–13). If there is no production date for the online source use the conventions below. For further details about referencing online resources see the section 'Electronic resources' in this guide.

Dates

The publication date is usually found on the title page of a book, or the reverse side of the title page. Where a new edition is being referred to, only the date of the edition being cited needs to be used. Reprint dates are not generally used. Where no date can be established reliably, the abbreviation (n.d.) can be substituted:

Sweeney (n.d., p. 7) states that 'jogging is an excellent remedy'.

or

'Jogging is an excellent remedy' (Skamp n.d., p. 7).

If the date can be estimated, however, the abbreviation 'c.', denoting circa (about) should be used, (c. 1823):

Jay (c. 1984, p. 9) claims to have found other features.

Other date examples

A work not yet in the process of publication:

Phelps (forthcoming) shows that ...

A work in the process of publication:

Wheelahan (in press) expounds a different theory.

A work of dubious dates:

Anderson (1984?) recalls his Canadian experience.

When referring to **newspaper articles** use the name of the author of the article as if it were a book, following the guidelines already outlined. Where the author is not given, reference as follows (*note that the title of the paper needs to be italicised*):

The University will rapidly expand (*Sydney Morning Herald* 26 February 1996, p. 34).

or

The Weekend Australian (23–25 February 1996, editorial) reports the University will rapidly expand.

Reference lists

All written work must have a list of references used in the text placed at the end of the work. A list of references contains details **only of those works referred to in the text**, with the exception of personal communications. The term ‘bibliography’ is often used interchangeably with a ‘list of references’. However, they are not the same. A bibliography includes sources not cited in the assignment, essay or article, but which have genuinely informed the research and writing. Sometimes you might be asked to supply an ‘annotated bibliography’, which adds comments or supplementary notes on the sources.

Note that if you have used footnotes or endnotes as your referencing, then a reference list is redundant (as it merely repeats the information you have already presented), and a bibliography is needed.

In the reference list:

- provide an alphabetic listing by author (or if there is no author, by title) of the sources used in the development of your text
- acknowledge the intellectual input of the authors you have used in your text
- include bibliographic details that enable the reader to find the source of the information
- it is important to be consistent in the formatting of these entries to make it easier for the reader to find the essential details
- it is important to check that the in-text references match the details in the reference list.

Where an entry in the reference list has more than one line, the second line should be indented to highlight the alphabetical order, and a space inserted between each reference. Note that the web referencing guide does not show examples with indentation due to technical difficulties with ‘tab’.

In general, works are listed in **alphabetical order by author’s name**. Where an item has no author it is cited by its title, and ordered in the reference list in sequence by the first significant word of the title (e.g. not ‘The’, ‘A’ or ‘An’).

It is important to:

- be aware of the bibliographic details you need for each type of work you have used
- note the bibliographic details you need for the reference list as you use them to avoid last minute rush (and panic) at the end of your assignment trying to find these details, especially for online sources where the source can quickly change or be difficult to locate later
- find these details on the title page (rather than the front cover) and following page in a book and in journals
- write down the source as you write your assignment.

Writing the bibliographic details on index cards, or typing them up as you write your assignment and then sorting them alphabetically at the end is a good habit to develop. Putting the references in a Word table as you write and then using the 'sort' function for the authors can be useful. There are also various bibliographic software programs available to assist with entering and formatting bibliographic details. One of the most common of these is EndNote. The SCU Library offers training in EndNote, which is a good way for you to become familiar with the referencing style which fits your studies.

For examples of types of reference list entries, see the summary page at the beginning of this section.

Punctuation

The main points are:

- all elements of the reference following the year are separated by commas, and the reference concludes with a full stop
- except there is no comma between the author's initial(s) and the year of publication
- include the web address (URL) and the date you accessed the site as a bibliographic detail, see below for details.

