



An Abridged Guide
to the

Turabian Referencing Style

School of Access Education

Updated T1, 2022

The *Abridged Guide to the Turabian Referencing Style* (notes-bibliography style) is based on:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th ed. Chicago: University of Chicago Press, 2018.

The Abridged Guide to the Turabian Referencing Style can be found on CQUniversity's referencing Web site at <http://www.cqu.edu.au/referencing>.

Other information about academic writing is available via the Academic Learning Centre's Moodle site at <https://moodle.cqu.edu.au/course/view.php?id=1497>.

Maintained by School of Access Education

Edition T1 2021

Published by CQUniversity Australia

COMMONWEALTH OF AUSTRALIA

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How to use this guide

What is the purpose of this booklet?

When writing a university assignment (for example, essays, oral presentations, reports, reflections, blogs, PowerPoint presentations, and case studies) there are certain referencing rules you need to follow. You are expected to include the details of any sources you have used as in-text citations, and in a list at the end of the assignment. These processes are collectively known as “referencing”.

This guide will explain how to reference using the CQUniversity Turabian referencing style. There are variations on the Turabian style of referencing, and it is important you use the CQUniversity Turabian style.

About Turabian

“Turabian” is a referencing style developed for university students by Kate L. Turabian. Her book, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (2018), was revised by the University of Chicago Press editorial staff and is fully aligned with *The Chicago Manual of Style*, 17th ed. (2017).

There are two versions of Turabian: the notes-bibliography style, used in the humanities and some social sciences, and the author-date style, used in social, physical and natural sciences. **The version used at CQUniversity Australia is the notes-bibliography style.** This style, referred to as Turabian throughout this guide, includes **footnotes** in the text of your assignment and a **bibliography** at the end.

The sections of the guide

The first four sections of this study guide assist you to become familiar with referencing and will assist you to apply the examples in Section 5.

- **Section 1** provides you with an overview of Turabian referencing.
- **Section 2** explains the basic patterns, terms and concepts in the more commonly used in-text citations when creating a footnote.
- **Section 3** explains the basic patterns, terms and concepts when creating a bibliography.
- **Section 4** is an important section explaining academic integrity and plagiarism.
- **Section 5** contains detailed examples of the various types of referencing for footnotes and the bibliography.
- **Appendices** offer further information about text connectives, the abbreviations used in Turabian style referencing, as well as quick guides to formatting, and referencing multiple authors.

How to get more assistance with developing your referencing skills

The Academic Learning Centre (ALC) offers workshops, both online and on campus, that are focussed on referencing. These are advertised on the ALC Moodle site and via emails sent to your CQUniversity email account.

You can also contact the ALC by phoning 07 49707211 or emailing alc-advice@cqu.edu.au.

Section 1: What does referencing look like?

In this example paragraph, you can see what referencing looks like in the body of the assignment.

Referencing in the assignment	Example
<p><i>In Turabian, footnotes are used for in-text citations.</i></p> <p>What is a footnote?</p> <ul style="list-style-type: none"> • When referring to ideas taken from another source, place a superscript number at the end of the sentence or clause. This signals you have used a source and directs the reader to the footnote. • Cite the source in a correspondingly numbered note placed at the foot of the page. The footnote provides details about the source (author, title, and facts of publication). • At CQUniversity, footnotes are preferred to endnotes (notes at the end of the work). • If the same source is cited again, refer to it in a shortened form. <p>A footnote has:</p> <ul style="list-style-type: none"> • single line spacing, • a line space between references, • a space after the superscript number in the footnote, • a hanging indent, and • a smaller font size. 	<p>Queenslanders’ most virulent racial antipathy, exceeding that of any other colony, was towards the Chinese, who they viewed as competition to White labour. Some 45,000 Chinese people entered the colony in the colonial era.¹ On the Palmer Goldfield in North Queensland, Chinese miners outnumbered Europeans by more than 10 to 1 with a population at one stage of 15,000.² While there were no major racial encounters like Lambing Flat in New South Wales, a verbal outcry occurred in Queensland. Europeans resorted to violence to drive the Chinese from the goldfields and staged marches against those who had moved to urban areas as storekeepers and tradesmen.³ In addition, Queensland enacted legislative measures. Whereas southern colonies had lifted earlier restrictions on Chinese, Queensland led the way to their reintroduction in 1877 and, by 1884, had the harshest immigration laws of any colony.⁴ Greater racial antipathy is also evident in the attitudes and behaviour of the population at large.</p> <hr/> <p>¹ Raymond Evans, <i>A History of Queensland</i> (Port Melbourne: Cambridge University Press, 2007), 131.</p> <p>² W. Ross Johnston, <i>A Documentary History of Queensland</i> (St Lucia: University of Queensland Press, 1988), 291.</p> <p>³ Noreen Kirkman, “From Minority to Majority: An Account of the Chinese Influx to the Palmer River Goldfield, 1873 to 1876,” in <i>Race Relations in North Queensland</i>, ed. Henry Reynolds, (Townsville: James Cook University), 249.</p> <p>⁴ Evans, <i>A History of Queensland</i>, 130.</p>

In this example, you can see what referencing looks like at the end of the assignment.

Referencing at the end of the assignment	Example
<p><i>In Turabian, the reference list at the end of your assignment is referred to as a bibliography.</i></p> <p>What is a bibliography?</p> <ul style="list-style-type: none"> • <i>A bibliography is a list of all the sources you have written in your footnotes.</i> <p><i>A bibliography for a CQUniversity assignment should only include sources you have referred to in your assignment, unless your lecturer has asked you to include sources you consulted in preparing your assignment.</i></p> <ul style="list-style-type: none"> • <i>The bibliography includes the same information as the footnote but is presented in a slightly different form.</i> <p>The bibliography has:</p> <ul style="list-style-type: none"> • <i>the title in bold,</i> • <i>the author's names in alphabetical order (not numbered),</i> • <i>single line spacing,</i> • <i>a line space between each reference, and</i> • <i>a hanging indent.</i> 	<p>Bibliography</p> <p>Cronin, Kathryn. "Orientals, Leprous-Fitted/Blood-Diseased and Small-Pox Pitted: The Urban Anti-Chinese Movement." In <i>Race Relations in Colonial Queensland</i>. Edited by Raymond Evans, Kay Saunders, and Kathryn Cronin. St Lucia: University of Queensland Press, 1988. 289–317.</p> <p>Evans, Raymond. "A Policy Tending to Extermination: The Queensland Mounted Native Police." In <i>Race Relations in Colonial Queensland</i>. Edited by Raymond Evans, Kay Saunders, and Kathryn Cronin. St Lucia: University of Queensland Press, 1988. 55–66.</p> <p>———. <i>A History of Queensland</i>. Port Melbourne: Cambridge University Press, 2007.</p> <p>Franklin, Margaret. <i>Black and White Australians: An Inter-Racial History, 1788–1975</i>. Melbourne: Heinemann, 1976.</p> <p>Macintyre, Stuart. <i>A Concise History of Australia</i>. 2nd ed. Melbourne: Cambridge University Press, 2004.</p> <p>Roberts, Janine. <i>From Massacres to Mining: The Colonisation of Aboriginal Australia</i>. Melbourne: Dove Communications, 1981.</p> <p>Whittington, A. "The Queensland Native Mounted Policy." <i>Journal of the Royal Historical Society of Queensland</i> 7, no. 3 (1965): 508–520.</p>

Section 2: How do I use footnotes in my assignment?

Section 2 contains general guidelines and basic patterns to follow when using footnotes, including examples of the more commonly used citations for books, journals and websites. Refer to Section 5 for specific guidelines on how to cite different types of sources.

Paying close attention to details will help you produce accurately referenced footnotes. You are expected to follow the rules concerning punctuation, capitalisation and italics, as well as what to include in a citation and in what order. Using citation tools can often only help you part of the way. Always check against the relevant CQUniversity referencing guide.

How to footnote

- Number footnotes sequentially throughout your assignment; **do not restart the numbering on every page.**
- Insert the superscript number after any mark of punctuation **including full stops, commas, quotation marks or closing brackets** at the end of the sentence or clause **containing the citation.** The only exception is when referring to material prior to a dash; place the number **before the dash.**

Formatting a footnote

Your word-processing package should insert footnotes into your text automatically. In Word, the button “Insert Footnote” can be found under the “References” tab or alternatively use Alt+Ctrl+F.

- Place every footnote on the **same page as you cite it in the assignment.**
- In the CQUniversity Turabian guide, footnotes require a **hanging indent**, that is, the second and subsequent lines are indented. (Highlight the footnote and use Ctrl+T).
- Both the footnote number in the text and the corresponding number in the footnote itself should be **superscript** (Alt+Ctrl+F or Ctrl+Shift++).
- Insert a **short line** at the bottom of each page to separate the footnotes from the text (Alt+Ctrl+F).
- Footnotes are **single spaced** with a line space between one footnote and the next.
- List the citations in the **same order** as they appear in the text.
- The footnotes are **one font size smaller** than the text (Times New Roman 11).
- Separate the major elements of a footnote **with commas** and use **parentheses** around publication information.
- For a detailed guide, see Appendix C: *Checklist for formatting Turabian referencing.*

What to include in a footnote

A footnote includes the author's name, the title of the source, the full publication details, and the exact page number of the evidence cited. The second time you refer to the same source, write the footnote in a shortened form.

Elements of a footnote	Examples
<p>Authors' names</p> <ul style="list-style-type: none"> In footnotes, each author's name appears with the first name (given name) and/or initials first, then the surname (family name). Give the author's name in the form it appears on the source. If the first name is given, include the first name; if only initials are given, include only the initials in the footnote. Titles, such as Dr. or Prof., are not included. For multiple authors, give all the authors' names with "and" between the last two names. There is no comma before "and" for two authors. For four or more authors, use <i>et al.</i> after the first full citation (refer to Repeated footnotes, p. 7). For an editor or translator in the place of an author, treat as you would an author, with the addition of <i>ed.</i> or <i>trans.</i> after the editor or translator's name. For further details and examples, such as an editor or translator in addition to an author, refer to Appendix B: A quick guide to referencing authors. 	<p>Singe author:</p> <p>¹ Ankhi Mukherjee, <i>What is a Classic? Postcolonial Rewriting and Invention of the Canon</i> (Stanford, CA: Stanford University Press, 2013), 184.</p> <p>Multiple authors:</p> <p>² William J. Duiker and Jackson J. Spielvogel, <i>The Essential World History</i>, 9th ed. (Boston: Cengage Learning, 2019), 52.</p> <p>³ Ross Fitzgerald, Lyndon Megarrity, and David Symons, <i>Made in Queensland: A New History</i> (St Lucia: University of Queensland Press, 2009), 32.</p> <p>Editors:</p> <p>⁴ Paul J. Bolt, Damon V. Coletta, and Collins G. Shackelford Jr., eds., <i>American Defense Policy</i>, 8th ed. (Baltimore: University Press, 2005), 157.</p>
<p>Titles</p> <ul style="list-style-type: none"> Italics are generally used for titles of longer works such as books, journals, plays, magazines and newspapers. Titles of movies, television programs and works of art (such as paintings and photographs) also use italics. Double quotation marks are generally used around titles of shorter works such as journal articles, newspaper articles, book chapters, short stories, papers (lectures or theses) and individual episodes on television or radio. See Section 5 for details on how to cite the titles of specific sources. 	<p>⁵ Michael J. Christie, "Aboriginal Science for the Ecologically Sustainable Future," <i>Ngoonjook: Bachelor Journal of Aboriginal Education</i>, no. 4 (November 1990): 55.</p> <p>Note: Use title case for all titles; capitalise the first letter of the first word of the title and sub-title (after a colon) and all major words, including proper nouns and adjectives.</p>

Elements of a footnote	Examples
<p>Abbreviations</p> <ul style="list-style-type: none"> In footnotes, abbreviate: <ul style="list-style-type: none"> edition to ed., editor or editors to ed. or eds., translator or translators to trans. (singular or plural), edited by to ed. and translated by to trans. When citing journal articles, the volume number is placed immediately after the journal title, without an abbreviation. The issue number is placed after the volume number, using the abbreviation – no. For further details, see Appendix A: Abbreviations and their use. 	<p>⁶ Nancy H. Ramage and Andrew Ramage, <i>Roman Art: Romulus to Constantine</i>, 6th ed. (New Jersey: Pearson, 2013), 23.</p> <p>⁷ Sarah McHam, ed., <i>Looking at Italian Renaissance Sculpture</i> (London: Cambridge University Press, 1998), 43.</p> <p>⁸ E. Eisenstein, “Aspects of the Printing Revolution,” in <i>Communication in History: Technology, Culture, Society</i>, ed. D. Crowley and P. Heyer (Sydney: Pearson, 2011), 78.</p> <p>⁹ Carl Ungerer, “The ‘Middle Power’ Concept in Australian Foreign Policy,” <i>Australian Journal of Politics and History</i> 53, no. 4 (2007): 543.</p>
<p>Publication information</p> <ul style="list-style-type: none"> For books, include the place of publication (the first-listed city), the publisher and the year of publication in parentheses. If the city is likely to be unknown, or could be confused with another city of the same name, include the state and/or country. For hard copy journal articles, include the volume and issue number of the journal and the date of publication in parentheses. For online journal articles, include the same publication information as hard copy journals and also provide the URL. For articles with a DOI, form the URL by appending the alphanumeric string of the DOI to https://doi.org/ The URL is blue (an active hyperlink) and not underlined. For websites, give the URL and the date of publication or the access date. For online sources, access dates are required if there is no publication date on the source. Use access dates in place of the publication date (not in addition to the publication date). 	<p>Books:</p> <p>¹⁰ Kate L. Turabian, <i>A Manual for Writers of Research Papers, Theses, and Dissertations</i>, 9th ed. (Chicago: University of Chicago Press, 2018), 49.</p> <p>Journals:</p> <p>¹¹ Robert Haas, “Raphael’s School of Athens: A Theorem in Painting?” <i>Journal of Humanistic Mathematics</i> 2, no. 2 (2012): 4.</p> <p>¹² David Forrest, “History of Italian Renaissance Art,” <i>American Journal of Psychiatry</i> 162, no. 12 (2005): 2417, https://doi.org/10.1176/appi.ajp.162.12.2415.</p> <p>Websites:</p> <p>¹³ “Colonialism Vs. Imperialism,” International Relations, accessed 29 September 2020, http://internationalrelations.org/colonialism-vs-imperialism/.</p>

Elements of a footnote	Examples
<p>Page numbers</p> <ul style="list-style-type: none"> At the end of the footnote, include the page number of the evidence cited. For evidence from several consecutive pages, include the page range. For evidence from two different pages, separate the pages with a comma. The abbreviations <i>p.</i> and <i>pp.</i> are not used. 	<p>¹⁴ J. Arnold, “Printing Technology and Book Production,” in <i>A History of the Book in Australia 1891–1945</i>, ed. M. Lyons and J. Arnold (St. Lucia: University of Queensland Press, 2001), 107.</p> <p>¹⁵ Carl Ungerer, <i>Australian Journal of Politics and History</i>, 544-555.</p> <p>¹⁶ Sarah McHam, <i>Looking at Italian Renaissance Sculpture</i>, 45, 58.</p>

Repeated Footnotes – use a shortened form

<p>Repeating the same source as the immediately preceding footnote:</p> <ul style="list-style-type: none"> Use the Latin term, <i>ibid.</i> – short for <i>ibidem</i>, meaning “in the same place” – for the same source as the footnote immediately before, on the same page. Write the full citation in the first footnote and use <i>ibid.</i> in the second and consecutive footnotes. <i>Ibid.</i> is capitalised, as it occurs at the beginning of the footnote. If the page number is different to the preceding footnote, include it after <i>ibid.</i> <i>Ibid.</i> has a full stop after it to signify an abbreviation, as well as a comma before the page number if included. <p>Repeating a previous footnote – not directly following the original note:</p> <p>Use a shortened version of the full citation in the “author-title” form.</p> <ul style="list-style-type: none"> Include the author’s surname, a short version of the title (up to approximately four words), and the page number. Write the title in the same format as the previous note, e.g., journal article titles have double quotation marks and book titles are in italics. <p>Repeating a footnote with four or more authors:</p> <p>Use the first author’s surname, followed by the Latin term <i>et al.</i>, meaning “and others”.</p>	<p>¹ Vibeke Olsen, “The Significance of Sameness: An Overview of Standardization and Imitation in Medieval Art,” <i>Visual Resources</i> 20, no. 3 (2011): 160, https://doi.org/10.1080/0197376042000207543.</p> <p>² Antony Best, Jussi M. Hanhimäki, Joseph A. Maiolo, and Kirsten E. Schulze, <i>International History of the Twentieth Century and Beyond</i>, 3rd ed. (New York: Routledge, 2015), 314.</p> <p>Repeating the footnote above:</p> <p>³ <i>Ibid.</i></p> <p>⁴ <i>Ibid.</i>, 315.</p> <p>Repeating a previous footnote:</p> <p>⁵ Olsen, “The Significance of Sameness,” 163.</p> <p>Repeating a footnote with four or more authors:</p> <p>⁶ Best et al., <i>International History</i>, 314.</p> <p>Note: Include a full stop after <i>et al.</i> to signify an abbreviation.</p>
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The order of the elements of a footnote

There are basic patterns to follow when ordering the elements of a footnote. This section outlines these patterns and includes examples of the more commonly used citations for books, journals and websites.

Footnotes for books	Example
<p>Books hard copy —basic format</p> <p>Include the elements in this order:</p> <ol style="list-style-type: none"> 1. Author's first name (and/or initials) and surname. Give the author's name in the form it appears on the source. 2. All authors' names with "and" between the last two names. 3. Title of the book in italics using title case. For title case, capitalise the first letter of the first word of the title and sub-title (after a colon), and all major words including proper nouns and adjectives. 4. Edition, if not the original publication, for example, 4th ed. 5. Publication information in parentheses. <ol style="list-style-type: none"> a. Place of publication refers to the city in which the publisher is located, using the first-listed city. If the place of publication is uncommon, or could be confused with another place of the same name, provide the state and/or country. b. Publisher: Do not to include "The" at the beginning of the publisher's name, or abbreviations such as Inc., Ltd., Co. and Publishing Co. c. Year of publication. 6. Page number. 	<p>Footnote number Author's first name and/or initials and surname, <i>Title of Book: Subtitle of Book</i>, Edition number (Place of publication: Publisher's name, Year of publication), Page number.</p> <div style="background-color: #e0e0e0; padding: 10px; margin: 10px 0;"> <p>¹ William J. Duiker and Jackson J. Spielvogel, <i>The Essential World History Volume I: To 1800</i>, 8th ed. (Boston: Cengage Learning, 2017), 88.</p> </div> <p>Note the placement of:</p> <ul style="list-style-type: none"> • italics (title) • commas (between elements, between authors' names for three or more authors) • full stops (the end of the footnote and abbreviations – including author's initials) • colons (between the title: subtitle, after the place of publication) • parentheses (around publication information).

