Why Should I Acknowledge My Sources

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author’s theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author’s own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people’s ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University’s Student Academic Integrity Policy (referred to in the UC Student Guide to Policies at: http://www.canberra.edu.au/current-students/student-policies).
You need to acknowledge your sources:
- to acknowledge the work and ideas of other authors
- to allow the reader to check that what you are claiming is correct
- to show that you have read and understood the research in your area of study
- to lend authority to what you are writing
- to strengthen your argument
- to support your own ideas
- to provide details or background to what you are writing
- to provide interest.

**In-Text Citation**
You need to provide an in-text reference if you:
- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising.

In-text references typically contain the following information, in this order:
- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts).

**References**
You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.
Contents

Why Should I Acknowledge My Sources..........................1
In-Text Citation................................................................2
References.......................................................................2
GENERAL GUIDELINES..................................................7
IN-TEXT CITATIONS......................................................9
ONE AUTHOR..................................................................11
TWO OR THREE AUTHORS.............................................11
FOUR OR MORE AUTHORS...........................................12
SAME AUTHOR, SAME YEAR.................................13
CORPORATE AUTHOR / ORGANISATION..............13
TWO OR MORE WORKS CITED TOGETHER ........13
CITING A SOURCE WITHIN A SOURCE...............14
NO AUTHOR / EDITOR.................................................14
NO YEAR....................................................................15
SPECIAL CASES...........................................................15
REFERENCE LIST.......................................................17
CITING A SOURCE WITHIN A SOURCE...............17
NO AUTHOR/EDITOR....................................................17
NO LOCATION / NO PUBLISHER / NO YEAR........18
ARTWORK....................................................................18
BLOG / YOUTUBE.......................................................19
BLOG...........................................................................19
YOUTUBE....................................................................20
ONE AUTHOR...............................................................20
TWO OR THREE AUTHORS........................................21
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four or More Authors</td>
<td>21</td>
</tr>
<tr>
<td>Corporate Authors / Organisations</td>
<td>22</td>
</tr>
<tr>
<td>Edited Book</td>
<td>22</td>
</tr>
<tr>
<td>Later Editions</td>
<td>23</td>
</tr>
<tr>
<td>Translated Book</td>
<td>24</td>
</tr>
<tr>
<td>Multi-volume Works</td>
<td>24</td>
</tr>
<tr>
<td>Book – Electronic</td>
<td>25</td>
</tr>
<tr>
<td>Book Chapter</td>
<td>26</td>
</tr>
<tr>
<td>Brochure / Pamphlet</td>
<td>27</td>
</tr>
<tr>
<td>Computer Program / CD-ROM</td>
<td>27</td>
</tr>
<tr>
<td>Computer Program</td>
<td>27</td>
</tr>
<tr>
<td>CD-ROM</td>
<td>28</td>
</tr>
<tr>
<td>Conference</td>
<td>28</td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td>28</td>
</tr>
<tr>
<td>Conference Paper - Published</td>
<td>29</td>
</tr>
<tr>
<td>Conference Paper – Unpublished</td>
<td>30</td>
</tr>
<tr>
<td>Dictionary / Encyclopedia</td>
<td>30</td>
</tr>
<tr>
<td>Dictionary / Encyclopedia – Whole</td>
<td>30</td>
</tr>
<tr>
<td>Dictionary / Encyclopedia Entry</td>
<td>31</td>
</tr>
<tr>
<td>Facebook / Twitter</td>
<td>32</td>
</tr>
<tr>
<td>Film / DVD / Videorecording</td>
<td>32</td>
</tr>
<tr>
<td>Government Documents</td>
<td>33</td>
</tr>
<tr>
<td>Hansard</td>
<td>34</td>
</tr>
<tr>
<td>Image</td>
<td>34</td>
</tr>
<tr>
<td>Journal Article – Print</td>
<td>36</td>
</tr>
<tr>
<td>One Author</td>
<td>36</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>TWO OR THREE AUTHORS</td>
<td>36</td>
</tr>
<tr>
<td>FOUR OR MORE AUTHORS</td>
<td>37</td>
</tr>
<tr>
<td>BOOK REVIEW IN A JOURNAL</td>
<td>37</td>
</tr>
<tr>
<td>JOURNAL ARTICLE – ELECTRONIC</td>
<td>38</td>
</tr>
<tr>
<td>LECTURE / READING LISTS</td>
<td>39</td>
</tr>
<tr>
<td>LECTURE / TUTORIAL NOTES</td>
<td>39</td>
</tr>
<tr>
<td>READING LISTS</td>
<td>39</td>
</tr>
<tr>
<td>LEGISLATION</td>
<td>40</td>
</tr>
<tr>
<td>CASE LAW</td>
<td>40</td>
</tr>
<tr>
<td>MAP</td>
<td>41</td>
</tr>
<tr>
<td>MUSIC</td>
<td>42</td>
</tr>
<tr>
<td>MUSIC – PRINT</td>
<td>42</td>
</tr>
<tr>
<td>RECORDED MUSIC</td>
<td>42</td>
</tr>
<tr>
<td>NEWSLETTER</td>
<td>43</td>
</tr>
<tr>
<td>NEWSPAPER ARTICLE</td>
<td>43</td>
</tr>
<tr>
<td>PATENT</td>
<td>44</td>
</tr>
<tr>
<td>PERSONAL COMMUNICATION</td>
<td>45</td>
</tr>
<tr>
<td>PODCAST</td>
<td>45</td>
</tr>
<tr>
<td>PRESS/MEDIA RELEASE</td>
<td>45</td>
</tr>
<tr>
<td>REPORT</td>
<td>46</td>
</tr>
<tr>
<td>SPEECH</td>
<td>48</td>
</tr>
<tr>
<td>STANDARD</td>
<td>48</td>
</tr>
<tr>
<td>THESIS / UNPUBLISHED WORK / SELF CITING</td>
<td>49</td>
</tr>
<tr>
<td>UNPUBLISHED / SELF CITING</td>
<td>50</td>
</tr>
<tr>
<td>TV / RADIO</td>
<td>51</td>
</tr>
</tbody>
</table>
GENERAL GUIDELINES

