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 quotation, 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.
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General Guidelines

• Author

  First Note - authors are written in full as they appear in the item e.g. John Andrew Wilson, Debbie M. Smith
  Subsequent Notes - authors are given as surname only e.g. Wilson or Smith
  Bibliography - First author is written as Surname, First Names, then all other authors are given as they appear in the item e.g. Wilson, John Andrew, Debbie M. Smith and Patricia Jones

• Titles - are usually written in italics. Capitalise the first letter of all significant words.

  *This is My Life: Collection of Photos by Andrew Snowden*

• Articles - Article titles are not italicised, are enclosed in double quotation marks, and all significant words are capitalised. Journal titles are italicised and all significant words are capitalised.

  "How We Use Mobile Phones," *Social Science Quarterly*

• Publishers - Publishers should be written in a shortened form, omitting words like Publisher, Inc, Co. Give the location as city name only unless the city is obscure or ambiguous, where you would add a state abbreviation for US cities or country for all other cities.

  New York: Python Books
  Cambridge, MA: Pearson
  Cambridge, UK: Cambridge University Press
  North Ryde, Australia: Penguin Books

Reference Lists

References are created using these style guidelines. They are then listed in a reference list or bibliography. This list is filed alphabetically by author, or by title if there is no author.

If you are using the Author-Date format 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.

Reference List / Bibliography entries are formatted with a hanging indent.

In-Text Citations

General Guidelines

Note: In-text citations for specific formats are listed below.

In the Chicago Author / Date style, text citations are entered in 2 ways:

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

- 'Author prominent' (the author's name is outside the parentheses):

  Cochrane (2007) concluded that ...

Format - no direct quote

(Author Year)

Author (Year)

Note

If two authors have the same surname then you must include an initial.

e.g. (C. Doershuk 2009)  (J. Doershuk 2010)

Examples

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

Cochrane (2007) concluded that ...

Format - direct quote, fewer than 100 words

"..." (Author Year, Page)

Author (Year, Page) "..."

Author (Year) "..." (Page)

Note

The quote is entered in double quotation marks.

The source of the direct quotation normally follows the quotation but it may come earlier if it fits more smoothly into the introductory text (Chicago Manual of Style, section 13.62).
Examples

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

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

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

Format - direct quote, more that 100 words

Text

Quote (Author Year, Page/s)

Note

Quotation marks are not used in this format and the quote is indented.

Example

Much has been written about acute care. Finkelman, 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. (Finkelman 2007, 184-5)

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 and Author Year)
Author and Author (Year)
(Author, Author and Author Year)

Note

Cite all names every time the reference occurs in text.

Example

(Littlejohn and Foss 2005)

Four or More Authors

Format

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

Example

(Green et al. 2009)

Note

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.

Examples

Book 2. 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
If the abbreviation of the corporate author is familiar or readily understandable then it can be entered as the corporate author.

Example
(Australian Institute of Health and Welfare 2009)
(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. If there are multiple works by the same author include the year only of the additional works.

Example
(Carr and Kemmis 1986; Dick 2000; Kemmis and McTaggart 1988; MacIsaac 1995)

Special Cases

Multivolume sets or collections produced over several years
Enter a range of years to cover the set or collection.
(Allport 1930-67)

Reprinted material
Include the original and reprint date in the citation
Personal communication

Include the name of the writer and the abbreviation pers. comm.

(Mark Coleman, pers. comm.)

Legislation

Include the name and year of the Act.

(Anti-Discrimination Act 1991)

Case law

Give the name of the case and the year of the decision.

(Mace v. Murray 1955)

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. If the work is attributed to Anonymous then this should be cited as the author.

Format

(Title Year)
Title (Year)
(Anonymous Year)

Example

(Macroeconomics, prices and quantities 1983)

No Year

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

Format

(Author n.d.)
(Author [estimated date?])

Examples

(Browne n.d.)
(Smythe [2007?])
Citing a Source Within a Source

It is always better to read the original source of a quote, however, you may not always have access to the original source. When citing a source you haven't read yourself, but which is referred to in a source you have read, include the original author and date in the text and cite the secondary source.