Footnotes for journal articles	Example
<p>Journal article hard copy —basic format</p> <p>Include the elements in this order:</p> <ol style="list-style-type: none"> 1. Author's first name (and/or initials) and surname. 2. All authors' names with “and” between the last two names. 3. Title of article in double quotation marks and title case. (Title case is defined in Footnotes for books, p. 8). 4. Title of journal in italics and title case. 5. Volume number after journal title (without the abbreviation). 6. Issue number preceded by the abbreviation – no. 7. Publication date in parentheses (may include day, month or season, in addition to the year). 8. Page number. 	<p>Footnote number Author's first name and/or initials and surname, “Title of Article: Subtitle of Article,” <i>Title of Journal</i> Volume number, no. Issue number (Date of publication): Page number.</p> <p>² Ben Mercer, “Specters of Fascism: The Rhetoric Historical Analogy in 1968,” <i>Journal of Modern History</i> 88, no.1 (March 2016): 98.</p> <p>Note the placement of:</p> <ul style="list-style-type: none"> • italics (title of the journal) • commas (between elements, inside quotation marks, no comma between journal title and volume number) • colons (between the title: subtitle, between the parentheses with publication date: page number) • double quotation marks (title of the journal article).
<p>Journal article online</p> <p>The following are added to the basic format in this order of preference:</p> <ol style="list-style-type: none"> 1. DOI (Digital Object Identifier) if available. The alphanumeric string of the DOI is appended to https://doi.org/, OR 2. The shortened URL (Uniform Resource Locator) accessed from the citation information, OR 3. The URL copied from the address bar. <p>If there is no publication date, include the date you accessed the journal in place of the publication date, for example, (accessed 14 April 2019).</p>	<p>Footnote number Author's first name and/or initials and surname, “Title of Article: Subtitle of Article,” <i>Title of Journal</i> Volume number, no. Issue number (Date of publication): Page number, DOI or URL.</p> <p>Online journal article with DOI:</p> <p>³ Thomas J. Rogers and Stephen Blain, “Genocide and Frontier Violence in Australia,” <i>Journal of Genocide Research</i> 18, no. 1 (2016): 87, https://doi.org/10.1080/14623528.2016.1120466.</p> <p>Online journal article with no DOI:</p> <p>⁴ Yuan-Li Wu and Roland Y. Wu, “Trading with the People’s Republic of China: The Australia Wheat Case,” <i>Asian Affairs</i> 6, no. 6 (1979): 387, https://www.jstor.org/stable/30171867.</p>

Footnotes for a website	Example
<p>There are two categories of online sources:</p> <p>a) Sources formatted and cited like the printed version, except they are sourced online, e.g., books, newspapers, journal articles, and government documents.</p> <p>Include a URL for all online sources.</p> <p>b) Institutional or personal websites formatted in a unique style, and cited by adapting the following pattern according to the information available.</p> <ol style="list-style-type: none"> Author's first name (and/or initials) and surname. Title of the webpage in double quotation marks using title case. (Title case is defined in Footnotes for books, p. 8). Title of the site and/or the owner or sponsor of the site. Date of publication (often the copyright date) or the date last modified, e.g., last modified – day, month, year. <i>If there is no date of publication or posting, include the date you accessed the site – day, month, year.</i> Include the URL. <p>Shortened URLs Use a shorter version of the URL, if available, in preference to the URL in the address bar. It is acceptable to provide the home page for a website if it has a search facility to locate the source.</p> <p>Formatting URLs URLs are to be blue, formatted as active hyperlinks and not underlined. Most word processing packages will automatically underline the Internet address so this will need to be removed.</p>	<p>Footnote number Author's first name and/or initials and surname, "Title of the Page," Title of the Site and/or Owner or Sponsor of the site, Publication date or Date accessed, URL.</p> <p>Webpage with author and publication date:</p> <p>⁵ Michael Green, "Lest We Remember: The Australian War Memorial and the Frontier Wars," The Wheeler Centre, 24 February 2014, https://www.wheelercentre.com/notes/f261bb085eb4.</p> <p>Webpage with no author and no publication date:</p> <p>⁶ "House History," Sydney Opera House, accessed 15 March 2019, https://www.sydneyoperahouse.com.</p> <p>Webpage with revised publication date:</p> <p>⁷ "Privacy Policy," Privacy & Terms, Google, last modified 15 October 2019, https://policies.google.com/privacy.</p> <p>Shortened URL:</p> <p>⁸ "Reconciliation Action Plans," Reconciliation Australia, 2017, https://www.reconciliation.org.au/.</p> <p>Note the placement of:</p> <ul style="list-style-type: none"> double quotation marks (title of the webpage) commas (between elements, inside quotation marks) full stop (placed after the URL).

What evidence to footnote

Here are four key techniques to include other authors' ideas, words, images and data in your assignment as evidence to support your ideas. Look at the following pages for detailed explanations about each of these techniques.

Paraphrasing

Indirectly conveying the author's ideas/words.

Use some of your own words **AND** change the sentence structure.

Example 1

Original text:

“It was recognized that to make Greek literature widely known, to bring it within reach of the average, cultivated reader, it must be translated into Latin.”

Paraphrased text:

The translation of Greek literature into Latin enabled it to be widely read by Italian scholars.¹

Summarising

Briefly summing up another author's work, e.g., a whole chapter or section of an article.

Example 2

Summarised text:

The revival of classical Greek literature in the early part of the fifteenth century is considered one of the major influences in shaping the Italian Renaissance.²

Direct quotations

Quoting an author's words exactly as they were written.

Incorporate your own words in the sentence that includes the direct quote.

Example 3

Short quotation:

It was imperative to translate Greek literature into Latin “to bring it within reach of the average, cultivated reader.”³

Figures and Tables

Using another author's figures, tables, or data to support your ideas.

Include your own caption and refer to it in the body of the text.

Example 4



Figure 4. Van Gogh's distinctive brushwork in *Wheat Field with Cypresses*, 1889. Courtesy of Metropolitan Museum of Art, in Public Domain, <https://www.metmuseum.org/>.

¹ Louise Loomis, “The Greek Renaissance in Italy,” *The American Historical Review* 13, no. 2 (1908): 253, <https://www.jstor.org/stable/pdf/1832613.pdf>.

² *Ibid.*, 246-247.

³ *Ibid.*, 253.

How to paraphrase

When you use an author's ideas and express them in your own words, you are paraphrasing. It is important that the sentence structure and the vocabulary are not too similar to the original text and that you acknowledge the source with a footnote. Failing to do so will result in plagiarism.

It is preferred that you paraphrase or summarise an authors' words rather than use a direct quotation. This is because paraphrasing requires original thought, demonstrates you understand the author's ideas, and shows that you can integrate these ideas into your work.

Steps for paraphrasing	Examples
<ul style="list-style-type: none">• <i>Read the sentence a number of times. Once you understand it, write it in your own words.</i>• <i>Highlight any technical words or specific terms. Include these terms in your paraphrase, since without these words, the meaning could change completely.</i>• <i>Underline keywords that can be changed.</i>• <i>Find other words that have similar meanings (synonyms) to replace the keywords in the text. Use a thesaurus or dictionary to locate synonyms.</i>• Rewrite the ideas AND reorganise the structure or order of the sentence, ensuring the paraphrased information still supports the claim made by the original author.• <i>Choose author prominent or information prominent style, depending on the emphasis you wish to apply and the argument you are presenting.</i> <p>Author prominent <i>When you want to emphasise the author, add a lead-in phrase where the author's surname becomes part of the sentence. Using the name of the author may add authority to your argument.</i></p> <p>Information prominent <i>When you want to emphasise the information, your citation becomes information prominent and the details of the source are included in a footnote.</i></p>	<p>Original text: "Achievement is talent plus preparation. The problem with this view is that the closer the psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play."¹</p> <p>Author prominent paraphrase: As Gladwell observed, the role of talent in high achievers is overestimated compared to the benefits of preparation.¹</p> <p>Information prominent paraphrase: For high achievers, the role of preparation contributes more to their success than inherent talent.¹</p> <hr/> <p>¹ Malcolm Gladwell, <i>Outliers: The Story of Success</i> (New York: Little Brown, 2008), 38.</p>

How to summarise

A summary includes a condensed form of the information, keeping the main point of the text but omitting detailed examples. Summarising is useful when you want to express the general idea or context of a section of text, or a whole book or article (technical words are still included). The key points are expressed in fewer words to demonstrate your understanding, while still maintaining the original meaning of the source.

Steps for summarising	Examples
<ul style="list-style-type: none">• <i>Read the text carefully—you may need to read the text several times and make notes of the main points. Check the meaning of terms you do not understand.</i>• <i>Underline technical words that do not need to be changed.</i>• <i>Consider the main points and your purpose for using the information in relation to the structure of your assignment.</i>• <i>Think of words or phrases which have similar meaning to those in the original text.</i>• <i>Develop an outline using short sentences written in your words. Rearrange these sentences as you see the need.</i>• <i>Rewrite the ideas into well-written sentences, ensuring the information aligns with the intended meaning of the original text.</i>• <i>Consider using the name of the author in the summary, to show you are summarising someone else’s work.</i>	<p>The Renaissance period is renowned as an era of artistic innovation, and Etro argues that the financial profitability of creative experimentation may have driven this surge.¹ Etro examined the pricing and specifications of 300 artworks by more than 100 artists, created between 1285 and 1550, and notes that artists flourished during the Renaissance period, possibly because of an increase in demand from wealthy patrons. Etro also observed that Renaissance artists could build a reputation based on early creative experimentation that could enhance their profitability throughout their career.²</p> <hr/>
<p>Rules for summarising</p> <ul style="list-style-type: none">• <i>Ensure the summarised version is much shorter than the original text and is written in your own words.</i>• <i>Include a footnote to cite your summary and provide a page number, page range or chapter in the footnote (if you are not summarising an entire work).</i>	<p>¹ Federico Etro, “The Economics of Renaissance Art,” <i>The Journal of Economic History</i> 78, no. 2, (June 2018): 500-538, https://doi.org/10.1017/S0022050718000244.</p> <p>² Ibid.</p>

How to use direct quotations

You are quoting when you use someone else's **exact words** to support your point of view or thesis. **Do not overuse this technique.** Reserve quotations for occasions when changing the wording would alter the meaning or impact. Include a footnote to make it clear whose words you are using, and where you found them.

Rules for quotations	Examples of quotations
<p>Short quotations:</p> <ul style="list-style-type: none">• have up to three lines or 30 words;• have double quotation marks around the copied text;• have the same font size as the rest of the assignment; and• are integrated into the flow of the text by using additional words to incorporate the quotation smoothly into the sentence (see Appendix D: Text connectives and signal words, p. 67). <p>Block quotations:</p> <ul style="list-style-type: none">• are used very infrequently and are generally not used in undergraduate assignments;• have more than 30 words and 3 lines;• have no quotation marks;• apply single line spacing;• are indented by 1.27cm from the left margin (Ctrl + M);• are introduced in your own words with a lead-in statement:<ul style="list-style-type: none">- a complete sentence ending in a colon,- or a phrase (e.g., Jones argues) followed by a comma,- or integrated into the text with no additional punctuation.• begin on a new line after the lead-in statement. <p>Note: Place the superscript number after the closing quotation mark for a short quotation and after the end of a block quote.</p>	<p>Short Quotation:</p> <p>Although bloodshed was characteristic of confrontations between European and Aboriginal communities, the government justified expansion in the south to “bring the wilderness into proper economic use.”¹</p> <p>Block Quotation:</p> <p>James archly observed that Vos was the correspondent of the <i>Townsville Bulletin</i>. In one prescient paragraph he summed up Vos:</p> <p style="padding-left: 40px;">The captain of the <i>Lizzie</i> is a young man, born in Kent, but of a people far older than the Anglo-Saxon. He is very smart, and knows it; in fact, he seems to be in a perpetual state of self-adulation at this smartness. ... He is so wide-awake to his own interests ... that I do not think he would do anything to endanger his own skin or his own position.²</p> <hr/> <p>¹ A. T. Yarwood and M. J. Rowling, <i>Race Relations in Australia: A History</i> (Sydney: Methuen, 1982), 15.</p> <p>² “The Labour Trade,” <i>Australasian Supplement</i>, February 9, 1884, https://nla.gov.au/newspaper/title/460.</p>

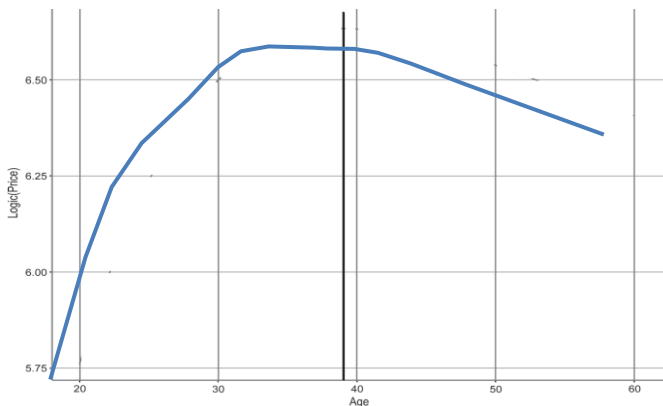
Modifying quotations	Examples
<p>Punctuation and capitalisation</p> <ul style="list-style-type: none"> • Punctuation marks in a quote can be omitted or changed, depending on your placement of the quote within the sentence. • If the original quote starts with a capital letter, it is acceptable to change the upper-case letter to lower-case, to fit with the grammar of your sentence (unless the word is a proper noun). <p>Note: Full stops are placed inside the quotation mark.</p> <p>Errors in the original work</p> <ul style="list-style-type: none"> • Correct obvious typographical errors in an original source. However, if the errors reveal something relevant to your argument, insert the word “sic”, italicised and in brackets, directly after the error in the quotation. <p>Omissions and insertions</p> <ul style="list-style-type: none"> • For omissions of an irrelevant word, phrase or sentence from a quotation, indicate this with an ellipsis (three dots: ALT+CTRL+full stop). An ellipsis has a space on either side. Ensure the omission does not alter the meaning of the quote. • If you need to insert a word or words into a quotation to add further explanation, put them in brackets []. As an alternative to inserting words, consider paraphrasing instead. <p>Quotation within a quotation</p> <ul style="list-style-type: none"> • For a quotation within a quotation, use single quotation marks for the inner set of words. 	<p>Punctuation and capitalisation:</p> <p>Original: “The Bathurst frontier was relatively peaceful between 1815 and 1822.”³</p> <p>Quotation: However, Connor states that “the Bathurst frontier was relatively peaceful”³ due to their limited use of the land.</p> <p>Errors in the original work:</p> <p>Russell exemplifies her own argument by claiming “the average American does not know how to spell and cannot use a coma [<i>sic</i>] properly.”⁴</p> <p>Omissions:</p> <p>“When a nation is wrong, it should ... apologise to the wronged party.”⁵</p> <p>Insertions and a quotation within a quotation:</p> <p>Bennelong took advantage of his newfound power and “asked [Governor] Phillip on several occasions to use the Marines to ‘exterminate’ the Cammeraigals and Bidjigal groups.”⁶</p> <hr/> <p>³ John Connor, <i>The Australian Frontier Wars 1788-1838</i> (Sydney: University of New South Wales Press, 2002), 55.</p> <p>⁴ Kate L. Turabian, <i>A Manual for Writers of Research Papers, Theses, and Dissertations</i>, 8th ed. (Chicago: University of Chicago Press, 2018), 352.</p> <p>⁵ <i>Ibid.</i>, 354.</p> <p>⁶ Connor, <i>The Australian Frontier Wars</i>, 27.</p>

How to use tables, figures or images

The main purpose of tables and figures is to provide evidence to support academic arguments and to enhance the reader's understanding. Tables and figures are used to present complex information clearly and effectively and are often used in reports.

Tables and figures are:

- integrated into the main body of the assignment to provide their **background, purpose** and **interpretation**.
- placed on the same page, **immediately after the paragraph** where they are first mentioned. If they are too large, place in an Appendix instead.
- referred to in the text by their **number**, e.g., write Figure 1 or Table 1, rather than “the table or figure below”.
- **capitalised** when referred to in text, e.g., ...as outlined in Table 1.
- labelled using one **font size smaller** than the rest of the assignment.

Steps for referencing tables and figures	Example																						
<p>Number</p> <ul style="list-style-type: none">• Number each table or figure in the order they first appear in the text, e.g., Figure 1 or Table 1.• Use one series of numbers for tables and another for figures.• Place a full stop after the number in the caption, e.g., Figure 1. <p>Caption</p> <ul style="list-style-type: none">• Write a caption in your own words to describe the table or figure. Do not include the original caption from the source.• Capitalise the caption in sentence case; capitalise the first word and proper nouns. <p>Source</p> <ul style="list-style-type: none">• Cite as you would a full footnote.• Do not include the source again in a footnote or in the bibliography (unless cited elsewhere in your assignment).	<p>Figure 1 indicates a peak in pricing at age 39, supporting the reputational theory.</p>  <table border="1"><caption>Data points for Figure 1: Price-age profile of Renaissance painters</caption><thead><tr><th>Age</th><th>Log10(Price)</th></tr></thead><tbody><tr><td>20</td><td>5.75</td></tr><tr><td>25</td><td>6.25</td></tr><tr><td>30</td><td>6.45</td></tr><tr><td>35</td><td>6.50</td></tr><tr><td>39</td><td>6.50</td></tr><tr><td>40</td><td>6.50</td></tr><tr><td>45</td><td>6.45</td></tr><tr><td>50</td><td>6.35</td></tr><tr><td>55</td><td>6.25</td></tr><tr><td>60</td><td>6.15</td></tr></tbody></table> <p>Figure 1. Price-age profile of Renaissance painters, courtesy of Federico Etro, “The Economics of Renaissance Art,” <i>The Journal of Economic History</i> 78, no.2, (June 2018): 525, https://doi.org/10.1017/S0022050718000244.</p>	Age	Log10(Price)	20	5.75	25	6.25	30	6.45	35	6.50	39	6.50	40	6.50	45	6.45	50	6.35	55	6.25	60	6.15
Age	Log10(Price)																						
20	5.75																						
25	6.25																						
30	6.45																						
35	6.50																						
39	6.50																						
40	6.50																						
45	6.45																						
50	6.35																						
55	6.25																						
60	6.15																						

Rules for using tables

A table contains information that is organised using columns and rows.

