Harvard Referencing

TAFE Queensland Library Network
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Introduction

Harvard uses author-date referencing style. There are two parts to referencing: the citations within the text of your paper and the reference list at the end of your paper. All in-text citations must have a corresponding reference list entry; similarly all reference list entries should have corresponding in-text citations.

The in-text citation briefly tells the reader where the reference comes from.

The reference list placed alphabetically at the end of the essay provides the reader with the full details of all sources cited in-text.

For in-text citations use author - date. For example (Bergman 2011), at the appropriate place within the text of the document.

Provide the detailed reference list at the end of the document.

In general, the reference list should contain four elements, which can be remembered as the four W's:

- **Who** - author name (Last name or organisation name)
- **When** - date of publication
- **What** - title of the work
- **Where** - and publication data

All information used in your work either as a direct quote, paraphrase or summary, and obtained from another author or source needs to be correctly referenced in Harvard style.
### Abbreviations & Symbols used in referencing

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>edn</td>
<td>Edition</td>
</tr>
<tr>
<td>ed. or eds</td>
<td>Editor(s)</td>
</tr>
<tr>
<td>et al.</td>
<td>This means 'and others'</td>
</tr>
<tr>
<td>n.d.</td>
<td>No date</td>
</tr>
<tr>
<td>n.p.</td>
<td>No page numbers</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
</tbody>
</table>

**Edition**

For the edition of a book

For example *Drugs and life* (4th ed.).

**Editor(s)**

When a book includes editors rather than authors


**This means 'and others'**

This is used in in-text citations when there are 3 or more authors.

NOTE: full stop only after ‘al.’, not after ‘et’.

3 to 5 authors:

(Alberto, Jacobi & Keating 1993)

Use ‘Alberto et al.’ in subsequent citations.

6 or more authors:

(Szerman et al., 2005)

**No date**

For sources that do not have a date of publication, substitute ‘n.d.’ (no date) after the name of the author.

For example:

*In-text citation*

(Southey, n.d.)

*End-text reference*


**No page numbers**

For example:

Mathews’ use of... (2010, n.p.).

**NOTE:** Instructions for electronic sources without page numbers

If page numbers are not given use approximate page number (p. 3 of 9); or paragraph number for short text (para. 2); or the heading given in the source for the particular section.

For example:

The ABS (2004, p. 1 of 4) defines residents as ‘economic entities (persons, organisations or enterprises) which have a closer association with the territory of Australia than with any other territory’.

OR

Flitton (2012, para. 1) reports ‘Australia is about to confront the biting reality of US military decline’.

**Number**

Use in your end text referencing when the resource incorporates a number that represents the accession, order, catalogue number.
| **p. or pp.** | For example:
Australian national accounts: National income, expenditure and product (Cat. No. 5206.0).
Dissertation Abstracts International. (University Microfilms No. 82-06, 181). |
| **Page(s)** | These are included in the in-text citation. If one page number is being referred to, use the abbreviation p. for page. If there are multiple pages use pp. to represent pages.
For example:
According to Gibbs (2009, pp. 34-35)
(Ezzy 2002, p. 30) |
| **para.** | For electronic sources that do not provide page numbers, use the paragraph number and, if available, preceded by the abbreviation ‘para.’
For example:
(Clarkson 2001, para. 2) |
| **rev. ed.** | Revised edition
Used in end-text referencing when item is identified as being a revised edition
For example:
Referencing guide (14th Rev. ed.). |
| **trans.** | Translator(s)
Name the translator or editor only in the end-text reference, immediately following the title. In the case of translated works, cite the title in its translated form, not in its original form.
For example:
*In-text citation*
(Genet 1966, p. 61)

*End-text reference*
| **vol. or vols.** | Volume(s)
Include in end text referencing if books include volume information
For example:
(Monash University 2016; Snooks & Co 2002, p.191) |
### General Rules

You need to provide an in-text reference if your writing is influenced by someone else's work for example:

- when you use direct quotation *(Author Year, pp. Page.) or Author (Year) ...... (p. Page)*
- when you use an indirect quotation by either paraphrasing or summarising *(Author Year) or Author (Year)*

In-text references contain the following information in this order:

