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.

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.
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GENERAL GUIDELINES

Basic Format

Number. Author AA. Title of work. Location: Publisher; Year of publication.

Number. Editor AA, editor. Title of work. Location: Publisher; Year of publication.


Guidelines

- Authors: Give authors in the format Author AA. Use a maximum of 2 initials. It is also an acceptable option to give full first names.
  
  Smith JP, Tindale F.
  
  Smith, John P; Tindale, Fiona.

- Titles: Capitalise only the first word of the title, proper nouns, proper adjectives, acronyms and initialisms. See Journals Article - Print for sources on how to abbreviate journal titles.
  
  This is my life: collection of photos by Andrew Snowden

- 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]

- Articles: Capitalise only the first word of the article title as well as proper nouns, proper adjectives, acronyms and initialisms. Abbreviate significant words in a journal title, omitting other words such as articles, conjunctions and prepositions. Capitalise all words in the journal title.
  
  How we use mobile phones. Soc Sci Q.

- Publishers: Give one location, usually the first named, as the place of publication. For clarification, give the location as city and state for the United States & Canada (state abbreviations within round brackets). For other countries add the country (country in full within round brackets) if clarification is needed. Abbreviate the names of well-known publishers and commonly used words in publisher names if desired. If there is more than one publisher, name subsequent publishers in a note at the end.
  
  New York: Python Books
  
  Cambridge (MA): MIT Press
  
  Cambridge (GB): Python
  
  North Ryde (Australia): Penguin Books
  
  London: SAGE; 2012. Published in association with the Open University.

- Year: Give the year of publication. Add a copyright date if there is 3 or more years between that and the year of publication. If there is no year of publication, give the copyright year.
  
  2009
  
  2011, c1998
  
  c2005
IN-TEXT CITATIONS

General guidelines
In-text citations are the references provided within your work that refer to other works you have used to support your arguments, etc. In this Vancouver style guide, the in-text citation system used is the citation-sequence system. In this system:

- Number the references in the order they first appear in your text, tables or figures. Use Arabic numbers. Assign a number even if the author(s) is named in the sentence/text.
- Place the numbers in round brackets or in superscript. They can be placed before punctuation or after punctuation.
- Re-use the number if you mention/cite that particular reference again.
- If multiple references are cited at a given place, use a hyphen to join the first and last inclusive numbers e.g. (2-5), and a comma to separate non-inclusive numbers e.g. (7,10,12).

Note: In the Reference List at the end of your paper, the references are listed in numerical order.

FORMAT – NUMERIC (NUMBERS IN BRACKETS)

Format - no direct quote
(Number)

Example
The conclusion reached in a recent study (1) was that ...

Format - direct quote, less than 30 words
'...' (Number, p. page)
Author (Number, 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' (1, p. 117).
An interesting view was expressed by Cochrane (1, p. 117) that 'the connection of high profile developments to their surrounding environment has increasingly been questioned'.

Format - direct quote, 30 words and more
Text ... Author (Number, p. page)
  Quote
Text
or
Text
  Quote (Number, 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 (2, 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 ...

FORMAT – SUPERSCRIPT

Format - no direct quote
Author\number

Example
Cochrane\number concluded that ...

Format - direct quote, fewer than 30 words
'...
Author\number(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'\number\p.(117)

An interesting view was expressed by Cochrane\number\p.(117) that 'the connection of high profile developments
to their surrounding environment has increasingly been questioned'.

Format - direct quote, more that 30 words
Text ... Author\number(p. page)
   Quote
   Text
or
   Text
   Quote\number

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\textsuperscript{2} (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 ...
REFERENCE LIST

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.

In-text reference
Lilly as cited in Maxwell (3) stated that '...
Burton (5) quoted Schwartz ...

References

NO AUTHOR/EDITOR
If no author or editor is present, start your reference with the Title of the item.

Example

NO LOCATION / NO PUBLISHER / NO YEAR
If no location is present substitute an inferred place [Chicago?] or the phrase [place unknown].
If no publisher is present substitute the phrase [publisher unknown].
If no year is present substitute an approximate date [1976?] or the phrase [date unknown].