Capitalisation

Maximal capitalisation is where the first letter of the first word and all other words except for articles, prepositions and conjunctions are capitalised. This method is generally used for **book titles** and **titles of newspapers, journals, plays, films, television programs, websites, musical compositions** and **works of art**:

The House that Jack Built

An Introduction to the Life and Times of Humphrey B. Bear

Tchaikovsky's Fourth Symphony

'Auld Lang Syne' (note that songs are placed in single quotation marks)

Blue Poles

Microsoft Resources

Note that subtitles of these items are treated the same way:

Health and Healing: Thirteen Uses for Crystals

Inflation: The Rise and Rise of the Australian Dollar

Minimal capitalisation involves capitalising the first letter of the first word and of those words which would normally bear an initial capital. This method is usually used for **book chapters** and **journal article titles**:

Cute, B 1988, 'An introduction to the life and times of Humphrey B. Bear',
Cuddly Bears Journal, vol. 3, no. 1.

Titles

When the title of a book or journal is referred to within text or in the reference list it is given in italics:

Spelling used in Commonwealth publications are those given in *The Macquarie Dictionary*.

or

The Style Manual for Authors, Editors and Printers is used as the authority for the author–date system described here.

If you cannot access italics, then underline the words you would italicise if you had the facility.

- The title should always be cited as it appears on the **title page**, rather than on the spine or cover, where it may have been changed for design reasons.
- Usually the **statement of responsibility** for a work refers to the author or authors and is given the main entry for the reference list. Where the work is ‘sponsored’ by an agency, association or other organisation and bears no specific author’s name on the title page, the name of the sponsoring organisation is used.

Books, pamphlets, brochures

The information required for a book is presented in the following order:

- author’s surname and initials or given name
- year of publication
- *title of publication* (*italicised*, if possible, or underlined)
- title of series, if applicable
- edition, if applicable (written ‘3rd edn’)
- editor, reviser, compiler or translator, if other than author
- volume number or number of volumes, if applicable
- elements of a book
- publisher
- place of publication
- page number or numbers, if applicable (quote page numbers for journal articles or newspaper articles or edited book sections but not authored books).

Author’s name

As a general rule only the author’s initials should be used, regardless of the manner of presentation on the title page. Degrees and affiliations are not included. Honorifics may be included to aid recognition, but are irrelevant to the alphabetical order:

Mungo, A

Mungo, Sir C

If a book has two or more authors they are cited in the order in which they appear on the title page, separated by commas and an ampersand:

Ledgerwood, G, Newton, T & Daily, B 1999, ...

Anonymous works are listed by title. Definite or indefinite articles are retained but disregarded in the alphabetical order. The year then follows the title:

Surfing the Internet with Mitch Faraway 1994, Byron University Press, Byron Bay.

A Super Guide to Surfing 1996, Alstonville College Press, Alstonville.

Pseudonymous works are listed under the pseudonym used in the in-text reference. Various methods may be used in the reference list to show that the name is a pseudonym:

Saki (HH Munro)

or

Eliot, George (pseud. of Mary A Evans)

or

Sand, George (pseud.)

Books sponsored by institutions or organisations and bearing no author are listed under the name of the sponsoring body. However a book sponsored by an institution and bearing the name of an author, is listed under the sponsoring body's name and acknowledges the author as follows:

Commonwealth Tertiary Education Commission 1988, *Review of Efficiency and Effectiveness in Universities*, by PZ Miller, Nimbin, NGDS.

Works where the role of **editor, compiler, reviser or translator** are paramount are listed under that person with the following abbreviations; 'ed.', 'eds', 'comp.', 'rev.' or 'trans.':

House, BG (ed.)

Knee, LO (ed. & trans.)