Format
Author, AA Year, *Title*, Publisher, Location.
Editor, AA (ed.) Year, *Title*, Publisher, Location.
Author, AA Year, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx.

Reference Lists
Reference Lists are filed alphabetically by author, or by title if there is no author.

Guidelines
- Authors are entered in the form Author, AA with no punctuation after each initial. An editor is entered with "(ed.)" after the name, but use "(eds)" if there are more than one editor.
  
  Smith, JF & Tindale, P

- Titles of published works are entered in Italics. Minimal capitalization is used in reference entries.
  
  *This is my life: collection of photos by Andrew Snowden*

- Titles of unpublished works, article titles and section titles are entered in single quotation marks.
  
  'How we use mobile phones', *Social Science Quarterly*

- Titles: If there is no title on an item, e.g. photo from the web, create a title and enter it in square brackets in place of the title.
  
  [Child playing with dog]
• Place of publication is entered as city only unless the location is ambiguous or obscure, where a qualification of state or country is added. Give the publisher as it appears in the item. Do not include the city or state if it is part of the publisher name.

  One-Time Publishers, Cambridge, UK
  Butterworth, North Ryde, NSW
  University of Canberra.
IN-TEXT CITATIONS

General guidelines

In text citations are entered in 2 ways:

- 'Information prominent' (the author's name is within the parentheses/round brackets):
  
  The conclusion reached in a recent study (Cochrane 2007) was that ...

- 'Author prominent' (the author's name is outside the parentheses/round brackets):
  
  Cochrane (2007) concluded that ...

Format - no direct quote

a) No page number

(Author Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane 2007) was that ...

Cochrane (2007) concluded that ...

b) Paraphrasing concept / idea

... (Author Year, p. Page)

Author (Year, p. Page) ...

Format - direct quote, fewer than 30 words

‘...’ (Author Year, p. Page)

Author (Year, p. Page) ‘...’

