

# *REFERENCING*

## *The Harvard Referencing System*



*Learning Support  
Division of Teaching and Learning Services  
Central Queensland University*

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Referencing

The Author-Date System

also known as

The Harvard Referencing System

based on

Style Manual

of

The Australian Publishing Service  
(AGPS)

This referencing guide is primarily for the use of students undertaking the preparatory course, **STEPS**, at Central Queensland University. It is possible to use this document only as a guide for undergraduate study. Always consult your study guide and your lecturer as to the referencing convention preferred for your course.

Documents from the University of South Australia and the University of Adelaide provided the inspiration for the format of this referencing guide. The *Style Manual for Authors, Editors, Printers*, 5th edition was used as a primary source for consultation on the referencing described in this guide.

This document can also be obtained from the following web site:

<http://www.cqu.edu.au/edserv/undegrad/clc/docs/referencing.pdf>

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## What is referencing?

When you write an assignment at university, you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to it - both in the text of your assignment and in a list at the end of your assignment. This practice of acknowledging authors is known as **referencing**.

References **must** be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, videos, computers, other print or electronic sources, and personal communications. A reference is required if you:

- ! quote (use someone else's exact words)
- ! copy (use figures, tables or structure)
- ! paraphrase (convert someone else's ideas to your own words)
- ! summarise (use a brief account of someone else's ideas)

## Should YOU reference public domain information?

Public domain information is information that is so widely known that it is considered everybody would be aware of its source. The general public use public domain information freely. Where authors or sources are so widely known, specific citation may not be required. Check with your lecturer on this issue.

*For example:*

As Shakespeare observed, 'All the world's a stage ...'

Bob Hawke's statement that 'By 1990, no child in Australia will be living in poverty' was unrealistic.

## Why should you reference?

References enhance your writing and assist your reader by:

- ! showing the breadth of your research
- ! strengthening your academic argument
- ! showing the reader the source of your information
- ! allowing the reader to consult your sources independently
- ! allowing the reader to verify your data

By using references appropriately, you will avoid plagiarism, which is falsely claiming someone else's words or ideas as your own.

### Which referencing system should you use?

There are a number of different referencing systems used in academic writing. The two most commonly used are:

- ! author-date systems such as the Harvard System (AGPS) or the APA System (American Psychological Association)
- ! numerical systems such as footnoting or endnoting (Oxford System)

It is important that you choose only one referencing system for an assignment and **maintain consistency** with all the details required by the system you are using. You should follow the style specified for your course.

This handout describes a simple version of author-date referencing which is based on the 1994 AGPS *Style Manual* (Australian Government Publishing Service).

### References in the text of your assignment

There are two parts to the author-date system of referencing:

- ! the author and the date in the text/main body (embedded/in-text)
- ! all the details in the *reference list* at the end

When you cite (identify) references in the text of your assignment - regardless of whether you quote, copy, paraphrase or summarise - you should include:

- ! the author's surname (family name)
- ! the year of publication (latest edition)
- ! page numbers if appropriate
- ! punctuation and spacing as set out in the examples in the section below entitled **Ways of Citing**

### Ways of citing

There are two ways of citing references.

#### ***Author prominent***

One way gives prominence to the author by using the **author's** surname as part of your sentence with the date and the page number in parentheses (round brackets):

Cowie (1996, p. 91) has argued that 'socialism rejected the liberal ideals of individualism and competition'.

#### ***Information prominent***

The other way of citing references gives prominence to the **information**, with **all** the required referencing details in parentheses:

It has been argued that ‘socialism rejected the liberal ideals of individualism and competition’ (Cowie 1996, p. 91).

### Verbs that help with author-prominent referencing

state	point out	describe
remark	add	suggest
maintain	assert	affirm
agree	claim	clarify
disagree	contest	contend
highlight	found	show
imply	theorise	offer
predict	question	dispute
justify	conform	reason

### Paraphrasing

Paraphrasing means to restate accurately and succinctly something you have read. Be sure to write this in your words as far as possible. If your work does not refer to specific ideas on particular pages of a resource but to general themes mentioned throughout the resource, page numbers need not be shown.

#### *General Theme*

Studies (Tanner 1999) indicate that the economic structure today is far more unpredictable and unstable than it was thirty years ago.

#### *Specific Idea*

Tanner (1999, p. 22) claims that the introduction of the GST in the Australian economic structure has not impacted on the price of fuels.