Examples
12. Browne JD. Forensic science as a career. London: Tower Publishing; [date unknown].
ARTWORK

Paintings, sculptures, and other works of art are included only when a print or photograph of them has been made, then this item is treated as an image.

BLOG / YOUTUBE

BLOG

Format - Full Blog

Number. Author AA. Title of blog [Internet]. Location: Publisher. Year Month Day of publication [cited Year Month Day]. Available from: http://xxxxx

Format - Blog Entry by Blog Owner

Number. Author AA. Title of blog entry; Year Month Day of publication [cited Year Month Day]; [about xx screens]. Available from: http://xxxxx

Format - Blog Entry by Author Not the Blog Owner

Number. Author AA. Title of blog entry. Year Month Day of publication [cited Year Month Day]. In: Blog Owner. Title of blog [Internet]. Location: Publisher. Year Month Day of start of blog. [about xx screens]. Available from: http://xxxxx

Example - Blog Entry


Format - Comment on a Blog Post

Number. Author AA. Comment on: "Original blog post". Year Month Day of comment [cited Year Month Day]. In: Blog Owner. Title of blog [Internet]. Location: Publisher. Year Month Day of start of blog. [about xx screens]. Available from: http://xxxxx

Example - Comment on a Blog Post


Format - Discussion List

Number. Author AA. Title of message. In: Title of discussion list [Internet]. Location: Publisher; Year Month Day of publication [cited Year Month Day]. [about xx screens]. Available from: http://xxxxx (optional)
Example - Discussion List


YOUTUBE

Format

Number. Author AA. Title of work [Internet]. Location: Publisher; Year Month Day of creation [cited Year Month Day]. Video: xx min. Available from: http://xxxx

Example

5. Rudd K. Update on new G20 arrangements [Internet]. Canberra: Kevin Rudd; 2009 Sep 29 [cited 2009 Nov 20]. Video: 2 min. Available from: http://www.youtube.com/watch?v=i8IdJ-0S5rs

BOOK – PRINT

ONE AUTHOR

Format

Number. Author AA. Title of work. Location: Publisher; Year of publication.

Examples


MANY AUTHORS

General guidelines

List all authors.

Format

Number. Author AA, Author BB, Author CC, Author DD. Title of work. Location: Publisher; Year of publication.
Examples


MANY AUTHORS (ACCEPTABLE OPTION)

General guidelines

If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Format

Number. Author AA, Author BB, Author CC, et al. Title of work. Location: Publisher; Year of publication.

Number. Author AA, Author BB, Author CC, and others. Title of work. Location: Publisher; Year of publication.

Examples


CORPORATE AUTHORS / ORGANISATIONS

Format - Corporate author, different publisher

Number. Corporate Author. Title of work. Location: Publisher; Year of publication.

Example


Format - Corporate author same as publisher

Enter the publisher as 'The Department/Association/Bureau'.

Number. Corporate Author. Title of work. Location: The Department/Association etc.; Year of publication.

Example

EDITED BOOK

Format
Number. Editor AA, editor. Title of work. Location: Publisher; Year of publication.
Number. Editor AA, Editor BB, editors. Title of work. Location: Publisher; Year of publication.

Examples

LATER EDITIONS

General guidelines
Indicate the edition/version being cited after the title when a book is published in more than one edition or version. Abbreviate common words, if desired.

These are some edition statements you may see.

- 7th ed.
- 1st paperback ed.
- Rev. ed.
- 2nd ed., rev. and expanded
- 1st American ed.
- New ed.
- Facsim. ed.

Format
Number. Author AA. Title of work. x ed. Location: Publisher; Year of publication.

Examples
TRANSLATED BOOKS

Format
Number. Author AA. Title of work. Translator. Location: Publisher; Year of publication.

Example

MULTI-VOLUME WORKS

Format
Number. Author AA. Title of entire work: Vol. x, Title of volume. Location: Publisher; Year of publication.
Number. Author AA. Title of work. Vol. x-x. Location: Publisher; Year of publication.