Note

The quote is entered in single quotation marks.
Examples
An interesting view was expressed that ‘the connection of high profile developments to their surrounding environment has increasingly been questioned’ (Cochrane 2007, p. 117).

An interesting view was expressed by Cochrane (2007, p.117) that ‘the connection of high profile developments to their surrounding environment has increasingly been questioned’.

Format - direct quote, more than 30 words
Text ... Author (Year, p. Page)
   Quote
Text
or
Text
   Quote (Author, Year, p. Page)

Note
Quotation marks are not used in this format. The entire quote must be indented and single spaced.
Example

Much has been written about acute care. Finkelman (2006, p. 184), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours.

Recently, this trend has been seen in some Australian hospitals and research here ...

**ONE AUTHOR**

**Format**

(Author Year)

Author (Year)

**Examples**

The conclusion reached in a recent study (Cochrane 2007) was that ...

Cochrane (2007) concluded that ...

**TWO OR THREE AUTHORS**

**Format**

(Author, Author & Author Year)

Author, Author and Author (Year)
Example
Littlejohn and Foss (2005)

Note
Cite all names every time the reference occurs in text.

FOUR OR MORE AUTHORS

Format
(Author 1 et al. Year)
Author 1 et al. (Year)

Examples
(Duffy et al. 2001)
Green et al. (2009)

Note
Use this format in first and subsequent occurrences.
If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique.

Example
Green PF, Andrews SD, Peterson GH & Edwards TW 2010
Green SL, Snowden PY, Robertson BL & Moss V 2010
In-text citations become:
(Green, Andrews et al. 2010)
(Green, Snowden et al. 2010)
SAME AUTHOR, SAME YEAR

General guidelines

If the same author or group of authors have multiple works published in the same year, identify each work by adding the suffixes a, b, c, d after the year.

Example

(Fullan 1996a)
(Fullan 1996b)

CORPORATE AUTHOR / ORGANISATION

Format

(Corporate author Year)
Corporate author (Year)

Note

The full corporate author is written out in the first citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the corporate author in the first occurrence and used in subsequent occurrences.

Example

Subsequent occurrences (AIHW 2009)

TWO OR MORE WORKS CITED TOGETHER

General guidelines

Order the citations within the parentheses in alphabetical order as they would appear in the reference list, separated by a semicolon.
Example
(Carr & Kemmis 1986; Dick 2000; Kemmis & McTaggart 1988; MacIsaac 1995)

CITING A SOURCE WITHIN A SOURCE
When citing a source you haven't read yourself, but which is referred to in a source you have read.

Format
(Author 1 as cited in Author 2 Year, p.xxx)

Example
Lilly (as cited in Maxwell 1999, p.25) stated that '...

Reference List

NO AUTHOR / EDITOR
General guidelines
If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title.
Use single quotation marks around the title of an article, a chapter or a web page.
Italicize the title of a periodical, a book, a brochure or a report.

Format - no author
(Title Year)
Title (Year)
Examples - no author
(Macroeconomics, prices and quantities 1983)
‘Internet pioneer to oversee network redesign’ (2007)
(‘Tunguska event’ 2012)

NO YEAR
If no year of publication is available use an estimated year or n.d. in place of the year.

Format - No year
(Author c. Year)
(Author n.d.)
(Author 1943?)

Examples
Smythe (c. 2007)
(Browne n.d.)

SPECIAL CASES
Multivolume sets or collections produced over several years
Enter a range of years to cover the set or collection.
(Allport, 1930-1967)

Personal communication
Include the author, the abbreviation pers. comm. and the full date of the communication. Never include email addresses in your citation.
(M Coleman 2007, pers. comm., 11 July)
**Legislation**
Include the name, year and jurisdiction of the Act.
(Anti-Discrimination Act 1991 (Cwlth))

**Case law**
Give the name of the case and the year of the decision.
(Mace v. Murray 1955)

**CD-ROM**
Include the title of the item in italics and the year of production.
(House for the nation 2001)

**Film, video, television, radio, podcast, YouTube**
Include the title of the item in italics and the year of production.
(Lord of the Rings: the return of the king 2003)
CITING A SOURCE WITHIN A SOURCE

When citing a source you have not read yourself, but which is referred to in a source you have read.