There are usually three kinds of tables used in assignments:

- a table you create with your own data (no citation needed),
- a table you create using information from other sources, and
- a table **another author has created**.

How to cite a table

- Captions are brief and informative, without a full stop.
- Place the numbered caption above the table.
- Place the source below the table.
- Use the title “Source” followed by a colon.
- Introduce the source with words such as:
“**data from ...**” for data taken directly from a source, or
“**adapted from ...**” if you alter an author’s table in anyway, or create a table using information from a source.
- Cite the source as you would a footnote.

How to add extra notes to a table

- Use superscript letters instead of numbers for notes that apply to specific parts of the table, e.g., September 17^a
- Add the note under the source, for example:

Source: Data from Australian Bureau of Statistics, accessed April 7 2019, <http://stat.data.abs.gov.au/>.

^aThe most common date for a birthday in Australia in the past 10 years.

The units referred to in this report are outlined in Table 1.

Table 1. Quick guide to electromagnetic quantities

Symbol	Quantity	Unit	Abbreviation
Y	admittance	siemen	S
ω	angular frequency	radian/second	rad/s
C	capacitance	farad	F
ρ	charge density	coulomb/meter ³	C/m ³
G	conductance	siemen	S
σ	conductivity	siemen/meter	S/m
W	energy	joule	J
F	force	newton	N
f	frequency	hertz	Hz
Z	impedance	ohm	Ω
L	inductance	henry	H
\mathcal{F}	magnetomotive force	ampere-turn	A [∘] t
μ	permeability	henry/meter	H/m
ϵ	permittivity	farad/meter	F/m
P	power	watt	W
\mathcal{R}	reluctance	henry ⁻¹	H ⁻¹

Source: Data from Bhag Singh Guru and Hüseyin R. Hiziroglu, *Electromagnetic Field Theory Fundamentals*, 2nd ed. (Cambridge: Cambridge University Press, 2012), 2, <https://doi.org/10.1017/CBO9781139165297>.

Rules for using figures

Figures can be a variety of images such as maps, charts, graphs, diagrams, photographs, maps, musical examples, drawings and paintings. Ensure figures are a suitable size and quality for your reader to view.

How to cite a figure

- The caption and source go below the figure.
- Figure captions are more varied and can include a noun phrase or a full sentence. End the caption with a full stop when writing a whole sentence.
- Figure source lines are written at the end of the caption.
- Introduce the source with words such as:
 - “**adapted from...**” if you alter an author’s work in anyway, or
 - “**courtesy of...**” if no adaptation has been made.
- Cite the source as you would a footnote.

Combination of figures

If two or more images are combined into one figure, refer to them in the caption by their location in the figure, e.g., Above right: ...; right ...; below left:

Note: Sources that are not able to be reproduced in print form, such as videos and animations, place in an Appendix.

Example

Commentators suggest that Spain was renowned for its many navigable river systems as illustrated in Figure 2. The Romans managed the geographical features of these riverine environments to assist navigation and take full advantage of the resulting cultural and economic benefits. In addition to serving as a means of transportation and trade, the Romans exploited their control of the river systems for their own political gain.¹⁵

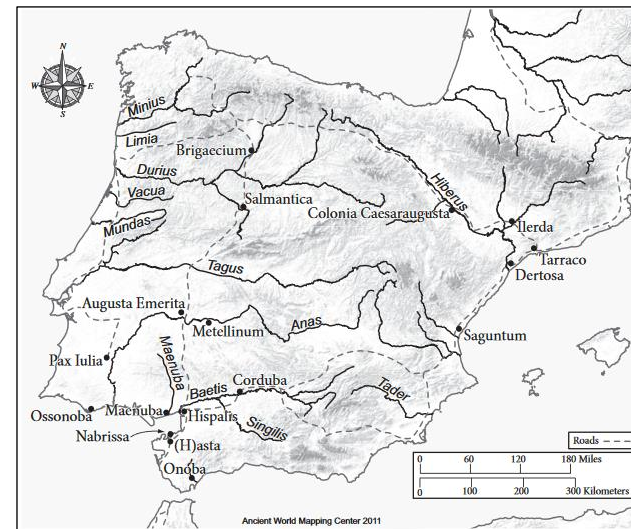


Figure 2. Spain’s navigable river tributaries serving as transportation routes. Courtesy of Brian Campbell, *Rivers and the Power of Ancient Rome* (Chapel Hill: University of North Carolina Press, 2012), 248.

Section 3: How to create a bibliography

This section contains general guidelines for writing your bibliography including examples of the more commonly used citations for books, journals and websites. Section 5 contains specific guidelines to show you how to reference other types of sources. A bibliography provides the reader with enough information to locate the source.

When organising your resources, it is important to generate a draft reference list as you write your assignment to avoid losing information about the source details. On completion, remove any references that were not footnoted within your assignment. **The bibliography at CQUniversity does NOT include all your background reading** (unless a lecturer directs you otherwise).

Formatting a bibliography

The bibliography:

- begins on a **new page** at the end of the assignment.
- includes the title **Bibliography**, which is bold, left aligned, and has the same font style and size as the document.
- is formatted with a **hanging indent**. The first line begins at the left margin, but the second and subsequent lines are indented. (Highlight the reference and use Ctrl +T).
- has the **same font** style and size as the rest of the assignment, usually Times New Roman 12.
- has **single line spacing** (even though the assignment has 1.5 or double line spacing).
- has a **line space** between each reference.

If there are two or more works written by the same author, for all entries after the first, replace the author's name with a 3-em dash (Press 3 consecutive times Ctrl +Alt + Minus on the numeric keypad ———). See the example bibliography on p. 3.

Note: If you use CQUniversity Library's **citation tool**, it sets out the reference in a range of styles. This formatting tool in Chicago/Turabian Style applies to the bibliography entry, **not to the footnote**. This citation tool does not always conform exactly to Turabian style, so always check it against this guide.

Differences between footnote and bibliography entries

Element	Footnotes	Bibliography
<i>Authors' names</i>	<ul style="list-style-type: none"> • Include the first name and/or initials first, then the surname. • For four or more authors, give the first author's last name, followed by et al. (in repeated footnotes). • References are numbered sequentially throughout your assignment using superscript. 	<ul style="list-style-type: none"> • Include the surname of the first author first, followed by their first name and/or initials. • Include all authors. Do not use et al. in the bibliography. • References are in alphabetical order and not numbered or dot pointed.
<i>Punctuation</i>	<ul style="list-style-type: none"> • Commas are used to separate the major elements. • Publication information is enclosed in parentheses. 	<ul style="list-style-type: none"> • Full stops are used to separate the major elements. • Publication information is not enclosed in parentheses.
<i>Page numbers</i>	<ul style="list-style-type: none"> • Include the exact page numbers that you cited in the text. 	<ul style="list-style-type: none"> • Include the span of page numbers on which articles and book chapters begin and end.
<i>Abbreviations</i>	<ul style="list-style-type: none"> • When used in addition to an author, insert the abbreviation <i>ed.</i> or <i>trans.</i> before the editor's or translator's name. 	<ul style="list-style-type: none"> • When used in addition to an author, insert the phrase <i>edited by</i> or <i>translated by</i> before the editor's or translator's name.
<i>Font size</i>	<ul style="list-style-type: none"> • Font is one size smaller than the assignment, usually Times New Roman 11. 	<ul style="list-style-type: none"> • Font size is the same as the rest of the assignment, usually Times New Roman 12.

At CQUniversity, the bibliography contains all sources cited in your footnotes except for:

- unpublished interviews and personal communications,
- the Bible and other sacred works,
- the Australian Constitution and legal cases.

How to order the elements in the bibliography

Referencing books	Example
<p>The following elements should be presented in this order:</p> <ol style="list-style-type: none"> First author's surname, then the first name and/or initials. The order of entries is alphabetical by the first author's surname. Give the author's first name and/or initials in the form it appears on the source. All authors' names with the first name and/or initials, followed by the surname. Include "and" between the last two names. Title of book in italics using title case. For title case, capitalise the first letter of the first word of the title and sub-title (after a colon), and all major words including proper nouns and adjectives. Edition, if not the original publication; for example, 4th ed. Place of publication. Place of publication refers to the city in which the publisher is located. If several cities are given on the source, use the first-listed city. Publisher. Year of publication. Page range. Only include a page range if you consulted a specific chapter or section of a book. 	<p>Author #1's Surname, first name and/or initials, all other author's first names and/or initials, and surnames. <i>Title of Book: Subtitle of Book</i>. Edition number. Place of publication: Publisher's name, Year of publication.</p> <p>Dowling, David, Roger Hadgraft, Anna Carew, Tim McCarthy, Doug Hargreaves, and Caroline Baillie. <i>Engineering Your Future: An Australasian Guide</i>, 3rd ed. Milton Qld: Wiley, 2015.</p> <p>Duiker, William J., and Jackson J. Spielvogel. <i>The Essential World History Volume II: Since 1500</i>, 7th ed. Boston: Wadsworth, 2014.</p> <p>Note the placement of:</p> <ul style="list-style-type: none"> italics (title) commas (between first author's surname and first name, between authors' names, between the publisher and year of publication) full stops (between the major elements, abbreviations – including author's initials) colons (between the title: subtitle, after the place of publication).

Referencing journal articles and periodicals	Example
<p>The following elements should be presented in this order:</p> <ol style="list-style-type: none"> First author's surname, then the first name and/or initials. <i>All authors' names</i> with the first name and/or initials, followed by the surname. Include "and" between the last two names. Title of article in double quotation marks using title case; capitalise the first letter of the first word of the title and subtitle (after a colon), and all major words including proper nouns and adjectives. Title of journal or periodical in italics using title case. Volume number after journal title (do not use the abbreviation). Issue number (with the abbreviation – no.). Date of publication in parentheses (month or season, year). If the publication date is unavailable include the date you accessed the online article. Page numbers on which the article begins and ends. If available, include the alphanumeric string of the DOI appended to https://doi.org/ If there is no DOI, <ul style="list-style-type: none"> use a shortened URL, or the URL in the address bar. 	<p>Author #1's Surname, first name and/or initials, all other author's first names and/or initials, and surnames. "Title of Article: Subtitle of Article." <i>Title of Journal</i> Volume number, no. Issue number (Date of Publication): Page range. URL.</p> <p>Hard Copy journal article (no URL):</p> <p>Mercer, Ben. "Specters of Fascism: The Rhetoric Historical Analogy in 1968." <i>Journal of Modern History</i> 88, no. 1 (March 2016): 96-129.</p> <p>Online journal article with DOI:</p> <p>Roger, Thomas J., and Stephen Blain. "Genocide and Frontier Violence in Australia." <i>Journal of Genocide Research</i> 18, no. 1 (2016): 87-90. https://doi.org/10.1080/14623528.2016.1120466.</p> <p>Online journal article with no DOI:</p> <p>Wu, Yuan-Li, and Roland Y. Wu. "Trading with the People's Republic of China: The Australia Wheat Case." <i>Asian Affairs</i> 6, no. 6 (1979): 387-397. http://www.jstor.org/stable/30171867.</p> <p>Note the placement of:</p> <ul style="list-style-type: none"> italics (title of the journal) colon (between the title: subtitle, after the date of publication) full stops (between the major elements, inside quotation marks, abbreviations – including author's initials) double quotation marks (title of the journal article).

Referencing a website	Example
<p>The available elements are presented in this order:</p> <ol style="list-style-type: none"> First author's surname, then the first name and/or initials. <i>All authors' names</i> with the first name and/or initials, followed by the surname. Include "and" between the last two names. Note: If there is no author, replace with the owner of the site; this does not apply in the footnotes. Title of the page in double quotation marks using title case; capitalise the first letter of the first word of the title and sub-title (after a colon), and all major words including proper nouns and adjectives. Title of the site and/or the owner or sponsor of the site (if different from the author). Date of publication (often the copyright date) or the date last modified, e.g., last modified – day, month, year. <i>If there is no date of publication or posting, include the date you accessed the site – day, month, year.</i> Include the URL. <p>Note: This pattern applies to institutional or personal websites that are formatted in a style unique to this medium.</p> <p><i>For online sources formatted like the printed version, e.g., books, newspapers and articles, cite the source as you would for the printed version and include the URL.</i></p>	<p>Author #1's Surname, first name and/or initials or owner of the site. "Title of the Page." Title of the Site and/or Owner or Sponsor of the site. Publication date or Date accessed. URL.</p> <p>Webpage with author and publication date:</p> <p>Green, Michael. "Lest We Remember: The Australian War Memorial and the Frontier Wars." The Wheeler Centre. 24 February 2014. https://www.wheelercentre.com/notes/f261bb085eb4.</p> <p>Webpage with no author and no publication date:</p> <p>Sydney Opera House. "House History." Accessed 15 March 2019. https://www.sydneyoperahouse.com.</p> <p>Webpage with a revised publication date:</p> <p>Google. "Privacy Policy." Privacy & Terms. Last modified 15 October 2019. https://policies.google.com/privacy.</p> <p>Note the placement of:</p> <ul style="list-style-type: none"> double quotation marks (title of the webpage). full stops (between the major elements, inside quotation marks).

Section 4: What is academic integrity?

Why do I need to reference?

In academic work, you are required to acknowledge the source of all information, ideas, statistics and quotes you have located in your research and presented as evidence in your assignments. Writing an assignment will often involve research using a range of different source types, e.g., books, journal articles. Each time you “borrow” ideas, data, information or illustrations from other sources to use in your assignment, you will need to reference the source. You must reference any source you use even if you have modified the text or image, rather than copying exactly from the source. This includes the following:

- **hard copy sources** (paper based), e.g., books, journal articles, newspapers, magazines, brochures, pamphlets and newsletters;
- **electronic sources**, e.g., websites, online journal articles, videos, blogs, film clips, audio files, Moodle readings;
- **other sources**, e.g., phone conversations, interviews, email conversations; and
- **visuals**, e.g., images, figures and tables.

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; and
- avoid plagiarism and its associated penalties.

Plagiarism

Incorrect referencing techniques, even if they are innocent 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). You would be plagiarising if you copied the ideas, words or thoughts of the authors of your research without acknowledging them, even if you have paraphrased. Plagiarising 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 do not accidentally plagiarise someone else’s work.

Plagiarism is considered “academic 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; and
- plagiarism attracts severe penalties.

How will they know I have plagiarised?

While enrolled at CQUniversity, 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 others, identifying possible plagiarism in your assignment. You can use Turnitin to check your assignment for accidental plagiarism before you submit your final copy to your lecturer.

Steps for avoiding plagiarism	
<i>Record the sources you use.</i>	Before taking notes from any source, record all the bibliographic information, e.g., author, date, title, publisher, and URL.
<i>Take careful notes.</i>	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.
<i>Paraphrase appropriately.</i>	Change the words and structure of the original work keeping only technical words the same.
<i>Use in-text citations in every written draft.</i>	Get into the habit of including the in-text citations as you write each draft of your assignment.
<i>Keep your work secure.</i>	Avoid sharing paper or electronic drafts of your work with other students.
<i>Use Turnitin to check for text matching on assignment drafts.</i>	Use the Turnitin software to check your draft assignment for evidence of matching text before submission.

Section 5: Specific citations for footnotes and the bibliography

This section provides examples showing how to reference specific sources in the footnotes and bibliography. Find the reference similar to your source from the following examples, and the more commonly used examples provided in Sections 2 and 3 for books, journals, and websites. It may be necessary to problem solve by examining a combination of examples to identify the best way to reference a specific item.

General modifications

These modifications apply to the patterns for books, journal articles and websites, as well as to other sources. For modifications to authors, such as multiple authors and editors, see Appendix B: A quick guide to referencing authors.