Examples

BOOK – ELECTRONIC

E-books are cited the same way as that of a book appearing in print with the following exceptions:

- Type of medium: after the title, use the words "CD-ROM", "DVD", "disk","Internet" in square brackets. Content type can also be added e.g. [master’s thesis on the Internet], [dissertation on the Internet], [bibliography on the Internet], [monograph on the Internet] but content type is optional.
- Date of update/revision: after the date of publication, add the date of update/revision in square brackets.
- Extent: if giving the extent of the item, give in terms of number and type of pieces e.g. 2 DVDs or describe it in the best way possible e.g. [about 3 screens].
- URL: provide the URL or other electronic address of the item.

Format
Number. Author AA. Title of work [type of medium]. Edition. Location: Publisher; Year of publication [updated/revised Year Month Day].

Number. Author AA. Title of work [type of medium]. Edition. Location: Publisher; Year of publication [updated/revised Year Month Day; cited Year Month Day]. Available from: http://xxxxx

Number. Editor AA, editor. Title of work [type of medium]. Edition. Location: Publisher; Year of publication [updated/revised Year Month Day; cited Year Month Day]. Available from: http://xxxxx
Examples


Note: See Book – Print for all examples of books.

BOOK CHAPTER

BOOK CHAPTER / SECTION – BY BOOK AUTHOR

General Guidelines

"Parts of Books" in Citing Medicine includes chapters, sections, tables, charts, graphs, photographs, appendices, etc. when they are written or compiled by the author of the book.

Format

Number. Author AA. Title of book. Location: Publisher; Year of publication. Title of chapter or entry; p. xx-xx.

Number. Author AA. Title of book [type of medium]. Location: Publisher; Year of publication. Title of chapter or entry; [cited Year Month Day]; p. xx-xx. Available from: Database name or http://xxxxx

Examples


BOOK CHAPTER / SECTION – BY CONTRIBUTING AUTHOR

General Guidelines

Chapters, sections, tables, charts, graphs, photographs, appendices, etc. are considered "contributions" when the book has an overall editor or editors and the individual chapters are written by various authors (contributors).

Format

Number. Author AA. Title of chapter or entry. In: Editor A, Editor B, editors. Title of book. Location: Publisher; Year of publication. p. xx-xx.

Number. Author AA. Title of chapter or entry. In: Editor A, Editor B, editors. Title of book [type of medium]. Location: Publisher; Year of publication [cited Year Month Day]. p. xx-xx or [about xx screens]. Available from: Database name.

Number. Author AA. Title of chapter or entry. In: Editor A, Editor B, editors. Title of book [type of medium]. Location: Publisher; Year of publication [updated/revised Year Month Day; cited Year Month Day]. p. xx-xx or [about xx screens]. Available from: http://xxxxx

Examples


BROCHURE / PAMPHLET

General Guidelines

A pamphlet or brochure is treated in the same way as a book.

Format

Number. Author AA. Title of work. Edition. Location: Publisher; Year of publication.

Number. Author AA. Title of work [Internet]. Edition. Location: Publisher; Year Month Day of publication [cited Year Month Day]. Available from: http://xxxxx

Examples

5. TransACT. Guide to equipment and service. Canberra: TransACT; [date unknown].

COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM

Format - Software on the Internet
Number. Author AA. Title of work [computer program on the Internet]. Version xx. Location: Publisher; Year of publication [cited Year Month Day]. Available from: http://xxxxx

Format - Software on Disk
Number. Author AA. Title of work [format]. Version xx. Location: Publisher; Year of publication.

Examples

CD-ROM

Format
Number. Author AA. Title of work [CD-ROM]. x ed. Version xx. Location: Publisher; Year of publication.

Examples

CONFERENCE

CONFERENCE PROCEEDINGS

Format - Printed proceedings
Number. Editor AA, editor. Title of proceedings. Number of conference Title of Conference; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication.