- the author's surname (family name) of the author/s or name of the source (organisation, government department, etc)
- the year of publication of the text or internet (found at the bottom of the page, look for the copyright symbol © in the source)
- the page number/s of the text, usually for direct quotations, particular ideas and concepts for example *(Smith 2010, p. 55)*
- Page numbers are not normally included when paraphrasing but may be included if desired.
- If quoting or citing a source which has been cited within another document, mention the original source together with the secondary reference details, for example: *(Smith 2008, as cited in Jones 2010). Only the secondary reference (i.e. Jones 2010) should be included in the reference list*
- If your citation is at the end of a sentence, ensure the full stop is placed after the reference
- For citations in brackets with two authors the ‘&’ symbol can be used. If the author citation forms part of your sentence the word ‘and’ must be used, e.g. *(Brown & Black 2010) OR “Brown and Black (2010) indicate that…”*

*Note: In-text citations should be presented in a clear, accurate and consistent style throughout a document*

### One author

<table>
<thead>
<tr>
<th>Rule</th>
<th>The family name of the author and the year of publication, with no punctuation between the two items <em>(Author Year) OR Author (Year)</em></th>
</tr>
</thead>
</table>
| Citation examples | ... the theory was first propounded in 1993 *(Hamilton 1994)*  
OR  
The theory was first propounded by Hamilton (1994) |

### Two (2) or three (3) authors

| Rule | When citing a work by two or three authors, cite the names in the order in which they appear on the title page and present parenthetical reference. Cite all surnames every time the reference occurs in the text *(Author 1, Author 2 & Author 3 Year). OR*  
Author 1, Author 2 and Author 3 (Year) |
|------|-------------------------------------------------------------------------------------------------------------------------------------|
| Citation examples | ... *(Malinowski, Miller & Smith 2002)*  
OR  
Malinowski, Miller and Smith (2002) |

### Four (4) or more authors

| Rule | When a work has more than three authors, the in-text citation should show only the name of the first-listed author followed by the expression ‘et al.’ (meaning and others). *(Author 1 et al. Year)*  
Author 1 et al. (Year) |
|------|-------------------------------------------------------------------------------------------------------------------------------------|
| Citation examples | For example a work by Malinowski, Larsen, Ngu and Fairweather  
... *(Malinowski et al. 2007)*.  
Malinowski et al. (2007) have found... |
### Corporate author

**Rule**
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).

(Corporate author Year)

Corporate author (Year)

**Citation examples**
The National Health and Medical Research Council (NHMRC) has prepared......

OR

First citation: (National Health and Medical Research Council (NHMRC) 2009)

Subsequent occurrences: (NHMRC 2009)

### Two or more works cited together

**Rule**
If two or more works by different authors are cited together, present the authors names in alphabetical order, as they appear in the reference list, use a semicolon to separate them.

(Author 1 Year; Author 2 Year; Author 3 Year)

**Citation examples**
(Larsen 2000; Malinowski & Dick 1999; MacIsaac 2007)

### Multiple works: by same author (Published in different years)

**Rule**
When referring to more than one work by the same author, arrange the citation in chronological order by date publication; separate the dates by a comma. Use semicolon to separate a page reference from date following it, as shown in the third example

(Author Year A, Year B) or Author (Year A, Year B)

**Citation examples**
... (Public Land Use Commission 2010, 2015).
...Public Land Use Commission (2010, 2015) reported on......

... (Public Land use Commission 1996, p. 237; 1997, p. 159)

### Multiple works: by same author AND same year

**Rule**
If there is more than one reference by an author in the same year, suffixes (a, b, c, etc.) are added to the year. Allocation of the suffixes is determined by the order of the references in the reference list. Suffixes are also included in the reference list, and these references are listed alphabetically by title. If cited together, list by suffix as shown below.

**Citation examples**
Stairs (1992b) ... later in the text ... (Stairs 1992a).

... (Stairs 1992a, 1992b).

### Unknown author

**Rule**
If the name of an author is unknown cite the work by its title and date (In reference list any article beginning with - a, an or the, disregard when determining the alphabetical order)

**Citation examples**
This was apparently not the case before 1995 (*The entrepreneur’s guide to the law* 1998).

OR

In *The entrepreneur's guide the law* (1999) it is claimed that this was not the case before about 1995.
Multiple references

Rule
List the citations in alphabetical order and separate with semicolons.

Citation examples
... (Burst 1995; Nguyen 1976; Turner & Hooch 1982).

Citing specific parts of a source

Rule
For a direct quote the page number(s) must be given. Indicate page, chapter, figure, table, etc. as specifically as possible. Use accepted abbreviations, i.e. p. for page, para. for paragraph.