Non-English names frequently pose problems. The practice of the nation to which the author belongs should be followed as closely as possible. The following examples may provide some assistance:

Beauvoir, Simone de (French)

Bonin, Theda von (German)

De La Mare, Walter (English)

Deng Xiaoping (Chinese)

De Sica, Vittorio (Italian)

La Fontaine, Jean de (French)

Mai Van Bo (Vietnamese)

Ramon y Cajal, Santiago (Spanish)

Where a work is **reprinted in a different form** or a classic is republished in a modern version, the original date is placed in parentheses after the publication date of the reprint. However simple reprints, or reprints with corrections do not warrant separate mention.

When citing **publishers**, the publisher's name should be cited in full, however words such as 'Pty Limited' may be omitted. When a book has been co-published, both publishers' names and locations should be given and an ampersand should be used to differentiate between the two publishers:

Kean, JH (ed.) 1973, *Six Silly Songs for Summertime*, Songwriters Press, Adelaide, & Luni University, Sydney.

When a book is published in association with another publisher or organisation it should be written as:

Ring, LC 1996, *Great Telephone Numbers of the Twenty-First Century*, Telecom Press, Darwin, in assoc. with the Northern Territory Phone Council.

The place of publication is the site of the publisher's main editorial offices. If two or more places are listed on the title page or its reverse, only the first place listed is cited.

The intended readership should be considered when specifying the place of publication. The *Style Manual* suggests that the name of the state be included after a town name, for instance Lismore may not be very meaningful for an international audience, and should be Lismore, NSW:

Lucas, V 1995, 'Tourism in Nimbin', in *International Travel Times*, 4th edn, Celestial Travel Press, Nimbin, NSW.

Where **no place of publication** is given, 'n.p.' (no place) may be substituted:

Leeson, B 1984, *Suicide and Your Health*, Church Books, n.p. Distributed in Australia by Schnell-Jones, Sydney.

Sections of a book

Sections of a book such as chapters are treated similarly to articles in journal, (as described in the following section) however the word 'in' is included before the title of the book. Where an editor is cited, this is included before the book title:

Carson, S 1996, 'Settling down for sombre study', in O Right & A Way (eds), *Procrastination: The Enemy of Success*, Platypus Press, Wagga Wagga, Australia.

Journal articles

The information required for **articles in journals or periodicals** is presented in the following order:

- author's surname and initials or given name
- year of publication
- title of article
- *title of journal or periodical* (italicised, if possible or underlined)
- title of series, if applicable
- place of publication, if applicable*
- volume number, if applicable (written 'vol. 2')
- issue number or other identifier, if applicable (written 'no. 4' or 'October–December')
- page number or numbers.

*Place of publication is only used if there are two or more journals with the same or similar titles.

All elements following the year are separated by commas, and the citation concludes with a full stop. There is no comma between the author's initial(s) and the year of publication:

Van der Veen, D 1996, 'Bananas and university success', *The Journal of Fruit in Education*, vol. 4, no. 3, pp. 16–32.

Young, C 1995, 'Life at the end of the traincarriage', *Isolation in Education*, vol. 2, January, p. 3.

Study guides

The **Study Guide** for any unit should be treated as a book in its own right. The author of the 'book' is normally the lecturer who wrote the materials and their name should appear on the inside cover of the Study Guide. The University is the publishing body:

Chair, S. 2001, *Study Guide: Learning, Communicating and Educational Computing*, Southern Cross University, Lismore, NSW.

Thus, if you refer to a statement made by another writer and quoted within the study guide you should treat as per instructions for secondary sources:

(Jones 1989, cited in Chaseling 1998, p. 80)

Books of readings

Any articles or readings provided in a Book of Readings should be treated as a stand-alone journal article or book section, and referenced accordingly. That is, you refer only to the original article or section in your text and list only the details of the original article or book section in your reference list.

Other miscellaneous examples

Published conference proceedings are cited in the same manner as book chapters.

Unpublished materials include theses, papers presented at conferences, seminars, meeting and manuscripts. The authors name and year of preparation are presented in the same manner as for journal articles but with the title appearing without quotation marks. Other details vary according to the nature of the item, and should be provided with a view to guiding the reader as efficiently as possible:

Wilson, MN 1954, 'Assessing the flora and fauna of the lower Norwegian swamp area', PhD thesis, University of Outer Mongolia.