In-text reference

Schwartz 1987 (quoted in Burton, Westen and Kowalski 2009, p.576) stated that "..."

Examples - Bibliography

References

No Author / Editor

Note: If the author, editor, translator, of the like is unknown, the reference should start with the title. Works attributed to "Anonymous" should use this as the author.

Format

*Title of Work.* Year of publication. Edition. Location: Publisher. URL

Anonymous. Year of publication. *Title of Work.* Edition. Location: Publisher. URL

Examples


No Location / Publisher / Year

If the location is unknown, the abbreviation n.p. takes the place of the location.

If the publisher is unknown, just enter the location and date.

If the year is unknown, the abbreviation n.d. or an estimated year in brackets bakes the place of the year.

Examples


Smythe, V. [2007?]. *Ant Colonies: How They Communicate.* Canberra: Emu.

Artwork

Note: There are no formal guidelines for referencing Artwork in the Author/Date section of the Chicago Manual of Style 17th ed. UC will use the information in the Notes section of the Chicago Manual of Style and adapt it to the Author/Date format.

Format

*Author.* Year of creation. *Title of Art.* Description, size. Publisher or Gallery, Location. URL

Examples


Blog

Note: Reference to an entire blog or a comment on a blog post are referred to in-text only.

Format

Author. Year of post. "Title of Post." Title of Blog (blog), Month Day, Year of post. URL

Example


Book

E-Book

Format

Author. Year of publication. Title of work. Location: Publisher. Electronic Edition.

Author. Year of publication. Title of work. Location: Publisher. DOI or URL

Examples


One Author

Format

Author. Year of publication. Title of Work. Location: Publisher. DOI or URL

Examples


Two or More Authors

Format

Author 1, Author 2 and Author 3. Year of publication. Title of Work. Location: Publisher. DOI or URL

Note: List all authors in the reference.

Examples


Corporate Authors / Organisations

Format

Name of Organisation. Year of publication. Title of Work. Location: Publisher. DOI or URL

Examples

Australian National Audit Office. 1990. Aboriginal and Torres Strait Islander Commission: Community Development Employment Project. Canberra: AGPS.


Edited Book

Format

Editor, ed. Year of publication. Title of Work. Location: Publisher. DOI or URL

Editor 1, Editor 2 and Editor 3, eds. Year of publication. Title of Work. Location: Publisher. DOI or URL
Examples


Later Editions

Format

Author. Year of publication. *Title of Work*. xx ed. Location: Publisher. DOI or URL

Examples


Translated Book

Format

Author. Year of publication. *Title of Work*. Translated by Translator. Location. Publisher. DOI or URL

Example


Multi-Volume Works

Format

Author. Year of publication. *Title of Work*. Number of volumes or particular volume. Location: Publisher. DOI or URL

Author. Year of publication. *Title of Volume*. Vol. xx of *Title of Set*. Location: Publisher. DOI or URL
Examples


**Book Chapter**

Format

Chapter Author. Year of publication. "Title of Section." In *Title of Book*, edited by Editors, pages. Location: Publisher. DOI or URL

Chapter Author. Year of publication. "Title of Section." Chap. x in *Title of Book*, edited by Editors. Location: Publisher. DOI or URL

Examples


http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=4&hid=11&sid=d2c53277-e3ad-4687-ae4c-48877166f423%40sessionmgr13


**Brochure / Pamphlet**

Note: There are no formal guidelines for referencing Brochures in the Author/Date section of the Chicago Manual of Style 17th ed. UC will be using the guidelines in the Notes section and adapting it to the Author/Date format.

**Format - Bibliography**

Author. Year of publication. *Title of Work*. Location: Publisher. URL

**Example - Bibliography**

Computer Program / CD-ROM

Computer Program

Format

Author. Year of publication. Title of Work. Version x. Location: Publisher. Description.

Examples


CD-ROM

Format

Author. Year of publication. Title of Work. Location: Publisher. CD-ROM.