Citation examples
As one writer put it "the darkest days were still ahead" (Weston 1988, p. 45). Weston (1988) argued that "the darkest days were still ahead" (p. 45). This theory was put forward by Smith (2005, chap.7)

Personal communication: for email and other 'unrecoverable' data

Rule
Full details of the date of a personal communication - day, month and year - should be provided on the text. No entry is needed in the needed in the reference list.

Citation examples
When interviewed on 24 April 1999 Ms S. Savier confirmed.....
It has been confirmed that an outbreak occurred in Shepparton (S Savier 1999, pers. comm. 24 April).

Citation of a secondary source: (i.e. a source referred to in another publication)

Rule
For in-text citations of the work of one author as cited in another author's work provide both author's names. (In the reference list provide the details of the author who has done the citing).

Citation examples
Ngu (cited in Larsen 1991) reported.....
(Ngu, cited in Larson 1991)

An edited, complied, revised or translated work

Rule
Works in which the role of an editor, compiler, reviser or translator is paramount are presented as follows (using the abbreviations ed., eds, comp., comps, rev. and trans. as appropriate).

Citation examples

Encyclopedia and dictionaries

Rule
If the author of an entry in an encyclopedia is named, the principles already described can be applied. If no author is evident or if it is a dictionary being cited, provide the necessary information in the text. There is then no need for an entry in the reference list.

Citation examples
The Macquarie dictionary (1997) defines it as......
(The Cambridge encyclopedia of the English language 1995)
Reference List - Sample

Harvard reference lists provide the details of the works you have cited in your assignment. The reference list:

- should start on a new page to separate it from the rest of your essay
- should have the heading **References** centered at the top of the page
- is arranged alphabetically by author, if you have more than one work by the same author, list them chronologically
- is double-spaced

Each reference:

- should begin on a new line
- is flushed to the left margin of the page
- should correctly use punctuation and italics

Note:

- with the exception of the titles of periodicals minimum capitalisation is used
- no full stops and no spaces are used with people's initials
- book and periodical titles are italicised
- single quotation marks are used for titles of chapters and other divisions in books and for titles of articles in periodicals
- the elements of citations are separated by commas
- as a general rule the authors initials follow the family name - (sometimes, it is useful to spell out an author's given name if readers are more likely to recognise the person that way)
- date of publication follows immediately after the author statement
- degrees and affiliations are not included in reference list, honorifics can be included as an aid to recognition but are irrelevant to the alphabetical order

Adams, Philip
Gowers, Sir Ernest
Gowers, General Maurice
Herbst, DD
(Snooks, & Co 2002, pp. 190-192)

Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources.

Sample reference list

*Please note: the sample reference list below uses single line spacing for display purposes.*


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

Bergman, E, Malm, D, Bertero, C, & Karlsson, J 2011, 'Does one’s sense of coherence change after an acute myocardial infarction?' *Nursing & Health Sciences*, vol. 13, no. 2, pp. 156-163, doi:10.1111/j.14422018.2011.00592.x


Artwork

Reference list

Creator, AA Year of creation, 'Title of work', description of work, Repository, Location.

Creator, AA Year of creation, Title of work, description of work, viewed Day Month Year, http://xxxxx


Alexandros of Antioch. (130- 100 BCE?). Venus de Milo [marble sculpture], Louvre Museum, Paris.

Blog

In-text citation

(Author Year of post).

Author (Year of post).

Yin (2016) states that the study by Davis and his colleagues was limited to ray-finned fishes, a group that includes approximately 95 percent of fish species.

Reference list

Author, AA Year of post, 'Title of post', Title of Blog, web log post, Day Month of the post, viewed Day Month of post, 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


One Author

In-text citation

Format - no direct quote

(Author Year)

OR Author (Year)

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

Format - direct quote, fewer than 40 words

'...' (Author Year, p. x)

OR Author (Year, pp. xx- xx) '...'

Note: The quote is entered in double quotation marks

According to Cole (2010, p. 32) ......OR ".... organisations create visions" (Cole 2010, p. 102).
Two or Three Authors

In-text citation
List all authors in every citation:

(Author & Author Year)

Goal setting starts with top managers (Samson & Daft 2011, p. 57)
Spell 'and' if it forms part of your text:

OR Author and Author (Year)...

Samson and Daft (2011) argue that........

Reference list
Author, AA & Author, BB Year of publication, Title of work, Publisher, Location.


Four or More Authors

In-text citation
Include all of the authors the first time you cite the work, but then only the first author followed by 'et al.' for subsequent references to that work.