In-text reference

Lilly (as cited in Maxwell 1999, p.25) stated that '...
'...' (Schwartz as cited in Burton, Westen & Kowalski 2009, p.63)

Reference list


NO AUTHOR/EDITOR

General guidelines

If there is no author - substitute the title in the position of the author.

Format - no author

*Title of work* Year of publication, Publisher, Location.

Example

NO LOCATION / NO PUBLISHER / NO YEAR

General guidelines

If the location is not known - substitute n.p. in place of the location.

The are no guidelines for citing works with no publisher in the Style Manual: For Authors, Editors and Printers. It is acceptable in other styles to just use the location and date. Consult your lecturer before citing material without a publisher.

If the date is not known - substitute an approximate date (c. for circa or ? after date) or n.d. in place of the year.

Format - no date

Author, AA c. year, Title of work, Publisher, Location.
Author, AA n.d., Title of work, Publisher, Location.
Author, AA 1943?, Title of work, Publisher, Location.

Examples

Smythe, V c. 2007, Ant colonies: How they communicate, Emu, Canberra.
Browne, JD n.d., Forensic science as a career, Tower, London.

ARTWORK

Format – Unpublished Artwork

Creator, AA Year of creation, 'Title of work', decription of work, Repository, Location.
Format – Published Artwork

Creator, AA Year of creation, Title of work, description of work, Publisher, Location.

Creator, AA Year of creation, Title of work, type of artwork, viewed Day Month Year, <http://xxxxx>

Examples

Barnes, CR 2005, 'Library at dawn', photograph in jpeg format, Canberra.


BLOG / YOUTUBE

BLOG

Format

Author, AA Year of post, 'Title of post', Title of Blog, weblog post, Day Month of post, viewed Day Month Year, <http://xxxxx>

Author, AA Year of post, 'Title of post', Title of Discussion, discussion list message, Day Month of post, viewed Day Month Year, <http://xxxxx>
Examples


**YOUTUBE**

Format

*Title of video*, Year of production, online video, Day Month of production, credits, viewed Day Month Year, http://xxxxx

Example

*Update on new G20 arrangements*, 2009, online video, 29 September, created by K. Rudd, viewed 20 November 2009, http://www.youtube.com/watch?v=i8IdJ-0S5rs

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**BOOK – PRINT**

**ONE AUTHOR**

Format

Author, AA Year of publication, *Title of work*, Publisher, Location.

Examples


**TWO OR THREE AUTHORS**

**Format**

Author, AA, Author, BB & Author CC Year of publication, *Title of work*, Publisher, Location.

**Examples**


**FOUR OR MORE AUTHORS**

List all authors.

**Format**

Author, AA, Author, BB, Author, CC, Author, DD, Author, EE, Author, FF & Author, GG Year of publication, *Title of work*, Publisher, Location.

**Examples**


**CORPORATE AUTHORS / ORGANISATIONS**

**Format - Corporate author, different publisher**

Corporate Author Year of publication, *Title of work*, Publisher, Location.

**Example**


**Format - Corporate author same as publisher**

Corporate Author Year of publication, *Title of work*, Corporate Author (use abbreviation if possible), Location.

**Example**


**EDITED BOOK**

**Format**

Editor, AA (ed.) Year of publication, *Title of work*, Publisher, Location.

Editor, AA & Editor, BB (eds) Year of publication, *Title of work*. Publisher, Location.
Examples


LATER EDITIONS

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 1st American ed.
- New ed.
- Facsim. ed.

Format

Author, AA Year of publication, *Title of work*, ... edn, Publisher, Location.

Editor, AA (ed.) Year of publication, *Title of work*, ... edn, Publisher, Location.

Examples


**TRANSLATED BOOK**

**Format**

Author, AA Year of publication, *Title of work*, trans. A Translator, Publisher, Location.

**Example**


**MULTI-VOLUME WORKS**

**Format**

Author, AA Year of publication, *Title of work*, vols. ..., Publisher, Location.