Modification	Footnote	Bibliography
<p>Several sources cited to make a single point</p> <p>Include the sources in the same footnote separated with a semi-colon.</p> <p>The sources are listed separately in the bibliography and ordered alphabetically by author.</p>	<p>¹ William J. Duiker and Jackson J. Spielvogel, <i>The Essential World History, Volume II: Since 1500</i>, 7th ed. (Boston: Wadsworth, Cengage Learning, 2014), 544; J. R. Ward, “The Industrial Revolution and British Imperialism, 1750-1850,” <i>The Economic History Review</i> 47, no. 1 (February 1994): 44, https://doi.org/10.2307/2598220.</p>	<p>Duiker, William J., and Jackson J. Spielvogel. <i>The Essential World History Volume II: Since 1500</i>. 7th ed. Boston: Wadsworth, 2014.</p> <p>Ward, J. R. “The Industrial Revolution and British Imperialism, 1750-1850.” <i>The Economic History Review</i> 47, no. 1 (February 1994): 44-65. https://doi.org/10.2307/2598220.</p>
<p>One source quoted in another</p> <ul style="list-style-type: none"> Where possible, quote the original source to verify the accuracy and context of the quotation. If unavailable, cite the original source as “quoted in” the secondary source. 	<p>² Jean Riolan, <i>Opuscula Anatomica Nova</i> (London: Flesher, 1649), 44, quoted in Lucian Petrescu, “Descartes on the Heartbeat: The Leuven Affair,” <i>Perspectives on Science</i> 21, no. 4 (Winter 2013): 399.</p> <p>Shortened note:</p> <p>⁴ Petrescu, “Descartes on the Heartbeat,” 401.</p>	<p>Riolan, Jean. <i>Opuscula Anatomica Nova</i>. London: Flesher, 1649. Quoted in Lucian Petrescu, “Descartes on the Heartbeat: The Leuven Affair.” <i>Perspectives on Science</i> 21, no. 4 (Winter 2013): 397- 428.</p>

Modification	Footnote	Bibliography
<p>Multiple works: Same author, different years</p> <ul style="list-style-type: none"> • Arrange the bibliography entries chronologically by publication year from the oldest to most recent. • Undated works (n.d.) follow the dated works. • For successive bibliography entries by the same author, a 3-em dash replaces the author's name in the second and subsequent references. 	<p>Same author, different years:</p> <p>⁵ A. T. Yarwood, "The 'White Australia' Policy: Some Administrative Problems, 1901–1920," <i>Australian Journal of Politics and History</i> 7, no. 3 (Nov. 1961): 248, https://doi.org/10.1111/j.1467-8497.1961.tb01074.x.</p> <p>⁶ A. T. Yarwood, <i>Asian Migration to Australia</i> (Melbourne: University Press, 1964), 5.</p> <p>Shortened note:</p> <p>⁷ Yarwood, "The 'White Australia' Policy," 259.</p> <p>⁸ Yarwood, <i>Asian Migration to Australia</i>, 7.</p>	<p>Same author, different years:</p> <p>Yarwood, A. T. "The 'White Australia' Policy: Some Administrative Problems, 1901–1920." <i>Australian Journal of Politics and History</i> 7, no. 3 (Nov. 1961): 245-260. https://doi.org/10.1111/j.1467-8497.1961.tb01074.x</p> <p>———. <i>Asian Migration to Australia</i>. Melbourne: Melbourne University Press, 1964.</p> <p>Note: See p. 19 for formatting the 3-em dash.</p>
<p>Multiple works: Same author, same year</p> <ul style="list-style-type: none"> • For two or more works by the same author in the same year, order them alphabetically by title in the bibliography. • For successive entries in the bibliography by the same author, a 3-em dash replaces the author's name in the second and subsequent references. 	<p>Same author, same year:</p> <p>⁹ Dale Copeland, "Rationalist Theories of International Politics and the Problem of the Future," <i>Security Studies</i> 20, no. 3 (July 2011): 442, https://doi.org/10.1080/09636412.2011.600144.</p> <p>¹⁰ Dale Copeland, "A Tragic Choice: Japanese Preventive Motivations and the Origins of the Pacific War," <i>International Interactions</i> 37, no. 1 (March 2011): 118, https://doi.org/10.1080/03050629.2011.546722.</p> <p>Shortened note:</p> <p>¹¹ Copeland, "Rationalist Theories," 449.</p> <p>¹² Copeland, "A Tragic Choice," 125.</p>	<p>Same author, same year:</p> <p>Copeland, Dale. "A Tragic Choice: Japanese Preventive Motivations and the Origins of the Pacific War." <i>International Interactions</i> 37, no.1 (March 2011): 116-126. https://doi.org/10.1080/03050629.2011.546722.</p> <p>———. "Rationalist Theories of International Politics and the Problem of the Future." <i>Security Studies</i> 20, no. 3 (July 2011): 441-450. https://doi.org/10.1080/09636412.2011.600144.</p> <p>Note: See p. 19 for formatting the 3-em dash.</p>

Modification	Footnote	Bibliography
<p>No publication date</p> <ul style="list-style-type: none"> For printed sources, use n.d. (no date) in place of the date. For online sources, replace the publication date with the access date. 	<p>Printed sources with no publication date:</p> <p>¹³ Mary Ann Friend, <i>Mary Ann Friend's Journal of a Voyage to Hobart with Account of the Settlement on the Swan Rover</i>, journal typescript, n.d., State Library of Western Australia, https://test.slwa.wa.gov.au/wa-story/mary-ann-friend-journal.</p> <p>Online sources with no publication date:</p> <p>¹⁴ “House History,” Sydney Opera House, accessed 15 May 2021, https://www.sydneyoperahouse.com.</p>	<p>Friend, Mary Ann. <i>Mary Ann Friend's Journal of a Voyage to Hobart with Account of the Settlement on the Swan Rover</i>. n.d. State Library of Western Australia. https://test.slwa.wa.gov.au/wa-story/mary-ann-friend-journal.</p> <p>Sydney Opera House. “House History.” Accessed 15 May 2021. https://www.sydneyoperahouse.com.</p>
<p>Approximate date</p> <ul style="list-style-type: none"> For approximate publishing dates, use ca. in front of the year (abbreviated from the Latin word “circa”, meaning “around” or “about”). 	<p>¹⁵ Jimmy Pike, <i>Warnajiljikkarraji (Snake Story)</i>, ca. 1987, print, Sydney: Art Gallery of NSW, https://www.artgallery.nsw.gov.au/.</p>	<p>Pike, Jimmy. <i>Warnajiljikkarraji (Snake Story)</i>. ca. 1987. Sydney: Art Gallery of NSW. https://www.artgallery.nsw.gov.au/.</p>

Modifications for books

Modification	Footnote	Bibliography
<p>Chapters and sections</p> <ul style="list-style-type: none"> You normally cite the whole book, even if you only refer to part of it, however, you may prefer to cite an independent chapter or section to indicate how it is relevant to your research. Include the author of the chapter/section and the chapter title in double quotation marks, followed by “in” and the book title, editor (if any) and publication details. In the bibliography, place the full-page span of the chapter after the book title or editor’s name. “In” has a capital letter in the bibliography, as it follows a full stop. 	<p>Footnote number Chapter author's first name and/or initials and surname, “Title of Chapter,” in <i>Title of Book</i>, (Place of publication: Publisher's name, Date of publication), Page number.</p> <p>Book with the same author(s) for all chapters:</p> <p>¹ John Heritage and Steven Clayman, “Interaction en Masse Audiences and Speeches,” in <i>Talk in Action: Interactions, Identities, and Institutions</i> (West Sussex: Wiley-Blackwell, 2010), 263.</p> <p>Edited collections with multiple authors:</p> <p>² A. Tolson, “Televised Chat and the Synthetic Personality,” in <i>Broadcast Talk</i>, ed. Pam Scannell (London: Sage Publications, 1991), 178.</p> <p>Shortened note:</p> <p>³ Heritage and Clayman, “Interaction en Masse,” 284.</p>	<p>Chapter author’s surname, first name and/or initials. “Title of Chapter.” In <i>Title of Book</i>, Page span. Place of publication: Publisher’s name, Date of publication. URL if sourced online.</p> <p>Heritage, John, and Steven Clayman. “Interaction en Masse Audiences and Speeches.” In <i>Talk in Action: Interactions, Identities, and Institutions</i>, 263–287. West Sussex: Wiley-Blackwell, 2010.</p> <p>Tolson, A. “Televised Chat and the Synthetic Personality.” In <i>Broadcast Talk</i>, edited by P. Scannell, 178–200. London: Sage Publications, 1991.</p>
<p>Reprint editions</p> <ul style="list-style-type: none"> Include the latest publication date. For classics, also include the original publication date. 	<p>Reprint edition of a classic</p> <p>⁴ Jane Austen, <i>Pride and Prejudice</i> (1813, repr., New York: Penguin Classics, 2003), 45.</p>	<p>Austen, Jane. <i>Pride and Prejudice</i>. 1813. Reprint. New York: Penguin Classics, 2003.</p>

Modification	Footnote	Bibliography
<p>Revised editions</p> <ul style="list-style-type: none"> • Include an abbreviated description after the title, e.g., rev. ed., 2nd ed. <p>Note: Rev. begins with a capital letter in the bibliography as it is placed after a full stop.</p>	<p>⁵ Douglas E. Foley, <i>Learning Capitalist Culture: Deep in the Heart of Tejas</i>, 2nd ed. (Philadelphia: University of Pennsylvania Press, 2010), 218.</p> <p>⁶ Roy MacLeod, ed., <i>The Library of Alexandria: Centre of Learning in the Ancient World</i>, rev. ed. (London: I. B. Tauris, 2004), 97.</p>	<p>Foley, Douglas E. <i>Learning Capitalist Culture: Deep in the Heart of Tejas</i>. 2nd ed. Philadelphia: University of Pennsylvania Press, 2010.</p> <p>MacLeod, Roy, ed. <i>The Library of Alexandria: Centre of Learning in the Ancient World</i>. Rev. ed. London: I. B. Tauris, 2004.</p>
<p>Multivolume works</p> <ul style="list-style-type: none"> • Include the multivolume title, the number of volumes using the abbreviation – vol., and the span of publication dates. 	<p>⁷ A. L. Rowse, ed., <i>The Annotated Shakespeare</i>, 3 vols. (New York: Clarkson Potter, 1978), 2413.</p> <p>Note: Cite works with individual volume titles separately.</p>	<p>Rowse, A. L. ed. <i>The Annotated Shakespeare</i>. 3 vols. New York: Clarkson Potter, 1978.</p>
<p>One volume of a multivolume work</p> <ul style="list-style-type: none"> • Include the title of the whole volume, the volume number using the abbreviation – vol., and the individual volume title. • If there is no volume title, place the volume number and a colon, immediately before the page number. 	<p>Footnote Number Volume author's name, <i>Title of Multivolume Work</i>, Volume number, <i>Title of Volume</i> (Place of publication: Publisher, Year), Page number.</p> <p>⁸ C. M. H. Clark, <i>A History of Australia</i>, vol. 5, <i>The People Make Laws 1888-1915</i> (Melbourne VIC: Melbourne University Press, 1987), 428.</p> <p>No volume title:</p> <p>⁹ Muriel St. Clare Byrne, ed., <i>The Lisle Letters</i> (Chicago: University of Chicago Press, 1981), 4:243.</p>	<p>Byrne, Muriel St. Clare, ed. <i>The Lisle Letters</i>. Vol 4. Chicago: University of Chicago Press, 1981.</p> <p>Clark, C. M. H. <i>A History of Australia</i>. Vol. 5, <i>The People Make Laws 1888-1915</i>. Melbourne VIC: University Press, 1987.</p>
<p>Series</p> <p>Include the author, title of the book, series title and number, and publication details.</p>	<p>¹⁰ Rick Atkinson, <i>An Army at Dawn: The War in North Africa, 1942-1943</i>, The Liberation Trilogy, bk. 1 (New York: Holt Paperbacks, 2002), 16.</p>	<p>Atkinson, Rick. <i>An Army at Dawn: The War in North Africa, 1942-1943</i>. The Liberation Trilogy 1. New York: Holt Paperbacks, 2002.</p>

E-books and audio books

Cite e-books the same as print books (see p. 8 for footnotes and p. 21 for bibliography) and add information about the format consulted. Page numbers from an e-book can sometimes differ from other sources. Consult the printed version (or an exact reproduction of the printed version) for specific page numbers, or cite by chapter (chap.), part (pt.) or section (sec.).

Format	Footnote	Bibliography
<p>E-book available online Include a URL.</p>	<p>¹ William J. Rust, <i>Eisenhower and Cambodia: Diplomacy, Covert Action, and the Origins of the Second Indochina War</i> (Lexington: University Press of Kentucky, 2016), 85, http://www.jstor.org/stable/j.ctt1bqzmsw.</p>	<p>Rust, William J. <i>Eisenhower and Cambodia: Diplomacy, Covert Action, and the Origins of the Second Indochina War</i>. Lexington: University Press of Kentucky, 2016. http://www.jstor.org/stable/j.ctt1bqzmsw.</p>
<p>E-book chapter via CQU library search or database Include the name of the database.</p>	<p>² William S. Turley, <i>The Second Indochina War: A Concise Political and Military History</i>, 2nd ed. (Lanham, MD: Rowman and Littlefield, 2008), chap. 4, ProQuest Ebook Central.</p>	<p>Turley, William S. <i>The Second Indochina War: A Concise Political and Military History</i>, 2nd ed. Lanham, MD: Rowman and Littlefield, 2008. ProQuest Ebook Central.</p>
<p>Kindle and other providers Include the provider's name.</p>	<p>³ Malcom Gladwell, <i>Outliers: The Story of Success</i> (Boston: Little Brown, 2008), chap. 1, sec. 4, Kindle.</p>	<p>Gladwell, Malcom. <i>Outliers: The Story of Success</i>. Boston: Little Brown, 2008. Kindle.</p>
<p>Audio book Include the available elements:</p> <ul style="list-style-type: none"> • Author's name • Title of the book in italics. • Narrator's name. • Audio publisher. • Date of the audio version or the access date. • Page number or chapter. • Format – Audiobook. • URL if sourced online. 	<p>Footnote number Authors' first name and/or initials and surname, <i>Title of the Audiobook</i>, narrated by Narrator or contributor, (Digital publisher's name, Year of digital publication or Access date), Chapter or page number, Audiobook, URL (if sourced online).</p> <p>⁴ George Huppert, <i>After the Black Death: A Social History of Early Modern Europe</i>, 2nd ed., narrated by Neil Holmes (University Press Audiobooks, 2015), chap. 3, audiobook, http://universitypressaudiobooks.com.</p>	<p>Huppert, George. <i>After the Black Death: A Social History of Early Modern Europe</i>. 2nd ed. Narrated by Neil Holmes. University Press Audiobooks, 2015. Audiobook. http://universitypressaudiobooks.com.</p>

Magazines and modifications for journal articles and periodicals

Magazine articles are intended for general readership; therefore, evaluate them for their “scholarliness”—including bias, validity and trustworthiness of the authors. If an article from a periodical contains citations, treat it as a journal article; if not, reference it as a magazine article.

Format	Footnote	Bibliography
<p>Magazines or magazine supplements</p> <p>Cite magazines by date only (no volume or issue numbers).</p> <ul style="list-style-type: none"> The date is not enclosed in parentheses. Include page numbers in the footnote only if you cite a specific passage. Use a comma rather than a colon between the date and page numbers. Include the type of article (if known), e.g., regular column, profile, feature article. Include a URL if sourced online. 	<p>Footnote number Author’s first name and/or initials and surname, “Title of Article,” Type of article, <i>Title of Magazine</i>, Date published, Page number, URL (if sourced online).</p> <p>¹ Borja Pelegero Alcaide, “The Great Wall of China’s Long Legacy,” feature article, <i>National Geographic: History</i>, 31 December 2018, https://www.nationalgeographic.com/archaeology-and-history/magazine.</p>	<p>Author’s surname, first name and/or initials. “Title of Article.” <i>Title of the Magazine</i>, Date published. URL (if sourced online).</p> <p>Alcaide, Borja Pelegero. “The Great Wall of China’s Long Legacy.” <i>National Geographic: History</i>, 31 December 2018. https://www.nationalgeographic.com/archaeology-and-</p>
<p>Abstracts</p> <ul style="list-style-type: none"> In the footnote, cite an abstract using the full journal citation (or other work) and insert the word “abstract” prior to the journal title. In the bibliography, cite the full article (or other work) and not the abstract. <p>The same format applies to executive summaries and introductions.</p>	<p>² Vishal Ranjan, “Australia and India in Asia: When ‘Look West’ Meets Act East,” abstract, <i>Strategic Analysis</i> 40, no. 5 (7 August 2016): 425, https://doi.org/10.1080/09700161.2016.1209906.</p>	<p>Ranjan, Vishal. “Australia and India in Asia: When ‘Look West’ Meets Act East.” <i>Strategic Analysis</i> 40, no. 5 (7 August 2016): 425-39. https://doi.org/10.1080/09700161.2016.1209906.</p>

Format	Footnote	Bibliography
<p>Modifications for journal articles</p> <p>Special issues</p> <ul style="list-style-type: none"> • A special issue is a journal issue devoted to a single theme. • Include the words “special issue” prior to the journal title. <p>Supplements</p> <ul style="list-style-type: none"> • Supplements are usually numbered separately to the regular issues. • Include S as part of the supplement issue number and page number. <p>Own title, author and editor</p> <p>If a special issue or supplement is part of a regular issue with its own title and editor, include them in the citation.</p> <p>Include the elements in this order:</p> <ol style="list-style-type: none"> 1. Author of the special issue. 2. Title in double quotation marks. 3. The word “in” and the regular issue title and editor (if included). 4. Journal title, volume, and supplement issue number. 5. Publication date. 6. Page number. 7. URL if sourced online. 	<p>Special issue:</p> <p>³ John Parker, Luca Bertelli, and Peter Dromgoole, “4D Seismic Technology,” special issue, <i>Petroleum GeoScience</i> 9, no. 4 (1 January 2003): 2, https://doi.org/10.1144/1354-079302-531.</p> <p>Supplement:</p> <p>⁴ Richard L. Weaver and Oleg I. Lobkis, “Diffuse Fields in Ultrasonics and Seismology,” <i>Geophysics</i> 71, S4 (July 2006): S18, https://doi.org/10.1190/1.2212247.</p> <p>Supplement with own title and authors:</p> <p>⁵ Ivar Ekeland, James J. Heckman, and Lars Nesheim, “Identification and Estimation of Hedonic Models,” in “Papers in Honor of Sherwin Rosen,” <i>Journal of Political Economy</i> 112, S1 (February 2004): S72, https://doi.org/10.1086/379947.</p>	<p>Special issue:</p> <p>Parker, John, Luca Bertelli, and Peter Dromgoole. “4D Seismic Technology.” Special issue, <i>Petroleum GeoScience</i> 9, no. 4 (1 January 2003): 1-6. https://doi.org/10.1144/1354-079302-531.</p> <p>Supplement:</p> <p>Weaver, Richard L., and Oleg I. Lobkis. “Diffuse Fields in Ultrasonics and Seismology.” <i>Geophysics</i> 71, S4 (July 2006): S15-S19. https://doi.org/10.1190/1.2212247.</p> <p>Supplement with own title and authors:</p> <p>Ekeland, Ivar, James J. Heckman, and Lars Nesheim. “Identification and Estimation of Hedonic Models.” In “Papers in Honor of Sherwin Rosen.” <i>Journal of Political Economy</i> 112, S1 (February 2004): S72-78. https://doi.org/10.1086/379947.</p>

Newspapers and news articles

Cite newspaper articles similar to magazines; **cite by date only** and **omit page numbers**, even for printed editions.

Newspaper titles

- Omit 'The' from the newspaper title.
- If the name of a local newspaper does not include a city, it may be added to the official title, e.g., *Townsville Bulletin*.
- For papers shared by several cities, add a state or province in parentheses, e.g., *Daily Telegraph (NSW)*.
- For national newspapers, you may need to identify a country, e.g., *Times (UK)*.