(Author 1 et al. Year)

OR Author 1 et al. (Year)

Example
First time
Events do not take place in a vacuum..... (Allen et al. 2011)
Subsequently:
......before you find ideal location for your events.... (Allen et al. 2011)

Reference list
List all authors

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


Corporate Authors/Organisations

The names of groups that serve as authors (e.g. government bodies or organisations) are spelled out each time they are cited. If the name is long and the abbreviation is well known, you may use the abbreviation in second (and additional) citations. The full name is used in the reference list. Include sufficient information about the organisation to make it readily identifiable e.g. Australia, Department of Health.

In-text citation

(Corporate author Year)

OR Corporate author (Year)
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.

(National Institute of Mental Health, (NIMH) 2003)
Australian Bureau of Statistics (ABS) 2016)

Subsequent uses:
(NIMH 2003)
ABS (2016)

Reference list
If the corporate author and publisher are the same, enter the word Author in place of the publisher

Corporate author, different publisher
Corporate Author Year of publication, Title of work, Publisher, Location.

Example
TAFE Queensland Brisbane 2016, TAFE Queensland Brisbane student orientation handbook 2016, TQB, Brisbane.

Corporate author same as publisher
Corporate Author, Year of publication, Title of work, Corporate author (use abbreviation), Location.


Edited Book

In-text citation
If possible cite the portion of the edited work that you are using. If not, use Ed./Eds. to indicate editors after the title in the reference list only.

Editor (ed. Year)
OR (Editor ed. Year)

Example
(Gold ed.1999)
Gold (ed.1999)

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


Author and Editor

In-text citation
Refer only to the author in the in-text, refer to both in the reference list

(Author Year)
(Foucault 2003)

Reference list
Author, A Year, Title, edited by Editor name, Location, Publisher.

**Translated Book**

If known, supply the original date of the work *and* the date of the translation.

**In-text citation**

*(Author Year)*

*(Piaget 1969)*

If the original date is known

*(Author Original Year/Translation Year)*

*(LaPlace 1814/1951)*

**Reference list**

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


**Author quoted in another work (Secondary sources)**

In the text, name the original source and give the citation for the secondary source. Only give the secondary source in the reference list.

**In-text citation**

*(Primary author (as cited in Secondary Author Year, page number))*

Mandela (as cited in Burnett 2010, p. 625)

**Reference list**

List only the secondary source (i.e. author/editor of the book read)

*Secondary Author, AA Year, Title of Secondary Work, Publisher, Location.*


**Two items by the same author**

Write the order of entries chronologically in the reference list.

**In-text citation**

*(Author Year)*

**Reference list**

*Author, AA 1st Year of publication, Title of work, Publisher, Location.*

*Author, AA 2nd Year of publication, Title of work, Publisher, Location.*


**Two Authors with same family name**

If a reference list includes publications by two or more primary authors with the same surname include first authors initials in all text citations, even if the year of publication is different.
In-text citation
Initials of the first author and second author (Year)
Among studies, we review M.A Light and Light 2008 and I. Light 2006

Reference list
Author, AA & Author, BB Year of publication, Title of work, Publisher, Location.

eBook
E-books come in a variety of formats (e.g., Kindle, Adobe Digital Editions, EPub, HTML, and more) and can be read on a variety of devices (e.g., e-readers like the Kindle, Nook, and Sony Reader, as well as on personal computers and mobile devices through online portals such as NetLibrary, ebrary, and Google Books).

In-text citation
For in-text citations of paraphrased material, provide the author and date.

Author (Year)
Penner (2013)
Direct quotation, also provide page numbers if the e-book has page numbers.
(Author Year, p. x)
(Penner 2013, p. 5)
If there are no page numbers, you can include any of the following in the text to cite the quotation:
- a paragraph number, if provided; alternatively, you can count paragraphs down from the beginning of the document;
- an overarching heading plus a paragraph number within that section; or
- an abbreviated heading (or the first few words of the heading) in quotation marks, in cases in which the heading is too unwieldy to cite in full.

Reference list
Author, AA Year, Title of book, E-reader version, viewed Day Month Year, http://xxxxx
Author, AA Year, Title of book, E-reader version, viewed Day Month Year, Database name.
The reference list entry for a chapter in an edited e-book should be written as follows:
Author, AA Year, 'Title of chapter' In BB Editor (ed.), Title of book, E-reader version, pp. xxx–xxx, viewed Day Month Year, http://xxxxx
Author, AA Year, 'Title of chapter' In BB Editor (ed.), Title of book, E-reader version, pp. xxx–xxx, viewed Day Month Year, database name.
Book - Chapter in an edited book

In-text citation

(Chapter Author Year, p. x)

(Bradley 2008, p. 832)

Reference list

Print book

Chapter Author, AA Year, 'Title of chapter' In A Editor (ed.), Title of book, pp. xxx–xxx, Publisher, Location.