Editor, AA (ed) Year of publication, *Title of work*, vols. ..., Publisher, Location.

Author, AA Year of publication, *Title of entire work, vol. ...*, *Title of volume*, Publisher, Location.

**Examples**


BOOK – ELECTRONIC

Format
Author, AA Year of publication, *Title of work*, version, viewed Day Month Year, <http://xxxxx>

Author, AA Year of publication, *Title of work*, version, viewed Day Month Year, Database name.

Examples


Note
See **Book - Print** for all Book formats (e.g. multiple authors, corporate authors, later editions).
BOOK CHAPTER

Format

Author, AA Year of publication, 'Title of chapter' In A Editor & B Editor (eds), Title of book, ... edn, Publisher, Location.

Author, AA Year of publication, 'Title of chapter', In A Editor & B Editor (eds), Title of book, ... edn, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of chapter', In A Editor & B Editor (eds), Title of book, ... edn, viewed Day Month Year, <http://xxxxx>

Examples

Richards, KC 1997, 'Views on globalization', In HL Vivaldi (ed), Australia in a global world, Century, North Ryde, NSW.


Levin, C, Ury, C, Koggel, CW & Furlong, A. 'Welcoming big brother: the malaise of confidentiality in the therapeutic culture', In Confidential relationships, viewed 24 September 2012, EBSCO Academic Search Complete.

BROCHURE / PAMPHLET

Format
Author, AA Year of publication, *Title of work*, brochure, Publisher, Location.

Author, AA Year of publication, *Title of work*, brochure, Site Sponsor, Location, viewed Day Month Year, <http://xxxxxx>

Corporate Author Year of publication, *Title of work*, brochure, Publisher, Location.

Examples


COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM

Format
*Title of work* Year of publication, version, computer software, Publisher, Location. Credits

*Title of work* Year of publication, version, computer software, credits, accessed Day Month Year, <http://xxxxxx>

Examples
*Comprehensive Meta-Analysis* n.d., version 2, computer software, Biostat, Englewood, NJ.
EndNote 2013, version X7 for Mac, computer software, Thomson, USA.

**CD-ROM**

**Format**

*Title of work* Year of Publication, CD-ROM, Publisher, Location. Credits.

**Examples**


*A house for the nation: 100 years of Australia’s House of Representatives* 2001, CD-ROM, Dept. of the House of Representatives in association with the Swish Group, Canberra.

---

**CONFERENCE**

**CONFERENCE PROCEEDINGS**

**Format**

Author, AA Year of publication, *Title of conference*, Publisher, Location.

Author, AA Year of publication, *Title of conference*, viewed day month year, <http://xxxxx>

**Examples**


CONFERENCE PAPER - PUBLISHED

Format - Paper in Published Proceedings

Author, AA Year of publication, 'Title of paper', *Title of proceedings including year and number*, Organisation name, Conference location, Conference date, pp. xx

Author, AA Year of publication, 'Title of paper', *Title of proceedings including year and number*, Organisation name, Conference location, Conference date, pp. xx, viewed Day Month Year, <http://xxxxx>

Examples


**CONFERENCE PAPER – UNPUBLISHED**

**Format - Unpublished Paper, Paper Presentation or Poster Session**

Presenter, AA Year of presentation, 'Title of paper or poster session', paper presented at xxxx, Conference location, Conference date.

**Example**


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**DICTIONARY / ENCYCLOPEDIA**

**DICTIONARY / ENCYCLOPEDIA – WHOLE**

**Format**

Editor, AA (ed.) Year of publication, *Title of work*, Publisher, Location.

Editor, AA & Editor, BB (eds) Year of publication, *Title of work*, Publisher, Location.

Editor, AA (ed.) Year of publication, *Title of work*, viewed Day Month Year, <http://xxxxx>
**Example**


**DICTIONARY / ENCYCLOPEDIA ENTRY**

**General guidelines**

If authorship of the entry is not given, provide all the details in the in-text citation only.

... salvation is described in *The Encyclopaedia Britannica* (2007) as ...

If the author is known use the format below.