### Should you paraphrase or use quotations?

#### *Paraphrasing preferred*

No matter whether you use quotations or paraphrase another’s words, you will always need to give references - both in the text and in the reference list. It is preferable that you **paraphrase** (putting ideas in your own words) as too many **quotations** (using the exact words) can lead to a poorly written assignment. A general rule in academic circles is that no more than 10% of an assignment should be in the form of direct quotations.

#### *Quotations*

Quotations should be used sparingly, selected carefully, used in context, integrated into your text and reproduced **exactly** (including the words, spelling,

punctuation, capitalisation and paragraphing of the original writer). The word [sic] (meaning ‘so’ or ‘thus’) can be inserted in a quotation when the original text is incorrect with regards to grammar, spelling or gender.

- ! ‘This was a comonly [sic] held view...’
- ! ‘The oil company could of [sic] prevented the pollutants from flowing...’
- ! ‘When a child is at school, he [sic] needs to comply with the school rules.’

A quotation is used if:

- ! misinterpretation would result from a change to the words
- ! a major argument needs to be recorded as evidence
- ! it is important to comment on, refute or analyse the ideas expressed
- ! it is a particularly elegant or forceful phrase

### ***Short quotations***

Short quotations (fewer than 30 words) should:

- ! be incorporated into your sentence without disrupting the flow of your paragraph
- ! have single quotation marks
- ! have the full stop outside the reference
- ! keep the same font size

The church is not the only setting where the soul may be nurtured as ‘[t]he soul also finds sustenance in more domestic settings, like the family home where customs and values have created a spirit handed down over generations’ (Jones 1998, p. 89).

The church is not the only setting where the soul may be nurtured as Jones (1998, p. 89) suggests, ‘[t]he soul also finds sustenance in more domestic settings, like the family home where customs and values have created a spirit handed down over generations’.

The church is not the only setting where the soul may be nurtured as Jones (1998) suggests, ‘[t]he soul also finds sustenance in more domestic settings, like the family home where customs and values have created a spirit handed down over generations’ (p. 89).

The square brackets [t] are used to indicate that in the original quotation ‘the’ began with a capital T.

### ***Long quotations***

Long quotations (more than 30 words) should be:

- ! introduced in your own words
- ! begun on a new line
- ! fully indented by default (i.e. 1.27cm) from the left margin
- ! in single line spacing

Use a smaller font for the quotation i.e. change from size 12 to size 10. Remember to change back to font size 12 for the author, date and page number as this is not part of the actual quotation.

One blank line should separate the quotation from the introductory statement as well as the text that follows the quotation. The introductory statement ends with a colon (:).

Quotation marks are not used for longer quotations as the left indentation already shows that it is a quotation. The full stop will be after the last sentence of the quotation and **before** the author-date reference.

The church is not the only setting where the soul may be nurtured as:

The soul also finds sustenance in more domestic settings, like the family home, where customs and values have created a spirit handed down over generations. According to Thomas Moore, the soul finds sacredness in the ordinary, and may benefit most when its spiritual life is performed in the context of mundane daily life. (Jones 1998, p. 89)

### ***Words omitted from quotations***

To omit words from quotations, use an ellipsis (...). The quotation must still keep the same sense.

Cowie (1996, p. 123) claims that:

In the revolutionary showdown in Russia, three critical factors coexisted; the collapse of the former administrative structure ...; the presence of a conspiratorial revolutionary party ...; and the leadership of two brilliant and ruthless men, Trotsky and Lenin.

If the quotation does not begin at the start of a sentence, an ellipsis should be used to convey this to the reader.

... there are no parties in the convention that agree with Stalin's statement about the availability of jobs for all people in the new year. It is believed that nothing will change except the colour of the flag and more fashionable clothing for those in prison. (Cowie 1996, p. 129)

### ***Other aspects to notice are:***

! for a double quotation - i.e. a quotation within a quotation - use double quotation marks inside single quotation marks:

[Empty box for student input]

‘The first words of Melville’s *Moby Dick* are “Call me Ishmael” and these words are full of significance’ was the first statement in Smith’s memorable speech (Johns 1995, p. 43).

### ***The Square Brackets in Quotations:***

Sometimes in quotations it is necessary to insert a word that explains the meaning of another word in that quotation. Place the explanation in square brackets.

‘The curriculum of the national schools in the 1870s included reading, writing, arithmetic, drill [physical exercises] and music’ (Cowie et al. 1996, p. 21).

## **Page numbers**

Page numbers should be used when:

- ! you directly quote material from the original publication
- ! you copy tables or figures
- ! you cite specific **ideas** from particular pages of a resource

The following examples illustrate the use of page numbers:

(Wells 1992, p. 4)

(Smith 1996, pp. 1, 4, 6)

(Jones & Mackay 1998, pp. 25 – 26)

(Kelly & McWhirter 1997, n.p.)

