

An Abridged Guide
to the

Harvard Referencing Style

School of Access Education

The Abridged Guide to the Harvard Referencing Style (author-date) is based on:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons Australia, Milton, Qld.

This document can be found at <https://my.cqu.edu.au/support> (search for 'referencing').

Other information about academic writing is available via the Academic Learning Centre's Moodle site.

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About this guide

What is the purpose of this booklet?

The purpose of this booklet is to guide CQU students in referencing using the CQUniversity Harvard style of referencing. **There are variations on the Harvard style of referencing and it is important for you to use the CQUniversity Harvard referencing style.**

There are also other referencing styles (e.g., American Psychological Association, Turabian, Vancouver), so check your unit profile to make sure that CQU Harvard referencing is correct for your assignment.

This guide explains what referencing is and how to reference most types of sources. As an abridged guide, it does not include examples of every type of source; however, it aims to familiarise you with the conventions of Harvard referencing.

What is referencing?

Referencing means referring to the details of any sources you have used for information in your assignments. Sources are referred to in two places: The first is throughout your text where the specific information appears. This is sometimes called 'citing'. The second is at the end of your assignment in an alphabetically organised reference list. References for different types of sources (books, journals, webpages, graphs, tables, etc.) will require different kinds of information and formatting.

What should I reference?

You must cite and reference any source you use when writing an assignment whether you have borrowed an idea or image or copied (quoted) exact words. This includes the following.

- Hard copy: (paper based) books, journal articles, newspapers, magazines, etc.
- Electronic sources: online documents, videos, blogs, film and audio files, Moodle notes.
- Other sources: examples include interview transcripts and doctoral dissertations.
- Visuals: examples include images, figures and tables.

Why do I need to reference?

Referencing will help you:

Demonstrate your knowledge of a topic and provide evidence of scholarly research.

Give credit to the author or creator of the original source of an image, idea, or piece of information.

Avoid plagiarism and its associated penalties.

How to get more assistance with developing your referencing skills

The Academic Learning Centre (ALC) offers workshops on referencing both online and on campus. See our Moodle site. You can also phone the ALC by phoning 07 4970 7211 or emailing alc-advice@cqu.edu.au

Five key steps to referencing

While researching and drafting

- Step 1.** Select quality sources to support your ideas (e.g., journal articles, books, reports).
- Step 2.** Record the relevant details of your sources (e.g., author, date, title, publisher, URL).

In your assignment

- Step 3.** Use the notes you have made from the sources you read to create sentences and paragraphs to provide evidence or examples that support your ideas.
- Step 4.** Ensure that each sentence that integrates information from a source includes an in-text citation for that source (e.g., author's surname, date, page number). Follow the Harvard style guidelines.

At the end of the assignment

- Step 5.** Create a reference list with a full reference for each source you have cited in your assignment; each reference in your references list should also have a corresponding in-text citation.

Section 1: What does referencing look like?

| Referencing in the assignment | Example |
|---|--|
| <p>This example paragraph shows what citations (in-text references) look like in the body of the assignment. Citations have been shown in bold here for illustrative purposes - do not put your citations in bold.</p> <p>Note the author name/s and the year of publication in most sentences. These are called citations. They let the reader know the details about the source of the information.</p> <p>These citations acknowledge all ideas or words that belong to another person, even if it is not a direct quote.</p> <p>These citations are integrated into the sentences so the paragraph flows and is easy to read.</p> <p>Note that authors' names in the citations are sometimes in the brackets and sometimes used as part of the sentence. Also, page numbers are used when quoting a source directly.</p> | <p>Partisan media bias (PBM) is presentation of news in a way that promotes a given political ideology (Shulziner & Stukalin 2021). Shulziner and Stukalin (2021) argue that PBM primarily occurs in two ways: the first is through description bias, or the portrayal of particular news events in a positive, neutral or negative light. An example of description bias can be seen in how news organisations cover protests such those of the Black Lives Matter movement, which began with the killing of African American George Floyd by a police officer in the United States (Kilgo 2020; Mehta 2020). Mehta (2020) examined 15-second news clips over a 2-week period in 2020 from different news agencies; these included MSNBC, a slightly left-leaning news agency, and Fox News, a right-leaning news agency (Media Bias Fact Check News [MBFC] 2020a, 2020b). While both news sources used the somewhat neutral word 'protest' with relatively equal frequency, it was found that Fox News used negative words such as 'riot' and 'looting' with roughly two-thirds more frequency than MSNBC (Mehta 2020, para. 3). This negative emphasis on the Black Lives Matter movement can be characterised as description bias (Shulziner & Stukalin 2021) since it is in line with the status quo view of protesting minorities as 'deviant' or 'disruptive' (Kilgo & Harlow 2019, p. 512) and reinforces the conservative political ideology of Fox News.</p> |

| Referencing at the end of the assignment | Example |
|---|---|
| <p>You will need to include a list of all the sources you have cited in your assignment.</p> <p>The reference list is placed on its own page at the end of the assignment.</p> <p>Each item in this list will have a corresponding in-text citation in the assignment body or appendices.</p> <p>Each reference in your list will need to be set out using Harvard style.</p> | <p>References</p> <p>Kilgo, D & Harlow, S 2019, 'Protests, media coverage, and a hierarchy of social struggle', <i>International Journal of Press/Politics</i>, vol. 24, no. 4, pp. 508-530. DOI: 10.1177/1940161219853517</p> <p>Kilgo, D 2020 'Riot or resistance? The way the media frames the unrest in Minneapolis will shape the public's view of protest', <i>Neiman Lab</i>, 30 May, viewed 2 February 2022, https://www.niemanlab.org/2020/05/riot-or-resistance-the-way-the-media-frames-the-unrest-in-minneapolis-will-shape-the-publics-view-of-protest/</p> <p>Media Bias Fact Check News (MBFC) 2021a, <i>Fox News (foxnews.com)</i>, viewed 2 February 2022, https://mediabiasfactcheck.com/fox-news-bias/</p> <p>Media Bias Fact Check News (MBFC) 2021b, <i>MSNBC</i>, viewed 2 February 2022, https://mediabiasfactcheck.com/msnbc/</p> <p>Mehta, D 2020, 'National media coverage of Black Lives Matter had fallen during the Trump era — until now', <i>ABC News</i>, 11 June, https://fivethirtyeight.com/features/national-media-coverage-of-black-lives-matter-had-fallen-during-the-trump-era-until-now/</p> <p>Shulziner, D & Stukalin, Y 2021, 'Politicizing what's news: how partisan media bias occurs in news production', <i>Mass Communication and Society</i>, vol. 24, no. 3, pp. 372-393. DOI: 10.1080/15205436.2020.1812083</p> |

Section 2: How do I use citations in text?

Here are four key techniques you can use when you want to include other authors' ideas, words, images and data in your assignment. Have a look at the following pages for more detail on each of these techniques.

Paraphrasing

Convey the author's idea/words indirectly.

Using this option, you must use some of your own words AND change the sentence structure. A citation must be included; page numbers are not needed when paraphrasing.

Example 1

Jones (2021) found that significant reductions in infection rates (15%) could be achieved when nursing staff were reminded about hand hygiene.

Summarising

Briefly sum up another author's work (e.g., a whole chapter or project). Using this option, you must use your own words only include the main ideas of the text to give an overview of the work of one or more authors.

Example 2

A study by Jones (2021) found that attention to hand hygiene by nursing staff played a significant role in infection rates.

Direct quotations

Quoting an author's words exactly as they were written, using a short or long quotation. A citation must be included (e.g., author, year, and page number).

Example 3

A short quotation:

'Reminders to nursing staff to pay extra attention to recommended hand hygiene procedures resulted in a 15% reduction in infection rates' (Jones 2021, p. 3).

Figures and Tables

Use another author's figures and tables, or their data to support your own.

Using this option, you may copy and paste images, tables, charts, figures. You must include your own title, and caption, and a citation.



Figure 4: A bunch of purple grapes.

Source: Petric (2015)

Author prominent and information prominent citations

Where you place citations depends on the emphasis you wish to apply and can be important to the argument you present.

Author prominent

When you want to emphasise the author, then you use the author's name as part of your sentence. The citation and the paraphrase would start something like this:

Sherwood (2021) concludes that ...

Information prominent

When you want to emphasise the information from an author, then your citation becomes information prominent. The citation will appear at the end of a sentence. The citation and the paraphrase will look something like this:

... treatments for mitochondrial disease (Jones 2020).

Citing a source within a source

Sometimes you may want to use information from a source that another author has cited. For example, Åsa, Ulrika and Jonas (2020, p. 410) have cited Salas et al. (2005) in the text below:

'The "Big Five" model proposed by Salas et al. (2005) suggests that eight factors are necessary for effective teamwork...'

If the information is general enough and a point that is also made by the author of the source you are reading - e.g., Åsa, Ulrika and Jonas (2020), then you may not have to cite the original source - Salas et al. (2005). However, if the information given is quite specific to the original then you should try to cite the original source - Salas et al. (2005). Whenever possible, it is best to use the information in the reference list to locate the work of the original author/s. However, sometimes this is not possible. In this case, you may cite the original as a 'source within a source' as in the example from a student assignment, below:

According to the 'Big Five' model, effective teamwork is characterised by... (Salas et al. 2005, cited in Åsa, Ulrika & Jonas 2020, p. 410).

Always show the page number where you found the information when citing this way, even if you have paraphrased. In the reference list, you should reference the source that you have actually read - e.g., Åsa, Ulrika and Jonas (2020); you should not include details from the original source in your reference list.

Use this method of citation sparingly; it is best to find the original source and cite it directly when possible.

How to paraphrase

You may paraphrase an author's words and ideas instead of quoting them exactly. Paraphrasing is when you use an author's ideas but express them in different words. To paraphrase, you must change some of the words AND change the sentence structure. No quotation marks are required.

It is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source of the original document with a reference. Failing to do so will result in plagiarism. Many lecturers would prefer you to paraphrase than use a direct quotation because paraphrasing requires original thought, demonstrates that you understand the ideas, and shows that you can integrate them into your work.

| Steps for paraphrasing | Examples |
|---|--|
| <ol style="list-style-type: none">1. Read the sentence you want to paraphrase several times to get the meaning of the text. Once you understand it, write it in your own words.2. Highlight any specialised technical words or specific terms. These may be included in your paraphrase since without them, the original meaning might be lost.3. Underline any keywords that can be changed.4. Find other words and phrases that have similar meanings that can be used to replace the keywords in the text. Use a thesaurus or dictionary to help if needed.5. Rewrite the ideas and reorganise the structure or order of words.6. Add a lead-in phrase where the author's family name becomes part of the sentence to use an author prominent citation, and the year the article was published in brackets. <p>Note that page numbers are not required in citations when paraphrasing.</p> | <p>Original text</p> <p>[T]he majority of the sample had good knowledge about infection control measures, but they showed lack of practice in hand washing and using gloving, which are the most significant items to prevent transmission of infection. This study recommended that nurse managers need to be supervising the staff nurses on practicing infection prevention standards and techniques and monitoring nursing adherence to policies of the hospital.</p> <p>Paraphrase, author prominent</p> <p>Salem (2019) found that hand hygiene procedures of nursing staff and knowledge of infection control was dependent on good practice of hand hygiene procedures.</p> <p>Paraphrase, information prominent</p> <p>One study identified that hand hygiene procedures of nursing staff and knowledge of infection control was dependent on good practice of hand hygiene procedures (Salem 2019).</p> |

How to summarise

Instead of quoting or paraphrasing an author's words, work or ideas, you may decide to summarise them. A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. The original idea or meaning must be maintained. Technical words remain.

Summarising is useful when you want to use the idea expressed in the source much more succinctly. Other advantages of paraphrasing and summarising include expressing the key point of a source in fewer words and demonstrating your understanding of the source more effectively.

| Steps for summarising | Examples |
|---|---|
| <ol style="list-style-type: none">1. Read the text carefully—you may need to read the text several times. Check the meaning of terms you do not understand.2. Highlight any specialised technical words or specific terms. These may be included in your summary since without them, the original meaning might be lost.3. Reread the text and make notes of the main points, leaving out examples and evidence.4. Think about your assignment, what information you need and why.5. Think about how this new information fits into your assignment.6. Develop an outline using short sentences written in your words. Rearrange these sentences as you see the need for your purpose.7. It is a good idea to end with a citation to remind the reader of where the information is from and indicate where the summarised information ends. | <p>Raising awareness about environmental issues may not be sufficient to change people's behaviour. Ragusa and Crampton (2019) examined awareness and attitudes of regional Australians about environmental issues in relation to public transportation. They found that despite having pro-environment awareness and values, the participants in the study most often used privately owned motor vehicles for transportation. The researchers argue that innovative measures are necessary to make greener forms of transportation more attractive to people who already understand their value to the environment (Ragusa & Crampton 2019).</p> |
| <p>Here is an example showing ideas from several sources combined into one summary.</p> <p>Notice that a semi-colon has been used to separate each source in the citation and that they are in alphabetical order.</p> | <p>It has been suggested that the physiological effects of love encourage reproduction and effective caring of offspring in the short term (Cornwell et al. 2006; Del Giudice et al. 2015; Lim et al. 2015); however, lasting bonds made in the initial stages of a relationship may play an equally important role in human survival (Acevedo et al. 2020).</p> |

How to use direct quotations

Direct quoting is another way of showing that you have gathered information from other authors to support your point of view or thesis.

You are quoting when you use someone else's **exact** words in your writing. When you quote, you must indicate where the quotation begins and ends, and provide an in-text citation. The citation makes it clear whose words you are using and where you found them.

A general rule in academic work is that less than 10% of an assignment should be in the form of direct quotations. You can use short quotations (fewer than 30 words) or long quotations (30 words or more). However, do not overuse this technique. Instead, aim to paraphrase more of the words and ideas of others to show how well you understand them and can use the source to support your point of view.

| Steps for using quotations | Example |
|--|--|
| <ol style="list-style-type: none">1. Read chosen texts and form ideas about your topic.2. Make a note of the ideas using your own words.3. Identify sentences in a journal article to support the idea. Make a note of this.4. Incorporate the quote into the paragraph by adding a few extra words just before the quoted words to help the quote fit smoothly into the sentence.5. Provide the page that the quote was taken from in brackets along with the author's family name and year of publication.6. Write the full reference in the reference list at the end of the assignment. | <p>youth peer workers in mental healthcare → importance of relatability → evidence/example</p> <p>Original text: So I wanted to be a peer worker to help others to feel more at ease in Headspace and have someone to talk through decisions with, and someone to tell it to them plain, not telling them like a hundred words of jargon like counsellors do (Simmons et al. 2020, p. 911).</p> <p>Student's writing with integrated quote: An important advantage that youth peer workers bring to mental health care is relatability. For example, a qualitative study by Simmons et al. (2020) suggests that youth peer workers see themselves as less threatening and easier to understand than other healthcare staff. One peer worker stated, 'I wanted to be a peer worker to help others to feel more at ease' and to be 'someone to tell it to them plain, not telling them like a hundred words of jargon like counsellors do' (Simmons et al. 2020, p. 911).</p> <p>References</p> <p>Simmons, MB, Grace, D, Fava, NJ, Coates, D, Dimopoulos-Bick, T, Batchelor, S, Howe, D & Montague, AE 2020, 'The experiences of youth mental health peer workers over time: a qualitative study with longitudinal analysis', <i>Community Mental Health Journal</i>, vol. 56, no. 5, pp. 906-914. DOI: 10.1007/s10597-020-00554-2</p> |

| Rules for short quotations | Examples of short quotations | |
|--|---|--|
| <p>Short quotations should:</p> <ul style="list-style-type: none"> • have fewer than 30 words • be incorporated into your sentence smoothly without disrupting the flow of your paragraph • be enclosed in single quotation marks • include the page number in the citation • have the full stop after the quotation if the citation is author prominent • have the full stop after the citation if the quotation is information prominent • be in the same font size as the rest of the assignment. <p>If the text you want to quote starts with a capital letter it is acceptable to change the upper-case letter to a lower-case letter so that it fits with the grammar of your sentence unless the word is a proper noun (i.e. Australia or Robert).</p> <p>Do not correct any incorrect spelling, punctuation or grammar in the original quotation instead insert the word <i>sic</i>, italicised and in square brackets, directly after the error in the quotation.</p> | <p>Author prominent</p> <p>According to Veness (2016, p. 35), universities are in a 'perfect position to help make a significant, positive difference to the urgent issue of improving youth mental health'.</p> | <p>Information prominent</p> <p>Universities are in a 'perfect position to help make a significant, positive difference to the urgent issue of improving youth mental health' (Veness 2016, p. 35).</p> |
| | <p>In Wilson's (2013, p. 32) report 'the building inspector estimated that there [sic] house was a fire hazard'.</p> | <p>In his report 'the building inspector estimated that there [sic] house was a fire hazard' (Wilson 2013, p. 32).</p> |

| Rules for long quotations | Example of a long quotation | |
|---|--|---|
| <p>When using quotations of 30 words or more:</p> <ul style="list-style-type: none"> • introduce the quotation in your own words with the lead-in statement ending with a colon (:) • Use Enter to separate quotation from previous and following content • begin each long quotation on a new line • do not use quotation marks • indent by 1.27 cm from the left margin (Ctrl + M) • same font style as document • apply single line spacing • reduce the font size to one size smaller <p>For a long information prominent quotation, the full stop goes after the quotation and before the citation.</p> <p>If you need to omit a word or words from a quotation, indicate this with an ellipsis (three dots). An ellipsis has a space on either side as it is a punctuation mark.</p> <p>If you need to add a word or words to a quotation, put them in square brackets [].</p> | <p>Information prominent</p> <p>Ad hoc solutions are not sufficient for providing an inclusive education:</p> <p style="padding-left: 40px;">Inclusion involves a process of systemic reform embodying changes and modifications in content, teaching methods, approaches, structures and strategies in education to overcome barriers with a vision serving to provide all students of the relevant age range with an equitable and participatory learning experience and environment that best corresponds to their requirements and preferences. (Hehir et al. 2016, p. 3)</p> | <p>Author prominent</p> <p>According to Hehir et al. (2016, p. 3) education must be designed to be inclusive from the beginning:</p> <p style="padding-left: 40px;">Inclusion involves a process of systemic reform embodying changes and modifications in content, teaching methods, approaches, structures and strategies in education to overcome barriers with a vision serving to provide all students of the relevant age range with an equitable and participatory learning experience and environment that best corresponds to their requirements and preferences.</p> |

How to introduce quotations and paraphrased sentences

Use reporting verbs and phrases to introduce ideas from your sources. Your choice of words can indicate whether the authors you are citing are presenting established findings, putting forward a case, making a suggestion or drawing conclusions. Also, bear in mind that your work may become tedious to read if every quotation or paraphrase is introduced in the same manner. Table 1 provides examples of reporting verbs that can be useful for integrating other authors' ideas and words into academic writing.