**Format**

Author, AA Year of publication, 'Title of chapter or entry' In A Editor & B Editor (eds), *Title of book*, ... edn, Publisher, Location.

Author, AA Year of publication, 'Title of chapter or entry', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of chapter or entry', In A Editor & B Editor (eds), *Title of book*, ... edn, viewed Day Month Year, <http://xxxxx>

**Example**

FACEBOOK / TWITTER

General guidelines

To cite a Twitter feed or Facebook page as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside round brackets. There is no need for a reference list entry.

To cite a specific post use the format below.

Cite the author as it appears in the post not as Author, AA

Format

Author Year of post, *Title of Post*, type of post, Day Month of post, viewed Day Month Year, <http://xxxxx>

Example

Kevin Rudd and Labor 2009, *Australian civilian corps to help in crises*, Facebook update, 24 October, viewed 20 November 2009,

FILM / DVD / VIDEORECORING

Format

*Title of work* Year of production, format, Studio/Publisher, Location. Credits.

Examples


GOVERNMENT DOCUMENTS

Format

Author, AA Year of publication, Title of work, Report number, Publisher, Location.

Author, AA Year of publication, Title of work, Report number, Site Sponsor, Location, viewed Day Month Year, <http://xxxxx>

Corporate Author Year of publication, Title of work, Report number, Site Sponsor, Location, viewed Day Month Year, <http://xxxxx>

Note

If the corporate author and publisher are the same, you can use an abbreviation for the name of the publisher.

Examples

Department of Finance and Administration 2006, Delivering Australian Government services: managing multiple channels, DOFA, Canberra.

Australian Bureau of Statistics 2007, Australian social trends, Cat.no. 4102.0, ABS, Canberra.

HANSARD

Format
Corporate Author Year of publication, *Title of work*, vol. x, Publisher, Location.

Corporate Author Year of publication, *Title of work*, vol. x, viewed day month year, <http://xxxxx>

Examples
Australian Capital Territory. Legislative Assembly 2002, *Debates of the Legislative Assembly for the Australian Capital Territory, weekly Hansard*, vol. 14, ACT. Legislative Assembly, Canberra.


IMAGE

General guidelines
If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

[Child playing with dog]

Format – Image in Another Work
Creator, AA Year of publication, 'Title of image', description of material, in A Author (if different from Creator), *Title of work*, Publisher, Location, pp. xx.
Format – Published Image
Creator, AA Year of creation, *Title of image*, description of material, Publisher, Location.
Creator, AA Year of creation, *Title of image*, description of material, viewed Day Month Year, <http://xxxxx>

Format – Unpublished Image
Creator, AA Year of creation, 'Title of image', description of material, Repository, Location.

Examples
Barnes, CR 2005, *[Library at Dawn]*, photograph, Canberra.
JOURNAL ARTICLE – PRINT

General guidelines
If each issue of a journal begins on page 1, give the issue number after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

ONE AUTHOR
Format

Examples

TWO OR THREE AUTHORS
Format

Examples
FOUR OR MORE AUTHORS

List all authors

Format


Examples


BOOK REVIEW IN A JOURNAL

Format


Example

JOURNAL ARTICLE – ELECTRONIC

Format
Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx, viewed Day Month Year, Database name.

Author, AA Year of publication, 'Title of article', *Title of Journal*, vol. x, no. x, pp. xx-xx, viewed Day Month Year, <http://xxxxx>

Examples


Note
See *Journal Article - Print* for all forms of journal articles.
LECTURE / READING LISTS

LECTURE / TUTORIAL NOTES

Note
If you are citing lecture notes from a university other than the University of Canberra, enter the university name before the unit number and name.

Format
Author, AA Year of lecture, Unit number and name, lecture number, week number: Title of lecture, description, viewed Day Month Year, <http://xxxxx>

Example

READING LISTS

Format
Author, AA Year of publication, 'Title of article', Title of Journal, vol. xx, no. xx, pp. xx-xx, viewed Day Month Year, University of Canberra Reading Lists.