Examples

A House for the Nation: 100 Years of Australia’s House of Representatives. 2001. Canberra: Dept. of the House of Representatives in Association with the Swish Group. CD-ROM.


Conference

Note

There are no formal guidelines for referencing conferences in the Author/Date section of the Chicago Manual of Style 17th ed. UC will use the guidelines in the Notes section and adapt them to the Author/Date style.

Conference Proceedings

Format

Editor, ed. Year of publication. Title of Work. Location: Publisher. DOI or URL

Examples


Conference Paper – Published

Format - Paper in published proceedings - Bibliography

Author. Year of publication. "Title of Paper." In Title of Proceedings, edited by Editors, pages. Location: Publisher. DOI or URL

Format - Paper in regularly published proceedings

Author. Year of publication. "Title of Paper." Title of Proceedings Volume, no. Issue (Month Day, Year of publication): pages. DOI or URL

Examples


Conference Paper – Unpublished

Format


Example


Dictionary / Encyclopedia

Book

Format

Editor. Year of publication. Title of Dictionary / Encyclopedia. Edition. Volumes. Location: Publisher. DOI or URL
Examples


Entry

Format - Small Entry


Note: Well know dictionaries or encyclopedias do not need the location and publisher but the edition must be included.

Examples - Small Entry


Format - Substantial Entry

Author. Year of publication. "Title of Entry." In Title of Encyclopedia, edition, edited by Editor, pages. Location: Publisher. DOI or URL

Example - Substantial Entry


Facebook / Twitter / Instagram

Format

Author. Year of post. "Title of Post." Type of Post, Month Day, Year of post, URL

Note: Include the real and screen name for the author.
Examples


Film / DVD / Videorecording

Format


Examples


Government Document

Format

Author. Year of publication. Title of Work. Report number. Location: Publisher. DOI or URL

Note: If the country of the government department is clear from the context then it may be omitted from the author.

e.g. Australia. Department of Finance and Administrations would become simply Department of Finance and Administration.

Examples


Department of Finance and Administration. 2006. Delivering Australian Government Services: Managing Multiple Channels. Canberra: Department of Finance and Administration.

Department of the Prime Minister and Cabinet. 2008. Families in Australia 2008. Canberra: Department of the Prime Minister and Cabinet.

Hansard

General Guidelines

Chicago 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.

Works with only a handful of citations to legal and public documents may limit these to the text, using the format below.

**The Bluebook: a uniform system of citation (20th ed.)** by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015

ISBN: 9780692400197

**Format**

Jurisdiction. *Parliamentary Debates*. Legislative Chamber. Day Month Year of publication. (Full Name of Speaker and Position, if applicable) (Country abbreviation if not evident) URL

**Usage**

...as mentioned in the ACT Parliament (ACT. *Parliamentary Debates*. Legislative Assembly. 4 August 2002)


**Image**

General Guidelines

There is no need include a citation for individual graphs, photos or tables taken from other works. Cite the source item only.

For individual images use the format below.

**Format**

Author. Year of creation. *Title of Work*. Description. Publisher or Repository. URL
Examples


Journal Article

General Guidelines

A journal is a scholarly or professional periodical available mainly by subscription. A magazine is a weekly, monthly or sometimes daily periodical more accessible to general readers through libraries, newsstands or offered online.

One Author

Format

Author. Year of publication. "Title of Article." *Title of Journal* Volume, no. issue (Month): pages. DOI or URL

Examples


Two to Three Authors

Format

Author 1, Author 2 and Author 3. Year of publication. "Title of Article." *Title of Journal* Volume, no. Issue (Month): pages. DOI or URL

Examples


Four to Ten Authors

Format

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6, Author 7, Author 8, Author 9 and Author 10. Year of publication. "Title of Article." Title of Journal Volume, no. Issue (Month): pages. DOI or URL

Note: List all authors.

Examples


Eleven or More Authors

Format

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6, Author 7 et al. Year of publication. "Title of Article." Title of Journal Volume, no. Issue (Month Year of publication): pages. DOI or URL.