Table 1: Reporting verbs for use in-text citations

| say or mean | | argue | explain | other |
|---------------|---------|----------|-------------|----------|
| state | assert | dispute | describe | agree |
| remark | add | disagree | clarify | question |
| maintain | confirm | question | justify | offer |
| hold the view | find | debate | reason | predict |
| point out | affirm | claim | show | identify |
| highlight | | theorise | demonstrate | |
| emphasise | | imply | | |
| | | contend | | |
| | | suggest | | |

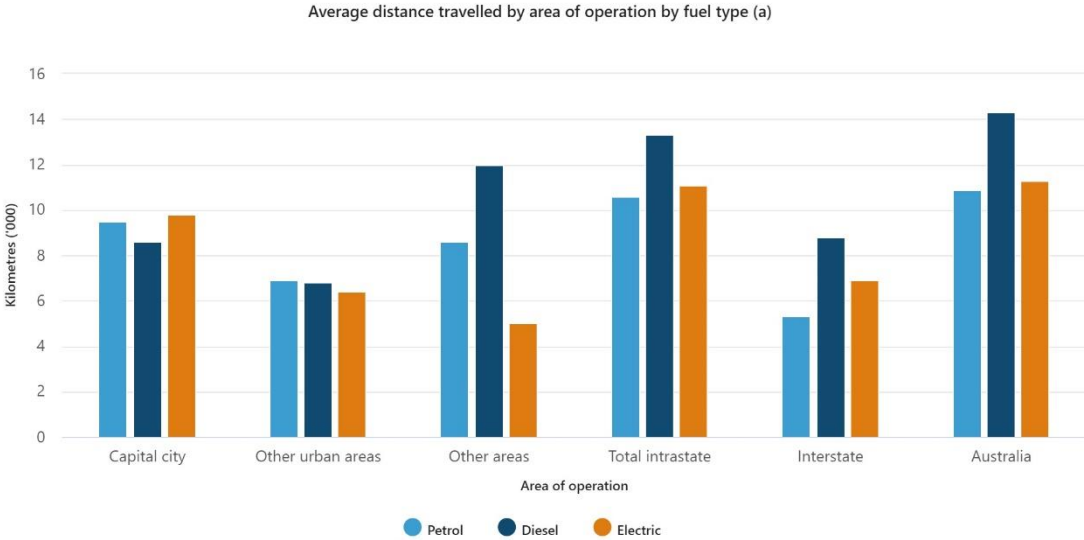
If you are citing more than one author, you will need to change the form of the verb, for example: Jones (2021) argues that ... (single author), Jones et al. (2021) argue that ... (more than one author).

How to use tables, figures or images

Sometimes it is useful to include reproductions or copies of items such as photos, graphs, tables, diagrams and drawings in your work. These items may be used as evidence to support academic arguments in the text. They can be used to present complex information clearly and effectively.

A table contains information that is organised using columns and rows. Figures can be maps, charts, diagrams, drawings, graphs and photographs. They must be labelled and referenced, and each is done in a particular way as shown on the next few pages. Note that although tables and figures are often used in reports, they rarely appear in essays.

| Steps for using tables | Examples | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|----------------|----------|----------------|------------------------|------------|------------|----------|--------------------------|---------|---------|--------|--------------------------|------|------|--------|-----------------------------|------|------|--------|
| <ul style="list-style-type: none">Label the table with a number and a brief but informative title. The table number and label appear above the table. example: Table 2: Unemployment and underemployment rate estimatesGive the citation of the source below the table. Use 'Adapted from' if the table has been altered in any way from the original. If the table is your own creation, list the source as 'Author'. Include a page or, in this case, paragraph number in your citation. example: Source: Australian Bureau of Statistics (ABS 2021, para. 3)Refer to the table in the body of the report. Integrating the table as if it were a quote or part of the paragraph will help your reader understand why you included it. example: As seen in Table 2, the unemployment and underemployment rates in Australia increased between September and October 2021. | <p>As seen in Table 2, the unemployment and underemployment rates in Australia increased between September and October 2021.</p> <p>Table 2: Unemployment and underemployment rate estimates</p> <table><tr><th></th><th>Sept 2021</th><th>Oct 2021</th><th>Monthly change</th></tr><tr><td>Employed people</td><td>12,881,500</td><td>12,835,200</td><td>- 46,300</td></tr><tr><td>Unemployed people</td><td>625,500</td><td>707,300</td><td>81,800</td></tr><tr><td>Unemployment rate</td><td>4.6%</td><td>5.2%</td><td>.6 pts</td></tr><tr><td>Underemployment rate</td><td>9.2%</td><td>9.5%</td><td>.3 pts</td></tr></table> <p>Source: Australian Bureau of Statistics (ABS 2021, para. 3)</p> | | Sept 2021 | Oct 2021 | Monthly change | Employed people | 12,881,500 | 12,835,200 | - 46,300 | Unemployed people | 625,500 | 707,300 | 81,800 | Unemployment rate | 4.6% | 5.2% | .6 pts | Underemployment rate | 9.2% | 9.5% | .3 pts |
| | Sept 2021 | Oct 2021 | Monthly change | | | | | | | | | | | | | | | | | | |
| Employed people | 12,881,500 | 12,835,200 | - 46,300 | | | | | | | | | | | | | | | | | | |
| Unemployed people | 625,500 | 707,300 | 81,800 | | | | | | | | | | | | | | | | | | |
| Unemployment rate | 4.6% | 5.2% | .6 pts | | | | | | | | | | | | | | | | | | |
| Underemployment rate | 9.2% | 9.5% | .3 pts | | | | | | | | | | | | | | | | | | |

| Steps for using figures | Example |
|---|---|
| <ul style="list-style-type: none"> Label the figure with a number and a brief but informative title. The figure number and label appear below the table. <p>example: Figure 1: Total distance travelled according to area</p> <ul style="list-style-type: none"> Give the citation of the source below the figure. Use 'Adapted from' if the figure has been altered in any way from the original. If the figure is your own creation, list the source as 'Author'. Include a page or, in this case, paragraph number in your citation. <p>example: Source: ABS (2021, para. 7)</p> <ul style="list-style-type: none"> Refer to the figure in the body of the report. Integrating the figure as if it were a quote or part of the paragraph will help your reader understand why you included it. <p>example: However, in capital cities, electric passenger vehicles travelled further on average than petrol or electric-powered passenger vehicles. This can be seen in Figure 1, below.</p> | <p>However, in capital cities, electric passenger vehicles travelled further on average than petrol or electric-powered passenger vehicles (Figure 1).</p>  <p>a. Excludes vehicles not used (nil use) in the reference period. Source: Australian Bureau of Statistics, Electric passenger vehicle use, experimental estimates 26/11/2021</p> <p>Figure 1: Total distance travelled according to area Source: ABS (2021, para. 7)</p> |

Section 3: How to create a reference list

You will need to include a list of all the sources you have used at the end of your assignment. This is known as a reference list. Your reference list should be formatted in the Harvard style.

This section contains some general guidelines you will need to follow when writing your reference list. However, there are some more specific guidelines in the form of examples in Section 5 that will show you how to reference many different types of sources.

Organising your sources is a useful skill, so while you are working on your assignments, it is important to generate a draft reference list to avoid losing any relevant information about the source details. Remember to check this initial list against those used in text and remove any unused items because a reference list should only include references for the sources you have cited within your assignment. The reference list does NOT include all your background reading.

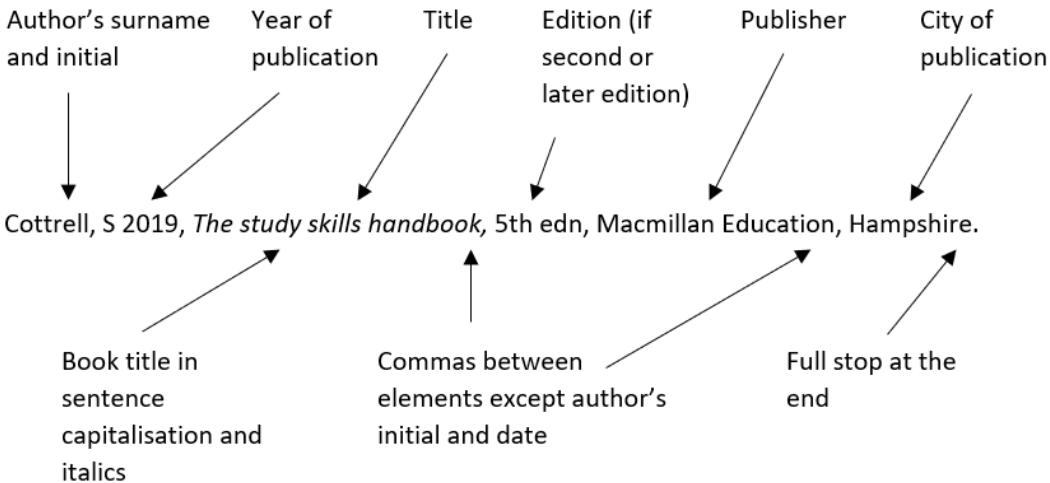
Steps for creating a reference list

When including a source in the reference list, you must provide the reader with enough information to locate the source. The following pages demonstrate how specific sources are included in the reference list. This guide does not contain an exhaustive list of examples, so at times you will need to problem-solve to decide how to reference the source you used.

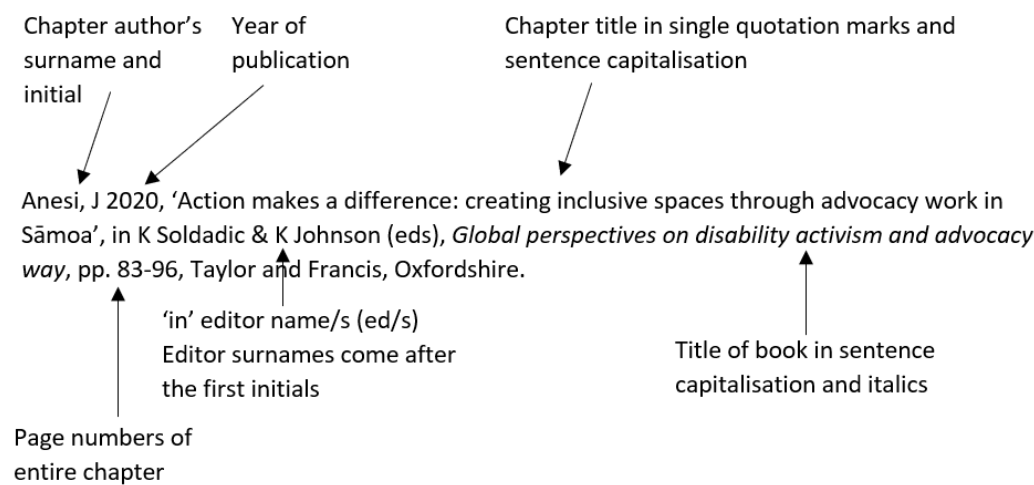
There are two key steps when writing your reference list:

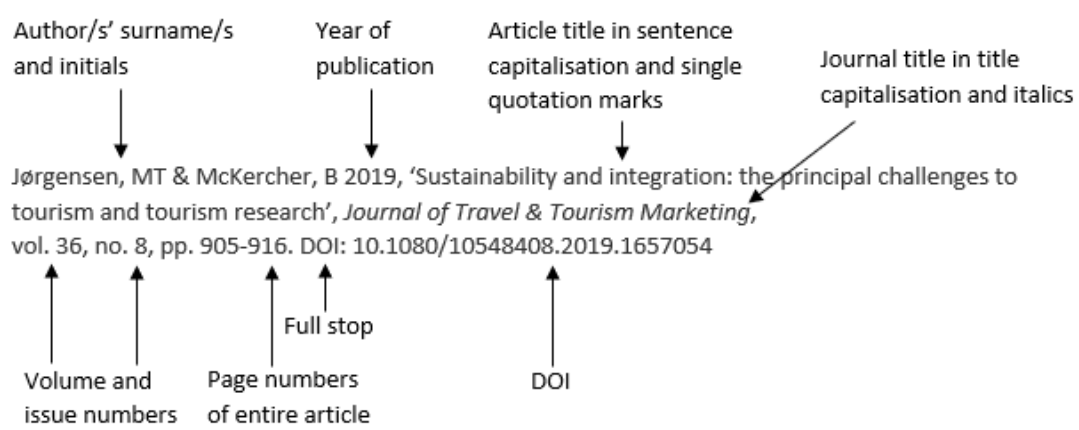
- Step 1.** Find the relevant publication details.
- Step 2.** Format the details according to CQUniversity Harvard style. Most references follow a similar pattern - i.e., author, year, title, etc. Follow specific models in the guide according to the type of source you are referencing. Pay attention to formatting details such as capitalisation, punctuation and text style (e.g., use of italics).