Format - Online proceedings
Number. Editor AA, editor. Title of proceedings [Internet]. Number of conference Title of Conference; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication [cited Year Month Day]. Available from: http://xxxxx
Examples


CONFERENCE PAPER - PUBLISHED

Format - Printed Paper in Proceedings with a Book Title
Number. Author AA. Title of paper. In: Editor AA, editor. Title of proceedings. Number of conference Title of Conference; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication. p. xx-xx.

Format - Printed Paper in Proceedings without a Book Title
Number. Author AA. Title of paper. In: Editor AA, editor. Number of conference Title of Conference; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication. p. xx-xx.

Format - Online Paper in Proceedings with a Book Title
Number. Author AA. Title of paper. In: Editor AA, editor. Title of proceedings [Internet]. Number of conference Title of Conference; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication [cited Year Month Day]. p. xx-xx. Available from: http://xxxxxx

Format - Online Paper in Proceedings without a Book Title
Number. Author AA. Title of paper. In: Editor AA, editor. Number of conference Title of Conference [Internet]; Year Month Day of conference; Place of conference. Location: Publisher; Year of publication [cited Year Month Day]. p. xx-xx. Available from: http://xxxxxx

Examples


CONFERENCE PAPER - UNPUBLISHED

Format - Unpublished Paper or Poster Session
Number. Author AA. Title of paper. Paper/Poster session presented at: Number of conference Title of Conference; Year Month Day of conference; Place of conference.

Example

DICTIONARY / ENCYCLOPEDIA

DICTIONARY / ENCYCLOPEDIA – WHOLE

Format - Printed Dictionary / Encyclopedia
Number. Editor AA, editor. Title of work. Location: Publisher; Year of publication.

Format - Online Dictionary / Encyclopedia
Number. Editor AA, editor. Title of work [Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Available from: http://xxxxx

Example

DICTIONARY / ENCYCLOPEDIA ENTRY – NO AUTHOR

Format - Printed Dictionary / Encyclopedia Entry
Number. Editor AA, editor. Title of dictionary / encyclopedia. Location: Publisher; Year of publication. Title of entry; p. xx.

Format - Online Dictionary / Encyclopedia Entry
Number. Editor AA, editor. Title of dictionary / encyclopedia [Internet]. Location: Publisher; Year of publication. Title of entry [cited Year Month Day]; p. xx or [about xx screens]. Available from: http://xxxxx

Examples

DICTIONARY / ENCYCLOPEDIA ENTRY – WITH AUTHOR

General Guidelines
Entries in a dictionary or encyclopedia with an individual author are treated as 'Contributions to Books'.

Format - Printed Dictionary / Encyclopedia Entry
Number. Author AA. Title of entry. In: Editor A, Editor B, editors. Title of book. Location: Publisher; Year of publication. p. xx-xx.

Format - Online Dictionary / Encyclopedia Entry
Number. Author AA. Title of entry. In: Editor A, Editor B, editors. Title of book [type of medium]. Location: Publisher; Year of publication [cited Year Month Day]. p. xx-xx or [about xx screens]. Available from: Database name.

Number. Author AA. Title of entry. In: Editor A, Editor B, editors. Title of book [type of medium]. Location: Publisher; Year of publication [updated/revised Year Month Day; cited Year Month Day]. p. xx-xx or [about xx screens]. Available from: http://xxxxx

Example

FACEBOOK / TWITTER

Format
Number. Author AA. Title of Facebook / Twitter page [Internet]. Location: Publisher; Year Month Day of start of page. Title of post; Year Month Day of post [cited Year Month Day]; [about xx screens]. Available from: http://xxxxx

Example
**FILM / DVD / VIDEORECORDING**

**Format**

Number. Author AA. Title of work [format]. Credits. Location: Studio; Year of publication.

**Examples**


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**GOVERNMENT DOCUMENT**

**Format**

Number. Corporate Author. Title of work. Location: Publisher; Year of publication. Report No: xxx.

Number. Author AA. Title of work [Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Report No: xxx. Available from: http://xxxxx

**Note:** If the author and publisher are the same enter the publisher as ‘The Department / Association / Bureau’.

**Examples**


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**HANSARD**

**General Guidelines**

Vancouver follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for all legal materials. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult The Bluebook for other jurisdictions.