Format	Footnote	Bibliography
<p>Newspaper article</p> <p>Include the elements in this order:</p> <ol style="list-style-type: none"> 1. Author of the article (if available). <p>Note: Always check the validity of a site that has no author or sponsor.</p> <ol style="list-style-type: none"> 2. Title of the article in double quotation marks. 3. Title of the news source in italics. 4. Date of publication – date, month, year. 5. For articles read online, include a URL. <p>Note: If it is not a regular article, include the section of the news source cited, e.g., editorial, letter to the editor, obituary. Place this before the title of the news source.</p>	<p>Footnote number Author's first name and/or initials and surname, "Title of Article," <i>Title of News Source</i>, Date published, URL (if sourced online).</p> <p>With Author:</p> <p>¹ Robert Menzies, "The Issue of Socialism," <i>Melbourne Herald</i>, 9 December 1949.</p> <p>Without author:</p> <p>² "Kidney Disease Costs to Rise," <i>Townsville Bulletin</i>, 6 November 2010.</p> <p>Online News article:</p> <p>⁴ Christine Bennett, "A National Day for All of Us: Australians' Day," letter to the editor, <i>National Indigenous Times</i>, 31 January 2019, https://nit.com.au/.</p>	<p>Bennett, Christine. "A National Day for All of Us: Australians' Day." <i>National Indigenous Times</i>, 31 January 2019. https://nit.com.au/.</p> <p>Menzies, Robert. "The Issue of Socialism." <i>Melbourne Herald</i>, 9 December 1949.</p> <p><i>Townsville Bulletin</i>. "Kidney Disease Costs to Rise." 6 November 2010.</p> <p>Note: If there is no author, replace with the title of the newspaper in the Bibliography.</p>

Blogs, online forums and social media

Format	Footnote	Bibliography
<p>Blog posts</p> <p>Cite in a similar way to newspaper and magazine articles.</p> <ul style="list-style-type: none"> • Title of the post is in double quotation marks. • Blog title is in italics. • Include the word “blog” in parentheses after the blog title if it is not obvious in the title. • If the blog is part of a news website, include the name of the publication after the title of the blog. 	<p>Footnote number Author’s first name and/or initials and surname, “Title of Post,” <i>Title of Blog, Name of publication</i>, Date, URL.</p> <p>¹ Cristian Ispir, “Medieval Hipsters,” <i>Medieval Manuscripts Blog, British Library</i>, 14 November 2018, https://blogs.bl.uk/digitisedmanuscripts/2018/11/in-defence-of-medieval-beards.html.</p> <p>² Mary O’Callaghan, “The Upside of Blackwater River Flows,” <i>ECOS (blog)</i>, 27 April 2018, https://blogs.csiro.au/ecos/.</p>	<p>Ispir, Cristian. “Medieval Hipsters.” <i>Medieval Manuscripts</i>. British Library, 14 November 2018. https://blogs.bl.uk/digitisedmanuscripts/2018/11/in-defence-of-medieval-beards.html.</p>
<p>Online forums and mailing lists</p> <p>Include the available elements in this order:</p> <ol style="list-style-type: none"> 1. Name of the correspondent. 2. Title of the subject in double quotation marks and capitalised as the original. For a reply to a post on an online forum, include “reply to” before the subject or thread. 3. Name of the forum or list. For an email, include “email to” before the forum name. 4. Date – date, month, year (time in parentheses). 5. URL (omit the email address). <p>Note: Cite private emails or posts according to the guidelines for personal communications.</p>	<p>Footnote number Correspondent’s first name and/or initials and surname or Organisation’s name, “Subject,” Name of forum, Date of publication (Time), URL.</p> <p>³ Kununurra Historical Society, “Ord River Project and Kununurra Images Online from KHS,” Trove: Pictures, 4 January 2011 (01:41 a.m.), https://trove.nla.gov.au/forum/.</p> <p>⁴ David Symons, reply to “How Can we Transform Solar Energy Power?” Engineering Exchange, 9 September 2017 (12:44 a.m.), https://www.engineeringexchange.com/forum.</p> <p>⁵ Sharon Naylor, “Removing a Thesis,” email to Education and Behaviour Science ALA Discussion List, 23 August 2018 (1:47 p.m.), http://listserv.uncc.edu/archives/ebss-1.html.</p>	<p>Kununurra Historical Society, “Ord River Project and Kununurra Images Online from KHS.” Trove: Pictures, 4 January 2011 (01:41 a.m.). https://trove.nla.gov.au/forum/.</p> <p>Naylor, Sharon. “Removing a Thesis.” Email to Education and Behaviour Science ALA Discussion List, 23 August 2018 (1:47 p.m.). http://listserv.uncc.edu/archives/ebss-1.html.</p>

Format	Footnote	Bibliography
<p>Social media</p> <p>Include the available elements in this order:</p> <ol style="list-style-type: none"> 1. Author of the post, including screen name or account name in parentheses. 2. Quote the post using no more than 160 characters (not words) instead of a title – capitalise as the original text and enclose in double quotation marks. (Do not include if already quoted in the assignment text). 3. Type of post, e.g., Facebook. A description can be included in parentheses (video). 4. Date – date, month, year (time). 5. URL – often found via the date stamp. <p>For comments on an already cited post, include the author of the comment and date posted, followed by “comment on” and the shortened form of the previously referenced post.</p>	<p>Footnote number Author’s first name and/or initials and surname (screen name), “Text of the post up to 160 characters,” Type of post (description), Date of post (Time), URL.</p> <p>⁶ Australian Museum, “In Capturing Nature,” Facebook (photo), 4 February 2019 (2:34 p.m.), https://www.facebook.com/australianmuseum.</p> <p>Comments on a post:</p> <p>⁷ Jason Smith, 10 February 2019, comment on Australian Museum, “In Capturing Nature.”</p> <p>Shortened note:</p> <p>⁸ Australian Museum, “In Capturing Nature.”</p>	<p>Australian Museum. “In Capturing Nature.” Facebook, 4 February 2019 (2:34 p.m.). https://www.facebook.com/australianmuseum.</p> <p>Tip: Take a screen shot of your citation to refer to it later, as items shared via social media can tend to disappear.</p>

Personal communications

Personal communications include letters, text messages, conversations, email correspondence, and telephone correspondence.

Format	Footnote
<p>Include the available elements in this order:</p> <ol style="list-style-type: none"> 1. Name of the writer of the correspondence. 2. Name of recipient or use “author” if referring to yourself as the author of the paper. 3. Type of communication, e.g., text message, email. 4. Date of communication – date, month, year. 	<p>¹ Philip Massey to author, email, 23 April 2021.</p> <p>² Emma Fenton to author, phone conversation, 21 March 2021.</p> <p>Note: Email and other addresses are not included. Personal communications may be omitted from the bibliography.</p>

Interviews and reviews

Format	Footnote	Bibliography
<p>Interviews: Include the following as available:</p> <ol style="list-style-type: none"> Name of the person interviewed (interviewee), “interview by” – name of the interviewer. <ul style="list-style-type: none"> For published interviews, replace the interviewee with the interview title (enclosed in double quotation marks) if the interviewee’s name is included in the title. If confidentiality is required, use the context (e.g., interview by historian) or reason (e.g., the names of the interviewees were withheld by mutual agreement). <ol style="list-style-type: none"> Format, e.g., transcript. Place and date of the interview. Location of recording/transcript, if different from the place. URL if sourced online. 	<p>Footnote number Interviewee’s first name and/or initials and surname, interview by Interviewer’s first name and/or initials and surname, Format, Place of interview, Date of interview, Location of recording, URL (if sourced online).</p> <p>Unpublished interview:</p> <p>¹ Jason Smith, interview by author, recording, Brisbane, 28 March 2020.</p> <p>Published interview:</p> <p>² “Diane Bell Talks about Charles Perkins, the Martin Luther King Jr. of Indigenous Australians,” interview by Lisa Simeone, transcript, Washington DC, 29 October 2000, National Public Radio, https://www.npr.org.</p> <p>Shortened note: This differs from the usual pattern.</p> <p>³ Smith, interview.</p>	<p>Bell, Diane. “Diane Bell Talks about Charles Perkins, the Martin Luther King Jr. of Indigenous Australians.” Interview by Lisa Simeone. Washington DC, 29 October 2000. National Public Radio. https://www.npr.org</p> <p>Note: The name of the interviewee is treated as the author in the bibliography.</p>
<p>Reviews: Include the following as available:</p> <ol style="list-style-type: none"> Name of the reviewer followed by “review of”. Title of the work being reviewed in italics (e.g., a book title). Creator’s name, e.g., author, composer, preceded with “by”. Location of the work, e.g., the performance or film studio. Source containing the review and date of the source’s publication. URL if sourced online. 	<p>Footnote number Reviewer’s first name and/or initials and surname, review of <i>Title of the Work</i>, by creator’s first name and/or initials and surname, Location of work, Review source, Date of review publication, URL.</p> <p>⁴ Martin Duwell, review of <i>Imaginative Expansions</i>, by Judith Beveridge, Sydney Review of Books, 9 November 2018, https://sydneyreviewofbooks.com/.</p> <p>Shortened note:</p> <p>⁶ Duwell, <i>Imaginative Expansions</i>.</p>	<p>Scott, A. O. Review of <i>The Debt</i>. Directed by John Madden. Miramaz Films. <i>New York Times</i>, 31 August 2011.</p>

Archival sources and manuscript collections (unpublished works)

Archival material can include a wide variety of primary sources. Archives are original, often rare and usually irreplaceable. An archival record is sometimes the only copy that exists. The National Archives of Australia selects records as archives that possess one or more of the following values: administrative, research, evidential, legal, financial or display.¹

Archives are generally groups of documents created by organisations such as government agencies, corporations, and non-profit groups. The sources include oral histories, photographs, letters, newspapers, ledgers, census reports, speeches, films, official documents (marriage and birth certificates), sound recordings and other material.²

Manuscript collections are private collections or archives, and consist of a group of documents often created by individuals or families (personal papers). They may contain personal letters, legal documents, business records, photographs, personal diaries and other materials.³

The term '**archives**' can refer to “records that are preserved permanently because of their enduring value; the building, room or storage area where archival material is kept; or an organisation responsible for the care and control of archival material.”⁴

Bibliography

- Begin with the author’s name if available; if a document has a title but no author, list the title first.
- If you are **citing multiple items** from a collection, list the collection as a whole in the bibliography (not the individual items).

Footnote

- Citing unpublished sources is less standardised and more complex than published sources. Include in the referencing as much identifying information as available and adapt the patterns outlined in a consistent format.
- You may need to consult the examples in Section 2, 3 and 5 of the guide to decide how to cite a particular source, e.g., for oral histories, cite as an interview and add the archival location information if available.

¹ “What are Archives? – Fact Sheet 4,” National Archives of Australia, 2019, <http://www.naa.gov.au/collection/fact-sheets/fs04.aspx>.

² “Appendix D: Museum Archives and Manuscript Collections”, *NPS Museum Handbook: Part 2*, 2008, 6-8, <https://www.nps.gov/museum/publications/>; “Archives Matter”, Australian Society of Archivists, August 2007, <https://www.archivists.org.au/documents/item/10>.

³ Ibid.

⁴ “What are Archives?”

Format	Footnote	Bibliography
<p><i>Adapt the citation based on the following:</i></p> <p>Archival sources</p> <ol style="list-style-type: none"> 1. <i>Author of the collection or title of the item.</i> 2. <i>Item description, e.g., letter, personal journal.</i> 3. <i>Date of publication – day, month, year.</i> 4. <i>Name of collection in double quotation marks.</i> 5. <i>Item locator, box number, folder number, collection number.</i> 6. <i>Repository – the place where the archives are stored.</i> 7. <i>URL if sourced online.</i> 	<p>Footnote number Author's first name and/or initials and surname, item description, Date of publication, "Title of Collection," Item locator, Box number, Folder number, Collection number, Repository, URL.</p> <p>¹ Andy McKay's installation as Dalhousie president, photograph, February 1981, "Wamboldt-Waterfield Photographic Collection," MS-4-250, Box 74, Folder 7, Dalhousie University Archives.</p> <p>² "Queensland Government Gazette: Extraordinary," front page, 12 November 1918, "Shell-shocked: Australia after Armistice," Series M3816, National Archives of Australia, http://www.naa.gov.au/.</p>	<p>Queensland Government Gazette: Extraordinary, 12 November 1918. "Shell-shocked: Australia after Armistice." Series M3816. National Archives of Australia. http://www.naa.gov.au.</p>
<p>Manuscript collections</p> <ol style="list-style-type: none"> 1. <i>Author(s) of the collection.</i> 2. <i>Title of the document. Use double quotation marks for specific titles but not generic titles, e.g., minutes.</i> 3. <i>Type of collection or document, e.g., paper or manuscript (MS and MSS can be used). For collections not in archives, use "private collection".</i> 4. <i>Date of the item (there may be various dates).</i> 5. <i>Name of the collection or documents.</i> 6. <i>Repository: Add location if stored in an archive.</i> 7. <i>Page numbers: Manuscripts may have page numbers; older scripts may have folios, series or file numbers.</i> 8. <i>URL if sourced online.</i> 	<p>Footnote number Author's first name and/or initials and surname, "Title of Document," Type of document, Date, Title of collection, Repository, URL (if sourced online).</p> <p>³ F. J. Fitzgerald, "The Story of William Bailey and the Egerton Mine," MS, 1966, Manuscript Collections, State Library Victoria, http://search.slv.vic.gov.au.</p> <p>⁴ Dennis Allen to Stan Lee, letter, 26 October 1976, Stan Lee Papers, Box 13, Folder 4, Coll. 8302, American Heritage Center.</p> <p>Shortened note: Author, Item description, Collection name.</p> <p>⁶ Dennis Allen to Stan Lee, letter, Stan Lee Papers.</p>	<p>Fitzgerald, F. J. "The Story of William Bailey and the Egerton Mine." MS. 1966. Manuscript Collections. State Library Victoria. http://search.slv.vic.gov.au.</p>

Classic and sacred works

Format	Footnote	Bibliography
<p>Classical, Medieval, Renaissance, and Early English works</p> <ul style="list-style-type: none"> Classical works have usually been published in many versions and are cited more simply than modern works. The organisation of these works is often in numbered sections, e.g., stanza or line, instead of page numbers. <p>Cite in the following order:</p> <ol style="list-style-type: none"> Author's first name (and/or initial) and surname. Title of the work in italics. Section number in Arabic numerals, e.g., 1.7.27. Include the type of section if relevant, e.g., bk. 3, line 21. <p>Cite poems and plays by book (bk.), canto, and stanza (st.); or stanza and line; or act, scene and line.</p>	<p>Footnote number Author's first name and/or initial and surname, <i>Title of Work</i> Section number.</p> <p>¹ Homer, <i>Illiad</i> bk. 3, line 21.</p> <p>² Ovid, <i>Amores</i> 1.7.27.</p> <p>³ Spenser, <i>The Faerie Queene</i> bk. 2, canto 8, st. 14.</p> <p>Note: There is no comma between the title and the section numbers.</p> <p>Translated/edited works:</p> <p>⁴ Homer, <i>Illiad</i>, trans. E. V. Rieu and Peter Jones (London: Penguin Books, 2015) 45.</p> <p>Note: Follow the format for a translated or edited book.</p>	<p>In the bibliography, state the edition or translation of the work you cited by following the format for for a translated or edited book.</p> <p>Homer. <i>Illiad</i>. Translated by E. V. Rieu and Peter Jones. London: Penguin Books, 2015.</p> <p>Shakespeare, William. <i>Hamlet</i>. Edited by Anne Thompson and Neil Taylor. London: Arden Shakespeare, 2006.</p>
<p>The Bible and other sacred works</p> <p>Cite in the following order:</p> <ol style="list-style-type: none"> Book of the Bible, using the traditional abbreviation. Chapter and verse numbers; separated by a colon. Version of the Bible in parentheses. <p>For works from other religious traditions, adapt the pattern for the Bible as appropriate. Include the name of the work and the part in parentheses.</p>	<p>Footnote number Book of the Bible and Chapter number: Verse number (Version of the Bible).</p> <p>Bible:</p> <p>⁵ Rom. 8:31-32 (New King James).</p> <p>⁶ Jer. 31:3 (NIV).</p> <p>Other sacred works:</p> <p>⁷ Qur'an 2 (al-Baqarah): 257.</p>	<p>The Bible and other sacred works may be omitted from the bibliography.</p>

Well-known reference works

Format	Footnote	Bibliography
<p>Dictionaries, encyclopaedias and well-known reference works</p> <p>Cite in the following order:</p> <ol style="list-style-type: none"> 1. Title of the work in italics. 2. Edition number (if not the first). 3. Title of the entry enclosed in double quotation marks and preceded by s.v. (“sub verso” – Latin for “under the word”). This applies for dictionaries and encyclopaedias arranged by key terms. 4. Access date and URL if sourced online. <p>Omit the facts of publication, volume and page numbers in the footnotes.</p> <p>Note: For more specialised and less common works, include the author and publication details in the footnotes and the bibliography.</p>	<p>Footnote number <i>Title of Work</i>, edition, s.v. “Title of entry,” Access date, URL (if sourced online).</p> <p>Well-known reference works:</p> <p>¹ <i>Oxford English Dictionary</i>, 7th ed., s.v. “chiaroscuro.”</p> <p>² <i>Oxford English Dictionary</i>, s.v. “personalia,” accessed 28 April 2021, http://www.oed.com/view/Entry/141483.</p> <p>³ <i>Encyclopaedia Britannica</i>, 15th ed., s.v. “Salvation.”</p> <p>⁴ <i>Encyclopaedia Britannica</i>, s.v. “Serval (mammal),” accessed 2 June 2021, https://www.britannica.com/animal/serval</p> <p>Specialised reference works:</p> <p>⁵ Sylvia Kleinert, <i>Australian Dictionary of Biography</i> (Melbourne: Melbourne University Publishing, 2000), s.v. “Namatjira, Albert.”</p> <p>⁶ Christof Rapp, <i>The Stanford Encyclopedia of Philosophy</i>, ed. Edward N. Zalta, rev. ed. (Spring, 2010), s.v. “Aristotle's Rhetoric,” https://plato.stanford.edu/archives/spr2010/entries/aristotle-rhetoric/.</p>	<p>Kleinert, Sylvia. <i>Australian Dictionary of Biography</i>. Melbourne: Melbourne University Publishing, 2000.</p> <p><i>Oxford English Dictionary</i>. 7th ed. Oxford, UK: Oxford University Press, 2012.</p> <p>Rapp, Christof. <i>The Stanford Encyclopedia of Philosophy</i>. Edited by Edward N. Zalta. Rev. ed. Spring, 2010. https://plato.stanford.edu/archives/spr2010/entries/aristotle-rhetoric/.</p>
<p>Atlas</p> <ul style="list-style-type: none"> • For an atlas, cite as a book. • If there is no author or editor, begin with the title instead, written in italics using title case. 	<p>⁷ John Sands, <i>The News Atlas of Australia: vol. 4, South Australia</i>, ed. Robert McLean (National Library of Australia, 1886), 53, http://nla.gov.au/.</p> <p>⁸ <i>Comprehensive Atlas of the World: The Times Atlases</i>, 14th ed. (UK: Harper Collins, 2014), 235.</p>	<p>Sands, John. <i>The News Atlas of Australia: vol. 4, South Australia</i>. Edited by Robert McLean. National Library of Australia, 1886. http://nla.gov.au/.</p>