Steps for adding sources to the reference list

| Referencing hardcopy books | Example |
|---|--|
| <p>For a book, the following elements should be presented in this order:</p> <ol style="list-style-type: none"> 1. Author's surname (family name) and initials. Even if the source gives the author's names in full, use only initials for their given names. When an author has two or more initials, the second initial stands for the middle name. 2. Year of publication 3. Title of book in italics and sentence capitalisation 4. Edition, if not the original publication; for example, 4th edn 5. Publisher 6. City of publication. If several cities are given on the source, use the first-listed city. If the place of publication is little-known or could be confused with another place of the same name, provide the state or country as well. | <p>Hardcopy book</p>  <p>The diagram illustrates the components of a hardcopy book reference. Above the example text, labels with arrows point to specific parts: 'Author's surname and initial' points to 'Cottrell, S'; 'Year of publication' points to '2019'; 'Title' points to '<i>The study skills handbook</i>'; 'Edition (if second or later edition)' points to '5th edn'; 'Publisher' points to 'Macmillan Education'; and 'City of publication' points to 'Hampshire'.</p> <p>Below the example text, labels with arrows point to punctuation and formatting: 'Book title in sentence capitalisation and italics' points to '<i>The study skills handbook</i>'; 'Commas between elements except author's initial and date' points to the comma after '2019'; and 'Full stop at the end' points to the period at the end of the sentence.</p> <p>Cottrell, S 2019, <i>The study skills handbook</i>, 5th edn, Macmillan Education, Hampshire.</p> |

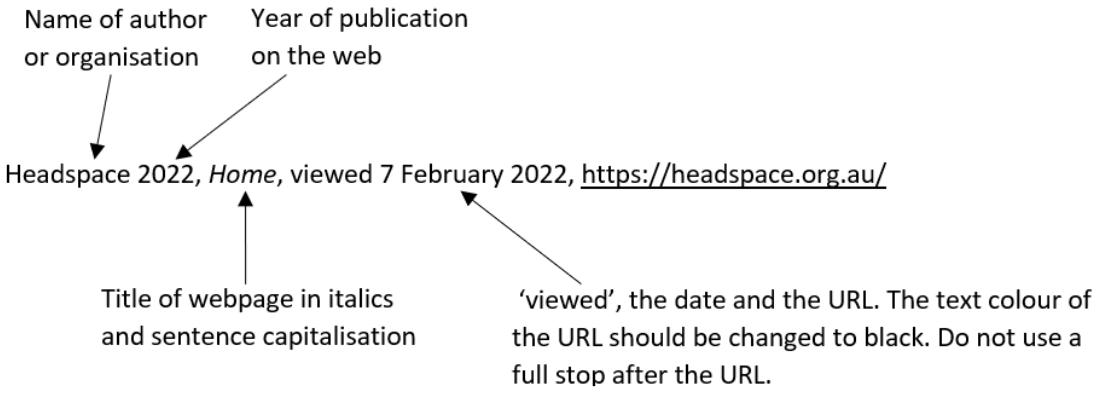
| Referencing e-books | Example |
|---|--|
| <p>It is only necessary to reference a book as an e-book if it is a special digital edition (not a scanned version of a print book).</p> <ol style="list-style-type: none"> 1. Reference as you would for a hardcopy book. Leave out information about the place of publication if it is not provided. 2. Include 'E-book' between the book title and publisher, as shown in the example. 3. Include a DOI, as shown, if one is available. <p>Or, include a URL, as shown:</p> <ol style="list-style-type: none"> a. only if the source does not have a DOI b. if you have accessed the source online and NOT through the library or other database (e.g. ProQuest) that requires you to log in. | <p>E-book with a DOI</p> <p>Slinger, J 2021, <i>Building with nature and/beyond: principles for designing nature-based engineering solutions</i>, E-book, TU Delft Open. DOI: 10.5074/T.2021.006</p> <p>E-book</p> <p>Full stop before the DOI - not after. DOIs may not be available for all e-books.</p> <p>E-book with a URL</p> <p>Larimer, BI 2020, <i>Beyond tube and wing</i>, National Aeronautics and Space Administration, E-book, viewed 3 February 2022, https://www.nasa.gov/connect/ebooks/beyond-tube-and-wing.html</p> <p>E-book</p> <p>Comma before 'viewed', the date and the URL.</p> <p>The text colour of the URL should be changed to black. Do not use a full stop after the URL.</p> |

| Referencing a chapter in an edited book | Example |
|---|---|
| <p>An edited book is one with different authors for each chapter. The person/s listed on the front of the book are editors, not authors.</p> <p>For a chapter in a book or an e-book, the following elements should be presented in this order:</p> <ol style="list-style-type: none"> 1. Chapter author's surname and initials 2. Year of publication 3. Title of the book chapter in single quotation marks and sentence case (i.e., capitalise the first letter of the title and any proper nouns) 4. Editors' initials followed by surname. Place (ed.) for one editor and (eds) for multiple editors after the editors' names 5. Title of book in sentence case and in italics 6. Page range of the chapter 7. Publisher 8. City of publication 9. Include a DOI if one is available. |  <p>Chapter author's surname and initial</p> <p>Year of publication</p> <p>Chapter title in single quotation marks and sentence capitalisation</p> <p>Anesi, J 2020, 'Action makes a difference: creating inclusive spaces through advocacy work in Sāmoa', in K Soldadic & K Johnson (eds), <i>Global perspectives on disability activism and advocacy our way</i>, pp. 83-96, Taylor and Francis, Oxfordshire.</p> <p>'in' editor name/s (ed/s) Editor surnames come after the first initials</p> <p>Page numbers of entire chapter</p> <p>Title of book in sentence capitalisation and italics</p> |

| Referencing journal articles with a DOI | Example |
|---|---|
| <p>When including a journal article in the reference list, the following elements should be presented in this order:</p> <ol style="list-style-type: none"> 1. Author's surname (family name) and initials. year of publication 2. Title of article in single quotation marks and minimal capitalisation 3. Title of journal or periodical in italics and maximal capitalisation 4. Volume number (vol.) 5. Issue number (no.) or other identifier e.g., Winter) 6. Page numbers on which the article begins and ends 7. DOI if available. |  <p>Author/s' surname/s and initials Year of publication Article title in sentence capitalisation and single quotation marks Journal title in title capitalisation and italics</p> <p>Jørgensen, MT & McKercher, B 2019, 'Sustainability and integration: the principal challenges to tourism and tourism research', <i>Journal of Travel & Tourism Marketing</i>, vol. 36, no. 8, pp. 905-916. DOI: 10.1080/10548408.2019.1657054</p> <p>Volume and issue numbers Page numbers of entire article Full stop DOI</p> |

| Referencing Journal articles without a DOI | Example |
|--|---|
| In the rare case that a journal article does not have a DOI, you may leave it off and end the reference with a full stop. If you have found the article on the internet through a web search, you should include the URL as shown. Do not include the URL if you have accessed the article through the library or another database (e.g., ProQuest) that requires you to log in. | <p>Wilcoxon, CL & Lemke, J 2021, 'Preservice teachers' perceptions of feedback: the importance of timing, purpose, and delivery', <i>Journal of University Teaching and Learning Practice</i>, vol. 18, no. 8, pp. 1-28, viewed 7 February 2022, https://ro.uow.edu.au/jutlp/vol18/iss8/14</p> <p>Comma before 'viewed', the date and the URL. The text colour of the URL should be changed to black. Do not use a full stop after the URL.</p> |

| Referencing law cases | Example |
|--|---|
| <p>For a case of law, the following elements should be presented in this order:</p> <ol style="list-style-type: none"> 1. Case name in title capitalisation - note that the first word of each party is also capitalised even if the word is a grammatical one such as 'the'. 2. Year of case 3. Volume number 4. Law report series 5. Starting page of the source. | <p>Case name in italics and title capitalisation</p> <p>Year of the case</p> <p>Volume number</p> <p>Full stop at the end</p> <p>Law report series</p> <p>Starting page of the source</p> <p><i>The State of New South Wales v The Commonwealth</i> (1915) 20 CLR 54.</p> |

| Referencing a website | Example |
|--|---|
| <p>For a website, the following elements should be presented in this order:</p> <ol style="list-style-type: none"> 1. Name of the author/sponsor/owner of the site/organisation/department 2. Year of publication on the Internet—if no date, use n.d. 3. Title of the webpage in italics and sentence capitalisation 4. 'viewed' followed by the date you viewed the site typed in full (day, month, year) 5. The URL - URLs should be live with the text colour changed to black. Do not use a full stop after a URL. |  <p>Headspace 2022, <i>Home</i>, viewed 7 February 2022, https://headspace.org.au/</p> <p>The diagram illustrates the structure of the example reference. Arrows point from labels to specific parts of the text: 'Name of author or organisation' points to 'Headspace'; 'Year of publication on the web' points to '2022'; 'Title of webpage in italics and sentence capitalisation' points to '<i>Home</i>'; and 'viewed', the date and the URL. The text colour of the URL should be changed to black. Do not use a full stop after the URL. points to the entire phrase 'viewed 7 February 2022, https://headspace.org.au/'.</p> |

| Rules for formatting a reference list | Example |
|---|--|
| <ul style="list-style-type: none"> The reference list should begin on a new page. The title References is bold and left aligned, and is in the same font style and size as the document. Entries are in alphabetical order according to the first author of each source. Font style and size are the same as for the rest of the assignment, Times New Roman 12 or Arial 11. Line spacing in the reference list is single line spacing even though the assignment is 1.5 line spacing. Paragraph spacing is 12 pt after each reference. (Alternatively, there is a single space after each entry.) The list is left aligned. All text, including that of URLs, is black. | <p>References</p> <p>Afrouz, R, Crisp, BR & Taket, A 2021, 'Afghan women's barriers to seeking help for domestic violence in Australia', <i>Australian Social Work</i>. DOI: 10.1080/0312407X.2021.2004179</p> <p>Australian Association of Social Workers (AASW) 2019, <i>Scope of social work practice: family violence</i>, viewed 15 February 2022, https://www.aasw.asn.au/document/item/12226</p> <p>Australian Association of Social Workers (AASW) 2020, <i>Code of ethics</i>, viewed 7 February 2022, https://www.aasw.asn.au/document/item/13400</p> <p>Department of Child Safety, Youth and Women 2020, <i>Domestic and family violence services: practice principles, standards, and guidance</i>, viewed 12 February 2022, https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources</p> |

| Rules about authors' names | Examples |
|--|--|
| <ul style="list-style-type: none"> In the reference list, authors' surnames are listed first, then their first initials. Even if the source gives the authors' names in full, Harvard style does not include this. Use only the first letter or initials of given names of authors. When an author has two or more initials, the second initial stands for the middle name. Titles such as Doctor or Professor are not included. | <p>Stuart James Row becomes Row, SJ</p> <p>Pooja Sawrikar becomes Sawrikar, P</p> <p>Jane Koziol-McLain becomes Koziol-McLain, J</p> <p>Wansoo Kim, PhD becomes Kim, W</p> |

| Rules for using capitalisation | Examples |
|--|--|
| <p>Sentence capitalisation</p> <ul style="list-style-type: none"> Only the first word in the titles of books, chapters, journal articles and websites is capitalised regardless of how the titles are capitalised in the original. The exception is names or proper nouns/adjectives (e.g., Australia/Australian). If the title of the article, book or chapter contains a colon, the first word after the colon should not be capitalised unless it is a proper noun. Authors' names and initials, journal titles and the names of publishing firms and businesses or organisations are always capitalised. | <p><i>Working for the clampdown: the Clash, the dawn of neoliberalism and the promise of punk</i></p> <p>As in the following reference:</p> <p>Coulter, C 2019, <i>Working for the clampdown: the Clash, the dawn of neoliberalism and the promise of punk</i>, Manchester University Press, Manchester.</p> |
| <p>Title capitalisation</p> <p>For the titles of periodicals (journals, magazines and newspapers), capitalise the first word and any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or').</p> | <p><i>Journal of Environmental Policy and Planning</i></p> <p>As in the following reference:</p> <p>Curran, G 2021, 'Contemporary environmental entrepreneurs: from the alternative technology movement to ecologically modernised community energy', <i>Journal of Environmental Policy and Planning</i>, vol. 23, no. 4, pp. 467–481.</p> |
| <p>Italics</p> <p>Italics is a type face that makes letters slant to the right. It is used to distinguish words from others within your text.</p> <p>Italics is combined with sentence or title capitalisation to show titles, names of ships and other vehicles, scientific names, and technical terms.</p> | <p><i>Engine testing electrical, hybrid, IC engine and power storage testing and test facilities</i></p> <p>As in the following reference:</p> <p>Martyr, AJ & Rogers, DR 2021, <i>Engine testing electrical, hybrid, IC engine and power storage testing and test facilities</i>, 5th edn, E-book, Butterworth-Heinemann, Oxford. DOI: 10.1016/B978-0-12-821226-4.00021-8</p> |

| Rules for using URLs | Example |
|--|---|
| <ul style="list-style-type: none"> • URLs are active and underlined; however, the URL text should be changed to black. • When copying and pasting a URL, be sure that the text of the URL remains intact (some Microsoft products, for example, change the text). Select 'text only' from paste options. • To avoid very long URLs, it is acceptable to give the home page of a website rather than the exact URL of the page you are referencing if the website has a search facility. | <p>Australian Bureau of Statistics (ABS) 2021, <i>Working arrangements</i>, viewed 7 February 2022, http://www.abs.gov.au/</p> <p>DO NOT USE automatically generated text (by, e.g., Microsoft Edge) for the URL such as that found below:</p> <p>Working arrangements, August 2021 Australian Bureau of Statistics (abs.gov.au)</p> |

| Rules for using DOIs | Example |
|---|---|
| <p>DOI stands for digital object identifier. It is a unique alphanumeric string assigned to a digital source such as a journal article or e-book. In a journal article, it can usually be found near the title of the article or in the header or footer of a PDF. In a book, it can usually be found with the other publication information. DOIs should be included in a reference whenever one is available.</p> <p>DOIs are sometimes shown as an alphanumeric string and sometimes as a hyperlink. The CQUni Harvard style requires that DOIs be shown as an alphanumeric string. The DOI number can be taken from a hyperlink by removing the first part of the URL (https://doi.org/ or https://doi-org.ezproxy.cqu.edu.au/)</p> <p>DO NOT format DOIs as hyperlinks:</p> <p>https://doi.org/10.1016/j.fuel.2010.05.032 ✕</p> | <p>Inderthal, H, Tai, S & Harrison, S 2021, 'Non-hydrolyzable plastics: an interdisciplinary look at plastic bio-oxidation', <i>Trends in Biotechnology</i>, vol. 39, no. 1, pp. 12-23. DOI: 10.1016/j.fuel.2010.05.032</p> |

| | |
|---|--|
| In a reference, the above DOI should be shown as below: DOI: 10.1016/j.fuel.2010.05.032 ✓ | |
|---|--|

| DOI or URL? | Example |
|---|---------|
| DOI available → YES: Use it! ↓ NO Is the source from a database? → YES: Do not use a URL ↓ NO Use the URL | |

Section 4: What is Academic Integrity?

Incorrect referencing techniques (even if they are unintentional mistakes) can lead to problems with ‘plagiarism’. The word ‘plagiarism’ comes from the Latin word ‘plagiarius’ – meaning ‘kidnapper’. Plagiarism is a form of kidnapping others’ work and ideas — presenting it in an assignment without giving credit to the author(s). According to the *Oxford Student’s Dictionary*, plagiarism is ‘the act of copying another person’s ideas, words or work and pretending they are your own’ (2007, p. 529). In other words, you would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them in your paragraphs, even if you have paraphrased. This includes using another student’s work, or your own previously submitted work, without acknowledging or citing it. Always act with integrity and use correct referencing techniques to make sure you don’t accidentally plagiarise someone else’s work.

Plagiarism is considered serious misconduct and must be avoided at all times. You should avoid plagiarism and report it because:

- Plagiarism is unethical.

- Plagiarism does not allow you to develop as an academic writer.
- Plagiarism attracts severe penalties.

How will they know I have plagiarised?

While enrolled at CQUni, each time you upload an assignment it is processed through the Turnitin program. This is a program that checks for similarity between your work and that of others, identifying possible plagiarism in your assignment. You can learn to use Turnitin to check your assignment for accidental plagiarism before you submit your final copy to your lecturer. Watch the video:

<https://moodle.cqu.edu.au/mod/page/view.php?id=61630#feedback>

If your lecturer reports a potential academic integrity breach to the Academic Integrity Unit, you will receive an email requesting an explanation of how the plagiarism may have occurred. If it is decided you have plagiarised, depending on the severity of the plagiarism, one or more penalties may apply:

1) you may be required to re-complete academic integrity training, 2) you may receive a downgrade of mark or be required to resubmit your assignment, 3) for more serious or multiple cases, you may fail the assessment task or unit and/or be temporarily excluded from the University. For more information, search for *The Student Academic Integrity Policy and Procedure* at: <https://www.cqu.edu.au/policy>

| Steps for avoiding plagiarism | |
|---|---|
| Record information about the sources you use. | Before taking notes from any source, record all the information you will need for your reference. When referencing a journal article, this will include information such as the author/s, year of publication, article title, journal title, volume and issue numbers, page range of the article, and DOI, if one is available. |
| Take careful notes. | Take carefully written notes. Develop a system to distinguish between what you have copied directly from the source, (direct quotations), what you have put in your own words (paraphrased or summarised), and your comments about the information from that source. |
| Paraphrase appropriately. | Change words and structure of the original work keeping only technical words the same. |
| Use in-text citations in every written draft. | Get into the habit of including the in-text (author, date) citations as you write each draft of your assignment. |

| | |
|---|---|
| Keep your work secure. | Avoid sharing paper or electronic drafts of your work with other students. |
| Use Turnitin to check for text matching on assignment drafts. | You can use the Turnitin software to check your draft assignment for evidence of matching text before submission. |

Section 5: How to create in-text citations and references for the reference list

This Abridged Guide to the Harvard Referencing Style provides a number of examples showing how to cite specific sources in the text of your assignment (in-text) and in the reference list. However, this guide does not contain an exhaustive list of examples so it may be necessary to examine more than one example, or a combination of examples, to identify the best way to reference a specific item. Sometimes you need to problem solve to decide how to reference the item you have used.

When adding a reference to the reference list, you must provide the reader with enough information to enable them to locate the source. The following specific examples of referencing and the examples provided in Section 3, will help you to work out what kind of information you need to collect about your source. Find one of the examples in this guide similar to your source and gather similar information for your citation. Then if you are still unsure, you can ask the Academic Learning Centre (ALC) to assist you. Look out for ALC advertised workshops.