Note: List the first 7 authors then et al.

Example


Magazine Article

General guidelines

A Journal is a scholarly or professional periodical usually only available through subscription. A journal is normally cited by volume and issue.

A Magazine is a periodical more accessible to the general reader and often available at bookstores and newsagencies. A magazine is usually cited by month and year only.

If in doubt use journal format if a volume is easily located and use magazine if it is not.

Format

Author. Year of publication. "Title of Article." Title of Magazine, Month Day, Year of publication, pages. DOI or URL
Example


**Book Review in a Journal**

**Format**


**Example**


**Lecture / Reading List**

**Lecture**

Note: There are no formal guidelines for Lectures in the Author/Date section of the Chicago Manual of Style 17th ed. UC will be using the guidelines in the Notes section and adapting them to the Author/Date style.

**Format**

Author. Year of lecture. "Title of Lecture." Lecture given in Unit number and name, University of Canberra, Month Day or Lecture/Week number. http://xxxxx

**Example**


**Reading List**

**Format**


Examples


**Legislation / Case Law**

**General Guidelines**

Chicago 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.

Works with only a handful of citations to legal and public documents may limit these to the text, using the format below.

**The Bluebook: a uniform system of citation (20th ed.)** by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015

ISBN: 9780692400197

Publication Date:

**Legislation**

**Format**

*Name of the Act Year (Jurisdiction) s section (Country abbreviation if not evident)*

**Usage**

The meaning of unjustifiable hardship as defined in the *Anti-Discrimination Act 1991* (Qld) chap 1 s 5 is ...

The *Trade Practices Act 1974* (Cth) (Austl.) states that "a consumer contract is a contract ..."

**Case Law – Reported**

**Format**

*Name v. Name* (Year reported) Volume Reporter Abbreviation Starting page (Country abbreviation if not evident)

*Name v. Name* [Year of Volume] Reporter Abbreviation Starting page (Country abbreviation if not evident)
Usage

The decision in *GA v. Dep't of Educ & Training* [2004] NSWADT 2 (Austl.) indicated that ... 

The evidence in *Mace v. Murray* (1955) 92 CLR 370 (Austl.) was ...

**Case Law – Unreported**

**Format**

*Name v. Name* [Year of decision] Court Abbreviation Decision number (Day Month Year of decision) (Country abbreviation if not evident)

**Usage**

It was evident in *Glass v. Commonwealth of Australia* [2003] ACTCA 8 (31 march 2003) that ... 

This was supported by the case *SZQM v. Minister for Immigration and Citizenship* [2013] FCA 5 (15 January 2013) (Austl.) in which ...

**Map**

**General Guidelines**

There are no formal guidelines for referencing maps in the Author/Date section of the Chicago Manual of Style 17th ed. UC will use the guidelines from the Notes section and adapt them to the Author/Date style.

**Map – Online**

**Format**

Cartographer. (Originally Published) Year of publication. Title of Map. Scale and size. Location. URL 

Description of Map. Year of publication. Web Site. Accessed Month Day, Year. URL

**Examples**


**Map – Print**

**Format**

Cartographer. (Originally published) Year of publication. Title of Map. Scale and size. Location: Publisher.
Examples


Map in a Book

Format

Cartographer. Year of publication. *Title of Map*. Year. Scale and size. In *Title of Book*. Location: Publisher. Figure number.

Example


Music

Music – Print

Format

Author. Year of publication. *Title of Work*. Location: Publisher. URL

Examples


Recorded Music

Format - Track from album

Composer / Performer. Year of release. "Title of track." On *Title of Album*. Special description. Publisher Publisher Number, medium. URL

Format - Song or album only

Composer / Performer. Year of release. *Title of Song or Album*. Special description. Publisher Publisher Number, medium. URL
Examples


**Newsletter**

**Format**

Author. Year of publication. "Title of Article." *Title of Newsletter, Issue or Month Day*. DOI or URL

**Example**


**Newspaper Article**

**Format**

Author. Year of publication. "Title of Article." *Title of Newspaper, Month Day, Year of publication*. DOI or URL

**Example**


Patent

Format


Author. Year issued. Title of Work. Country Patent xxxx, filed Month Day, Year, and issued Month Day, Year.