## **Common titles (acronyms)**

If a work contains numerous references to a particular resource with a long title e.g. Royal Society for the Prevention of Cruelty to Animals, the common title (acronym) may be used e.g. RSPCA. Acronyms must appear both in-text and in the reference list. The first citation in-text must include both the long title and the common title, and thereafter the common title will suffice. Write the common title **without full stops**.

[Empty box for student input]

Royal Society for the Prevention of Cruelty to Animals (RSPCA) has a policy on removing injured animals. The RSPCA is permitted to enter a property at any time following a report of complaint (RSPCA 1999).

In the reference list both the long title and the common title must be included.

Royal Society for the Prevention of Cruelty to Animals (RSPCA) 1999, *Policy Statement on Removal of Animals at Risk*, Author, Brisbane.

## Latin Terms

Latin Term	Meaning
et alia or et al.	Means 'all the rest'. This is used for four or more authors to shorten the in-text citation. For the first entry all the authors must be listed. The term et al. is written in plain text.
[sic]	Means 'thus' or 'this is how it was written'. This is used when there is a spelling or grammatical error or when sexist language is used in the original source quoted. This term [sic] appears immediately after the original error. It is written in plain text and appears in square brackets.
c.	Denotes 'circa' and means 'approximate date'. This is used when the approximate date is all that is known. It is written in plain text and ends with a full stop.

## the difference between a reference list and a bibliography

The reference list only indicates sources cited in the text of your assignment. You may also be required to complete a bibliography. A bibliography uses the same format as a reference list but it includes all material consulted in the preparation of your assignment.

In other words, a bibliography will repeat everything in your reference list and will include all other sources which you read or consulted but did not cite.

## Reference lists

The reference list includes full details of all the sources (except for personal communications, bible references and news broadcasts) which you cited in the text of your assignment. This is to enable anyone reading your assignment to consult your sources.

You will be required to record different details for different types of resources. Elements of two frequently used resources, a book and a journal, are annotated below to show how individual references are constructed. Examples of numerous other resources are included on pages 9 – 18. Remember to be consistent with the **elements included**, the **order of the details** and the **punctuation** for each resource.

Not all resources will conform exactly to the examples given. Some adjustments may be needed. Use your own judgement to compose the reference, then consult your lecturer.

The reference list is entitled **REFERENCES** or **REFERENCE LIST**. This is to be written in uppercase, and in bold and centred. Headings are neither underlined nor punctuated. Present the reference list using single line spacing and hanging indent for each entry. Insert a blank line between each entry. Arrange the reference list alphabetically and place as the final page of your assignment.

## Should you use minimal or maximal capitalisation?

Some lecturers/faculties require a specific form of capitalisation in the reference list. Check to see if there is a specific requirement and abide by that request. If there is no requirement, choose the method which suits you best and then use that method **CONSISTENTLY**.

<b>Minimal capitalisation</b>	! First letter of the title ONLY.
	! First word after the colon in the title. e.g. Long memories: The attitudes of survivors towards the Korean War.
	! Words which usually warrant a capital e.g. proper nouns.
<b>Maximal capitalisation</b>	! First letter of all words in the title except articles (the, a, an) prepositions (for, on, under, about) and conjunctions (and, but, or).
	! If ' <b>the</b> ' is the first word after a semi-colon it is capitalised. e.g. <i>Long Memories: The Attitudes of Survivors Towards the Korean War</i> .

The following examples highlight the differences in minimal/maximal capitalisation:

***Minimal capitalisation***

'Green light for operation glass ceiling' 1999, *Queensland women*, URL: <http://www.qldwoman.qld.gov.au/qwo/9712/ceiling.html>, (accessed 22 May 2000).

***Maximal capitalisation***

'Green Light for Operation Glass Ceiling' 1999, *Queensland Women*, URL: <http://www.qldwoman.qld.gov.au/qwo/9712/ceiling.html>, (accessed 22 May 2000).

***Minimal capitalisation***

Kaye, M. 1994, *Communication management*, Prentice-Hall, Sydney.