All sources - Authors, dates and page numbers, and citing multiple sources

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|--|---|
| One author Include the author's surname (family name) and the year of publication. | Messimer 2020 details several critical factors in... One problem was the lack of a systematic approach to this integration (Messimer 2020). | Messimer, DR 2020, <i>An incipient mutiny: the story of the U.S. Army Signal Corps pilot revolt</i> , Potomac Books, Lincoln, NE. |

| | | |
|--|---|---|
| <p>Two authors</p> <p>Citation</p> <p>Only use an ampersand (&) when the authors' names are given within parentheses in text. Use 'and' when the authors' names are incorporated in the text.</p> <p>Reference list</p> <p>Use & between author's names.</p> | <p>One strategy for developing software that is more intuitive is to involve people who have used such technology from a young age (Ghobadi & Mathiassen 2020).</p> <p>Ghobadi and Mathiassen (2020) suggest that...</p> | <p>Ghobadi, S & Mathiassen, L 2020, 'A generational perspective on the software workforce: precocious users of social networking in software development', <i>Journal of Management Information Systems</i>, vol. 31, no. 1, pp. 96-128. DOI: 10.1080/07421222.2019.1705508</p> |
| <p>Three authors</p> <p>Use an ampersand (&) between the second and third name when the authors' names are given within parentheses. Use 'and' when the authors' names are incorporated in the text.</p> | <p>One aspect of decolonisation in education is removal of Eurocentric misrepresentations of African peoples and culture (Kessi, Boonzaier & Gekeler 2022).</p> <p>According to Kessi, Boonzaier and Gekeler (2022), ...</p> | <p>Kessi, S, Boonzaier, F & Gekeler, BS 2022, <i>Pan-Africanism and psychology in decolonial times</i>, E-book, Palgrave MacMillan. DOI: 10.1007/978-3-030-89351-4_1</p> |
| <p>Four or more authors</p> <p>Citation</p> <p>Give only the first author's family name as listed on the source, followed by 'et al.' (meaning 'and others') and the year.</p> <p>Reference list</p> <p>Include the family names and initials of ALL the authors. Separate the authors with commas and use an ampersand (&) before the last author.</p> | <p>Motivated signs may be more effective for use in different cultural contexts than arbitrary ones (Celhay et al. 2020).</p> <p>Celhay et al. (2020) argue that motivated signs work better in different cultural contexts than arbitrary signs.</p> <p>Note: The word <i>argue</i> has been used in the above example instead of <i>argues</i> because Celhay et al. refers to more than one person.</p> | <p>Celhay, F, Cheng, P, Masson, J & Li, W 2020, 'Package graphic design and communication across cultures: an investigation of Chinese consumers' interpretation of imported wine labels', <i>International Journal of Research in Marketing</i>, vol. 37, no. 1, pp.108–128. DOI: 10.1016/j.ijresmar.2019.07.004</p> |

| | | |
|--|--|---|
| <p>Multiple works—same author, published in different years</p> <p>Citation</p> <p>When including two works by the same author in the same parentheses, place them in chronological order according to the date of publication (i.e. oldest to newest).</p> | <p>Sorenson (2015, 2017) adopts the framework of Historical Institutionalism in...</p> | <p>Sorensen, A 2015, 'Taking path dependence seriously: an historical institutionalist research agenda in planning history', <i>Planning Perspectives</i>, vol. 30, no. 1, pp. 17–38. DOI: 10.1080/02665433.2013.874299</p> <p>Sorensen, A 2017, 'New Institutionalism and planning theory', in M Gunder, A Madanipour & V Watson (eds), <i>Routledge handbook of planning theory</i>, pp. 250–263, Routledge, London.</p> |
| <p>Multiple works—same author/s, same year</p> <p>Reference list</p> <p>When including multiple works by the same author published in the same year, add a lower-case letter (a, b, c, etc.) to the year. Put the entries in alphabetical order, as normal, and assign letters in that order.</p> <p>Citation</p> <p>Show the letters next to the year as they have been assigned in the reference list - NOT according to the order they appear in the text.</p> | <p>The Academic Learning Centre (ALC) can help students learn to avoid plagiarism (CQUniversity 2022b): 'the presentation of work, ideas or data of others as one's own, without appropriate acknowledgement and referencing' (CQUniversity 2022a, para. 1).</p> | <p>CQUniversity 2022a, <i>Plagiarism</i>, viewed 9 February 2022, https://www.cqu.edu.au/about-us/structure/governance/glossary/items/plagiarism</p> <p>CQUniversity 2022b, <i>Welcome to the ALC</i>, viewed 9 February 2022, https://www.cqu.edu.au/student-life/academic-learning-centre</p> |

| | | |
|---|---|--|
| <p>Works by different authors with the same family name, same year</p> <p>Citation</p> <p>Include the authors' initials in the in-text citation to distinguish between them.</p> <p>Reference list</p> <p>Place these sources in alphabetical order according to their family name, and then according to their first initial.</p> | <p>According to RL Smith (2021), the way that ... Therefore, it is also important that society consider the role that language plays in... (Smith, S 2021).</p> | <p>Smith, RL 2021, <i>Culturally sustaining pedagogy and the development of student self-efficacy as a pathway to equity: a qualitative case study</i>, EdD Thesis, Kansas State University, Kansas.</p> <p>Smith, S 2021, 'What's in a word? Rephrasing and reframing disability', in N Brown (ed.), <i>Lived experiences of ableism in academia: strategies for inclusion in higher education</i>, E-book, pp. 73-90, Policy Press, Bristol. DOI: 10.2307/j.ctv1nh3m5m</p> |
| <p>No author or author body</p> <p>If no author is given, cite the work by title. If the title is long, use a shortened version in the in-text citation.</p> | <p>Plastics in the oceans have reached critical levels that call for extreme action by the world's policy makers ('Plastic pollution' 2022).</p> | <p>'Plastic pollution in oceans on track to rise for decades' 2022, <i>AP News</i>, 8 February, viewed 9 February 2022, https://apnews.com/article/science-business-united-nations-oceans-pollution-c04c769548be45d740d7f5d165edd25f</p> |
| <p>No author but an authoring body (institution, corporation or other organisation)</p> <p>Show the organisation as the author.</p> <p>If an organisation can be abbreviated, the abbreviation must be introduced in the first instance, and then used exclusively throughout the rest of the document.</p> | <p>First use (if information prominent):</p> <p>The Covid pandemic has had a negative impact on global manufacturing growth (United Nations [UN] 2022).</p> <p>First use (if author prominent):</p> <p>According to the United Nations (UN 2022)...</p> <p>Subsequent use (information prominent):</p> <p>It has also highlighted the need for greater infrastructure... (UN 2022).</p> <p>Subsequent use (author prominent):</p> | <p>United Nations (UN) 2022, <i>Goal 9: build resilient infrastructure, promote sustainable industrialization and foster innovation</i>, viewed 9 February 2022, https://www.un.org/sustainabledevelopment/infrastructure-industrialization/</p> |

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| | UN (2022) also projects that... | |
| <p>Source within a source: referring to an author read about in another publication</p> <p>Citation</p> <p>First, cite the original source of the idea and follow this with the source in which you found it. Notice in the example (right) that these appear in chronological order.</p> <p>In such citations always include a page reference, even if the information provided is a paraphrase.</p> <p>Try to use the primary source if possible.</p> <p>Reference list</p> <p>Include only the author/s of the secondary source (i.e., the source you actually read)</p> | <p>An objective as expressed by one of the Aboriginal stakeholders was 'to pass on the knowledge to the young people, and in turn to share with the wider community' (Wandjina Tours 2016, cited in Scherrer 2020, p. 670).</p> | <p>Scherrer, P 2020, 'Tourism to serve culture: the evolution of an Aboriginal tourism business model in Australia', <i>Tourism Review of International Association of Scientific Experts in Tourism</i>, vol. 75, no. 4, pp. 663-680. DOI: 10.1108/TR-09-2019-0364</p> |
| <p>Referring to two primary sources within the one secondary source</p> | <p>Airports must have assessment procedures in place to ensure the quality of non-aeronautical services (Airports Council International 2017; Bezerra & Gomes 2015, cited in Bulut & Aydogan 2020, p. 182).</p> | <p>Bulut, C & Aydogan, S 2020, 'Airport service quality: a reconceptualization and a practical application on the non-aeronautical services', <i>Aviation</i>, vol. 24, no. 4, pp. 182-196. DOI: 10.3846/aviation.2020.13290</p> |

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| <p>Several sources are cited at once</p> <p>Do not overdo this!</p> <p>Alphabetise according to the name of the first author in each source.</p> <p>Use semicolons to separate sources. List each author as a separate entry in the reference list.</p> <p>Paraphrasing is essential in order to cite the essence of what the authors all agree upon.</p> | <p>There been a call in recent literature for clearer legislation and/or guidelines in relation to discrimination on the basis of physical appearance (e.g., Sabharwal, Reyes & Stanford 2020; Saunders 2020; Taylor & Taylor 2021).</p> | <p>Sabharwal, S, Reyes, KJC & Stanford, FC 2020, 'Need for legal protection against weight discrimination in the United States', <i>Obesity</i>, vol. 28, no. 10, pp. 1784-1785. DOI: 10.1002/oby.22974</p> <p>Saunders, A 2020, 'Difficult distinctions in anti-discrimination law: disfigurement, appearance and disability', <i>International Journal of Discrimination and the Law</i>, vol. 20, no. 1, pp. 21-44. DOI: 10.1177/1358229120927917</p> <p>Taylor, A & Taylor, J 2021, 'The place of tattoos, beards and hairstyles in discrimination law', <i>Australian Journal of Human Rights</i>, vol. 23, no. 3, pp. 468-485. DOI: 10.1080/1323238X.2021.1872832</p> |
| <p>No date can be established</p> <p>Use this infrequently</p> | <p>The Bandscales provide descriptions of second language acquisition and development for assessment of EAL/D students' English capabilities (Education Queensland n.d.).</p> | <p>Education Queensland n.d., <i>Bandscales state schools (Queensland)</i>, viewed 2 February 2022, https://education.qld.gov.au/student/Documents/bandscales-state-schools-qld.pdf</p> |
| <p>No page numbers given: Journal articles</p> <p>Download the PDF version of the journal article to see the page numbers. Some journal articles are individually paginated, i.e., page numbering starts at 1. Indicate this in your in-text citations and in your reference.</p> | <p>According to Wilcoxon and Lemke (2021, p. 1), the goal of teacher training is to 'create teachers who are well equipped with the knowledge and skills to positively impact preschool through high school students'.</p> | <p>Wilcoxon, CL & Lemke, J 2021, 'Preservice teachers' perceptions of feedback: the importance of timing, purpose, and delivery', <i>Journal of University Teaching and Learning Practice</i>, vol. 18, no. 8, pp. 1-28, viewed 7 February 2022, https://ro.uow.edu.au/jutlp/vol18/iss8/14</p> |

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| <p>No page numbers given: Other sources</p> <p>When quoting other sources without page numbers, look for the chapter heading or if there are no chapters, look for the nearest heading and put in the paragraph number (e.g., ch. 8, para. 14; or 'Our growth plan', para. 2).</p> | <p>Davey's (2017, para. 2) use of the first person and informal phrases such as 'here's the thing' suggest that the article is written for a general, non-academic audience.</p> | <p>Davey, M 2017, 'It's time to inject some sense into the nonsense peddled by the anti-science crowd', <i>The Guardian</i>, 6 July, viewed 14 February 2022, https://www.theguardian.com/australia-news/2017/jul/06/its-time-to-inject-some-sense-into-the-nonsense-peddled-by-the-anti-science-crowd</p> |
| <p>When to include page numbers in citations:</p> <p>Page numbers (or an equivalent – see above) are required for tables and figures, when making a direct quotation or citing a source within a source. They are not otherwise needed when paraphrasing. The page numbers appear in the same brackets as the year. Use p. for one page and pp. for more than one page.</p> | <p>Knupfer, Neuriter and Mattes (2023, p. 1) examined the impact made by 'greenfluencers', people who...</p> <p>Engagement with green influencers was measured through survey items such as the following: 'When my favorite green influencers are asking their followers about something, I message them or comment' (Knupfer, Neuriter & Mattes 2023, p. 5).</p> <p>A person's environmental behaviour is impacted by their level of knowledge on the subject (Michalos et al., 2009, cited in Knupfer, Neureiter & Matthes, 2023, pp. 3-4).</p> | <p>Knupfer, H, Neureiter, A, & Matthes, J 2023, 'From social media diet to public riot? Engagement with "greenfluencers" and young social media users' environmental activism', <i>Computers in Human Behavior</i>, vol. 139, pp. 1-12. DOI: 10.1016/j.chb.2022.107527</p> |

Books

| | Examples of how to refer to the source in text | Model to follow in the reference list |
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| Hardcopy book | Green criminology can be defined as... (Rodas 2020). A case study cited by Rodas (2020) illustrates that... | Rodas, A 2020, <i>Crime, deviance and society: an introduction to sociological criminology</i> , Cambridge University Press, Cambridge. |
| E-book available via Library Search or database such as ProQuest Include the word 'E-book' after the title. Do not include the URL of an E-book that you accessed from the CQU library or other service that you must log into. If a DOI is available, include it at the end of the reference; however, not all E-books will have a DOI. | The use of capital punishment as an example of consequences became less important after the colonial period (Anderson 2019). | Anderson, S 2019, <i>A history of capital punishment in the Australian colonies, 1788 to 1900</i> , E-book, Palgrave MacMillan. DOI: 10.1007/978-3-030-53767-8 |
| E-book available on the Internet without a DOI Reference list Include the word 'E-book' after the title. Leave out information about the place of publication if it is not provided. URLs are active and underlined; however, the text should be changed to black. | Two important aspects of communication are the situation in which the communication takes place and the agents, or people, involved (Robertson, Jerskey & Fulwiler 2021). | Robertson, MB, Jerskey, M & Fulwiler, T 2021, <i>Writing guide with handbook</i> , E-book, OpenStax, viewed 15 January 2022, https://openstax.org/details/books/writing-guide |
| Second or later edition Add the number and 'edn' to the reference in the reference list, as shown. | Bougie and Sekaran (2020) suggest that good managerial decision-making should be based on... | Bougie, R & Sekaran, U 2020, <i>Research methods for business: a skill building approach</i> , 8th edn, Wiley, Danvers, MA. |

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| <p>E-book second or later edition</p> <p>Reference list</p> <p>The edition number comes before 'E-book'.</p> | <p>...is a critical final step of the process (Martyr & Rogers 2021).</p> | <p>Martyr, AJ & Rogers, DR 2021, <i>Engine testing electrical, hybrid, IC engine and power storage testing and test facilities</i>, 5th edn, E-book, Butterworth-Heinemann, Oxford. DOI: 10.1016/B978-0-12-821226-4.00021-8</p> |
| <p>Edited work</p> <p>This should only be used when summarising points made in the entire edited work and not in a specific, individually authored chapter.</p> <p>Use the abbreviation ed. for one editor; use eds for more than one.</p> | <p>Although inclusive education has been established as a human right, most institutions fail to provide it; this is, in part, due to misunderstandings of what inclusivity means and how it should be implemented (Graham 2020).</p> | <p>Graham, LJ (ed.) 2020, <i>Inclusive education for the 21st century: theory, policy and practice</i>, Routledge, London.</p> |
| <p>Chapter in an edited work</p> <p>Citation</p> <p>Use the surname of the chapter author/s.</p> <p>Reference list</p> <p>Author and title information about the chapter comes before information about the book. Use the abbreviation ed. for one editor; use eds for more than one.</p> | <p>DeBruin (2020) argues...</p> <p>Research supports the idea that students with disabilities achieve better outcomes than students in segregated school settings (DeBruin 2020).</p> | <p>DeBruin, K 2020, 'Does inclusion work?', in LJ Graham (ed.), <i>Inclusive education for the 21st century: theory, policy and practice</i>, pp. 55-76, Routledge, London.</p> |

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| <p>E-book chapter available through Library Search or database such as ProQuest</p> <p>Citation</p> <p>Use the surname of the chapter author/s.</p> <p>Reference list</p> <p>Author and title information about the chapter comes before information about the book.</p> <p>Do not use a URL for E-books from a CQU Library database or other service that you must log into. If a DOI is available, include it at the end of the reference; however, not all E-books will have a DOI.</p> | <p>Smith (2021) argues that, despite advances in policy and legislation...</p> | <p>Smith, S 2021, 'What's in a word? Rephrasing and reframing disability', in N Brown (ed.), <i>Lived experiences of ableism in academia: strategies for inclusion in higher education</i>, E-book, pp. 73-90, Policy Press, Bristol. DOI: 10.2307/j.ctv1nh3m5m</p> |
| <p>E-book chapter available on the Internet without a DOI</p> <p>Citation</p> <p>Use the surname of the chapter author/s.</p> <p>Reference list</p> <p>Author and title information about the chapter comes before information about the book.</p> <p>Leave out information about the place of publication if it is not provided. URLs should be active or live. They should be underlined and in black font.</p> | <p>It has been demonstrated that CF3I-N2 gas mixtures... (Xiao 2018).</p> | <p>Xiao, D 2018, 'The performance of insulation and arc interruption of the environmentally friendly gas CF3I', in R Shariatinasab, <i>New trends in high voltage engineering</i>, E-book, IntechOpen, viewed 1 January 2022, https://www.intechopen.com/books/7210</p> |