**Format**

Examples


IMAGE

PICTURE, FIGURE, TABLE, GRAPH OR CHART FROM ANOTHER WORK

Format - Image by the Author of the Book
Number. Author AA. Title of book. Location: Publisher; Year of publication. Picture/Figure/Table/Graph number, Title of image; p. xx.

Format - Image by an Author Different to the Book Author
Number. Creator AA. Title of image [format]. In: Author/Editor. Title of book. Location: Publisher; Year of publication. p. xx.

Examples


Note
Charts, figures, and other illustrative material found in the work you have consulted may have come from yet another source of work. Consult the original publication and cite from there.

INDIVIDUAL 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 – Published Image
Number. Creator AA. Title of work [format]. Location: Publisher; Year [cited Year Month Day]. Available from: http://xxxxx

Format – Unpublished Image
Number. Creator AA. Title of work [format]. [place unknown: publisher unknown]; Year of creation.
Examples


JOURNAL ARTICLE – PRINT

General Guidelines

Journal titles are abbreviated in the Vancouver style of referencing.

Generally, abbreviate and capitalise significant words in a journal title, omitting words that are articles, conjunctions and prepositions e.g. of, the, at, in, and. Also, omit any punctuation like hyphens, commas and apostrophes, and do not include journal subtitles.

The following sources can be used as well to ensure your abbreviations are correct:

- Citing Medicine, Appendix A - Abbreviations for commonly English words in journal titles
- List of Word Abbreviations (ISSN International Centre)
- List of Journals Indexed for MEDLINE
- PubMed Journals database
- Citing Medicine, Appendix B - non-NLM sources for journal title abbreviations

ONE AUTHOR

Format

Number. Author AA. Title of article. Title of Journal. Year Month Day of publication;volume(issue):pages.

Example


MANY AUTHORS

General guidelines

List all authors.

Options

Limit authors to 3 or 6.
**Format**

Number. Author AA, Author BB, Author CC, Author DD, Author EE, Author FF. Title of article. Title of Journal. Year Month Day of publication;volume(issue):pages.

**Examples**


**BOOK REVIEW IN A JOURNAL**

**Guidelines**

There are two options that can be used:

- include an Article Type e.g. [book review] after the title of the article
- include the Article Type and additional notes (a collective term used for further information given)

**Format**

Number. Author AA. Title of review [article type]. Title of Journal. Year Month Day of publication;volume(issue):pages.

Number. Author AA. Title of review [article type]. Title of Journal. Year Month Day of publication;volume(issue):pages. Review of: Author BB. Title of Book. Place of Publication: Publisher; Year of Publication.

**Examples**


JOURNAL ARTICLE – ELECTRONIC

General Guidelines

E-journals are cited the same way as that of a journal appearing in print with the following exceptions:

- Type of medium - after the journal title, use the word "Internet" in square brackets. Content type can also be added e.g. "serial on the Internet", but this is optional.
- Date of update/revision and date of citation - after the date of publication, add the date of update/revision if required and the date of citation in square brackets.
- Extent - give the pagination e.g. 62-9, or describe it in the best way possible e.g. [about 3 screens]
- URL - provide the URL (http://xxxxx) or other electronic address of the item.

Format

Number. Author AA. Title of article. Title of Journal [type of medium]. Year Month Day of publication [cited Year Month Day];volume(issue):pages. Available from database: http://xxxxx DOI:xxxxx

Number. Author AA. Title of article. Title of Journal [type of medium]. Year Month Day of publication [cited Year Month Day];volume(issue):pages. Available from: http://xxxxx

Examples


Note

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

LECTURE / TUTORIAL NOTES

Format
Number. Author AA. Title of lecture [format]. Lecture given in Number and Name of unit, lecture/week x; Year Month Day; University of Canberra. Notes. Available from: http://xxxxx

Example

READING LISTS

Format - Chapter or Extract by Book Author
Number. Author AA. Title of book [Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Title of chapter or extract; p. xx-xx. Available from: University of Canberra Reading Lists.