***Maximal capitalisation***

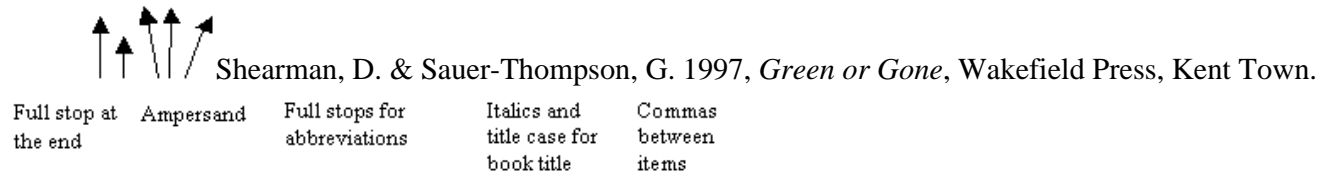
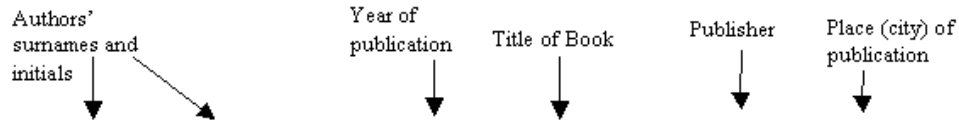
Kaye, M. 1994, *Communication Management*, Prentice-Hall, Sydney.

<b>Elements for referencing a book</b>
--

For a **book**, the following elements should be presented in this order:

- ! author's surname and initials
- ! year of publication
- ! title of book (in italics)
- ! the edition (e.g. 4<sup>th</sup> edn) if not the original publication
- ! publisher
- ! place of publication

## Book



## Elements for REFERENCING a journal article

For a **journal article**, the following elements should be presented in this order:

- ! author's surname and initials
- ! year of publication
- ! title of article in single quotation marks
- ! title of journal or periodical in italics
- ! volume number where applicable
- ! issue number or other identifier where applicable
- ! page number(s)

## Journal article

## REFERENCING

Author's surname  
and initials

Year of Publication

Title of article in  
single quotation marks

Italics and  
title case for  
journal title



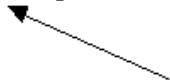
Stove, R.J. 1999, 'Xenophobia: The Great Local Content Myth', *The Institute of Public Affairs Review*, vol. 51, no. 1, pp. 14 - 16.

Volume  
number in  
lower case

Issue  
number in  
lower case

Page  
numbers

Full stop at the end



### How do you arrange the REFERENCE list alphabetically?

1. The reference list is arranged in alphabetical order.
2. Do **not** use numbers, letters or bullet points to begin each entry.
3. Any reference that starts with a number (e.g. 7:30 Report) precedes the alphabetical listing and is listed numerically.
4. Where there is more than one author of a publication, maintain the order of their names as they appear on the title page of the publication, even if they are not in alphabetical order on the title page.
5. If a reference has no author, list it alphabetically according to the sponsoring body e.g. CSIRO or Education Queensland.
6. If there is no author or sponsoring body, list alphabetically according to the title. The whole title of the resource must appear, but when listing alphabetically, ignore words such as, 'The', 'A', 'An' at the beginning of the reference's title e.g. The Australian Child. Alphabetise according to the 'A' in Australian. The articles are omitted for newspapers titles. The Morning Bulletin, for example, should appear in the reference list simply as *Morning Bulletin*.

7. If there are two or more references by the same author, then list them in order of publication date with the oldest work first.
8. If references by the same author have been published in the same year, then list them alphabetically according to the title and add the letter 'a' after the first date, and 'b' after the second date (e.g. 1993a, 1993b).

## FAQ's

Q 1: *Why is the word 'Author' sometimes used in place of the publisher?*

A 1: The word author is used when the author and the publisher are the same. This is common when referencing government publications.

Q 2: *Is the printer also the publisher?*

A 2: Not often. Do not use phrases like 'Government Printer' to indicate the publisher.

Q 3: *What if there are two publishers for the resource?*

A 3: Show both publishers separated by an ampersand (&).

Q 4: *Do I need to cite all the editorial offices?*

A 4: No, cite the main editorial office responsible for producing the resource - use the first one listed on the title page. To be sure, check this on the verso page.

Q 5: *Does the Australian Government Publishing Service publish all Commonwealth Government publications?*

A 5: Most, but not all. Sometimes the sponsoring body publishes in its own right, or does so jointly with the AGPS.

Q 6: *Do I include the country name as well as the city/town name?*

A 6: No. Confusion might occur; however, the resource could be located by contacting the publisher at any editorial office.

Q 7: *Is the date of publication the same as the copyright date?*

A 7: No. For some publications the copyright is held by an author who may arrange publications by different publishers on different dates.

Q 8: *Is the author's name the same as the name next to the © symbol?*

A 8: Not usually – but sometimes this can be the case.