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| One volume of multi-volume work Includes title of volume, volume number and title of multi-volume series as shown. Use sentence capitalisation and italics for all three. | The Java programming language was first used in 1995 (Horstmann 2019). | Horstmann, CS 2019, <i>Core Java, vol. 1, Fundamentals</i> , 11th edn, Pearson, Boston. (Note that 'Java' is a proper noun and, therefore, capitalised.) |
| Kindle and Adobe Digital Edition Use 'Kindle version' or 'Adobe digital edition' instead of 'E-book'. Use 'available at' and the vendor's homepage URL. If there are no page numbers, look for the chapter heading or other nearest heading and include the paragraph number (e.g., Ch. 8, para. 14; or 'Our growth plan', para. 2). | According to McGinnis (2020, 'Friction and slope', para. 4), most wheelchair ramps exceed the maximum gradient allowed by law in the United States; the author suggests that going up such ramps would be 'difficult' and that going down them 'scary'. | McGinnis, PM 2020, <i>Biomechanics of sport and exercise</i> , 4th edn, Kindle version, available at http://amazon.com.au |

Journal articles and magazines

A journal is an academic equivalent of a magazine. It is a periodical publication with articles by individual authors. Often journals come in volumes, which are made up of several issues. In the past, students accessed hard copies of journal articles in the library; however, now it is more common to receive articles in electronic format through the library online. Many journal articles must go through a peer-review process. That is, the articles are reviewed by experts in the field before they are accepted for publication. For this reason, peer-reviewed journal articles are usually regarded as highly credible academic sources.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|---|---|
| Journal articles and magazines When including a journal article in the reference list, the following elements should be presented in this order: | One scoping review concludes that paramedic students may not be sufficiently prepared to carry out tasks related to the death of a patient such as, | Somers, A 2021, 'Are paramedic graduates effectively prepared for death? A scoping review', <i>Journal of Paramedic Practice</i> , vol. 13, no. 1, pp. 408-413. DOI: 10.12968/jpar.2021.13.10.408 |

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| <ol style="list-style-type: none"> 1. Author's surname (family name) and initials. Year of publication 2. Title of article in single quotation marks and sentence capitalisation 3. Title of journal or periodical in italics and title capitalisation 4. Volume number (vol.) 5. Issue number (no.) 6. Page numbers on which the article begins and ends 7. DOI if available. <p>Refer to the section on 'All sources' to find out how to reference when there is more than one author.</p> | <p>for example, informing family members of the deceased (Somers 2021).</p> <p>In a scoping review conducted by Somers (2021)...</p> | |
| <p>No volume or issue number</p> <p>Reference list</p> <p>If there is no volume or issue number, this information can be omitted. Include the month or the season if one is given (e.g., Spring, Summer).</p> | <p>One difference between peristaltic and liebau pumps... (Sarvazyan 2022).</p> | <p>Sarvazyan, N 2022, 'Building valveless impedance pumps from biological components: progress and challenges', <i>Frontiers in Physiology</i>. DOI: 10.3389/fphys.2021.770906</p> |
| <p>Journal article available on the Internet</p> <p>If you have found the article on the internet through a web search and it does not have a DOI, you should include the URL as shown. DO NOT include the URL if you have accessed the article through the library or other database (e.g., ProQuest) that requires you to log in.</p> | <p>Medina (2021) discusses the importance of performing art as a vehicle for...</p> | <p>Medina, CL 2021, 'Barruntos: youth improvisational work as anticolonial literacy actionings in Puerto Rico', <i>Research in the Teaching of English</i>, vol. 56, no. 2, pp. 132-154, viewed 10 February 2021, https://library.ncte.org/journals/rte/issues/v56-2/31474</p> |

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| Reference list URLs should be active and underlined; however, the text should be changed to black. | | |
| Journal article available on the Internet with no page numbers Download the PDF version of the journal article to see the page numbers. Some journal articles are individually paginated, i.e., page numbering starts at 1. Indicate this in your in-text citations and in your reference. | It was found that student feedback on the courses was 'consistently high, with virtually all students rating all components of the course at least satisfactory' (Leary & Ness 2021, p. 10). | Leary, S & Ness, A 2021, 'Teaching research methods to undergraduate dental students', <i>Journal of University Teaching and Learning Practice</i> , vol. 18, no. 2, pp. 1-17, viewed 15 January 2022, https://ro.uow.edu.au/cgi/viewcontent.cgi?article=2380&context=jutlp |
| Thesis or dissertation Note that the degree level and awarding body/university are included. | Galley (2020) outlines three... ...appear to be motivated by these three factors (Galley 2020). | Galley, D 2020, <i>Social work is women's work, right?: amplifying the voices of male social work students entering into a female majority occupation</i> , PhD thesis, Bournemouth University, viewed 14 February 2022, http://eprints.bournemouth.ac.uk/34348/ |
| Magazine Always evaluate information found in magazines for 'scholarliness'—including bias, validity and trustworthiness of the authors. Reference, where possible, as you would for an academic journal article. Include any information about the volume and/or issue after the magazine title. | Fiona Bobongie is a Darumbal woman who... (Dunne 2021). According to Rino (2022), the lawn should be scarified at least every two years. | Dunne, C 2021, 'Startup nation: growing Indigenous business', <i>Be Magazine</i> , no. 134, pp. 14-15. Rino, P 2022, 'Summer delight', <i>Australian Croquet Online Magazine</i> , Summer, pp. 18-19, viewed 2 February 2022, https://croquet-australia.com.au/2022/01/10/croquet-australia-online-magazine-summer-edition/ |

News articles

| | Examples of how to refer to the source in text | Model to follow in the reference list |
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| <p>Hardcopy newspaper article with an author</p> <p>In the reference list do not omit 'The' from the news source title.</p> <p>Notice that the reference for a hardcopy news article must contain the page number.</p> | <p>...30.3 % of First Nations people were vaccinated compared to 53% of non-Indigenous Australians (Coyne 2021).</p> | <p>Coyne, D 2021, 'The gap revealed in low vaccination rates', <i>The Koori Mail</i>, 6 October, p. 3.</p> |
| <p>News article with an author available on a news website</p> <p>Reference list</p> <p>Notice that the date and month of publication is given after the title of the news source.</p> <p>URLs are active and underlined; however, the URL text should be changed to black.</p> <p>To avoid very long URLs, it is acceptable to give the home page of a website rather than the exact URL of the page you are referencing if the website has a search facility.</p> | <p>India has... (Sullivan & Long 2022).</p> <p>According to Sullivan and Long (2022) the tariff has...</p> | <p>Sullivan, K & Long, W 2022, 'India drops tariffs on lentils, paving the way for Australian farmers to cash in after a bumper harvest', <i>ABC Rural</i>, 14 February, viewed 22 February 2022, https://www.abc.net.au/news/</p> |
| <p>News article with no author available on a news website</p> <p>When there is no author, the reference begins with the title of the article. It is acceptable to shorten the title in your in-text citation.</p> | <p>...when a 17-year-old Palestinian man was shot and killed by an Israeli soldier ('Israeli troops' 2022).</p> | <p>'Israeli troops kill Palestinian in West Bank clashes' 2022, <i>AP News</i>, 14 February, viewed 22 February 2022, https://apnews.com/article/hamas-middle-east-jerusalem-israel-gaza-strip-8d5162173ff987ea1f13e882b760a63f</p> |

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| News article with an author available on a database In the reference list do not omit 'The' from the news source title. Do not include the URL of news articles that you accessed from the CQU library or other service that you must log into. | An annual fund of \$300,000... (Morris 2021). | Morris, L 2021, 'New fund may fix arts industry "gaps"', <i>The Sydney Morning Herald</i> , 10 February. |
| News article with no author available on a database When there is no author, the reference begins with the title of the article. It is acceptable to shorten the title in your in-text citation. | Global Banking News claims that the National Bank of Greece's move to the new ISO 20022 standard will, 'improv[e] the efficiency of screening, reconciliation and payment processing' ('Finastra supports' 2022, para. 3). | 'Finastra supports National Bank of Greece in transition to ISO 20022' 2022, <i>Global Banking News</i> , 21 January. |

Reports

Use sentence capitalisation for the title of a report, but always capitalise proper nouns.

URLs should be active or live. They should be underlined and in black font.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
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| Hardcopy report If the report contains a special number, include this after the title. | According to Kitson et al. (2013), ... | Kitson, A, Conroy, T, Kuluski, K, Locock, L & Lyons, R 2013, <i>Reclaiming and redefining the fundamentals of care: nursing's response to meeting patients' basic human needs</i> , Research Report No. 2, University of Adelaide, Adelaide. |

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| <p>Online report with an individual author</p> <p>Reference list</p> <p>If the report contains a special number (e.g., report, volume or version number), include this after the title.</p> <p>If the author of the report is not the publisher, identify the publisher after the title and, if relevant, the report number. The publisher should be in title capitalisation. It should be in plain text (i.e. NOT in italics).</p> | <p>Delahunty (2022) conducted surveys and interviews of...</p> <p>...social and financial barriers in completing their studies (Delahunty 2022).</p> | <p>Delahunty, J 2022, <i>You going to uni? Exploring how people from regional, rural and remote areas navigate into and through higher education</i>, National Centre for Student Equity in Higher Education, viewed 15 February 2022, https://www.ncsehe.edu.au/publications/regional-rural-remote-navigate-higher-education/</p> |
| <p>Online report with an organisation as author</p> <p>In-text citation</p> <p>If the name of the organisation can be abbreviated, use the full name of the organisation and the abbreviation in the first instance. Use the abbreviation in place of the full name each time thereafter.</p> <p>Reference list</p> <p>Show the abbreviation in parentheses after the full name of the organisation.</p> | <p>First time (if information prominent):</p> <p>Data suggests that catch rates of Spanish mackerel in Queensland have declined as much as 90% since the 1930s (Great Barrier Marine Park Authority [GBRMPA] 2019, p. 19).</p> <p>First time (if author prominent):</p> <p>According to the Great Barrier Reef Marine Park Authority (GBRMPA 2019)...</p> <p>Subsequent time (information prominent):</p> <p>This has necessitated... (GBRMPA 2019).</p> <p>Subsequent time (author prominent):</p> <p>Therefore, according to GBRMPA (2019)...</p> | <p>Great Barrier Reef Marine Park Authority (GBRMPA) 2019, <i>Great Barrier Reef outlook report 2019</i>, viewed 20 December 2021, https://elibrary.gbrmpa.gov.au/jspui/handle/11017/3474</p> |

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| <p>Report from a government website</p> <p>It is acceptable to omit 'Australian Government' before the name of a department, e.g.:</p> <p>(Australian Government) Productivity Commission</p> <p>Reference list</p> <p>If the report contains a special number (e.g., report, volume or version number), include this after the title.</p> | <p>According to the Productivity Commission (2022, <i>Main aims within the sector</i>) the primary aims of justice sector are 'to contribute to a safe and secure community and promote a law-abiding way of life'.</p> <p>The framework distinguishes between two types of crises: 'natural events' and 'human-induced' events (Department of the Prime Minister and Cabinet 2021, p. 5).</p> | <p>Productivity Commission 2022, <i>Report on Government services 2022</i>, Part C, viewed 22 February 2022, https://www.pc.gov.au/research/ongoing/report-on-government-services/2022</p> <p>Department of the Prime Minister and Cabinet 2021, <i>Australian Government crisis management framework</i>, version 3.1, viewed 13 January 2022, https://www.pmc.gov.au/sites/default/files/publications/aus-gov-crisis-management-framework-v3-1-2.pdf</p> |
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Conference papers

If the year the paper was presented differs from the year it was published, give the year of publication.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|---|--|
| <p>Conference paper in published proceedings reference list</p> <p>If the paper has a volume or article number, include it after the name of the conference.</p> <p>If the paper has a DOI, include it at the end.</p> <p>If the paper was found on the Web (e.g., through a Google search) and does NOT have a DOI, include the URL.</p> | <p>Fyrigos et al. (2021) propose...</p> <p>...quantum simulators (Fyrigos et al. 2021).</p> | <p>Fyrigos, I, Chatzinikolaou, TP, Ntinis, V, Vasileiadis, N, Dimitrakis, P, Karafyllidis, I & Sirakoulis, GC 2021, 'Memristor crossbar design framework for quantum computing', <i>2021 IEEE International Symposium on Circuits and Systems (ISCAS)</i>, pp. 1-5. DOI: 10.1109/ISCAS51556.2021.9401581</p> <p>Misiak, M, Fuhrmann, A & Latoschik, ME 2021, 'Impostor-based rendering acceleration for virtual, augmented, and mixed reality', <i>VRST '21: Proceedings of the 27th ACM Symposium on Virtual Reality Software and Technology</i>, article no. 3, pp. 1-10. DOI: 10.1145/3489849.3489865</p> |

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| Conference paper available on the Web with no DOI | <p>According to Cowie and Sakui 2020, ...</p> <p>...produce more engaging videos (Cowie & Sakui 2020).</p> | <p>Cowie, N & Sakui, K 2020, 'Making engaging online videos: what can higher education teachers learn from YouTubers?' <i>ASCILITE 2020: ASCILITE's First Virtual Conference</i>, pp. 71-76, viewed 15 February 2021, http://2020conference.ascilite.org/wp-content/uploads/2021/04/ASCILITE-2020-Proceedings-Cowie-N-Keiko-S.pdf</p> |
| Conference paper available through Library Search or database such as ProQuest Do not include the URL of a conference paper that you accessed from the CQU library or other service that you must log into. If a DOI is available, include it at the end of the reference; however, not conference papers will have a DOI. | <p>To address skills shortages in the workforce, Gajanova (2021) argues...</p> <p>...more heavily on digital job advertising (Gajanova 2021).</p> | <p>Gajanova, L 2021, 'Challenges of external personnel marketing', <i>SHS Web of Conferences</i>, vol. 92, pp. 1-11. DOI: 10.1051/shsconf/20219202018</p> |

Other sources on the Internet

For online sources, the author is not always a person. Remember to follow rules used for using abbreviations when citing authoring bodies in text (e.g., Australian Bureau of Statistics - ABS).

URLs should be live with the text colour changed to black. Do not use a full stop after a URL. To avoid very long URLs, it is acceptable to give the home page of a website rather than the exact URL of the page you are referencing if the website has a search facility.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|---|--|
| Standalone document on the Internet URLs should be live with the text colour changed to black. | <p>The Australian Association of Social Workers (AASW 2020) <i>Code of Ethics</i> outlines...</p> <p>...of ethical decision-making (AASW 2020).</p> | <p>Australian Association of Social Workers (AASW) 2020, <i>Code of ethics</i>, viewed 14 July 2022, https://www.aasw.asn.au/document/item/13400</p> |

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| | Note: If you choose to use the title of the standards in your text, it should have title capitalisation and appear in italics. | |
| Information on a webpage | Parallel structure is... (Purdue Online Writing Lab 2021). | Purdue Online Writing Lab 2021, <i>Parallel structure</i> , viewed 15 February, https://owl.purdue.edu/owl/general_writing/mechanics/parallel_structure.html |
| Information on a document or webpage with no date Look at the top and very bottom of a webpage to find the publishing date. However, if none can be found, use n.d. in place of the year. | Lifeline (n.d., para. 1) provides support for people 'experiencing a personal crisis' through their 24-hour phone line... ...have 1,000 staff and over 10,000 volunteers (Lifeline n.d.). | Lifeline n.d., <i>About</i> , viewed 15 February 2022, https://www.lifeline.org.au/about/ |
| Stand-alone documents found within certain databases: JBI CONECT+, MIMS Online, and ERIC Use the home page URL of the publisher's website. | Vitrivaki is a tyrosine kinase inhibitor used to treat... (MIMS Australia n.d.). | MIMS Australia n.d., <i>Vitrakvi</i> , viewed 16 February 2022, https://www.mimsonline.com.au/ |
| Primary source found on a webpage Reference list Include two dates: use the year it was published on the Internet and put the original year in parentheses. | A letter written by Florence Nightingale to social reformer Edwin Chadwick details her recommendations for treatment of people with tuberculosis (Nightingale 2022). | Nightingale, F 2022 (1860), <i>Letter from Florence Nightingale</i> , 8 September, viewed 16 February 2022, https://www.bl.uk/learning/timeline/item106483.html |

Government sources found on the Internet

Give the organisation's name in full the first time you refer to it, followed by the abbreviation in parentheses. Use only the abbreviation in subsequent citations. If the site has a search facility, include only the main page URL address. See also section titled Reports.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|--|---|
| Government media releases Reference list After the title, include 'media release' and the date and month it was released. | NSW Health (2021) announced that... ...isolation would be reduced from 14 days to 7 days (NSW Health 2021). | New South Wales Health (NSW Health) 2021, <i>Modified COVID-19 isolation guidelines for healthcare staff</i> , media release, 27 December, viewed 31 December 2021, https://www.health.nsw.gov.au/news/Pages/20211227_01.aspx |
| Fact sheet | ...one strategy for patients with needle-related anxiety is for them to avoid large vaccination centres (Department of Health 2022). | Department of Health 2022, <i>Information for health care providers supporting an adult with a needle phobia</i> , fact sheet, viewed 16 February 2022, https://www.health.gov.au/resources/publications |
| Government debates recorded in Hansard A Hansard is an official record of debates in Parliament. To reference a debate from a Hansard, include the following information: Reference list Government (e.g., Commonwealth, Queensland, etc.) Parliamentary Debates (in italics, as shown) Name of parliament (e.g., House of Representatives, Senate) Date and month and year of debate Page number/s | Senator McAllister described the bill as an 'attack on the Australian film industry' (Commonwealth, Senate, 1 December 2021, p. 6942). | Commonwealth, <i>Parliamentary Debates</i> , Senate, 1 December 2021, pp. 6941-6947, (Jennifer McAllister, Senator), viewed 16 February 2022, https://www.aph.gov.au/Parliamentary_Business/Hansard/Hanssen261110 |

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| Full name of speaker in parentheses in brackets and position 'viewed', date accessed and home URL of Hansard | | |
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Other government and legal sources

Many abbreviations are used when citing legal documents. These abbreviations are explained in Section 1 of this document.