Author, AA Year of publication, 'Title of chapter or entry', in A Editor & B Editor (eds), Title of book, viewed Day Month Year, University of Canberra Reading Lists.

Examples

LEGISLATION / CASE LAW

LEGISLATION

General guidelines

Include legislation in your reference list only if it is important to a better understanding of your assignment or is required by your lecturer. Otherwise an in-text reference is sufficient.

e.g. In relation to action regarding unsuitable good, s. 74B of the Trade Practices Act 1974 states…

Format

Name of Act Year (Jurisdiction), viewed day month year, <http://xxxxx>

Examples

Trade Practices Act 1974 (Cwlth)

CASE LAW

Format - Unreported cases

Name v. Name [Year] Court abbreviation, Decision number (Unreported Day Month Year of decision).
Format - Reported cases
Name v. Name (Year) Volume, Reporting series abbreviation, Page.

Examples
Mace v. Murray (1955) 92 CLR 370.

MAP
Format
Creator, AA Year of publication, *Title of map*, map, Publisher, Location.
Creator, AA Year of publication, *Title of map*, map, viewed Day Month Year, <http://xxxxx>

Examples

MUSIC

MUSIC – PRINT

Format
Author, AA Year of publication, *Title of work*, format, Publisher, Location.
Author, AA Year of publication, *Title of work*, format, viewed Day Month Year, <http://xxxxx>

Examples

RECORDED MUSIC

Format
*Title of work* Year of publication, type of recording, Publisher, Location. Credits.
*Title of work* Year of publication, type of recording, credits, accessed Day Month Year, <http://xxxxx>
'Title of track' Year of publication, on *Title of work*, type of recording, Publisher, Location. Credits.

Examples
*Wish you well* 2005, MP3, performed by Bernard Fanning, accessed 7 July 2012,
'From little things big things grow' 1997, on *Songs from the south: Paul Kelly’s greatest hits*, CD, Mushroom Records, Melbourne. Written and performed by Paul Kelly.

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**NEWSLETTER**

**Format**

Author, AA Year of publication, ‘Title of article’, *Title of Newsletter*, Day Month of publication, pp. xx, viewed Day Month Year, <http://xxxxx>

**Example**


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**NEWSPAPER ARTICLE**

**General guidelines**

If authorship is not obvious, provide all the details in the in-text citation.

e.g.

*(The Canberra Times 28 May 2007, p. 15)* or ...in *The Canberra Times* (28 May 2007, p. 15)

If authorship of the article is obvious follow the format below.
Format

Author, AA Year of publication, 'Title of article', Title of Newspaper, Day Month of publication, pp. xx, viewed Day Month Year, <http://xxxxx>

Examples


Waterford, J 2007, 'Bill of Rights gets it wrong', The Canberra Times, 30 May, p. 11.


PATENT

Format


Examples


PERSONAL COMMUNICATION

General guidelines

Personal communication is cited in-text only with no entry in the Reference List. Include the name of the sender and the date of the communication.

e.g.

(C. Barnes 2004, pers. comm., 13 May)

or

Miss C Barnes confirmed this in an email on 13 May 2004.

PODCAST

Format

*Title of work* Year of production, audio podcast, Day Month of production, credits, accessed Day Month Year,

<http://xxxxx>

Example

*AM: News & current affairs* 2007, audio podcast, 28 April, presented by T Nolan, accessed 28 May 2007,

<http://www.abc.net.au/am/>

PRESS/MEDIA RELEASE

Format

Author, AA (Ministerial portfolio) [if applicable] Year, *Title of release*, release type, Publisher [if applicable], Place of publication [if applicable], Day Month, viewed Day Month Year, <http://xxxxx>
Corporate author Year, *Title of release*, release type, Publisher [if applicable], Place of publication [if applicable], Day Month, viewed Day Month Year, <http://xxxxx>

**Examples**


**REPORT**

See also Government Document Format

Author, AA Year of publication, *Title of work*, report number, Publisher, Location.