Ebook

Chapter Author, AA Year, 'Title of chapter' In BB Editor (ed.), Title of book, E-reader version, pp. xxx–xxx, viewed Day Month Year, http://xxxxx


Book - Later Editions

Some examples of editions you may have seen are:

• 4th edition
• Revised edition
• 1st American edition
• Augmented edition
• third revised edition
• 1st paperback edition

In-text citation

(Author Year, p. xx)

Author (Year)

(Dossey, Keegan & Barrere 2011, p. 135)
Parker (2006)

Reference list

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


Brochure/Pamphlet

In-text citation

To cite the pamphlet/brochure in-text, use the corporate author, the year the work was published (or "n.d." if a date isn't available), and page numbers for a multi-page work or paragraph numbers: (Author, year, p./para. x)
Reference list

Note: If non-routine information is important for identification and retrieval, provide format immediately after the title and any parenthetical information.

Author

Author, AA Year of Publication, Title of resource, pamphlet OR brochure, Publisher, Location.

No Author

Title Year of Publication, brochure, Publisher, Location


Strock, M 2002, Depression, pamphlet, National Institutes of Health, Bethesda, MD.

Electronically-retrieved pamphlet/brochure

Author, AA Year of publication, Title of work, pamphlet OR brochure, Site sponsor, Location, viewed Day Month Year, http://www.xxxxxx


Computer Program

In-text citation

(Title of Computer software Year)

“We used the Obscure Reference Generator (Esolang 2014) and Version 1.0 of Customized Synergy (2014) to complete our work.”

Reference list

Author AA Year of publication, 'Title of software', version, computer software, Publisher, Location.

Title of work Year of publication, version, computer software, Publisher, Location. credits.

Title of work Year of publication, version, computer software, credits, viewed Day Month Year, http://xxxxxx


CD-ROM

In-text citation

(Title of work Year)

(Soils 1999)

Reference list

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


Conference

Conference proceedings

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


Paper from published conference proceedings available online

Author, AA Year of publication, Title of conference, viewed Day Month Year, http://xxxxxx


Paper from published conference proceedings available in print

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://xxxxxx


Dictionary

Print format for dictionaries

Author known

In-text citation

Author (Year, p. x)

(Use the title if no author mentioned Year, p. x)

Beal (2008, p. 17) identified...

Reference list

Author, AA Year of publication, Title of work, Publisher, Place of publication.


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


Author unknown

In-text citation

*(Title of the book Year of publication, page number)*

*(Dictionary of Business & Management 2010, p. 56)*

Reference list

*Title Year of publication, Publisher, Place of Publication.*


Online format for dictionaries

Author, AA Year of publication, Title of the dictionary, e-book, Publisher, Place of publication, viewed date Day Month Year, http://xxx

Encyclopedia

Author known

In-text citation

(Author Year, p. x) or Author (Year, p. x)

Hansen (1998, p. 106) describes catharsis...

(Hansen 1998, p. 106)

Reference list

Author, AA Year of publication, AA Editor (ed.), 'Title of the work', vol. no., Publisher, Place of publication.


Author unknown

In-text citation

(Title of the encyclopedia Year of publication, page number)

The definition of acer is 'group of over 115 related species' (The Hutchinson encyclopedia 2005, p. 4)

Reference list

Title of work Year of publication, Publisher, Place of publication.


Retrieved online

Title of the page year of publication, N ame of the encyclopedia, viewed Day Month Year, http://xxxx


Guides

Article from a guide

In-text citation

(Article name Year, p. x)

(Ergotamine 2010, p. 10)

Reference list

Article name year of publication, In A Editor (ed.), Title of work, edition, pp. xx-xx. Publisher, Place of publication.


Electronic guide

Author, AA year of publication. Article name. In AA. Editor (ed.), Title of work, vol., doi: xxxx

OR if there is no author/editor:

'Article name' Publication date, In Title of work, edition, (edn), viewed Day Month Year, http://xxx

Facebook

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.

If you want to add the entry in your reference list than cite a specific post use the format below.