The first time you refer to a legal document, type the title of legislation in italics and include the date. If it is not clear from the context, then the jurisdiction (Commonwealth or state) should be given in parentheses after the title. Use (Cwlth) as the abbreviation for Commonwealth.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|--|---|
| Legislation | The custody of a child ... (<i>Child Safety Legislation Amendment Act 2005</i> (Qld), s. 12). The <i>Child Safety Legislation Amendment Act 2005</i> (s. 12) also... | <i>Child Safety Legislation Amendment Act 2005</i> (Qld). |
| Legislation and regulations | When citing government legal documents, use the abbreviation s. or ss. for citing sections. For example: <ul style="list-style-type: none"> • in ss. 4–7 of the <i>Copyright Act 1968</i> • the <i>Copyright Act 1968</i>, ss. 4–7 • in s. 4 of the Casino Control Ordinance. When citing regulations, use the abbreviations r. and rr. For example: <ul style="list-style-type: none"> • the Copyright Regulations, rr. 18–19 • the Commonwealth's Copyright Regulations, r. 18 | |
| Note: Acts of Parliament and legislation should be referenced as if in print even if viewed electronically. | | |

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| <p>Hardcopy standards and standards accessed from a database</p> <p>Standards are documents with specifications, procedures and guidelines that aim to ensure a certain level of quality in products, services and systems.</p> <p>In-text citation</p> <p>Include a standard number when citing a specific standard, even if it is not a direct quotation.</p> <p>Reference list</p> <p>If a set of standards can be identified by a special number, include this number after the title.</p> | <p>...loose fill is subject to displacement; it should not be allowed to fall below 200mm (Standards Australia 2017, s. 7.3.2).</p> <p>Several factors should be considered when establishing the scope of the OHS management system (Standards Australia & Standards New Zealand 2018, s. 4.3).</p> <p>Note: Use the abbreviation s. (standard/section) or ss. (standards/sections).</p> | <p>Standards Australia 2017, <i>Playground equipment and surfacing – part 0: development, installation, inspection, maintenance and operation</i> (AS 4685.0:2017), Standards Australia, Sydney.</p> <p>Standards Australia & Standards New Zealand 2018, <i>Australian/New Zealand standard: occupational health and safety management systems—requirements with guidance for use</i> (AS/NZS ISO 45001:2018), viewed 16 October 2019, https://www.saiglobal.com/</p> |
| <p>Standards accessed from the Internet</p> <p>In-text citation</p> <p>Use numbers for individual standards instead of page numbers if these are available.</p> <p>Remember that a reference requires an author and a date. It is appropriate to mention the title of the standards in your text but this does not constitute a reference.</p> | <p><i>The Professional Standards for Speech Pathologists</i> calls for ‘informed consent’ of clients... (Speech Pathology Australia [SPA] 2021, s. 1.1e).</p> <p>Note: If you choose to use the title of the standards in your text, it should have title capitalisation and appear in italics.</p> | <p>Speech Pathology Australia (SPA) 2020, <i>Professional standards for speech pathologists in Australia</i>, viewed 11 November 2021, https://www.speechpathologyaustralia.org.au/SPAweb/Resources_for_Speech_Pathologists/CBOS/Professional_Standards.aspx</p> |
| <p>Patents</p> | <p>CSIRO (2005) formalised and protected the method ...</p> | <p>CSIRO 2005, <i>Method for microfluidic mixing and mixing device</i>, Australian provisional patent 2005901760, filed 8 April 2005.</p> |

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| <p>Codes of practice (per work health and safety regulators)</p> <p>Codes of practice provide information and help employees to meet legal standards.</p> <p>Publishers of codes of practice include relevant state and territory work health and safety regulators. Safe Work Australia publishes model codes for the states to adapt or adopt.</p> | <p>If it is necessary to enter a confined space, a number of specific hazards should be identified and associated risks minimised (Workplace Health and Safety Queensland 2011).</p> <p>According to Safe Work Australia (2018, p. 12), safety considerations should be an integral element of the building design process to prevent the risk of falls.</p> | <p>Workplace Health and Safety Queensland 2011, <i>Code of practice: confined spaces</i>, viewed 21 August 2019, https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0010/58159/Confined-spaces-COP-2011.pdf</p> <p>Safe Work Australia 2018, <i>Model code of practice: managing the risk of falls at workplaces</i>, viewed 21 August 2019, https://www.safeworkaustralia.gov.au/system/files/documents/1810/model-cop-managing-the-risk-of-falls-at-workplaces.pdf</p> |
| <p>OHS Body of Knowledge</p> <p>The OHS Body of Knowledge (BoK) represents a necessary body of knowledge for generalist occupational health and safety professionals.</p> <p>The OHS BoK is organised as an online document with downloadable chapters. To appropriately acknowledge the authors of each chapter, each chapter should be referenced separately.</p> | <p>In Australia, improved regulation of health and safety started to occur after World War II (Rafferty & Wright 2019).</p> <p>It is important for OHS professionals to understand the distinction between civil and criminal legal action (Foster et al. 2014).</p> | <p>Rafferty, M & Wright, S 2019, 'Global concept: work', 2nd edn, in <i>The core body of knowledge for generalist OHS professionals</i>, E-book, Australian Institute of Health and Safety, Tullamarine, Vic, available at https://www.ohsbok.org.au/bok-chapters/</p> <p>Foster, N, Sherriff, B, Windholtz, E, Johnstone, R & Ruschena, L 2014, 'Principles of OHS law', in <i>The core body of knowledge for generalist OHS professionals</i>, E-book, Australian Institute of Health and Safety, Tullamarine, Vic, available at https://www.ohsbok.org.au/bok-chapters/</p> |

Law cases

When citing legal authorities, the following details are necessary:

- name of case
- year and/or volume number
- abbreviated name of the report series
- the page on which the report of the case begins.

There is no need to include legal cases in your reference list unless it is important to an understanding of the work. In this case, list all cases alphabetically under the subheading: Legal authorities.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|---|--|---|
| Law cases For a case of law, the following elements should be presented in this order: <ol style="list-style-type: none">1. Case name in title capitalisation - note that the first word of each party is also capitalised even if the word is a grammatical one such as 'the'.2. Year of case3. Volume number4. Law report series5. Starting page of the source (do not use p. or pp. with law cases). | <p>The case of <i>The State of New South Wales v The Commonwealth</i> (1915) 20 CLR 54 is considered an important precedent in this area of law.</p> <p>This was the opinion of the judge in <i>The State of New South Wales v The Commonwealth</i> (1915) 20 CLR 54 at 57–59.</p> | <p><i>The State of New South Wales v The Commonwealth</i> (1915) 20 CLR 54.</p> |

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| Coroner's report Reference list URLs should be active or live. They should be underlined and in black font. | ...died from injuries sustained in his fall (Coroner's Court NSW 2022). | Coroner's Court NSW 2022, <i>Findings of inquest: Inquest into the death of Chin Hung Ho</i> , File No(s): 2021/00081529, viewed 16 February 2022, https://coroners.nsw.gov.au/coroners-court/download.html/documents/findings/2022/Findings_Inquest_into_the_Death_of_Chin_Hung_HO.pdf |
|---|---|--|

University-provided study materials

Use of the sources below should be avoided, unless specifically required for an assignment by your lecturer. It is better to use more widely available academic sources in your work

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|---|--|---|
| CQUniversity-published textbook or study guide (specific author unknown) Use the university name as the author. | The function of maintenance must be understood (CQUniversity 2019, mod. 2, p. 4) but this must be done ... | CQUniversity 2019, <i>ENMM20025: Maintenance Strategies Module 2: study guide</i> , CQUniversity, viewed 7 April 2019, http://moodle.cqu.edu.au/ |
| CQUniversity-published textbook or study guide (with author) | 'It is well understood that some individuals and population groups in society have poorer health outcomes than others' (Howie 2018). | Howie, V 2018, <i>NURS11162: Inclusive Practice for Nursing tutorial workbook</i> Term 3, CQUniversity, viewed 13 August 2018, http://moodle.cqu.edu.au/ |
| Video on a Moodle site | Tyler (2019) showed the processes of accounting as a train of linking carriage ... | Tyler, M 2019, 'The adjusting process', video, <i>ACCT11057: Principles of Accounting</i> , CQUniversity, 19 October 2019, http://moodle.cqu.edu.au/ |
| Unit notes available on Moodle The author of your unit notes is normally your unit lecturer. | 'Operational Analysis and Effectiveness is all about the way in which organisations go about their business' (Waight 2019, p. 2). Waight (2019) states that ... | Waight, P 2019, Module 1: Developing customer value through 'operations', unit notes, <i>MGMT20085: Operational Analysis and Effectiveness</i> , CQUniversity e-Units, viewed 15 November 2019, http://moodle.cqu.edu.au |

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| PowerPoint presentation on Moodle Use the university name as the author if author unknown | According to Busch (2020) ... | Busch, G 2020, 'A brief history of early childhood: how has history shaped the current context?', PowerPoint presentation, <i>EDEC11025: Advocacy, Leadership and Change in Early Childhood</i> , CQUniversity, viewed 21 January 2020, http://moodle.cqu.edu.au/ |
| Discussion board message posted to Moodle | According to Brown (2019), ... | Brown, T 2019, 'Re: Classroom management electronic discussion group message', 6 September, <i>EDED11406 Teaching Reading</i> , CQUniversity, viewed 8 March 2019, http://moodle.cqu.edu.au/ |
| Lecture notes (unpublished) Do not use italics or quotation marks for class handouts as they are unpublished sources. | Thompson (2019) found that the first teaching day may result in mixed emotions for many first-year teachers. | Thompson, R 2019, 'The first day experiences', lecture notes distributed in the unit, EDED48314 Professional practice III, CQUniversity, Bundaberg, 21 April. |
| Lecture material—non-print (e.g., whiteboard notes) This should not be included in the reference list. Treat it the same as personal communication and indicate author and date in your assignment. | In a lecture, SCIE11022 Introductory Science, presented at CQUniversity, Rockhampton, on 17 December 2018, Voss suggested that ... | |

Multimedia sources

Always evaluate information found in these sources for ‘scholarliness’—including bias, validity and trustworthiness of the authors.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|--|---|
| Film/Movie Reference list Information appears in the following order: <ul style="list-style-type: none"> • Director/s’ name/s followed by ‘director/s’ in parentheses • Year • Title in italics and sentence capitalisation • ‘motion picture’ • Production company/s • Location of production company. If there are multiple production companies, use the location of the first production company that is listed. | ...sense of family warmth and togetherness (Koreeda 2018). | McDonagh, M (director) 2009, <i>In Bruges</i> , motion picture, Blueprint Pictures, Film4 Productions, Focus Features & Scion Films, London. Koreeda, H (director) 2018, <i>Manbiki kazoku (Shoplifters)</i> , motion picture, Fuji Television & Aoi Pro, Tokyo. Note: The second title above was a Japanese film watched with English subtitles. The original title is shown first with the translation in parentheses. Use sentence capitalisation for both versions of the title. |
| Television series For an entire series, use the year the series began. Use the executive producer’s name as author followed by ‘executive producer’ in parentheses. | ...such as the Australian children’s television series, <i>Bluey</i> (Aspinwall 2018). | Aspinwall, C (executive producer) 2018 <i>Bluey</i> , Ludo Studio, Fortitude Valley, Qld. |

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| <p>Television series episode</p> <p>Use the writer and director names as author. Give other details about the episode first, and the series second. If the episode has been viewed online, give the URL of the site it has been viewed from.</p> | <p>...tells a cautionary tale about a boy who was cursed for being mean to his little brother (Brumm & Jeffrey 2021).</p> | <p>Brumm, J (writer) & Jeffrey, R (director) 2021, 'Fairytale' (season 3, episode 26), television episode, in C Aspinwall (executive producer), <i>Bluey</i>, Ludo Studio, viewed 24 February 2022, https://iview.abc.net.au/show/bluey</p> |
| <p>Television series episode transcript</p> <p>Reference as for an episode but replace 'television episode' with 'transcript'.</p> | <p>According to the character Bandit, the story takes place 'a long time ago in a place called the 80s' (Brumm & Jeffrey 2021, para. 9).</p> | <p>Brumm, J (writer) & Jeffrey, R (director) 2021, 'Fairytale' (season 3, episode 26), transcript, in C Aspinwall (executive producer), <i>Bluey</i>, Ludo Studio, viewed 24 February 2022, https://blueypedia.fandom.com/wiki/Fairytale/Script</p> |
| <p>Television or radio advertisement</p> | <p>'I bought a Jeep' (Jeep Australia 2014), even becomes the slogan for Santa ...</p> | <p>Jeep Australia 2014, <i>I bought a Jeep-Santa Clause</i>, television advertisement, Cummins & Partners, Melbourne.</p> |
| <p>Podcast or vodcast episode</p> <p>Use the presenter/s and/or executive producer/s as author.</p> | <p>The letter would have very serious repercussions for Muslims in England (Reed & Syed 2022).</p> | <p>Reed, B & Syed, H (presenters) 2022, 'The letter in the brown paper envelope' (episode 1), audio podcast episode, <i>The Trojan Horse Affair</i>, Serial Productions, viewed 17 February 2022, https://www.nytimes.com/interactive/2022/podcasts/trojan-horse-affair.html</p> |
| <p>Podcast or vodcast episode transcript</p> <p>Include an episode number, if provided.</p> | <p>...portraying them as 'nefarious plotters...sneaking Islam into schools like a Trojan horse' (Reed & Syed 2022, para. 27).</p> <p>In one interview, anthropologist Cecilia Tomori explains her reasons for... (Williams & Fisher 2022).</p> | <p>Reed, B & Syed, H (presenters) 2022, 'The letter in the brown paper envelope' (episode 1), transcript, <i>The Trojan Horse Affair</i>, Serial Productions, viewed 17 February 2022, https://www.nytimes.com/interactive/2022/podcasts/trojan-horse-affair.html</p> |

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| | Note: While Cecilia Tomori was a guest on the radio show, her name does not appear in the reference. It is important to make the origin of any quotes or information from the broadcast clear in your text. | Williams, R (presenter) & Fisher, D (producer) 2022, 'Scientists: don't feed the doubt machine', transcript, <i>The Science Show</i> , ABC Radio National, viewed 16 February 2022, https://www.abc.net.au/radionational/programs/scienceshow/scientists:-don%E2%80%99t-feed-the-doubt-machine/13749372 |
| Music album or song Reference Include the following: <ol style="list-style-type: none"> 1. Author/s 2. Year 3. Title of song in italics and sentence capitalisation 4. Description of the item (e.g., 'song' or 'album') 5. Record label 6. URL, if used | The Pixies' song, <i>Gigantic</i> (Deal & Francis 1988), is an early example of the alternative rock boom of the 1990s. | Deal, K & Francis, B 1988, <i>Gigantic</i> , song, 4AD, viewed 23 February 2020, https://open.spotify.com/ |
| Song lyric Replace the location with 'viewed', the date the lyrics were accessed and the URL if the lyrics were accessed online. | The words to <i>Beautiful</i> (Mauboy et al. 2013) fit the up-tempo track... | Mauboy, J, Hinshaw, C, Mishan, C & Delazyn, D 2013, <i>Beautiful</i> , song lyric, Genius Media Group, Brooklyn. |
| Musical score for a stage show | The score by Bock (1964)... | Bock, J 1964, <i>Fiddler on the roof</i> , musical score, Warner Chappell, New York. |
| Online streaming video (e.g., on YouTube) with creator's name | ...how it feels to be segregated from the rest of the classroom (Down Syndrome Queensland 2019). | Down Syndrome Queensland 2019, <i>What is inclusion?</i> , video, 30 October, viewed 24 February 2022, https://www.youtube.com/watch?v=3VMz06iVzqs |