Multimedia: Television and other broadcasts

Format	Footnote	Bibliography
<p>Adapt the citation based on the following:</p> <p>Television and radio programs</p> <ol style="list-style-type: none"> Title of the program in italics. Season and episode number. Name of the episode enclosed in double quotations marks. Director, producer or author of the episode. The reporter, presenter or host can be included in addition to, or in place of, the director. Date it was first aired, preceded by "aired". Name of production/ broadcast entity preceded by "on". Format, e.g., Stan (if not the original medium). URL if viewed online. <p>Television and radio transcripts</p> <p>Cite in the pattern of a broadcast and include the word "transcript" after the episode title.</p>	<p>Footnote number <i>Title of the Program</i>, Season number, Episode number, "Title of episode", directed by Director's first name and/or initials and surname, aired Day Month Year on Production or broadcast entity, Format, URL.</p> <p>Television:</p> <p>¹ <i>Kennedys: A Fatal Ambition</i>, Season 1, Episode 2, directed by Steve Webb, aired 3 November 2018 on Channel 5 Broadcasting, UK.</p> <p>Radio:</p> <p>² <i>This Way Up</i>, "Can Microbes Help Us Grow More Food?" produced by Richard Scott, aired 16 December 2017 on Radio New Zealand.</p> <p>Transcript:</p> <p>³ <i>Four Corners</i>, "Contamination," transcript, reported by Linton Besser, presented by Sarah Ferguson, aired 10 October 2017 on ABC, https://www.abc.net.au/4corners.</p>	<p><i>Kennedys: A Fatal Ambition</i>. Season 1, Episode 2. Directed by Steve Webb. Aired 3 November 2018 on Channel 5 Broadcasting, UK.</p> <p><i>This Way Up</i>. "Can Microbes Help Us Grow More Food?" Produced by Richard Scott. Aired 16 December 2017 on Radio New Zealand.</p>
<p>Television and radio advertisements</p> <p>Cite in the pattern described in the example and include the word "advertisement" after the advertisement product and title.</p>	<p>Footnote number Product name, "Advertisement Title," advertisement, aired Day Month Year, URL (if viewed online).</p> <p>⁴ Budget Direct, "Money Magazine's Insurer of the Year," advertisement, aired 31 May 2018, https://www.youtube.com/watch?v=vPFCn3itBFE.</p>	<p>Budget Direct. "Money Magazine's Insurer of the Year." Advertisement. Aired 31 May 2018. https://www.youtube.com/watch?v=vPFCn3itBFE</p>

Format	Footnote	Bibliography
<p>Movies</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> 1. Title of the movie in italics. 2. Name of director. Include writers, producers or actors if relevant to your discussion. 3. Production information in parentheses: <ul style="list-style-type: none"> • name of the production company • date of the release or creation. 4. Format of movie, e.g., Blu-ray, motion picture, Netflix. 5. URL if downloaded online. <p>Note: In the bibliography, list the movie either under the name of the director or the title.</p>	<p>Footnote number <i>Title of Movie</i> directed by Director's first name and/or initials and surname (Production Company or distributor, Date of release), Format, URL (if viewed online).</p> <p>⁵ <i>The King's Speech</i>, directed by Tom Hooper (UK Film Council, 6 September 2010), Blu-Ray Disc.</p> <p>⁶ <i>First They Killed My Father</i>, directed by Angelina Jolie, screenplay by Loung Ung (Jolie Pas, 18 February 2017), Netflix, https://netflixaustralia.org/.</p>	<p>Jolie, Angelina, director. <i>First They Killed My Father</i>. Screenplay by Loung Ung. Jolie Pas, 18 February 2017. Netflix. https://netflixaustralia.org/.</p> <p><i>The King's Speech</i>. Directed by Tom Hooper. UK Film Council, 6 September 2010. Blu-Ray Disc.</p>
<p>YouTube and videos</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> 1. Creator (if known). 2. Title of the video in double quotations marks. 3. Presenter, director or host of the video. If this is unknown, include name of the person who posted the video. Precede the name with "posted by", "directed by" or "presented by" as relevant. 4. The name of production or broadcast entity. 5. Date published – day, month, year. 6. Format, e.g., YouTube video. 7. URL if watched online. 	<p>Footnote number Creator, "Title of the Video," directed by Director's first name and/or initials and surname, Production or broadcast entity, Date, Format, URL (if viewed online).</p> <p>⁸ Aaron Kessler, "The Driverless Now," produced by Poh Si Teng and Jessica Naudziunas, <i>New York Times</i>, 2 May 2015, video, http://www.nytimes.com.</p> <p>YouTube:</p> <p>⁹ "India and South East Asia," posted by Indian Diplomacy, 7 August 2012, YouTube video, https://www.youtube.com.</p>	<p>Indian Diplomacy. "India and South East Asia." 7 August 2012. YouTube video. https://www.youtube.com.</p> <p>Kessler, Aaron. "The Driverless Now." Produced by Poh Si Teng and Jessica Naudziunas. <i>New York Times</i>, 2 May 2015. Video. http://www.nytimes.com.</p>

Format	Footnote	Bibliography
<p>Video games and apps</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> 1. Title of the game or app in italics. 2. Version or edition sourced. 3. Name of the production or broadcast entity. 4. Date published. 5. Format. 6. URL if sourced online. <p>Note: In the bibliography, list the game or app under the name of the production entity.</p>	<p>Footnote number <i>Title of Program</i>, Edition, Production or broadcast entity, Date, Format, URL (if sourced online).</p> <p>Video games:</p> <p>¹⁰ <i>Assassins Creed II</i>, Xbox 360 Game of the Year ed., Ubisoft Entertainment, 2011, Xbox 360 with PAL designation.</p> <p>Apps:</p> <p>¹¹ <i>Human Anatomy Atlas 2018: Complete 3D Human Body</i>, v. 2018.5.47, Visible Body, 2018, Android 5.0 or later.</p>	<p>Ubisoft Entertainment. <i>Assassins Creed II</i>. Xbox 360 Game of the Year Edition, 2011. Xbox 360 with PAL designation.</p> <p>Visible Body. <i>Human Anatomy Atlas 2018: Complete 3D Human Body</i>. V. 2018.5.47, 2018. Android 5.0 or later.</p>
<p>Sound recordings</p> <ol style="list-style-type: none"> 1. Name of the composer, or arranger. 2. Title or number identifying the piece, followed by the album title if relevant. • Album titles and musical works referred to by genre (e.g. <i>Symphony no. 5</i>) are in italics. • All other titles are in double quotation marks. 3. Performer/ ensemble, and /or conductor. 4. Recording or release date. 5. Name of recording/publishing company. 6. Copyright/ publishing date (if different to recording year). 7. Format, e.g., Spotify, MP3. 8. URL if sourced online. 	<p>Footnote number Composer's first name and surname, "Title of Sound Recording," <i>Album Title</i>, Performer/ Ensemble, Conductor or performer, Date of recording, Recording/publishing company, Copyright/publishing date, Format, URL (if sourced online).</p> <p>Sound recording:</p> <p>¹³ Elton John, "Candle in the Wind," track 2 on <i>Goodbye Yellow Brick Road</i>, released 5 October 1974, Universal Records, 1990, Spotify, https://open.spotify.com.</p> <p>¹² Ludwig van Beethoven, <i>Piano Sonata no. 29, Op. 106</i>, performed by Rudolf Serkin (piano), recorded 14 December 1970, Sony Classics, 2005, MP3.</p>	<p>John, Elton. "Candle in the Wind." Track 2 on <i>Goodbye Yellow Brick Road</i>. Released 5 October 1974. Universal Records, 1990. Spotify. https://open.spotify.com.</p> <p>Van Beethoven, Ludwig. <i>Piano Sonata no. 29, Op. 106</i>. Performed by Rudolf Serkin (piano). Recorded 14 December 1970. Sony Classics, 2005. MP3.</p>

Format	Footnote	Bibliography
<p>Audios and podcasts</p> <p>Adapt the citation based on the following pattern:</p> <ol style="list-style-type: none"> 1. Title of the recording in italics. 2. Title of the episode enclosed in double quotations marks. 3. Name of director, author, or presenter of the podcast episode or audio. Precede the name with “by”, “directed by” or “hosted by” as relevant. 4. Date aired or last modified – day, month, year. 5. The name of the production or broadcast entity. 6. Format, e.g., audio, podcast. 7. URL if sourced online. <p>Note: In the bibliography, list the name of the host or presenter in the place of the author.</p>	<p>Footnote number <i>Title of Audio or Podcast</i>, “Title of Episode,” directed by Director’s first name and/or initials and surname, Date aired, Production or broadcast entity, Format, URL (if sourced online).</p> <p>Audio:</p> <p>¹⁴<i>World War One</i>, “Hell and Healing,” presented by Norman Swan, last modified 26 February 2015, ABC Radio, audio episode, https://www.abc.net.au/radionational/programs/archived/worldwarone/.</p> <p>¹⁵ “Fight them on the Beaches,” by Winston Churchill, 4 June 1940, International Churchill Society, 2019, audio, https://winstonchurchill.org/resources/speeches/.</p> <p>Podcast:</p> <p>¹⁶ <i>Exploring Environmental History Podcast</i>, “Kangaroos and Tanks: Histories of Militarized Landscapes in Australia,” hosted by K. Jan Oosthoek, 21 December 2018, podcast, https://www.ehresources.org/podcast2017/.</p>	<p>Churchill, Winston. “Fight them on the Beaches,” 4 June 1940. International Churchill Society, 2019. Audio. https://winstonchurchill.org/resources/speeches/.</p> <p>Jan Oosthoek, K. <i>Exploring Environmental History Podcast</i>. “Kangaroos and Tanks: Histories of Militarized Landscapes in Australia,” 21 December 2018. Podcast. https://www.ehresources.org/podcast2017/.</p> <p>Swan, Norman, presenter. <i>World War One</i>. “Hell and Healing.” Last modified 26 February 2015, ABC Radio. Audio episode. https://www.abc.net.au/radionational/programs/archived/worldwarone/.</p>

Visual and Performing Arts

Format	Footnote	Bibliography
<p>Paintings, drawings, sculptures, photographs</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> 1. Artist's first name and/or initials and surname. 2. Title of the artwork in italics. 3. Date of creation. 4. Type of artwork, e.g., photograph, sculpture, or the medium, e.g., oil on canvas. (Omit if sourced in a publication that contains the work). 5. Place the artwork is housed (if any), including location or cite the publication that contains the work. 6. URL if viewed online. 	<p>Footnote number Artist's first name and/or initials and surname, <i>Title of Artwork</i>, Date of creation, Type of artwork or medium, Place housed, Location, URL.</p> <p>Painting:</p> <p>¹ Leonardo da Vinci, <i>The Burlington House Cartoon</i>, ca.1499-1500, charcoal and chalk on canvas, National Gallery, London, https://www.nationalgallery.org.uk.</p> <p>Photograph:</p> <p>² Jeff Wall, <i>Untangling</i>, 1994, photograph, National Gallery of Victoria, Melbourne, https://www.ngv.vic.gov.au/.</p> <p>Shortened note:</p> <p>³ da Vinci, <i>Burlington House</i>.</p>	<p>Da Vinci, Leonardo. <i>The Burlington House Cartoon</i>, ca. 1499-1500. National Gallery, London. https://www.nationalgallery.org.uk.</p> <p>Wall, Jeff. <i>Untangling</i>, 1994. National Gallery of Victoria, Melbourne. https://www.ngv.vic.gov.au/.</p>
<p>Graphic Art: Advertisements, maps, posters</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> 1. Creator of the graphic. 2. Title or caption enclosed in double quotation marks. 3. Date of creation. 4. Type of graphic if unclear from the title, e.g., cartoon. 5. Place the artwork is housed (if any), including location or cite the publication that contains the work. 6. URL if sourced online. 	<p>Footnote number Creator's first name and/or initials and surname, "Title of Work," Date of creation, Type of graphic, Place housed, Location, URL (if sourced online).</p> <p>⁴ G. K. Benda, "Eightpence a Mile," 1913, poster, Victoria and Albert Museum, London, https://www.vam.ac.uk/collections/theatre-performance.</p> <p>Shortened note:</p> <p>⁶ Benda, "Eightpence a Mile."</p>	<p>Benda, G. K. "Eightpence a Mile," 1913. Victoria and Albert Museum, London. https://www.vam.ac.uk/collections/theatre-performance.</p>

Format	Footnote	Bibliography
<p>Live performances: Theatrical, musical or dance performances.</p> <p>Adapt the citation based on the following:</p> <ol style="list-style-type: none"> Title of the work in italics. Creators and key contributors or performers and their role, e.g., screen play by ..., directed by ..., music and lyrics by ..., choreographed by ..., ... pianist. The venue of the performance and its location (if not in the venue title). Starting date of the performance – day, month, year. <p>When citing recordings or broadcasts of live performances, information about the medium can be added.</p>	<p>Footnote number <i>Title of the Performance</i>, by Names of creators and key contributors, Performance venue, Location, Starting date.</p> <p>Theatrical performance:</p> <p>² <i>Lady in the Van</i>, by Alan Bennett, directed by Dean Bryant, Arts Centre Melbourne, 2 February 2019.</p> <p>Musical performance:</p> <p>² <i>Charlie and the Chocolate Factory: The Musical</i>, directed by Jack O'Brien, music and lyrics by Marc Shaiman and Scott Wittman, based on the book by Roald Dahl, Capitol Theatre, Sydney, 24 January 2019.</p>	<p>Bennett, Alan. <i>Lady in the Van</i>. Directed by Dean Bryant. Arts Centre Melbourne, 2 February 2019.</p> <p>O'Brien, Jack, director. <i>Charlie and the Chocolate Factory: The Musical</i>. Music and lyrics by Marc Shaiman and Scott Wittman. Based on the book by Roald Dahl. Capitol Theatre, Sydney, 24 January 2019.</p>

Pamphlets and reports

Format	Footnote	Bibliography
<ul style="list-style-type: none"> Cite a pamphlet, corporate report, brochure or other freestanding publication as you would a book (see pp. 8, 21). Include as much identifying information as available. Include a URL if sourced online. 	<p>Footnote number Author's first name and/or initials and surname, <i>Title of the Publication</i>, (Place of publication: Publisher's name, Year of publication), Page number, URL (if sourced online).</p> <p>¹ Shahbaz Nasir and Kaliappa Kalirajan, <i>Export Performance of South and East Asia in Modern Services</i> (St Louis: RePEc, 2013), 4, https://crawford.anu.edu.au/.</p>	<p>Nasir, Shahbaz, and Kaliappa Kalirajan. <i>Export Performance of South and East Asia in Modern Services</i>. St Louis: RePEc, 2013. https://crawford.anu.edu.au/.</p>

Poetry and anthologies

Format	Footnote	Bibliography
<p>Anthology</p> <ul style="list-style-type: none"> • Cite anthologies of poems, short stories or essays the same as you would an edited collection with multiple authors. • Stanzas and lines can be used in the place of page numbers. • Use a URL if sourced online. <p>Long poem</p> <ul style="list-style-type: none"> • The length of a poem can determine the citation form. A long poem may be treated as its own work and cited as you would a book. • Use a URL if sourced online. <p>Note: If you quote two or more lines of poetry, present as a block quote. Begin each line of the poem on a new line.</p>	<p>Footnote number Author's first name and/or initials and surname, "Title of Work," in <i>Title of Anthology</i>, ed. Editor's first name and/or initials and surname (Place of publication: Publisher, Year of publication), Page, line or stanza number, URL (if sourced online).</p> <p>Poem in an Anthology:</p> <p>¹ Mary Robinson, "London's Summer Morning", in <i>Longman Anthology of Poetry</i>, eds. Lynne McMahon and Averill Curdy (New York: Pearson/Longman, 2006), lines 4-6.</p> <p>Poetry as its own work (long poem):</p> <p>Footnote number Author's first name and/or initials and surname, <i>Title of Work</i> (Place of publication: Publisher, Year of publication), Page number, URL (if sourced online).</p> <p>² William Wordsworth, <i>The Prelude</i>, ed. Jonathan Wordsworth (1850, London: Penguin Classics, 1996), 654.</p>	<p>Author's surname, first name and/or initials. "Title of Work." In <i>Title of Anthology</i>. Edited by Editor's first name and/or initials and surname. Page range of work. Place of publication: Publisher, Year of publication. URL (if sourced online).</p> <p>Robinson, Mary. "London's Summer Morning." In <i>Longman Anthology of Poetry</i>. Edited by Lynne McMahon and Averill Curdy. New York: Pearson/Longman, 2006.</p> <p>Author's surname, and first name and/or initials. <i>Title of Work</i>. Place of publication: Publisher, Year of publication. URL (if sourced online).</p> <p>Wordsworth, William. <i>The Prelude</i>. Edited by Jonathan Wordsworth. 1850. London: Penguin Classics, 1996.</p>