In-text citation

(Username or Group Name Year)

Obama (2016) explains Obamacare was designed on the principle that health care coverage that's affordable and accessible to all.

Username or Group Name (Year, para. x)

Obama (2016, para. 2) further explains that Obamacare is working since it became law...

Reference list

Author, A Year, Title of post, type of post, Day Month of the post, viewed Day Month Year, http://xxx


Twitter

In-text citation

(Username or Group name, Year)

Reference list

Username or Group Name Year, Month Day, Post title, Page type, viewed Day Month, Year, http://www.twitter.com/specificpageURL

APA Style 2016, November 15, Research and writing, Twitter moment, viewed 16 November 2016, https://twitter.com/i/moments/801080248762847234


Film/DVD/Videorecording

In-text citation

(Catering skills: behind the scenes 2010)

Reference list

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

Catering skills: behind the scenes 2010, DVD, Educational Media Australia, Melbourne, Producers Y Ashton & M McAuliff.

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

Kings speech 2010, motion picture, UK Film Council, UK. Directed by Tom Hooper.
Government Documents

In-text citation (paraphrase)

(Author Surname OR Name of Government Organisation Year)

(Aboriginal and Torres Strait Islander Commission 1996)

In-text citation (quotation)

(Author Surname OR Name of Government Organisation Year, page number)

(Reaboriginal and Torres Strait Islander Commission 1996, p. 13)

Reference list

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://xxxx

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


Australian Bureau of Statistics

In-text citation

If you have used the in-text citation for Australian Bureau of Statistics only once, you must use the full name.

If you have used the in-text citations of Australian Bureau of Statistics more than once in your work, use ABS initials in square brackets such as (Australian Bureau of Statistics [ABS] 2016). For subsequent in-citations use only the initials.

(Australian Bureau of Statistics Year)


ABS (2016, p. 4)

Reference list

Author, AA year of publication Title of publication (Number of report), Publisher.

Author, AA year of publication Title of publication (Number of report). Retrieved from http://xxx (* for print ABS include catalogue number)

Australian Bureau of Statistics (ABS) 2016a, ABS Geospatial web services user guide, cat. no. 1470.0, Australian Bureau of Statistics, Canberra.

Initials in round brackets as above only if the source is cited more than once in-text.


Australian Standards

In-text citation

(Author Year of publication)

(Standards Australia 2016)
Coroners Court

In-text citation
The inquest into the death of Shane Paul Krog (Queensland Courts 2012) found that the death was...

Reference List

Corporate Author Year of publication, Title of work, Report number, viewed Day Month Year, http://xxxxx


Hansard

In-text citation
(Author Year, p. x)

(Commonwealth of Australia, House of Representatives December 16 1992, p. 3832)

Reference list

Author, AA Year of publication, Title of work, vol. x, Publisher, Location.

Author, AA Year of publication, Title of work, vol. x, viewed Day Month Year, http://xxxxx


Image, Picture, Figure, Table, Graph or Chart

Notes: 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.

[dog running on the beach]

In-text citation

Image from a book
(Artist Year of publication)
(Grace, 1965)

Print Image from a journal article
(Artist Year of publication, p. x)
(Forshaw 2005, p. 45)
**Web image**
(Artist Year of publication)
(Preston, 1925)

**Reference list**

**Image in another work**

Creator, AA Year of publication, 'Title of image', description of material In A. Author (if different from the creator), Title of work, Publisher, Location, page number.


**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://xxx


**Unpublished image**

Creator, AA Year of creation, Title of image, description of material.

Smith, AD 1980, Aerial photograph of Maroochydore beach in 1980s, photograph, Maroochydore.

**Journal - Print**

In-text citation (quotation)

(Author Year, p. x)

(Trotter, Baidawi & Phillipa 2014, p. 10)

In-text citation (paraphrase)

Author (Year)

Trotter, Baidawi & Phillipa (2014)

**Reference list**

Author, AA Year of publication, 'Title of article', Title of Journal, vol. x, no. x, pp. xx-xx.


**Journal - Electronic**

In-text citation (quotation)

(Author Year, p. x)

(McNeill 1998, p. 21)

In-text (paraphrase)

Author (Year)

McNeill (1998)
Reference list

Without DOI

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, URL


With DOI

Author, AA Year of publication, 'Title of article', Title of Journal, vol. x, no. x, pp. xx-xx, doi: xxx


Lecture/Connect

Note: use the name of the lecture/teacher if known, otherwise use the name of the organisation.