Format - Chapter or Extract by Author Different from Book Author
Number. Author AA. Title of chapter or extract. In: Editor A, Editor B, editors. Title of book [Internet]. Edition. Location: Publisher; Year of publication [cited Year Month Day]. Available from: University of Canberra Reading Lists.

Format - Journal Article
Number. Author AA. Title of article. Title of Journal [Internet]. Year Month Day of publication [cited Year Month Day];volume(issue):pages. Available from: University of Canberra Reading Lists.

Examples


LEGISLATION / CASE LAW

GENERAL GUIDELINES
Vancouver follows guidelines outlined in The Bluebook: A Uniform System of Citation for all legal materials. Examples outlined below are for Australian legislation and case law. Please consult The Bluebook for other jurisdictions.
**LEGISLATION**

**Format**
Number. *Title of Act Year* (Jurisdiction) s section number. http://xxxxx

**Examples**

**CASE LAW**

**Format - Reported Cases**
Number. *Name v Name* (Year) Volume Reporter abbreviation First page.

**Format - Unreported Cases**
Number. *Name v Name* [Year] Court abbreviation Decision number (Unreported, Day Month Year of judgement).

**Examples**

**MAP**

**Format**
Number. Author AA. Title of work [map]. Location: Publisher; Year of publication.

Number. Author AA. Title of work [map on the Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Available from: http://xxxxx

**Examples**
MUSIC

MUSIC – PRINT

Format

Number. Author AA. Title of work [format]. Location: Publisher; Year of publication.

Number. Author AA. Title of work [format on the Internet]. Location: Publisher; Year of publication [cited Year Month Day]. http://xxxxx

Examples


RECORDED MUSIC

Format - Full Album or Individual Recording

Number. Author AA. Title of work [type of medium]. Location: Publisher; Year of publication.

Number. Author AA. Title of work [type of medium on the Internet]. Location: Publisher; Year [cited Year Month Day]. Available from: http://xxxxx

Format - Track From Album

Number. Author AA. Title of album [type of medium]. Location: Publisher; Year of publication. Track xx, Title of track.

Number. Author AA. Title of album [type of medium on the Internet]. Location: Publisher; Year [cited Year Month Day]. Track xx, Title of track. Available from: http://xxxxx

Examples


**NEWSLETTER**

**Format**

Number. Author AA. Title of article. Title of Newsletter. Year Month Day of publication; volume(issue):pages.

Number. Author AA. Title of article. Title of Newsletter [Internet]. Year Month Day of publication [cited Year Month Day]; volume(issue):pages. Available from: http://xxxxx

**Example**


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**NEWSPAPER ARTICLE**

**Format**

Number. Author AA. Title of article. Title of Newspaper (xxx ed.). Year Month Day of publication: Section: page (col. x).

Number. Author AA. Title of article. Title of Newspaper [Internet] (xxx ed.). Year Month Day of publication [cited Year Month Day]: Section: pages or [about xx screens]. Available from: http://xxxxx

**Examples**


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**PATENT**

**Format**


**Note**: Assignees are not used in Australian patents.

**Examples**


PERSONAL COMMUNICATION

General Guidelines

Communications that are not housed in a library or archive should be cited in-text only.

... supported by survey results (2007 email from M. Coleman to me; unreferenced).

Format - Letter


Example


PODCAST

Format

Number. Presenter AA, presenter. Title of podcast [Internet]. Location: Producer; Year Month Day of broadcast [cited Year Month Day]. Podcast: xx min. Available from: http://xxxxx

Example


PRESS/MEDIA RELEASE

Format

Number. Author AA. Title of release [type of medium]. Year Month Day of release [cited Year Month Day]. Available from: http://xxxxx

Example


REPORT
See also Government Document

Format
Number. Author AA. Title of work. Location: Publisher; Year of publication. (Series name; number).
Number. Author AA. Title of work. Location: Publisher; Year of publication. Report No.: xx.
Number. Author AA. Title of work [Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Report No.: xx. Available from: http://xxxxx

Note: If the author and the publisher are the same enter the publisher as 'The Department / Association / Bureau'.