Note: Do not italicise the title.

Examples


Personal Communication

General Guidelines

Individual personal communications are given in text only. Collections of letters or other communication are listed in the Bibliography.

Individual Communication

Format - In-Text only

(Author, type of communication, Month Day, Year of communication)

Examples

(Julie Cantor, pers. comm.)

(Mark Coleman, email message to author, July 11, 2007)

(Brenda Hasbrouck, text message to author, May 5, 2017)

Collection of Communications

Format

Author. Description. Repository, Location.

Note: Dates are not needed in the Bibliography. Give specific dates of individual communications in the in-text entry.

Example

Allport, Gordon W. Correspondence. Harvard University Archives, Cambridge, MA.
Podcast

Note: There are no formal guidelines for Podcasts in the Author/Date section of Chicago Manual of Style 17th ed. UC will use the guideline in the Notes section of the Chicago Manual of Style and adapt them to the Author/Date style.

Format

Author. Year of creation. Title of Podcast. Month Day, Year of creation. Podcast. URL

Author. Year of creation. "Title of Episode." Month Day, Year of creation. In Title of Podcast. Podcast. URL

Interviewee. Year of creation. Interview by Presenter. Title of Podcast. Podcast. Month Day year of creation. URL

Example

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

Press / Media Release

Note: There are no formal guidelines for Press Releases in the Author/Date section of the Chicago Manual of Style 17th ed. UC will be using the guidelines from the Notes section and adapting them to the Author/Date style.

Format

Author. Year of release. "Title of Release." Release type, Month Day, Year of release. URL

Examples


Report

Note: There are no formal guidelines for Reports in the Author/Date section of the Chicago Manual of Style 17th ed. UC will be using the guidelines from the Notes section and adapting them to the Author/Date style.

Format

Author. Year of publication. Title of Work. Report number. Location: Publisher. DOI or URL
Examples


Speech

Live Format

Author. Year of speech. "Title of Speech." Speech given at xxxx, Location of speech, Month Day, Year of speech.

Examples


Recorded Format

Speaker. Year of speech. "Title of Speech." Description of speech, location of speech, Month Day, Year of speech. Format. URL

Example


Standard Format

Author. Year of publication. *Title of Work*. Standard Number. Location: Publisher. URL
Examples


Thesis

Note: There are no formal guidelines for referencing Theses in the Author/Date section of the Chicago Manual of Style 17th ed. UC will use the guidelines in the Notes section and adapt them to the Author/Date style.

Format

*Author. Year of completion. "Title of Work." Type of thesis, University. Database or URL (Accession No.).*

Examples


TV / Radio

Program

Format

*Writer / Presenter. Year of broadcast. Title of Program. Credits. Aired Month Day, Year, on Station.*

Examples


Program Segment

Format

*Writer / Presenter. Year of broadcast. "Title of Segment." Title of Program. Credits. Aired Month Day, Year, on Station.*
Example

Interview

Format

Examples

Episode from a Series

Format
Writer. Year of broadcast. Title of Series. Season number, Episode number, "Title of Episode." Credits. Aired Month Day, Year, on Station.

Writer. Year of production. Title of Series. Season number, Episode number, "Title of Episode." Credits. Location: Studio. Format.

Example

Transcript

Format
Writer / Presenter. Year of broadcast. "Title of Segment." Title of Program. Credits. Aired Month Day, Year, on Station. Television/Radio program transcript. URL

Examples
Advertisement

Format

Writer. Year of broadcast. Title of Work. Credits. Aired Month Day, Year, on Station. Television/Radio advertisement.

Example


Websites and Web Pages

Format


Examples


YouTube

Format

Author. Year. "Title of Video." Month Day, Year of creation. YouTube video. URL

Example