Herron, S 1981, 'Basic kitchen taxidermy', paper presented to the World Congress of Culinary Masters, University of Hamberg, Queensland, Australia, 16–21 December.

Reports of **commissions of enquiry** and other bodies often are better known by a brief title containing the name of the commissioner, chairperson or other office-bearer. In such a case the short title may be used in the text providing the list of references contains a clear cross-reference to the official title:

Commission of Inquiry into Goldfish Welfare 1992, *All that Glitters: An Investigation into the Welfare of Australian Goldfish*, report to the Department of Tanks and Ponds, APSB, Canberra.

Moby Report – see Commission of Inquiry into Goldfish Welfare 1992.

The **Parliamentary Papers Series** comprise documents tabled in the Commonwealth Parliament. These are cited in the following manner:

Australia, Parliament 1991, *Ministry of Silly Walks Annual Report 1990*, Parl. Paper 130, Canberra.

Electronic resources

There are a number of forms of information available on the Internet, such as FTP, Gopher, Telnet, newsgroups and the World Wide Web. There are also many texts appearing on the web that were originally published in paper form. Please follow the following guidelines when referencing electronic sources.

This section contains referencing information for:

- videos, television and motion pictures
- the World Wide Web
- articles from online journals
- articles accessed from full-text electronic databases
- newsgroups or email.

Lismore Campus Library refers people to the book:

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

The Library holds two copies: one is located in the reference section at Ref. 808.027/LIXI and the other is on the general library shelves at 808.027/LIXI and can be borrowed.

Motion pictures, videos, DVDs, television and radio programs

The following details should be provided in a reference list: *title*, date of recording, format, publisher, place of recording. Any special credits and other information that might be useful can be noted after the citation.

Fahrenheit 9/11 2004, DVD, Columbia TriStar Home Entertainment, Culver City, California. Written, produced and directed by Michael Moore.

Grumpy meets the orchestra 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.

Sunday too far away 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd, Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.

What are we going to do with the money? 1997, television program, ABC Television, Sydney, 8 August.

The search for meaning 1998, radio program, ABC Radio, Sydney, 24 March.

Web pages

Since web addresses (URLs) and content on websites can change, it is recommended that the date of your visit to the site be included along with the publication date of the material viewed where this is given. Page numbers are not provided on websites so cannot be provided in the reference list or the in-text reference. The referencing follows the same principles as other works except the online address (e.g. URL) and the date you accessed the material is included due to the ephemeral nature of online items.

Because Internet resources are ephemeral, articles cited one day may disappear or be amended the following day. This, of course, will depend on the nature of the reference; text at the Project Gutenberg site is intended to remain there, while personal home pages can only be considered temporary. It is thus best to retain copies of any articles that may disappear or undergo major revision, until no longer needed.

In general, reference to web pages include:

Author/editor	The person maintaining the site is not always the author of the material. In such cases this person should be considered an editor. Include organisations as an author if there is not a personal author provided.
Year of publication	If no publication date for the item is provided, this will usually be the date the document was created or last edited. If no date is provided, the usual author–date rules apply, use (n.d.). If there are good indications from the text of the approximate date, use (c. 1999) or if the publication date is dubious, use (1999?).
Title of article/web page	The title is the title of the article or web page quoted. If it would help the reader to locate the page, include the page title as a subtitle of the site home page, e.g. 'Strawberry Growers Association: Who are we?'
Name and place of the sponsor of the web page	This can sometimes be found on the copyright notice or the contacts page for the website, e.g. Department of Finance and Administration, Canberra.
Date the site was viewed by you	
Web address or location (if applicable)	The URL (Uniform Resource Locator) – the web address or the location of the web page you are quoting (e.g. ICQ location).