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| | | Fovet, F 2021, <i>Universal Design for learning in tertiary education: meeting the needs of diverse learners</i> , recorded webinar, Australian Disability Clearinghouse on Education and Training (ADCET), 3 December, viewed 24 February, https://www.adcet.edu.au/resource/10800/launch-universal-design-for-learning-in-tertiary-education-elearning-training |
| Online streaming video (e.g., on YouTube) without creator's name If the creator of the video is unknown put the poster's name in the author position and indicate that this is the poster. | ...to question assumptions about inclusion by presenting a society where people who use wheelchairs are in the majority (<i>Social Model animation</i> 2011). | <i>Social Model animation</i> 2011, video, G Adams-Spink (poster), video, 8 November, viewed 22 February 2022, https://www.youtube.com/watch?v=9s3NZaLhcc4 |
| Image | Lange's (2022) photo, taken in 1936, illustrates the struggle of many migrants... | Lange, D 2022 (1936), <i>Migrant mother</i> , digital image, Digital Photo Mentor, viewed 24 February 2022, https://www.digitalphotomentor.com/20-most-famous-photographs/ |
| Image with no author | ...as a result of protests in Myanmar (<i>Young protestors with fire extinguishers</i> 2022). | <i>Young protestors with fire extinguishers</i> 2021, digital image, Visa pour l'image perpingan 2022 (poster), viewed 24 February 2022, https://www.visapourlimage.com/en/festival/exhibitions/l-a-revolution-du-printemps-en-birmanie |
| Student-created image | If you use figures photos or other images in your work that were created by you, there is no need to create an in-text citation for them, but you do still need to give them a caption (figure number and title) and explain why they are there. | None needed. |
| An artistic work (e.g., a painting) | The Queensland Art Gallery has great pleasure in showing <i>Evicted</i> by Fletcher (1887). | Fletcher, B 1887, <i>Evicted</i> , oil on canvas, Queensland Art Gallery, Brisbane. |

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| Brochure or Pamphlet | Skills for Tertiary Education Preparatory Studies (STEPS) is an enabling program that provides a pathway for people wishing to gain entry to and excel in higher education (STEPS 2021). | STEPS 2021, <i>Steps guide 22</i> , brochure, CQUniversity, Rockhampton. |
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Specialised sources

Always evaluate information found in these sources for ‘scholarliness’—including bias, validity and trustworthiness of the authors.

| | Examples of how to refer to the source in text | Model to follow in the reference list |
|--|---|---|
| Software Reference list Include the following information: <ol style="list-style-type: none"> 1. Author/s 2. Year 3. Title of software in italics 4. Version number 5. ‘software’ 6. Publisher 7. URL, if available | Mozilla is an open-source browser (Mozilla 2022). | Mozilla 2022, <i>Mozilla Firefox</i> , version 72.0.2, software, viewed 28 February https://www.mozilla.org/en-US/firefox/new/ |
| Mobile apps Reference list Include the following information: <ol style="list-style-type: none"> 1. Author/s 2. Year | The app also provides radar maps for the user’s location (Australian Bureau of Meteorology 2021). | Australian Bureau of Meteorology 2021, <i>BOM weather</i> , version 4.6.22, mobile app, viewed 28 February 2022, https://play.google.com/store?hl=en_AU&gl=US |

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| 3. Title of app in italics 4. Version number 5. 'mobile app' 6. URL of place of purchase (e.g., Apple Store or Google Play) | | |
| Facebook Social networking postings are not permanent; take screenshots or copy and paste information you are citing so that you may include it as an appendix to your assignment. Look for a headline or title for the post. If none exists, use a starting phrase from the post as a title. | ...example of posts designed to promote the idea that Australia's economy has been strong under Liberal leadership (Liberal Party of Australia 2022). | Liberal Party of Australia 2021, <i>The Australian: 60,000 more Australians off welfare: Department of Social Services figures show</i> , social media post, 22 December, viewed 24 February 2022, https://www.facebook.com/LiberalPartyAustralia |
| Twitter Give the Tweeter's name, if known, followed by their screen name in square brackets. If the Tweeter's name is not known, use their screen name instead. In this case, it should not go in square brackets. Provide the web address for the archived version of the message or page if possible (usually available by clicking on the time/date stamp at the end of the tweet). | Gillard (2014) mourns the passing of Stella Young, describing her as a 'shining light'. | Gillard, J [JuliaGillard] 2014, 'Stella Young was a shining light for care and action on disabilities. We mourn her passing and rededicate ourselves to her spirit. JG', social media post, 7 December, viewed 12 December 2014, http://twitter.com/JuliaGillard |
| Blog | ...which, according to Greenpeace Australia Pacific (2021) is the most bio-diverse geographical region in Australia. | Greenpeace Australia Pacific 2021, <i>Western Australia's mind-blowing diversity</i> , blog post, 16 December 2021, viewed 24 February 2022, https://www.greenpeace.org.au/blog/western-australias-mind-blowing-biodiversity/ |


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| Wiki A wiki is a site where multiple authors can add and edit information. It is not usually considered a credible source for academic purposes. | The term philosophy means ‘a love of wisdom’ (The Psychology Wiki n.d., para. 1). | The Psychology Wiki n.d., <i>Introduction to philosophy</i> , wiki, viewed 24 February 2022, http://psychology.wikia.com/wiki/Introduction_to_philosophy |
| Personal communication Conversations, letters and personal email messages, are not included in a reference list. | ...recommended the use of automatic subtitles with Power-points for the presentation (2021, pers. comm., 18 August). | |
| Atlas As there is often no author or editor listed, the title of the atlas takes that place and is written in italics and sentence case. | Recent updates to the height of Mt Everest calculate the peak as 8,849m (<i>Collins world atlas</i> 2021). | <i>Collins world atlas</i> 2021, 7th edn, HarperCollins, Sydney. |
| Map Reference list should contain: Map publisher, year of publication, created map title, map number (if available), scale and place of publication. | ...reading from this map (Department of Mines and Energy Queensland 1996). | Department of Mines and Energy, Queensland 1996, <i>Dotswood, Australia, geological series</i> , sheet 8158, 1:100 000, map, Queensland, Brisbane. |
| Online Map If you are including an image of the map, consult information about how to use figures in this guide. To simply refer to a map in your assignment, include the map publisher and year of publication in your citation. For the reference, include: 1. Map publisher | <p>Castle Hill is a remarkable natural formation that occupies a significant area in central Townsville (Google Maps n.d.).</p> <p>In 1976, the Bundaberg suburb of Gooburrum was yet to be developed and was mainly characterised by farmland (Department of Mapping and Surveying 1976)</p> | <p>Google Maps n.d., <i>Townsville Queensland 4810</i>, online map, viewed 25 February 2022, https://www.google.com/maps/place/Townsville+QLD+4810/@-19.2596527,146.8090834,15z/data=!3m1!4b1!4m5!3m4!1s0x6bd5f8dbd573d1e7:0x500eef17f20feb0!8m2!3d-19.2589635!4d146.8169483</p> <p>Department of Mapping and Surveying 1976, <i>Queensland 1:25000 series cadastral map, 9348 II</i></p> |

| | | |
|---|---|--|
| <p>2. Year of publication (for Google maps, use n.d. as these are being regularly updated)</p> <p>3. Created map title</p> <p>4. Scale, if available. Scale is not necessary when using interactive maps such as those found Google maps.</p> <p>5. Viewed date and URL</p> | | <p>NW, Bundaberg, online map, viewed 25 February 2022, https://nla.gov.au/nla.obj-2337724411/view</p> |
| <p>Encyclopedia article available on the Internet</p> <p>If the article has an author, use this information in your citation and reference and include the name of the Encyclopedia after the title of the article.</p> | <p>Martin Luther King Jr's leadership of the civil rights movement in 1950s America contributed to the end of segregation (Carson 2022).</p> <p>All Australian states and territories have representative symbols of native flora and fauna (Encyclopedia Britannica n.d.).</p> | <p>Carson, C 2022, Martin Luther King Jr: American religious leader and civil rights activist, <i>Encyclopedia Britannica</i>, viewed 25 February 2022, https://www.britannica.com/biography/Martin-Luther-King-Jr</p> <p>Encyclopedia Britannica n.d., <i>Emblems of Australia</i>, viewed 25 February 2022, https://www.britannica.com/topic/Emblems-of-Australia-1832693</p> |
| <p>Dictionary entry available on the Internet</p> <p>If there is no specific date use n.d. for the year.</p> | <p>The definition of magnetism... (Cambridge Dictionary n.d.).</p> | <p>Cambridge Dictionary n.d., <i>Magnetism</i>, viewed 28 February 2022, https://dictionary.cambridge.org/dictionary/</p> |
| <p>Hardcopy dictionary with author/s</p> | <p>'The Gibson walking splint enables a patient to be ambulatory' (Harris, Nagy & Vardaxis 2014, p. 739).</p> | <p>Harris, P, Nagy, S & Vardaxis, N (eds) 2014, <i>Mosby's dictionary of medicine, nursing & health professions</i> (3rd ANZ edn), Elsevier, Sydney.</p> |
| <p>Hardcopy dictionary with no author</p> <p>If there is no author for a dictionary, there is no need to include it in your reference list.</p> | <p>The Australian Concise Oxford Dictionary (2011, p. 84) defines attention deficit disorder as 'any range of behavioural disorders occurring primarily in children'.</p> | |

Appendices

Appendix A: Key terms defined

| Key terms | Explanation |
|--------------------------------|--|
| Author | The person, group or organisation that created the source. There may be single or multiple authors; single or multiple editors; or organisations credited as authors. If the source has no designated author, you may use the title instead. |
| Bibliography | A complete list of all sources consulted when preparing a piece of work, whether cited in text or not. It records the full publication details of each source in the same way as for a reference list. Use a bibliography only if specifically requested to do so. |
| Copy or reproduce | Inserting an image, figure or table from a source in your own work without modifying it in any way. If you reproduce a table in your work, you should label it as a table and include a citation. Tables should be numbered sequentially with a title above and citation below. If you include data from a table in your work, you also need to include a citation. |
| DOI | DOI stands for digital object identifier. It is a unique number assigned to a digital source such as a journal article or e-book. In a journal article, it can usually be found near the title of the article or in the header or footer of a PDF. In a book, it can usually be found with the other publication information. DOIs should be included in a reference whenever one is available. In the Harvard style, a DOI is shown as a number, NOT as a hyperlink (e.g., DOI: 10.1007/s10597-020-00554-2). |
| E-book, e-book or eBook | An E-book is a book that can be downloaded and read on a computer or other digital device. However, printed copies may not exist, and the eBook may be the only version of the text. You may find a complete book or chapters of the E-book. Some of these are free and other must be bought from publishers or suppliers. |
| In-text citation | This is a reference to other people's work given in parentheses (round brackets) in your sentence (in text). It is a record of the author, date and sometimes page number of any sources you use. Use surnames for in-text citations (no initials). The position of the in-text citation varies depending on where you use author prominent or information prominent citations. An essay with few or no citations will be a cause of concern for lecturers as this may indicate plagiarism or limited research. |
| Journal article | A journal is an academic equivalent of a magazine. It is a periodical publication with articles by individual authors. Often journals come in volumes, which are made up of several issues. In the past, students accessed hard copies of journal articles in the library; however, now it is more common to receive articles in electronic format through the library online. Many journal articles must go through a peer-review process. That is, the articles are reviewed by experts in the field before they are accepted for publication. For this reason, peer-reviewed journal articles are usually regarded as highly credible academic sources. |

| | |
|-----------------------|--|
| Paraphrase | Paraphrasing is putting someone else's ideas into your own words. When you paraphrase, you must provide an in-text citation to show that the material comes from another source. |
| Quotation | A direct quotation is the exact reproduction of someone's words which is marked with quotation marks or other special formatting. It requires a citation. |
| Reference list | <p>The complete list of all sources cited or quoted in the text of your work. The reference list appears at the end of your work. It records the full publication details of each source and is arranged in alphabetical order according to the first author of each source.</p> <p>Every source included in an in-text citation should appear in the reference list, and every item in the reference list should be mentioned at least once in the assignment.</p> |
| Source | The document or other type of medium where the information was found. Source type refers to whether the source is a book, article, website etc. and whether it is print or electronic. Referencing rules differ for each source type. |
| Summary | A brief account of another person's ideas or research in your own words. A summary of a complete work or section of a work, or a general reference to someone's work or ideas, requires a citation. |
| URL | <p>This is the abbreviation for Uniform Resource Locator. It also known as the web address. When including a URL for a source found on the Web it is not necessary to include a long URL if the website has a search engine.</p> <p>Leave the URL to break or fit the line in its own way; do not use enter or a space to push the URL to a new line. If it is pushed onto a new line, the extra enter will make it impossible for the automatic alphabetiser to be used to sort the reference list.</p> <p>Look at the ALC Computing Moodle site to find out how to use the alphabetiser for your reference list.</p>  |

Appendix B: Symbols and their use

| Symbols | Use in citations |
|---|---|
| <p>&</p> <p>Ampersand</p> <p>The ampersand symbol represents the word 'and'.</p> | <p>The ampersand is used to abbreviate 'and' and is used between authors' names in information prominent citations in text (in the parentheses) and in the reference list. However, when providing an in-text citation with two authors as an author prominent citation (i.e., as part of the sentence) the word 'and' is used.</p> |
| <p>()</p> <p>Parentheses (round brackets)</p> <p>Round brackets, or parentheses, come in pairs and contain material that help clarify a point, but often indicate the information within is less important than what surrounds it.</p> | <p>Parentheses are used to enclose a citation within the text of an essay. The use of parentheses (a word or phrase inserted) for other purposes should be avoided in academic writing. Use wording to show the value of a piece of text rather than using parentheses. If something is not important enough to include in the main text, consider leaving it out completely.</p> |
| <p>[]</p> <p>Square brackets</p> <p>Square brackets are used to add explanatory material to quotations, or to distinguish between multiple sets of brackets.</p> <p>Square brackets are also used to enclose insertions in quotations made by someone other than the original author, such as sic (explained in the section about Latin words and their abbreviations). They are also used when adding extra words to quotations that help the reader to understand the meaning when you need to fit a quotation into your own sentence correctly.</p> | <p>If it is an information prominent citation, square brackets are used within parentheses when adding an acronym or abbreviation to your writing for the first time: (World Health Organization [WHO] 2011)</p> <p>They are also used to indicate additions or changes to the original wording of a quote. The original text from the quote below used <i>improving</i>, not <i>improved</i>. The word was changed so that it would fit grammatically with the student's sentence. The changed text is shown inside square brackets:</p> <p>Global Banking News claims that the National Bank of Greece's move to the new ISO 20022 standard will, 'improv[e] the efficiency of screening, reconciliation and payment processing' ('Finastra supports' 2022, para. 3).</p> |

Appendix C: Abbreviations and acronyms and their use

| Abbreviations and acronyms | Examples |
|--|---|
| <p>Abbreviations are a series of capital letters made up of the initial letters of a series of words (e.g., ABS for Australian Bureau of Statistics). Acronyms are words formed from initial letters that can be pronounced as a word (e.g., QANTAS for Queensland and Northern Territory Aerial Services Ltd.).</p> <p>You may use recognised abbreviations and acronyms in your work. The first time, you must give the full name followed by the abbreviation or acronym in parentheses. After that, the shortened version may be used in place of the full name or phrase. Always use the full name or phrase in your document's abstract if it has one.</p> | <p>An author prominent in-text citation</p> <p>The first time you use a name that you want to shorten to an acronym or abbreviation, type the name in full and then type the acronym or abbreviation in parentheses after it. For example:</p> <p>According to the World Health Organization (WHO 2021), this program has had a dramatic impact. This is demonstrated by the data emerging from this study (WHO 2021).</p> <p>An information prominent in-text citation</p> <p>The first time you use a name that you want to shorten to an acronym or abbreviation, use the name in full and then type the acronym or abbreviation in square brackets after it. For example:</p> <p>The impact of this program has been dramatic (World Health Organization [WHO] 2021). This is demonstrated by the data emerging from this study (WHO 2021).</p> <p>The reference list</p> <p>World Health Organization (WHO) 2021, <i>World health statistics: monitoring health for the SDGs, Sustainable Development Goals</i>, viewed 25 February 2022, https://apps.who.int/iris/bitstream/handle/10665/342703/9789240027053-eng.pdf</p> |

Appendix D: Other abbreviations and their use

An abbreviation is a shortened form of a word. If the end of the word is removed to create an abbreviation, then a full stop is added. If the interior of the word is removed, leaving the last letter, no full stop is needed. Here are examples.