Examples
7. Local Government Association of South Australia. Local government's current and potential role in water management and conservation: final report. Adelaide: South Australian Centre for Economic Studies (SACES); 2009.

SPEECH

Format
Number. Author AA. Title of speech. Speech presented at xxxx; Year Month Day; Location.

Examples

STANDARD

Format
Number. Corporate Author. Title of work. Location: Publisher; Year of publication.
Number. Corporate Author. Title of work [Internet]. Location: Publisher; Year of publication [cited Year Month Day]. Available from: http://xxxxx
Examples


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THESIS/UNPUBLISHED/SELF CITING

THESIS

Format - Print

Number. Author AA. Title of work [type of thesis]. Location: Publisher/Institution; Year of completion.

Format – Online

Number. Author AA. Title of work [type of thesis on the Internet]. Location: Publisher/Institution; Year of completion [cited Year Month Day]. Available from: Database or http://xxxxx; accession number.

Examples


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UNPUBLISHED/SELF CITING

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

Format

Number. Author AA. Title of work [type of work]. Location: Publisher/Institution; Year of completion.

Example

TV / RADIO

TV / RADIO – PROGRAM

Format
Number. Author AA. Title of program [television/radio broadcast]. Location: Studio; Year Month Day of broadcast.

Examples

TV / RADIO – PROGRAM SEGMENT

Format - One Author / Presenter for Entire Program
Number. Author AA. Title of program [television/radio broadcast]. Location: Studio; Year Month Day of broadcast. Title of segment.

Format - Separate Authors / Presenters for Each Segment
Number. Author AA. Title of segment. In Title of Program [television/radio broadcast]. Location: Studio; Year Month Day of broadcast.

Examples

TV / RADIO – EPISODE FROM A SERIES

Format
Number. Author AA. Title of episode. In: Title of series [television/radio series]. Credits. Location: Studio; Year Month Day of broadcast. Series, episode.

Example
TV / RADIO – TRANSCRIPT

Format
Number. Author AA. Title of segment. In: Title of program [television/radio program transcript]. Location: Studio; Year Month Day of broadcast.

Number. Author AA. Title of segment. In: Title of program [television/radio program transcript on the Internet]. Location: Studio; Year Month Day of broadcast. [cited Year Month Day]. Available from: http://xxxxx

Examples


TV / RADIO – ADVERTISEMENT

Format
Number. Author AA. Title of work [television/radio advertisement]. Credits. Location: Studio; Year Month Day of broadcast.

Example

WEB SITE / WEB DOCUMENT

WEB SITE

Format
Number. Author AA. Title of site [Internet]. Location: Publisher; Year Month Day of publication [updated Year Month Day; cited Year Month Day]. Available from: http://xxxxx

Examples


WEB DOCUMENT

General Guidelines
To cite only one component of a Web site, such as a specific page or pages, first determine whether or not the component can stand alone and be cited separately. A book or other monograph, a journal, or a database on a Web site should be cited according to the instructions for the particular type of format.
Format

Number. Title of Website [Internet]. Location: Publisher; Year of publication. Title of page; Year Month Day of publication [cited Year Month Day]; [about xx screens]. Available from: http://xxxxx

Examples


WIKI

Format - Wiki

Number. Title of Wiki [wiki on the Internet]. Location: Publisher. Year Month Day of start of wiki - [cited Year Month Day]. Available from: http://xxxxx

Format - Wiki Entry with Known Author

Number. Author AA. Title of Entry. Year Month Day [cited Year Month Day]. In: Wiki title [wiki on the Internet]. Location: Publisher. Year Month Day of start of wiki - . [about xx screens]. Available from: http://xxxxx

Format - Wiki Entry without Author

Number. Title of wiki [wiki on the Internet]. Location: Publisher. Year Month Day of start of wiki - . Title of entry; Year Month Day [cited Year Month Day]; [about xx screens]. Available from: http://xxxxx

Examples