Musical scores and texts in the Arts

Format	Footnote	Bibliography
<p>Musical score</p> <ul style="list-style-type: none"> • Cite a published musical score as you would a book (see pp. 8, 21). • Cite an unpublished score as you would a manuscript collection (see p. 39). • For musical scores with several publications, include the name of the creator or arranger for the version cited. This is placed after the title as you would an editor. 	<p>Footnote number Composer's first name and/or initials and surname, <i>Title of Score</i> (Place of publication: Publisher's name, Year of publication).</p> <p>¹ Peter Dodds McCormick, <i>Advance Australia Fair</i>, by S. Nelson (Melbourne: McCulloch and Stewart, ca. 1858).</p>	<p>McCormick, Peter Dodds. <i>Advance Australia Fair</i>. Created by S. Nelson. Melbourne: McCulloch and Stewart, ca. 1858.</p>
<p>Play script</p> <ul style="list-style-type: none"> • For literary studies, translation works, or an obscure work, cite each play as you would a book and include in the bibliography. • Include the format "play script" after the title. • Cite the act, scene and line if there are no page numbers, e.g., 1.3.34. • For classic and well-known works, see p. 40 for citation details. 	<p>Footnote number Author's first name and/or initials and surname, <i>Title of Play</i>, play script (Place of publication: Publisher's name, Year of publication), Page number.</p> <p>² Paul Capsis and Julian Meyick, <i>Angela's Kitchen</i>, play script (Sydney: Currency Press, 2012), 2. 2.23.</p> <p>Well known works:</p> <p>³ William Shakespeare, <i>Tragedy of Macbeth</i>, 2. 3. 4-10.</p>	<p>Capsis, Paul, and Julian Meyick. <i>Angela's Kitchen</i>. Sydney: Currency Press, 2012.</p>

Format	Footnote	Bibliography
<p>Art exhibition catalogue</p> <ul style="list-style-type: none"> • Cite an art exhibition catalogue as you would a book. If there is no author, include the curators' name of the after the title. • In the bibliography, include information about the exhibition and publication data. 	<p>Footnote number Author's first name and/or initials and surname, <i>Catalogue Title</i> (Place of publication: Publisher's name, Year of publication), Page number, URL (if sourced online).</p> <p>⁴ Madeline King, ed., <i>Ryan King: Prosperity</i> (Brisbane: Institute of Modern Art, 2018), 97.</p>	<p>Author's surname, first name and/or initials. <i>Catalogue Title</i>. Place of publication: Publisher's name, Year of publication. Published in conjunction with the exhibition <i>Exhibition title</i> at Venue of exhibition, Date of exhibition. URL (if sourced online).</p> <p>King, Madeline, ed. <i>Ryan King: Prosperity</i>. Brisbane: Institute of Modern Art, 2018. Published in conjunction with the exhibition <i>Ryan King: Prosperity</i> at Institute of Modern Art, 24 March–28 April 2018.</p>

Government documents

Include in the referencing as much identifying information as available and adapt the patterns outlined in a consistent format. Use italics for codes and titles of freestanding publications. Unpublished government documents follow the patterns for archival sources and manuscripts collections (see p. 39).

Format	Footnote	Bibliography
<p>Public documents and reports</p> <p><i>Adapt the citation based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Name of the government jurisdiction and/or the name of the government department or agency that issued the document.</i> <i>Title of the document followed by the report, catalogue or version number in italics.</i> <i>Name of the individual author or editor if available.</i> <i>Place of publication, publisher (if available), and date of publication (in parentheses for the footnotes).</i> <i>Page or section numbers.</i> <i>URL if sourced online.</i> 	<p>Footnote number Name of government jurisdiction: Name of government department or agency, <i>Title of Document, Version number, Author's first name and/or initials and surname</i> (Publication location: Publisher, Date), Page or section numbers, URL (if sourced online).</p> <p>¹ Brisbane City Council, <i>Brisbane City Council Annual Report 2017–2018</i> (Brisbane, 2018), 151, sec. 8.6, https://www.brisbane.qld.gov.au/sites/default/files/20181019-annual-report-2017-18.pdf.</p> <p>Government Agency:</p> <p>² Australian Bureau of Statistics, <i>Australian Social Trends, cat. no. 4102.0</i> (Canberra: ABS, 2014), 15, http://www.abs.gov.au.</p> <p>Government Department:</p> <p>³ Australian Government: Department of the Environment and Energy, <i>National Pollutant Inventory Guide: Version 6.1</i> (Canberra, September 2015), 12, http://www.npi.gov.au/.</p>	<p>Australian Bureau of Statistics. <i>Australian Social Trends</i>. Cat. no. 4102.0. Canberra: ABS, 2014. http://www.abs.gov.au.</p> <p>Australian Government: Department of the Environment and Energy. <i>National Pollutant Inventory Guide: Version 6.1</i>. Canberra, September 2015. http://www.npi.gov.au/.</p> <p>Brisbane City Council, <i>Brisbane City Council Annual Report 2017–2018</i>. Brisbane, 2018. https://www.brisbane.qld.gov.au/sites/default/files/20181019-annual-report-2017-18.pdf.</p>

Format	Footnote	Bibliography
<p>Government media releases and fact sheets</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Name of the government body.</i> <i>Title in double quotation marks.</i> <i>Individual author/ editor if available.</i> <i>Format, e.g., fact sheet.</i> <i>Place of publication, publisher, and date of publication (in parentheses for the footnotes).</i> <i>Page or section numbers.</i> <i>URL if sourced online.</i> 	<p>Footnote number Name of government body, “Title of Media Document,” Author’s first name and/or initials and surname, Format (Place of publication Publisher, Publication date), Page or section numbers, URL (if sourced online).</p> <p>⁴ Queensland Department of Environment and Science, “Report All Freshwater Crocodile Sightings – Townsville,” media release (Brisbane, Queensland Government, 18 February 2019), https://www.des.qld.gov.au.</p> <p>Shortened note:</p> <p>⁵ DES, “Report All Freshwater.”</p>	<p>Queensland Department of Environment and Science. “Report All Freshwater Crocodile Sightings – Townsville.” Brisbane, Queensland Government, 18 February 2019. https://www.des.qld.gov.au.</p>
<p>Acts of Parliament and Legislation (Bills and resolutions passed into law)</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Title of the Act in italics, including date and version as part of the title.</i> <i>Publication containing the Act in italics (if available).</i> <i>Publisher and date of the version sourced (in parentheses for the footnotes).</i> <i>Page or section numbers.</i> <i>URL if sourced online.</i> <p>Note: Acts can be cited individually or in compiled legislative publications.</p>	<p>Footnote number <i>Title of the Act, Publication containing the Act</i> (Publisher, Publication date), Page or section numbers, URL (if sourced online).</p> <p>⁶ <i>Annual Holidays Act 1944 No. 31, NSW Consolidated Acts</i> (AustLII, 8 December 2016), sec. 5(1A), http://www8.austlii.edu.au.</p> <p>⁷ <i>NSW Department of Industry, Workplace Health and Safety (Mines and Petroleum) Act 2013 No. 54</i> (1 February 2016), div. 2, sec. 53 (1), https://www.legislation.nsw.gov.au.</p> <p>Shortened note:</p> <p>⁸ <i>Annual Holidays Act</i>, sec. 10A (1).</p>	<p><i>Title of the Act. Publication containing the Act.</i> Publisher, Publication date. URL (if sourced online).</p> <p>⁶ <i>Annual Holidays Act 1944 No. 31. NSW Consolidated Acts.</i> AustLII, 8 December 2016. http://www8.austlii.edu.au.</p>

Format	Footnote	Bibliography
<p>Parliamentary bills, amendments and resolutions (<i>proposed laws</i>)</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> 1. <i>Jurisdiction, e.g., The Parliament of the Commonwealth of Australia.</i> 2. <i>House of parliament abbreviated.</i> <ul style="list-style-type: none"> • <i>Abbreviate Commonwealth Parliamentary bills originating in: House of Representatives - H. Res. Senate - S. Res.</i> • <i>Abbreviate State Parliamentary bills originating in: Legislative Assembly - LA. Res. Legislative Council - LC. Res.</i> 3. <i>Title of the bill or resolution in italics.</i> 4. <i>Parliamentary session number (if available) abbreviated, e.g., 33rd Par., 1st sess.</i> <i>For a private member's bill, include the member who introduced the bill.</i> 5. <i>Publication date (in parentheses for footnotes).</i> 6. <i>Page or section numbers.</i> 7. <i>URL if sourced online.</i> 	<p>Footnote number Jurisdiction, House, <i>Title of the Bill or Resolution</i>, Parliamentary session number (Publication date): Page or section numbers, URL (if sourced online).</p> <p>⁹Parliament of Australia, H. Res., <i>Future Drought Fund Bill 2019</i>, 45th Par., 1st sess. (2019): div. 2, sec. 21.1.d, https://www.aph.gov.au/Parliamentary_Business/Bills_Legislation/Bills.</p> <p>Private Member's Bill:</p> <p>¹⁰Parliament of Western Australia, LC., Res., <i>Environmental Protection Amendment (Banning Plastic Bags and Other Things) Bill 2018</i>, 40th Par., by Hon. Robin Chapple (29 March 2018): pt. 5, div. 2A.3, http://www.parliament.wa.gov.au/parliament/bills.</p> <p>Note: Parliament of the Commonwealth of Australia can be cited as Parliament of Australia.</p>	<p>Parliamentary jurisdiction, House. <i>Title of the Bill or Resolution</i>. Parliamentary session number, Publication date. URL (if sourced online).</p> <p>Parliament of Australia, H. Res. <i>Future Drought Fund Bill 2019</i>. 45th Par., 2019. https://www.aph.gov.au/Parliamentary_Business/Bills_Legislation/Bills.</p> <p>Parliament of Western Australia, LC. Res. <i>Environmental Protection Amendment (Banning Plastic Bags and Other Things) Bill 2018</i>. 40th Par., 29 March 2018. http://www.parliament.wa.gov.au/parliament/bills.</p>

Format	Footnote	Bibliography
<p>Parliamentary debates (Hansard)</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Jurisdiction, e.g., Vic Parliament.</i> <i>Insert the words “Parliamentary debate”.</i> <i>Legislative Chamber, e.g., HR., Senate.</i> <i>Date – day, month, year.</i> <i>Volume and page number.</i> <i>URL if sourced online.</i> <p>Note: <i>In addition to the information above, you may include the speaker and subject to begin the footnote.</i></p>	<p>Footnote number Jurisdiction, Parliamentary debate, Legislative Chamber, Date of publication, Volume number, Page number, URL.</p> <p>¹¹ Parliament of Australia, Parliamentary debate, Senate, 2014, vol. S1, 354, http://www.aph.gov.au/Parliamentary_Business/Hansard/Hanssen261110.</p> <p>Debate including speaker and subject:</p> <p>¹² Dan Tehan (Minister for Education), “Early Childhood Education: Preschool Funding”, Parliament of Australia, Parliamentary debate, HR., 19 February 2019, 35, https://www.aph.gov.au/Parliamentary_Business/Hansard.</p>	<p>Parliament of Australia. Parliamentary debates. Senate, 2014. Vol. S1. http://www.aph.gov.au/Parliamentary_Business/Hansard/Hanssen261110.</p> <p>Dan Tehan. “Early Childhood Education: Preschool Funding.” Parliamentary debates. HR., 19 February 2019. https://www.aph.gov.au/Parliamentary_Business/Hansard.</p>
<p>Parliamentary speeches</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Presenter (Member of Parliament).</i> <i>Subject of the speech in double quotation marks. In footnotes, this is followed by the word “speech”.</i> <i>Legislative Chamber, e.g. HR., Senate (if relevant).</i> <i>Location and date (in parentheses for the footnotes).</i> <i>URL if sourced online.</i> 	<p>Footnote number Presenter’s first name and surname, “Subject”, speech, Legislative Chamber (Location, Date), URL (if sourced online)</p> <p>¹³ Peter Cosgrove, “Governor-General’s Speech,” speech, Senate (Canberra, 3 December 2018), https://www.aph.gov.au/Parliamentary_Business/Hansard/Hansard_.</p>	<p>Cosgrove, Peter. “Governor-General’s Speech.” Senate. Canberra, 3 December 2018. https://www.aph.gov.au/Parliamentary_Business/Hansard/Hansard_.</p>

Format	Footnote	Bibliography
<p>Parliamentary hearings and briefings</p> <p>Adapt based on the following pattern:</p> <ol style="list-style-type: none"> 1. Jurisdiction, e.g., SA Parliament. 2. Title of the hearing in italics, including the relevant committee. 3. Parliamentary session. 4. Date of the hearing (in parentheses for the footnotes). 5. Format (if relevant), e.g., audio. 6. Page and section number. 7. URL if sourced online. 	<p>Footnote number Jurisdiction, <i>Title of Hearing</i>, Parliamentary session, (Date of hearing), Format, Page or section numbers, URL (if sourced online).</p> <p>¹ Queensland Parliament, <i>Oversight of the Health Ombudsman: Hearing before Health, Communities, Disability Services and Family Violence Prevention Committee</i>, 56th Par. (25 February 2019), broadcast, http://tv.parliament.qld.gov.au/committees.</p> <p>Shortened note:</p> <p>¹⁵ Qld Parliament, <i>Hearing</i>.</p>	<p>Queensland Parliament. <i>Oversight of the Health Ombudsman: Hearing before Health, Communities, Disability Services and Family Violence Prevention Committee</i>. 56th Par., 25 February 2019. http://tv.parliament.qld.gov.au/committees.</p>
<p>International bodies</p> <ul style="list-style-type: none"> • Cite documents from international bodies as you would for books with the available information. • Include series or other identifying information after the title. • Include a URL if sourced online. <p>Documents from other countries</p> <p>Cite as you would Australian documents and end citations with the name of the country in parentheses, e.g., (United Kingdom), unless it is obvious from the context.</p>	<p>Footnote number Author or authorising body, <i>Title of Document</i>, Series, (Publication place: Publisher, Date) Page number, URL if sourced online.</p> <p>International bodies:</p> <p>² United Nations Security Council, <i>Report of Security Council Mission to Afghanistan</i>, S/PV.8158 (New York: United Nations, 17 January 2018), 3, https://undocs.org/S/PV.8158.</p> <p>Documents from other countries:</p> <p>² <i>Consolidated Fund Act 1963</i>, chap. 1 (United Kingdom).</p>	<p>United Nations Security Council. <i>Report of the Security Council Mission to Afghanistan</i>. S/PV.8158. New York: United Nations, 17 January 2018. https://undocs.org/S/PV.8158.</p>

Format	Footnote	Bibliography
<p>Treaties</p> <p><i>Adapt the citation based on the following pattern:</i></p> <ol style="list-style-type: none"> 1. <i>Title of the treaty.</i> 2. <i>Parties subject to the agreement, separated by hyphens.</i> 3. <i>Date of signing.</i> 4. <i>Publication containing the treaty in italics.</i> 5. <i>Page number or other locators.</i> 6. <i>URL if sourced online.</i> 	<p>Footnote number Title of Treaty, Countries in treaty, Publication date, <i>Publication containing the treaty</i>, Page or section numbers, URL (if sourced online).</p> <p>²Treaty on Mutual Assistance in Criminal Matters: Regulation No. 187 2015, Australia-Vietnam, 5 April 2017, <i>Legislation Register</i>, art. 4, sec. (1) sub-sec. (a). https://www.legislation.gov.au/.</p> <p>Shortened note:</p> <p>¹³<i>Treaty on Mutual Assistance</i>, art. 8, sec. (1).</p>	<p>Australia. Treaty on Mutual Legal Assistance in Criminal Matters between Australia and the Socialist Republic of Vietnam. 5 April 2017. <i>Legislation Register</i>. https://www.legislation.gov.au/.</p> <p>Note: The name of the country is used in the place of the author in the Bibliography.</p> <p>The parties in the agreement are added to the title.</p>
<p>Australian Constitution</p> <ul style="list-style-type: none"> • <i>Cite the Constitution of the Commonwealth of Australia as the Australian Constitution.</i> • <i>Include the part or chapter, section, and sub-section (if relevant).</i> <p><i>Cite constitutions of states as Acts of Parliament.</i></p>	<p>Footnote number Australian Constitution, part or chapter, section, sub-section.</p> <p>¹³<i>Australian Constitution</i>, c. 12, s. 9(ii).</p> <p>¹⁴<i>Constitution Act 1902</i> (NSW), s. 2.</p>	<p>The Australian Constitution is not included in the bibliography.</p>

Legal documents

Format	Footnote	Bibliography
<p>Legal cases</p> <p>Adapt the citation based on the following pattern:</p> <ol style="list-style-type: none"> 1. Case name in full, including v. (versus) in italics. 2. Volume number and law report series. 3. Name of the court and date in parentheses, if not in the series title. 4. URL if sourced online. 	<p>Footnote number <i>Name v. Name</i>, Volume and law report series (Court and date—if not in series title), URL (if sourced online).</p> <p>² <i>Mabo v. Queensland (No. 2)</i>, HCA 23; (1992) 175 CLR 1, http://www.austlii.edu.au/cgi-bin/sinodisp/au/cases/cth/high_ct/</p> <p>Shortened note: <i>Mabo v Queensland</i>, sec. 11.</p>	<p>Public legal documents such as legal cases are not included in the bibliography.</p>
<p>Standards Australia</p> <p>Adapt the citation based on the following pattern:</p> <ol style="list-style-type: none"> 1. Author - Standards Australia. 2. Standard designation and standard title in italics, separated by a colon. 3. Year in parentheses and italics. 4. URL if sourced online. 	<p>Footnote number Standards Australia, <i>Australian Standard Designation: Title of Standard</i> (Year), URL (if sourced online).</p> <p>² Standards Australia, <i>Australian Standard AS/NZS 3000-2007: Electrical installations (2007)</i>, https://www.standards.org.au.</p>	<p>Standards Australia. <i>Australian Standard AS/NZS 3000-2007: Electrical installations (2007)</i>. https://www.standards.org.au.</p>

Format	Footnote	Bibliography
<p>Patents</p> <p>Adapt based on the following pattern:</p> <ol style="list-style-type: none"> 1. Author/ organisation. 2. Title of the patent in italics. 3. Country patent number. 4. Filed date and issued date (day, month, year). 5. URL if sourced online. <p>Include the investor's names if relevant to your discussion.</p>	<p>Footnote number Author/ organisation, <i>Title of Work</i>, Country patent number, filed Date, issued Date, URL (if sourced online).</p> <p>²³ CSIRO, <i>Method for microfluidic mixing and mixing device</i>, Australian Patent AU2006230821A, filed 8 April 2005, issued 4 July 2006, https://patents.google.com.</p>	<p>CSIRO. <i>Method for microfluidic mixing and mixing device</i>. Australian Patent AU2006230821A. Filed 8 April 2005, and issued 4 July 2006. https://patents.google.com.</p>