In-text citation

(Author Year)

Reference list

Print

Author, AA Year of lecture, Unit number and name, lecture number, week number: Title of lecture, description, Publisher.

*insert course materials, lecture materials, tutorial materials, study guide as necessary

Online

Author, AA Year of lecture, Unit number and name, lecture number, week number: Title of lecture, description, viewed Day Month Year, http://xxxx


Legal Cases

All legal sources are cited in-text by title and referenced as if in print even if viewed electronically.

In-text citation

Name of the case (Year) Reference details (including vol number, Abbreviated Reference Series, starting page number)

For specific page reference: use the word 'at' instead of p.

Name of the case (Year) Reference details at Page number

Reference list

Note: Legal cases are only included in a list of reference if they are important to an understanding of the work. In that case, it is preferable to list cases separately under the subheading of "Cases".

Maps

In-text citation

(Creator Year) or Creator (Year)

(Australian Geological Survey Organisation 1997-99) or

Lewis County Geographic Information Services (2002) population density data indicates....

Reference list

Creator, AA Year of publication, Title of map, type of map, Publisher, Location.

Creator, AA Year of publication, Title of map, type of map, viewed Day Month Year, http://xxxxx


Google n.d., Google Maps directions for driving from Ingolstadt, Germany, to Geneva, Switzerland, viewed 4 August 2015, https://goo.gl/maps/ILt8O


Songbook

In-text citation

(Author Year, p. x) OR Author (Year)

(Islam 2007, p. 254)

Islam (2007)

Reference list

Author, AA Year of publication, Title of work, format, Publisher, place of publication.


Sheet music

In-text citation

(Composer Year)

(Davis & Akst 1978)

(Picker & McClatchy 1995)

Reprint of an old score, there’s no need to include the information about the original publishing company, but do include the original publication date: (Haydn 1798/2001)

Reference list

Composer, AA Year, Title of work, format, Publisher, Place of Publication.


Recorded music

In-text citation
(Songwriter(s) Year, track number)
(Lehrer 2000, track 11)

Reference list
Artist, AA Copyright year, Title of song, Recorded by BB. Artist, On Title of album, Medium of recording, Label/Publisher, Place of Publication.

Artist, AA Year of publication, Title of work, Type of recording, Publisher/Label, Place of publication.

Artist, AA Year of publication, Title of work Type of recording, viewed Day Month Year, http://xxxxxx

Baron Cohen, E 2010, My Hanukkah, Keep the fire alive, On Songs in the key of Hanukkah, MP3 file, WaterTower Music, Burbank, CA.


Fuchs, G 2004, Light the menorah, On Eight nights of Hanukkah, CD, Kid Kosher, Brick, NJ.


Newsletter

In-text citation
(Author Year)

OR Author (Year)

OR short title of the newsletter if no Author is found
(Six Sites Meet 2006)

Reference list
Author, AA Year publication, ‘Title of article’, Title of Newsletter, Day Month of publication, no. x, pp. xx, viewed Day Month Year, http://xxxxxx


Newsletter article, no author
‘Title of article,’ Title of Newsletter, Year of publication, Day Month of publication, no. x, pp. xx, viewed Day Month Year, http://xxxxxx


Newspaper

In-text citation
(Author Year)

(Maugeri & Gregory 2010, p. 7)

If authorship is not obvious, provide all the details in the in-text citation.
(The Courier Mail 5 April 2017, p. 7)

Reference list
Author, AA Year of publication, ‘Title of article’, Title of Newspaper, Day Month of publication, pp. xx.


**Patent**

In-text citation

Not applicable for information about a particular patent, you may need to contact the author or agent.

Reference list


**Personal communication**

Personal communication can be through e-mails, interview, face to face conversations, telephone call etc. which is usually cited in the text. It is important to obtain permission from the person before citing them in your work (Snooks & Co 2002, p. 199).

*Full details of the date of personal communication- day month and year should be provided in text, no entry is needed in the reference list.*

(J. Clarke 2016, pers.comm, 24 April)

When interviewed on 24 April 2016 Ms J Clarke confirmed...

Ms J Clarke confirmed this by e-mail on 24 April 2016.

**Podcast**

In-text citation

(Author Year of production)

(Powers 2017)

Reference list

Author, AA (role) Year, *Title of work*, audio podcast, viewed Day Month Day, Year http://xxxxx


**Report**

In-text citation

(Author Year)

(Australian Institute of Health and Welfare 2015)


Reference list

Author, AA Year of publication, *Title of work*, Report No. xxx, Publisher, Place of publication.
Speech

For speech you should find the authoritative source for the text such as transcript or recording than cite this using the rules of the book, video documentary, website, or other source for the quotation. The reference format you need will depend on the type of document you’ve used.