| Abbreviations and explanations of their use in references | Examples |
|---|---|
| <p>ch. chapter</p> <p>In an online book or a Kindle book without page numbers, look for the chapter heading and use its number if it has one, or give its title. Also give the paragraph number. If there are no chapters, use the nearest heading.</p> | <p>In text you will type:</p> <p>ch. 8, para. 14</p> |
| <p>c. circa</p> <p>From Latin meaning 'around' or 'about'. Used when we can only approximate the publishing date. This approximation may be made by looking at the latest entry in the reference list of the source.</p> | <p>Queensland Education Department c. 1995, <i>Draft policy on school discipline</i>, Queensland Education Department, Gladstone.</p> |
| <p>comp. Compiler</p> <p>The person who assembles a training or educational package is called a compiler.</p> | <p>Use the same format as for an edited book (following) but use (comp.) instead of (ed.).</p> |
| <p>ed. or eds editor or editors</p> <p>An editor is a person, or a number of people, who assist an author to publish. They may select and prepare material or organise and manage contributions to a multi-author book.</p> <p>Note: when the plural, editors, is abbreviated, the interior of the word is removed, leaving the last letter, so no full stop is needed.</p> | <p>You do not use 'ed.' in in-text citations.</p> <p>Crisp, J & Taylor, C (eds) 2005, <i>Potter and Perry's fundamentals of nursing</i>, 2nd edn, Mosby Elsevier, Sydney.</p> |
| <p>edn edition</p> <p>When books are revised and issued a second or third time (or more) publishers show the difference between versions by indicating the edition. This is necessary as the editions differ from one another as each version has different information.</p> <p>Note: the interior of the word is removed, leaving the last letter, so no full stop is needed.</p> | <p>Wilson, J 2006, <i>Infection control in clinical practice</i>, 3rd edn, Bailliere Tindall, Edinburgh.</p> |

| | |
|---|---|
| <p>Journal titles</p> <p>These may be abbreviated when the journal is referenced in a different style, such as Vancouver. However, for Harvard referencing style, you should locate and use the full name of the journal in your reference list.</p> | <p><i>J Am Acad Child Adolesc Psychiatry</i></p> <p><i>Journal of the American Academy of Child and Adolescent Psychiatry</i></p> <p><i>J Fam Stud</i></p> <p><i>Journal of Family Studies</i></p> |
| <p>n.d. no date</p> <p>Always include the year of publication if possible. This abbreviation is used when no publication year is found. Look carefully for publication dates as they can be hard to find on websites. You may find the date by checking for a copyright link.</p> | <p>in-text citation</p> <p>Lansdown (n.d., p. 13) found that ‘...’.</p> <p>Reference list</p> <p>Lansdown, M n.d., <i>Bridging courses</i>, CQUniversity, Rockhampton.</p> |
| <p>no. issue number</p> <p>A journal is made up of a number of volumes. Each volume is made up of individual issues. Each issue of a journal is made up of articles. Journal page numbers may be continuous and may not begin at Page 1 in each new issue, but follow on from the previous issue. The issue number helps to identify the exact location of the article.</p> | <p>Sutton-Spence, R & Kaneko, M 2007, ‘Symmetry in sign language poetry’, <i>Sign Language Studies</i>, vol. 7, no. 3, pp. 284-318.</p> |
| <p>p. page</p> <p>One page referred to in a citation</p> <p>In-text citations require page numbers when directly quoting or when using statistics, graphs, tables or images from the source.</p> | <p>... (Priest 2019, p. 4).</p> <p>According to Unterhalter (2020, p. 5) ...</p> |
| <p>pp. multiple pages</p> <p>Used in the reference list to indicate the page range for the entire article, not just the pages you cited.</p> | <p>Pages that are in sequence (Warnock 2012, pp. 25-26) ...</p> <p>Watkins, D & Langford, J 2007, ‘A new phase in Australia’s double tax agreements’, <i>Taxation in Australia</i>, vol. 42, no. 2, pp. 30-35.</p> <p>Pages that are not in sequence (Owens 2009, pp. 1, 4 & 6) ...</p> |
| <p>para. paragraph</p> <p>For electronic sources that do not provide page numbers use the paragraph number instead of the page number in-text, if paragraphs are numbered.</p> | <p>A BP spokesman reported that ‘the new construction includes a containment cap with a built-in “blow-out preventer”, the device that failed to cut off the oil flow’ (Mann 2010, para. 4).</p> |

| | |
|---|--|
| <p>If neither a page number nor a paragraph number is given, it is acceptable to leave it out, even for a direct quotation, as most electronic material is searchable, so readers are able to find the quoted material themselves.</p> | |
| <p>r. and rr. regulation or regulations</p> <p>To aid your reader to locate the specific information you cited, you should give the unit of division.</p> | <p>In the text of your work, you should write:</p> <p style="padding-left: 40px;">... the Copyright Regulations, rr. 18–19</p> <p>If it is at the beginning of the sentence, you should write:</p> <p style="padding-left: 40px;">Regulation 18 of the Copyright Regulations (Cwlth) ...</p> |
| <p>s. or ss. sections in legal documents</p> <p>To help your reader locate the specific section or subsection that your information comes from you should give a pinpoint reference to the relevant section or subsection.</p> | <p>In the text of your work, you should write:</p> <p style="padding-left: 40px;">Civil Proceedings Act 2011 (Qld) s. 7</p> <p>Unless it is at the beginning of the sentence, for example:</p> <p style="padding-left: 40px;">Section 4 of the Casino Control Ordinance 1988 ...</p> |
| <p>vol. or vols volume or volumes</p> <p>Sometimes books are one part of a set or series with each book in the set or series being labelled a volume.</p> <p>Journals publish a set number of volumes each year, so volume numbers are used to identify in which volume an article appears.</p> | <p>O'Donnell, PP (ed.) 2020, <i>Encyclopedia of nursing</i>, 6 vols, Nova Science Publishers, New York.</p> <p>Greenblatt, S (ed.) 2018, <i>The Norton anthology of English literature</i>, 10th edn, vol. 1, The major authors, WW Norton, New York.</p> |

Appendix E: Latin words and their use as abbreviations

Universities are steeped in history and some of the remnants of the past include Latin words and their abbreviations; however, popular abbreviations such as etc., e.g. or i.e. should be avoided in academic writing. Below are examples of Latin words or their abbreviations used when citing in text or in the reference list.

| Latin words | Example in citation or reference list |
|--|--|
| <p>et al.</p> <p>abbreviation for 'et alia' meaning 'and others'</p> <p>Used for in-text citations when there are more than three authors. There should always be a full stop after 'al.' as it is an abbreviation.</p> <p>Do not apply italics to et al.</p> | <p>In-text, list only the first author's name followed by 'et al.'</p> <p>... (Robbins et al. 2001).</p> <p>The entry in the reference list must show all the authors.</p> <p>Robbins, SP, Millett, B, Cacioppe, R & Waters-Marsh, T 2001, <i>Organisational behaviour</i>, 3rd edn, Prentice Hall Australia, Frenchs Forest, NSW.</p> |
| <p>sic</p> <p>means 'thus' or 'so'</p> <p>Used in a quotation, in italics and in square brackets. It indicates that the word directly before it is an error that appeared in the original text that has not been corrected. This is to preserve the authenticity of the quotation. This error may be incorrect spelling, punctuation or grammar.</p> <p>Note: the square brackets are not italicised.</p> | <p>In his report, 'the building inspector estimated that there [<i>sic</i>] house was a fire hazard' (Wilson 2013, p. 32).</p> |
| <p>circa</p> <p>means 'around' or 'about'</p> <p>It is abbreviated to c.</p> <p>Used when an approximate publishing date is available. This approximation may be made by looking at the latest entry in the reference list of the source you are using.</p> | <p>Queensland Education Department c. 1995, <i>Draft policy on school discipline</i>, Queensland Education Department, Gladstone.</p> |

Appendix F: Basic Citation Styles

| <i>Type of Citation</i> | <i>Author prominent in-text citation</i> | <i>Information prominent in-text citation</i> |
|---|---|---|
| One work by one author | Walker (2018, p. 5) states . . . | . . . (Walker 2018, p. 5). |
| One work by two authors | Wan and Flint (2019, p. 10) state . . . | . . . (Wan & Flint 2019, p. 10). |
| One work by three authors | Bent, Ross and Smith (2019, p. 7) state . . . | . . . (Bent, Ross & Smith 2019, p. 7). |
| One work by four authors | Lightfoot et al. (2019, p. 23) state . . . | . . . (Lightfoot et al. 2019, p. 23). |
| Groups as authors (identified through abbreviation) | <p>First citation</p> <p>National Institute of Mental Health (NIMH 2020) states . . .</p> <p>Subsequent citations</p> <p>NIMH (2020) . . .</p> <p>Note. The first citation includes the full name and the acronym plus the date in parentheses. For second and subsequent citations use the acronym only plus the date in parentheses.</p> | <p>First citation</p> <p>. . . (National Institute of Mental Health [NIMH] 2020).</p> <p>Subsequent citation</p> <p>. . . (NIMH 2020).</p> <p>Note. The first citation includes the full name and the acronym in square brackets. For second and subsequent citations use the acronym only plus the date in parentheses.</p> |
| Groups as authors (no abbreviation) | <p>Harvard University (2019) . . .</p> <p>Note. If you have only one in-text citation to a source in your work, you must use the full author name with no initials or abbreviations.</p> | (Harvard University 2019). |

Note regarding page numbers

When quoting you must include a page number. If there are no page numbers given on a webpage, provide paragraph number (para. 2) OR relevant heading.

When paraphrasing or summarising text generally, a page number is not required.

Appendix G: Alphabetising the Reference List

Use following for help with alphabetising sources with the same author/s:

Adams, A (n.d.)

Adams, A (2019a) ...

Adams, A (2019b) ...

Adams, A, Brown, B & Zinger, Z (2009) ...

Adams, B (2017) ...

Adams, B & Black, B (2011) ...

Adams, B & Zinger, Z (2010) ...

Adams, W, Zinger, Z, Black, B & Brown, B (2013a) ...

Adams, W, Zinger, Z, Black, B & Brown, B (2013b) ...

Adapted from: Australian Government 2022, *The style manual*, viewed 14 February 2022,
<https://www.stylemanual.gov.au/referencing-and-attribution/author-date>

Appendix H: Checklist for formatting Harvard referencing

| | |
|--|---|
| Page Setup | ✓ |
| Paper Size: A4 paper | |
| Margins: 2.54 cm top and bottom; 3.17 cm left and right | |
| Note. Same font used for whole assignment including references, title page and Header | |
| General Font Settings | |
| Font: Times New Roman Size 12 or Arial Size 11 | |
| Font colour: Black/Automatic | |
| Line Spacing: 1.5 (Ctrl + 5 [PC] ⌘ + 5 [Mac]) | |
| Note. Text within a table or figure may be set to single line spacing (Ctrl + 1 [PC] ⌘ + 1 [Mac]) | |
| Paragraph Settings | |
| Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) | |
| Paragraph Spacing: 0 pt Before, 12 pt After | |
| No stray enters (i.e. no enter on a line by itself) | |
| Only one space after punctuation and between words | |
| Correct capitalisation for acronyms, organisational names, etc. | |
| Headings | |
| Note. All heading and paragraph text are to be the same font style and size as body: Times New Roman size 12 black, 1.5 line spacing (Ctrl + 5 [PC] ⌘ + 5 [Mac]) and Paragraph spacing of 0 pt Before and 12 pt After | |
| Heading 1 | |
| <ul style="list-style-type: none"> Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) Font style: Bold (Ctrl + B [PC] ⌘ + B [Mac]) Title Case (Capitalise the first letter of each main word) | |
| Heading 2 | |
| <ul style="list-style-type: none"> Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) Font style: Bold (Ctrl + B [PC] ⌘ + B [Mac]) & Italics (Ctrl + I [PC] ⌘ + I [Mac]) Title Case (Capitalise the first letter of each main word) | |
| Heading 3 | |
| <ul style="list-style-type: none"> Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) Font style: Italics (Ctrl + I [PC] ⌘ + I [Mac]) Sentence Case (Capitalise the first letter of each main word) | |
| Heading 4 | |
| <ul style="list-style-type: none"> Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) Paragraph Indentation: 1.27cm (Ctrl + M [PC] Ctrl + Shift + M [Mac]) Font style: Bold (Ctrl + B [PC] ⌘ + B [Mac]) & Italics (Ctrl + I [PC] ⌘ + I [Mac]) Sentence Case (Capitalise the first letter of each main word ending with a period.) | |
| Heading 5 | |
| <ul style="list-style-type: none"> Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) Paragraph Indentation: 1.27cm (Ctrl + M [PC] Ctrl + Shift + M [Mac]) Font style: Italics (Ctrl + I [PC] ⌘ + I [Mac]) Sentence Case (Capitalise the first letter of each main word ending with a period.) | |
| Table Source and Caption | |
| Note. Every table should have the text <i>Table</i> with a number and caption along with the text <i>Note</i> and source information | |
| Font: Times New Roman, Size 11, Left aligned (Ctrl + L [PC] ⌘ + L [Mac]), Black/Automatic | |
| Label and Number: Above Table | |
| <ul style="list-style-type: none"> Font Style: Bold (Ctrl + B [PC] ⌘ + B [Mac]) | |
| Caption: Alongside Table Name and number | |
| <ul style="list-style-type: none"> Font Style: Italics (Ctrl + I [PC] ⌘ + I [Mac]) | |
| Note Label: Below Table | |
| <ul style="list-style-type: none"> Font Style: Italics (Ctrl + I [PC] ⌘ + I [Mac]) | |
| Source the table/figure was adapted from information: Alongside Note label | |
| <ul style="list-style-type: none"> Font style: Regular (No italics or bold) | |
| Figure Source and Caption | |
| Font: Times New Roman, Size 11, Left aligned (Ctrl + L [PC] ⌘ + L [Mac]), Black/Automatic | |
| Every figure should have the text Figure and a number and caption along with source information | |
| Figure name, number and caption - Flush to the left on the line below the table | |
| Source: the figure was adapted from - Alongside figure caption (No italics or bold) | |
| Short quotation (fewer than 30 words) | |
| Enclosed in single quotation marks ('...') | |
| Font: Unchanged (Continuation of text within paragraph) | |
| Full Stop: | |
| <ul style="list-style-type: none"> 'After the citation if the quotation is information prominent' (Author 2020). | |

| | |
|---|--|
| <ul style="list-style-type: none"> • 'After the quotation if the citation is author prominent'. | |
| Long quotation (30 words or more) | |
| New paragraph: Use Enter to separate quotation from previous and following content | |
| No quotation marks | |
| Font: Reduced – Times New Roman Size 11 or Arial Size 10, Black (same style as document) | |
| Line Spacing: Single (Ctrl + 1 [PC] ⌘ + 1 [Mac]) | |
| Paragraph Indenting: Block Indent (default/1.27 cm) (Ctrl + M [PC] Ctrl + Shift + M [Mac]) | |
| Paragraph Spacing: Quotation paragraph, 0 pt Before and 6 pt After | |
| Paragraph Spacing: Preceding paragraph, 0 pt Before and 0 pt After | |
| Full stop: | |
| <ul style="list-style-type: none"> • If information prominent, the full stop is after the quote and before the citation (e.g. 'quote'. (Nussbaum 2007, p. 27)). • If author prominent, the citation in brackets is in the leading paragraph and follows the author's surname (e.g. Roberts (2019, p.22). There is no citation after quotation | |
| Note: Instructions on proper formatting of in-text citation can be found in the Harvard referencing guide | |
| Reference List | |
| Heading: References – Heading Level 1 style | |
| Note. Appears after the final paragraph of main document and before any Appendices with manual page breaks to separate (Ctrl + Enter [PC] ⌘ + Return [Mac]) | |
| Font: Times New Roman Size 12 or Arial Size 11, Black | |
| Paragraph Alignment: Left (Ctrl + L [PC] ⌘ + L [Mac]) | |
| Line Spacing: Single (Ctrl + 1 [PC] ⌘ + 1 [Mac]) | |
| Paragraph Spacing: 0 pt Before, 12 pt After | |
| Each reference (including URL) is a single paragraph (no enter between URL and reference) | |
| URLs are hyperlinked (active, black font and underlined) no full stop at the end | |
| References listed in strict alphabetical order | |
| Footer | |
| Footer only, no header | |
| Use tabs to move between the sections (not multiple spaces) | |
| Contains the following information laid out on two lines: | |
| <ul style="list-style-type: none"> • Your Name and your student number aligned with the left margin • Unit code and page number aligned with the right margin | |
| Page number in the form of Page x of y (e.g. Page 2 of 4) | |
| Text formatting: | |
| <ul style="list-style-type: none"> • Font: Times New Roman, Size 10 or Arial, Size 9 (Same font as body, reduced size) • Line Spacing: Single (1.0 lines) (Ctrl + 1 [PC] ⌘ + 1 [Mac]) • Paragraph Spacing: 0 pts Before, 0 pts After | |
| No stray enters, no bold text | |
| No footer on the Title page | |
| Title page | |
| Note. Appears before first page of main document with manual page or section break to separate from document | |
| Heading: References – Heading Level 1 style | |
| Font: Times New Roman Size 12 or Arial Size 11 | |
| Font colour: Black/Automatic | |
| Line Spacing: 2 (Double) (Ctrl + 2 [PC] ⌘ + 2 [Mac]) | |
| Paragraph Alignment: Centre (Ctrl + E [PC] ⌘ + E [Mac]) | |
| Paragraph spacing: 0 pt Before, 12 pt After | |
| Font style: Normal | |
| Case: Title Case (Capitalise the first letter of each main word) | |
| Include: Student's name & number, unit name & code, assignment; topic typed in full, word count, lecturer's name, due date | |
| Note. Word count excludes title page and reference list | |
| Submitting the assessment | |
| File name generally includes student name and number | |

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