Papers, lectures and dissertations

Format	Footnote	Bibliography
<p>Conference papers</p> <p>Adapt based on the following pattern:</p> <ol style="list-style-type: none"> 1. Author's name. 2. Title of paper in double quotation marks, followed by the word "in". 3. Title of Proceedings in italics. 4. Editor's name (if relevant). 5. Publication details (in parentheses for footnotes). 6. Page number. 7. URL if sourced online. 	<p>Footnote number Author's first name and/or initials and surname, "Title of Work" in <i>Title of Proceedings</i>, Editor's first name and/or initials and surname (Location: Publisher, Year), Page number, URL (if sourced online).</p> <p>¹ W. Guo, W. Li, and Y. Wang, "Verification and Interpretation of Statistical Clusters of Geochemical Elements using Self-organizing Maps," in <i>Proceedings of the 2016 International Conference Technology</i>, ed. H. Yang (Singapore: World Scientific, 2017), 222-228.</p>	<p>Author's surname, first name and/or initials. "Title of Work." In <i>Title of Proceedings</i>, Editor's first name and/or initials and surname. Location: Publisher, Year. URL (if sourced online).</p> <p>Guo, W., W. Li, and Y. Wang. "Verification and Interpretation of Statistical Clusters of Geochemical Elements using Self-organizing Maps." In <i>Proceedings of the 2016 International Conference Technology</i>. Edited by H. Yang. Singapore: World Scientific, 2017.</p>

Format	Footnote	Bibliography
<p>Presentations and speeches</p> <p><i>Adapt based on the following pattern:</i></p> <ol style="list-style-type: none"> <i>Name of the presenter.</i> <i>Title of the speech/ presentation in double quotation marks. In the footnotes, this is followed by the word "speech".</i> <i>Description, location and date of the presentation or speech instead of the publication details (in parentheses for footnotes).</i> <i>URL if sourced online.</i> 	<p>Footnote number Author or presenter's first name and/or initials and surname, "Title of Speech," speech (Description of speech, Location of speech, Date), URL (if sourced online).</p> <p>²Patrick Henry, "Give Me Liberty or Give Me Death," speech (Second Virginia Convention, Virginia, 23 March 1775), http://hrlibrary.umn.edu/education/libertyordeath.html.</p>	<p>Author or presenter's surname, first name and/or initials. "Title of Speech." Description of speech, Location of speech, Date. URL (if sourced online).</p> <p>Henry, Patrick. "Give Me Liberty or Give Me Death." Second Virginia Convention, Virginia, 23 March 1775. http://hrlibrary.umn.edu/education/libertyordeath.html.</p>
<p>Theses and dissertations</p> <p><i>Adapt based on the following pattern:</i></p> <p><i>Cite the same as books (see pp.8, 21) with these exceptions:</i></p> <ul style="list-style-type: none"> <i>Enclose the title in double quotation marks.</i> <i>List the kind of paper (state if unpublished).</i> <i>The academic institution and year of completion (in parentheses for footnotes).</i> <i>For online papers, add the URL.</i> <p>Note: <i>Abbreviate dissertation – diss.</i></p>	<p>Footnote number Author's first name and/or initials and surname, "Title of Work," type of work (University, Year of completion), Page number, URL (if sourced online).</p> <p>³Kylie Carman-Brown, "Environmental History and the Hydrological Cycle in Colonial Gippsland, Australia, 1838-1900," thesis (Australian National University, 2011), 677, http://hdl.handle.net/1885/151792.</p>	<p>Author's surname, first name and/or initials, "Title of Work." University, Year of completion. URL (if sourced online).</p> <p>Carman-Brown, Kylie. "Environmental History and the Hydrological Cycle in Colonial Gippsland, Australia, 1838-1900." Australian National University, 2011. http://hdl.handle.net/1885/151792.</p>

Moodle and CQUniversity-provided study materials

Use CQUniversity resources as directed and in conjunction with other sources you have located in your research.

Format	Footnote	Bibliography
CQUniversity Turabian Style Guide	¹ CQUniversity Australia, <i>The Abridged Guide to Turabian Style Referencing</i> (CQUniversity, 2021), 61, https://www.cqu.edu.au/student-life/services-and-facilities/referencing/cquuniversity-referencing-guides .	CQUniversity Australia. <i>The Abridged Guide to Turabian Style Referencing</i> . CQUniversity, 2021. https://www.cqu.edu.au/student-life/services-and-facilities/referencing/cquuniversity-referencing-guides
Study Guide <ul style="list-style-type: none"> Authors are usually the lecturer(s) or coordinator of your unit. If the author is unknown, use the university's name as the author. 	Study Guide: <p>² Michael Danaher and Benjamin Jones, <i>HIST11037 Ancient and Medieval Civilisations Study Guide</i> (CQUniversity e-Units, 2020), https://moodle.cqu.edu.au/.</p> <p>Section of a Study Guide:</p> <p>³ Michael Danaher and Benjamin Jones, "The Vietnam Wars 1945-1979," in <i>HIST19038 20th Century: Crucible of the Modern World Study Guide</i> (CQUniversity e-Units, 2020), chap. 12, https://moodle.cqu.edu.au.</p>	<p>Danaher, Michael, and Benjamin Jones. <i>HIST11037 Ancient and Medieval Civilisations Study Guide</i>. CQUniversity e-Units, 2020. https://moodle.cqu.edu.au/.</p> <p>Danaher, Michael, and Benjamin Jones. <i>HIST11038 20th Century: Crucible of the Modern World Study Guide</i>. CQUniversity e-Units, 2020. https://moodle.cqu.edu.au/.</p>
Article reproduced in a university module or readings <p>This refers to chapters or large sections of text within the CQUniversity reading material.</p>	⁴ "King Ramhamhaeng's Inscription," <i>Journal of the Siam Society</i> (July 1971): 205, reading list, from <i>Lesson 3: HIST19035 Modern South East Asia</i> (CQUniversity e-Units, 2020), https://moodle.cqu.edu.au/ .	CQUniversity Australia. <i>HIST19035 Modern South East Asia</i> . CQUniversity e-Units, 2020. https://moodle.cqu.edu.au/ .

Format	Footnote	Bibliography
<p>Lecture, PowerPoint or Video presentation on Moodle</p> <p><i>Include after the title, state the lecture number and format, e.g., PowerPoint presentation, lecture audio, and ISL lecture video.</i></p>	<p>⁵Michael Danaher, “Philippines: National Identity Before the 1896-97 Revolution,” <i>HIST19035 Modern South East Asia</i>, Lecture 6, PowerPoint presentation (CQUniversity e-Units, 2018), slides 4-6, https://moodle.cqu.edu.au/.</p>	<p>Ames, Kate. “PAIBOC Overview”. ECHO360 presentation. 20 April 2016. https://video.cqu.edu.au/ess/echo/presentation/42d50e29-5278-405e-9f1f-599669716646.</p> <p>Danaher, Michael. “Philippines: National Identity Before the 1896-97 Revolution.” <i>HIST19035 Modern South East Asia</i>. CQUniversity e-Units, 2018. https://moodle.cqu.edu.au/.</p>
<p>Echo360 presentation</p>	<p>Kate Ames, “PAIBOC Overview,” ECHO360 presentation (20 April 2016), https://video.cqu.edu.au/ess/echo/presentation/42d50e29-5278-405e-9f1f-599669716646.</p>	

Appendices

Appendix A: Abbreviations and their use

<i>Abbreviation</i>		<i>Purpose</i>
art.	article	Used to identify article numbers in documents.
bk.	book	Used to identify the book number in a series.
ca.	circa	From Latin, meaning “around” or “about”. Used for an approximate publishing date.
cat. no.	catalogue number	A catalogue number is used for tracking purposes to identify an item in a record.
chap.	chapter	In an e-book without page numbers, look for the chapter heading and use the chapter number or title.
comp.	compiler compiled by	A compiler is a person who produces a work by assembling information collected from other sources.
diss.	dissertation	See p. 59 for details.
div.	division	Used to identify division numbers in documents.
DOI (initialism)	digital object identifier	A set of numbers, letters and symbols used to identify an article and link to it on the web. It is the recommended format as an active link.
ed. eds.	editor edited by editors	An editor is a person who assists an author to publish. They select and prepare material, or organise and manage contributions to a multi-author book.
ed.	edition	When books are revised and issued a second time (or more), publishers show the difference between versions by indicating the edition number.
et al.	et alia	From Latin, meaning “and others”. Used for footnotes when there are four or more authors. Always place a full stop after the abbreviation “et al.”
fol.	folio	Used to identify the folio number in a series.
ibid.	ibidem	From Latin, meaning “and others”. Used for a repeated footnote when the source is the same as the one immediately before and on the same page.
MS (initialism) MSS	manuscript manuscripts	Used after the title of a manuscript to identify the types of document. See p. 39.
n.d.	no date	Used when no publication year is found. Publication dates on websites may be found by checking for a copyright link.

<i>Abbreviation</i>		<i>Purpose</i>
no.	number	Usually used to identify the issue number of a journal article. The issue number helps to identify the exact location of the article.
para.	paragraph	For electronic sources that do not provide page numbers, use the paragraph number instead of the page number (if paragraphs are numbered).
pt.	part	Used to identify a specific part of a document.
repr.	reprint	Used for reprints of a book. Include the latest publication date and for classics include the original publication date in addition to the reprint date.
sec.	section	Used to locate a specific section or subsection.
st.	stanza	Used to identify the stanza of a poem, play or classical work.
s.v.	sub verso	From Latin, meaning “under the word”. Used for key terms in dictionaries and encyclopaedias.
trans.	translator translated by	A translator is a person who assists an author to convert the text into another language.
transcr.	transcriber transcribed by	A transcriber is a person who makes a written copy, particularly a typewritten or online copy.
vol. or vols.	volume volumes	Used when texts are one part of a set or series with each text in the set or series being labelled a volume. This abbreviation is not used to cite the volume number in journal articles.
v.	versus	Used between two parties in a legal case.
URL (initialism)	uniform resource locator	The address of resources on the World Wide Web. Use a shortened URL to direct the reader to the required website if it contains a search facility.

States and territories of Australia

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	QLD or Qld
South Australia	SA
Tasmania	TAS or Tas
Victoria	VIC or Vic
Western Australia	WA

Appendix B: A quick guide to referencing authors

Works by:	Footnote	Bibliography
One author	¹ Michael Green,	Green, Michael.
Two authors	² William J. Duiker and Jackson J. Spielvogel,	Duiker, William J., and Jackson J. Spielvogel.
Three authors	³ Ross Fitzgerald, Lyndon Megarrity, and David Symons,	Fitzgerald, Ross, Lyndon Megarrity, and David Symons.
Four or more authors <i>Use et al. after the first full citation in the footnote.</i>	First citation ⁴ Antony Best, Jussi Hanhimäki, Joseph A. Maiolo, and Kirsten E. Schulze, Repeated citation ⁵ Best et al.,	Best, Antony, Jussi Hanhimäki, Joseph A. Maiolo, and Kirsten E. Schulze. Note: et al. is not used in the bibliography.
Editor/translator and no author <i>Cite the editor or translator in place of the author followed by ed. or trans. or eds. for two or more editors.</i>	Editor ⁶ R.G. Frey, ed., <i>Utility and Rights</i> , Translator ⁷ Seamus Heaney, trans., <i>Beowulf: ...</i>	Frey, R. G., ed. <i>Utility and Rights</i> . Heaney, Seamus, trans. <i>Beowulf: ...</i>
Editor or translator in addition to author Footnote: Add the editor and/or translator after the title preceded by ed. and/or trans. Bibliography: Add the editor and/or translator after the title preceded by edited by and/or translated by .	Edited by ⁸ Elizabeth Bishop, <i>One Art: Letters</i> , ed. Robert Giroux (New York: ... Translated by ⁹ Gerhard Maier, <i>Biblical Hermeneutics</i> , trans. Robert Yarbrough,	Bishop, Elizabeth. <i>One Art: Letters</i> . Edited by Robert Giroux. New York: ... Maier, Gerhard. <i>Biblical Hermeneutics</i> . Translated by Robert Yarbrough.
Organisation as the author <i>List the organisation as the author when no author is given, even if it is the same as the publisher.</i>	¹⁰ World Health Organization, <i>Global Status Report On Road Safety 2018</i> (Geneva: World Health Organization, 2018), 10, https://www.who.int/ .	World Health Organization. <i>Global Status Report On Road Safety 2018</i> . Geneva: World Health Organization, 2018. https://www.who.int/ .
Note: For proof-readers, transcribers, compilers and other contributors, treat as you would an editor. <i>If there is no common abbreviation, write the word in full.</i>	¹¹ Karl Marx, <i>A Contribution to the Critique of Political Economy</i> , trans. S. Ryazanskaaya, transcr. T. Delaney, proof. Matthew Carmody (Moscow: Progress Publishers, 1859), chap. 2. https://www.marxists.org .	Marx, Karl. <i>A Contribution to the Critique of Political Economy</i> . Translated by S. Ryazanskaaya. Transcribed by T. Delaney. Proofread by Matthew Carmody. Moscow: Progress Publishers, 1859. https://www.marxists.org .

Appendix C: Checklist for formatting Turabian referencing

Page Setup	✓
Paper size—A4	
Margins—2.54 cm top and bottom, left and right	
General essay settings	
Font—Times New Roman size 12	
Font colour—Automatic (Black text)	
Horizontal alignment—Left aligned	
Paragraph Spacing—0 pt. Before, 0 pt. After	
Line Spacing—1.5 or 2.0 (Double), according to lecturer's preference	
Table titles	
Every table should have a number and a caption	
Flush to the left on the line above the table	
Font reduced—Times New Roman size 11	
Figure Captions	
Every figure should have a number and a caption	
Flush to the left on the line below the figure	
Font reduced—Times New Roman size 11	
Block quotations - more than 3 lines or 30 words	
Separate paragraph, including the citation	
No quotation marks	
Same font style as essay (Times New Roman size 12)	
Line Spacing—1.0 (Single)	
Indented by 1.27 cm	
Paragraph spacing of paragraph before quotation – 0 pt. Before and 12 pt. After	
Paragraph spacing of quotation paragraph – 0 pt. Before and 12 pt. After	
Superscript number after the full-stop at the end of a block quote	
Short quotation – 3 lines or 30 words or less	
Enclosed in double quotation marks	
Same font style as essay (Times New Roman size 12)	
Continuation of text within paragraph	
Full stop before the closing quotation mark	
Superscript number after the closing quotation mark	
Full citation in a footnote	

Footnotes - At CQUniversity, footnotes are preferred to endnotes.

Footnotes are indicated with superscript numbers that follow the cited information. They correspond with a footnote at the bottom of the same page.

Footnotes should be numbered sequentially throughout your assignment. Do not restart the numbering on every page.

Both the footnote number in the text and the corresponding number in the footnote itself should be superscript.

Indent—Hanging

Font reduced—Times New Roman size 11

Paragraph spacing – 0 pt. Before and 12 pt. After

Bibliography

Starts on a new page created with manual page break

Appears after the final paragraph of the main document

Heading: **Bibliography**—left aligned and bold

Same font style and size as essay

Alignment—left aligned with hanging indent at 1.27 cm

Line spacing—1.0 (Single)

Paragraph spacing—0 pt. Before, 12 pt. After

Each reference (including URL) is a single paragraph

References listed in strict alphabetical order by the first author's surname

URLs should be blue and hyperlinked, with the underline removed

Numbers, letters and bullet points are not used

Title page

Include the paper title, your name, and your class information

Horizontal centre alignment

Same font style as essay (Times New Roman size 12)

Line Spacing—2.0 (Double)

The title page should **not** have a page number

The paper's title should be about one-third of the way down the page

Page Numbers

Page numbers should begin on the first page of the paper's text, not on the title page

Placed in the bottom left of the footer

Table of contents and front matter page numbers in Roman numerals (i, ii, iii, etc.)

Same font style as essay (Times New Roman size 12)

Line spacing—1.0 (Single)

Paragraph spacing—0 pt Before, 0 pt After

Appendix D: Text connectives and signal words

Text connectives

Connective words include both conjunctions and words that signal transition. Their function is to signal to the reader the relationships between ideas. When sentences and ideas clearly fit together, readers can follow arguments more easily, and the writing is coherent.

<i>Addition - introducing a similar idea</i>				
again	also	and	and then	besides
equally	further	furthermore	in addition	in addition to
indeed	moreover	too	what is more	an additional
in fact	similarly	finally	next	another
<i>Comparison - comparing ideas</i>				
again	also	similarly	with	in comparison
like/likewise	as	in the same way/manner	both	compared with
resemble				comparable to
<i>Contrast - contrasting ideas</i>				
besides	but	however	in contrast	instead
conversely	nevertheless	meanwhile	also	likewise
naturally	alternatively	regardless	it is true that	yet
whereas	although/though	different from	while/whilst	certainly
still	contrary to	despite	notwithstanding	
<i>Time and sequence - ordering the sequence of items</i>				
after	immediately	at first	finally	so far
while	to summarise	first(ly)	subsequently	concurrently
next	thereafter	second(ly)	afterwards	meanwhile
since	therefore	third(ly)	in summary	to sum up
in conclusion	basically	previously	on the whole	overall
<i>Result - Introducing a result (cause and effect)</i>				
accordingly	for that reason	then	as a result	hence
therefore	since	consequently	thus	accordingly
a consequence of	... is due to	because	so... that	
<i>Exemplification - introducing an example</i>				
as evidence of	an example of	for instance	for example	specifically
such as	thus	to illustrate		

Signal words to use in citations

Signal words and phrases assist with making citations part of your own writing and providing more information about the status of the information you are citing. 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.

<i>Say or Mean</i>		<i>Argue</i>	<i>Explain</i>	<i>Other</i>
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	emphasise	theorise	demonstrate	examine
		imply		
		suggest		

Good writers use a combination and variety of these methods and words.

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