In-text citation

(Editor Year)

Dr. King declared, “I have a dream that one day this nation will rise up and live out the true meaning of its creed” (Smith 2009).

(Speaker Year)

(Nelson 2016)

Reference list

Editor, AA (Ed.) Year, Title of work, Publisher, Place of publication.


If you cannot find a transcript or recording, use the format below.

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


Recorded speech

Speaker, AA Year of speech, 'title of speech', format, viewed date Day Month Year, http xxx


Television/Radio - Program Segment or Episode

Films and radio programs should be listed by title in a reference list (Snooks & Co. 2002, p. 229).

In-text citation

(Title of segment Year of production)

(Interview with Dev Patel 2016)

Reference list

'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.

'Interview with Dev Patel' 2016, ABC Radio National Breakfast, radio program, Australian Broadcasting Corporation, Sydney, 21 December, interviewed by Hamish MacDonald.

**Television/Radio - Program**

In-text citation

(Title of the program Year of production)

(Best practice 2017)

Reference list

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

Example:

*Best practice* 2017, radio program, ABC Radio National, Melbourne, 10 April, Presented by A. McClintock.

*Landline* 2016, television program, ABC, Sydney, 8 December, Presented by F. Breen.

**Published Thesis**

In-text citation

(Author Year)

(Kerr 2011)

Reference list

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


**Web site**

For websites, web addresses can be cited directly in text, care should be taken to separate them from the sentence punctuation which may be taken as part of the web address. Use angle brackets to separate the address from the sentence. (Snooks & Co. 2002, p. 230)

Details of the program are available from the department's web site <https://det.qld.gov.au/earlychildhood>

Nursing and Midwifery Board of Australia web site <http://www.nursingmidwiferyboard.gov.au> outlines the professional standards for nurses and midwives.

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

Reference List

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


Document on the Web site

In-text citation

(Author Year)

(Queensland Health 2015)

Reference list

Author, AA Year of publication, Title of document, version number, description of document if applicable, viewed Day Month Year, http://xxx

Name of the organisation in full Year of publication, Title of work, version number, description of document if applicable, viewed Day Month Year, http://xxx


Web page

In-text citation

(Author Year)

(Danforth 2011)

Reference list

Author, AA Year of publication, 'Title of work', viewed Day Month Year, from http://xxxx


Web page with no author

In-text citation

Use the beginning of the title of the web page as the author

(Australian Psychological Society 2010)

Reference list

Name of organization in full, Year of publication, 'Title of work', viewed Day Month Year, http://xxx

'Title of page or document', Year of publication, viewed Day Month Year http://xxx


Web page organisational or government author

In-text citation

(Name of organisation Year)

(Queensland Health 2011)

Reference list

Wiki

In-Text Citation
(Author Year of publication)
(Szasz & Ellis 2007)

Reference List
Author, AA Year of creation, 'Title of work', Title of Wiki, wiki article, viewed Day Month Year, from http://xxxxx


'Why is media literacy important' n.d., Wikiversity, Wiki, viewed 12 December 2016, https://en.wikiversity.org/wiki/Why_is_Media_Literacy_Important

Youtube

General guidelines
Provide the exact date of the video in this format Year, Month Day.

Italicise the title of the video.

To cite a direct quotation from an audiovisual source, include a timestamp in the in-text citation alongside the author and date indicating the point at which the quotation begins.

In-text Citation
(Author Year of production)

This historic speech honoured the indigenous people of our land by acknowledging mistreatment..... (Rudd 2008)

(Author Year of production, Timestamp)

Direct Quote .....“I began to think impossible things, like I could even invite people home” (OCD-UK 2009, 4:50).

Reference List
Author, AA Year of production, Title of video, online video, viewed Day Month Year, http://xxx

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

Apsolon, M 2011, Real ghost girl caught on Video Tape 14, online video, viewed 19 September 2016, http://www.youtube.com/watch?v=6nyGCbxD848

Rudd, K 2008, National apology to the stolen generations, online video, viewed 15 June 2015, https://www.youtube.com/watch?v=MDvorne0bCXs


Ghost caught on surveillance camera 2009, online video, viewed 16 August 2016, http://www.youtube.com/watch?v=Dq1ms2JhYB1&feature=related
References