Author, AA Year of publication, *Title of work*, report number, Site Sponsor, Location, viewed Day Month Year, <http://xxxxx>
Note

If the corporate author and publisher are the same, enter an abbreviation for the publisher. The first occurrence of the name of a corporate author must be given in full, whether in the written text or in a citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the full name and used in subsequent occurrences. e.g. Australian Institute of Health and Welfare (AIHW).

Examples


SPEECH

General guidelines

The preferred method for citing a speech is to find a transcript or recording of the speech and cite this in your document using the rules for citing books, articles or recordings. If you cannot find a transcript or recording, use the format below.

Format

Speaker, AA Year of speech, 'Title of speech', speech, Description of speech, Location, Day Month of speech.

Examples


STANDARD

Format

Corporate Author Year of publication, Standard number: Standard name, Publisher, Location.

Corporate Author Year of publication, Standard number: Standard name, viewed Day Month Year, <http://xxxxx>

Note

If the corporate author and publisher are the same, you can enter an abbreviation for the publisher. The first occurrence
of the name of a corporate author must be given in full, whether in the written text or in a citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the full name and used in subsequent occurrences. e.g. Australian Institute of Health and Welfare (AIHW).

Examples


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**THESIS / UNPUBLISHED WORK / SELF CITING THESIS**

**Format**

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location.

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location, viewed Day Month Year, Database.

Author, AA Year of completion, 'Title of work', type of thesis, Name of Institution, Location, viewed Day Month Year, <http://xxxxx>
Examples


UNPUBLISHED / SELF CITING

Note: Check with your lecturer first to find out if it is permissible to cite your own work.

Format

Author, AA Year of completion, 'Title of work', type of work, Name of Institution, Location.

Example

Brown, G 2001, 'Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream' unpublished manuscript, University of Canberra.
TV / RADIO

TV / RADIO – PROGRAM

Format

*Title of program* Year of production, television/radio program, Studio, Location, Day Month of production. Credits.

Examples

*Stateline* 2009, television program, ABC TV, Canberra, 4 September. Presented by C Kimball.


TV / RADIO – PROGRAM SEGMENT OR EPISODE FROM A SERIES

Format

'Title of segment' Year of production, *Title of program*, television/radio program, Studio, Location, Day Month of production. Credits.

'Title of episode' Year of production, *Title of series*, television/radio program, Studio, Location, Day Month of production. Credits.

Examples


**TV / RADIO – TRANSCRIPT**

**Format**

’Title of segment’ Year of production, *Title of program*, television/radio program transcript, Studio, Location, Day Month of production. Credits.

’Title of segment’ Year of production, *Title of program*, television/radio program transcript, Studio, Location, Day Month of production, credits, viewed Day Month Year, <http://xxxxx>

**Examples**


**TV / RADIO – ADVERTISEMENT**

**Format**

*Title of work* Year of production, television/radio advertisement, Studio, Location, Day Month of production. Credits.
Example


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**WEB SITE / WEB PAGE**

**WEB SITE**

When citing an entire web site it is sufficient to cite the address in the text.

e.g. Beyondblue <http://www.beyondblue.org.au/> is a website supporting ...

If you wish to acknowledge the entire web site in your reference list, use the format below.

**Format**

Author, AA Year of creation, Name of site sponsor, Location, viewed Day Month Year, <http://xxxxx>

**Examples**


**WEB DOCUMENT**

**Format**

Author, AA Year of creation, _Title of work_, version, Sponsor of the site, Location, viewed Day Month Year, <http://xxxxx>
Examples


WIKI

Format

Author, AA Year of creation, *'Title of work'*, *Title of Wiki*, wiki article, viewed Day Month Year, <http://xxxxx>
Examples

Preater, A 2012, 'Adding a persistent link to the Encore record display', CSDirect wiki: Encore, wiki article, viewed 26 July 2012,
<http://csdirect.iii.com/lswiki/Encore/PermaLink>

'Great debates in media literacy: theory and practice of media literacy', n.d, Wikiversity, wiki article, viewed 27 October 2009,
<http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy>

'Tunguska event' 2012, Wikipedia, the free encyclopedia, wiki article, viewed 26 July 2012,
<http://en.wikipedia.org/wiki/Tunguska_event>