For example:

Cohen, V (ed.) 1999, Southern Cross University, Lismore and Coffs Harbour, viewed 11 December 1999, <<http://www.scu.edu.au>>.

History and Philosophy of Project Dogbert 2000, viewed 8 December 2000, <<http://hp.cs.dog.edu/pg/history.html>>.

Citations for Fun Group 2000, *Citation Style for Internet Sources*, viewed 1 January 2001, <<http://www.cl.cam.ac.uk/users/maw13/citation.html>>.

Journal article from an online journal

The general format is:

- author of journal article
- year of publication
- 'article title'
- format (use (online) if you are unsure if it is online or a networked CD-ROM)
- *title of journal*
- volume of journal
- issue number of journal
- article pages

- from statement: database name
- access date.

If a web published journal article is **an exact duplicate of the print version** (e.g. PDF copies from Adobe Acrobat), the basic primary journal reference can be used. If you have only viewed the article in its electronic form you should add in brackets after the article title (online). The page numbers listed refer to the original print version numbers, not the numbers on the printout of the PDF copy. Include the URL and the date the site was accessed. (See below if the full-text article has been **accessed from an online database index**.) For example:

Typo, R 1996, 'The impact of writing skills on employment', *Journal of Work Skills*, vol. 10, no. 4, pp. 219–226, viewed 7 July 2000, <http://work_skills.ret.com>.

If you are referencing an online article that is in a **different format from the original version**, or page numbers are not indicated (e.g. a text-only version print out), you will not be able to provide original page numbers in this case for the in-text referencing or reference list. Do not use the print-out numbers as these will vary depending on print set-ups:

O'Hanna, J 2001, 'Managing conferences perfectly', *Journal of Conference Perfection*, vol. 4, no. 2, viewed 8 August 2001, <<http://confman.snc.edu>>.

Articles in a web-based journal usually do not have page numbers and often volume and issue numbers are not used. If these details are not provided on the website, use the journal name and the URL for the article for the reference. Page numbers will not be able to be provided for the in-text referencing if they are not provided in the online article:

Hatter, M 2001, 'Wonderland reality', *Virtual Existence*, viewed 6 August 2001, <http://www.alice.in.wl/virtual_existence2001.htm>.

Journal article accessed from an electronic database

Full-text articles from online databases (e.g. ARL, ABI) could vary in content and page numbers depending on whether the article is available as a PDF file or as a text-only version of the original article. PDF images generally include original print version page numbers and can be quoted in the in-text reference and in the reference list. It is generally not possible to provide original page numbers from the text-only versions of the articles. In this case, page numbers cannot be provided for the in-text reference. However, the full page range can be provided in the reference list if they are provided in the online article.

The URLs for articles retrieved from electronic databases are usually temporary for that search and should not be included in the reference. Include the database the article was retrieved from and the date it was retrieved in the reference:

Mousehouse, K 1995, 'Work hazards: Air pollution', *Electronic Green Journal*, vol. 2, no. 1, pp. 12–16, viewed 23 October 2000, from Environment Australia database.

Email or newsgroups

References to information taken from **forums, newsgroups or email** should include the following:

- author's surname and initials or given name
- year of document or message
- subject
- posting to address
- date of posting.

For example:

Discussion forums (threaded discussion)

Right, I 2001, 'Re: Learning in organisations: what's that?', MNG00166
Discussion Forum, 20 April, Southern Cross University, viewed 21 April
2001, <<http://ci.scu.edu.au/courses/MNG0166-2001-1>>.

Email

Ellis, Z 2000, email, 21 December, <z.ellis@scu.edu.au>.

Newsgroups

Osborne, P <PHONE-L@sculist1.bitnet> 1999, 'Voicemail', phone user forum,
3 April, viewed 14 April 1999.

Just like writing an assessment item, referencing is something that improves with practise and then becomes automatic. Happy referencing, and if you have any problems, please contact your lecturer.