Q 9: *What if no edition is shown?*

A 9: Assume it is the first edition. You do not have to include this (1<sup>st</sup> edn) in the actual reference.

Q 10: *If the title words on the spine or cover of a book are different from those on the titlepage, which do I use?*

A 10: Use those on the title page.

Q 11: *Should multiple authors of an individual resource be recorded in alphabetical order?*

A 11: No. Record as is on the title or verso page of the resource. Do NOT change the order!

Q 12: *Do I include honorifics (Dr, Prof) or professional affiliations (AMA, FRACS)?*

A 12: No, there is no need to include these.



*What follows is a set of guidelines on which you may model future referencing. You may find that the examples given do not at times reflect exactly the details for the resource which you wish to reference. In this case, use your common sense to adapt the reference – include the necessary detail which you consider would be needed to locate that resource. If you are concerned, check with your lecturer.*

<b>BOOKS</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>One author</i>	A recent study (Elder 1995) found that ... <b>OR</b> Elder (1995, p. 14) claims that ...	Elder, B. 1995, <i>The Magic of Australia</i> , Beut Books, Sydney.
<i>Two authors</i>	A recent study (Yeric & Todd 1989) predicted that ... <b>OR</b> Yeric and Todd (1989, p. 17) point out that ...  <b>Use an ampersand (&amp;) within the parenthesis, but use ‘and’ in your sentence.</b>	Yeric, J. & Todd, J. 1989, <i>Public Opinion: The Visible Politics</i> , Peacock Publishers, Chicago.
<i>Three authors</i>	A recent study (Yeric, Todd & Muller 1999) highlighted that ... <b>OR</b> Yeric, Todd and Muller (1999, p. 28) state that ...  <b>Use an ampersand (&amp;) within the parenthesis, but use ‘and’ in your sentence.</b>	Yeric, J., Todd, J. & Muller, P. 1999, <i>Political Perspectives</i> , Peacock Publishers, Chicago.

<b>BOOKS</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
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REFERENCING

<p><i>Four or more authors (Use et al. from the very first entry in text. Include all the authors in the reference list.)</i></p>	<p>The comprehensive study (Jones et al. 1999) highlighted that ...</p> <p><b>If there is another reference starting with Jones e.g. Jones, Larsen, Green and Matthews, the names of all the authors should be given in both cases to avoid confusion.</b></p>	<p>Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. &amp; Gardener, J. 1999, <i>Business Management for the New Era</i>, Wyland Publishing, Adelaide.</p>
<p><i>Multiple works by the same author</i></p>	<p>University research (Brown 1982, 1988) has indicated that ...</p> <p><b>Place chronologically - oldest first.</b></p>	<p>Brown, P. 1982, <i>Corals in the Capricorn Group</i>, Central Queensland University, Rockhampton.</p> <p>Brown, P. 1988, <i>The Effects of Anchors on Corals</i>, Central Queensland University, Rockhampton.</p>
<p><i>Multiple works published in the same year by the same author</i></p>	<p>In recent reports (Napier 1993a, 1993b) ...</p> <p><b>OR</b></p> <p>Ideas by Napier (1993b) were implemented ...</p> <p><b>Add a, b, c, etc. to differentiate between works in the same year.</b></p>	<p>Napier, A. 1993a, <i>Fatal Storm</i>, Allen &amp; Unwin, Sydney.</p> <p>Napier, A. 1993b, <i>Survival at Sea</i>, Allen &amp; Unwin, Sydney.</p>

<p><b>BOOKS</b></p>	<p><b>IN-TEXT REFERENCING</b> Also known as embedded referencing</p>	<p><b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list</p>
<p><i>Works by different authors with the same name.</i></p>	<p>A recent report (Smith 1998) shows that ...</p> <p>Recently, Smith (1999, pp. 47 - 50) found that ...</p> <p><b>The year of publication will differentiate between the two authors.</b></p>	<p>Smith, J. 1998, <i>The World's Polluted Oceans</i>, Pacific Publishers, Sydney.</p> <p>Smith, R. 1999, <i>Evolution and Religion</i>, Firth's Publishers, Adelaide.</p>
<p><i>Works by different authors with the same name, in the same year.</i></p>	<p>A. Carter (1999, p. 24) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (Carter, T. 1999, p. 39).</p>	<p>Carter, A. 1999, <i>Issues in Australian Education</i>, Cherokee Publications, Brisbane.</p> <p>Carter, T. 1999, <i>Creativity in the Classroom</i>, Watkins and O'Hara Publishers, Darwin.</p>
<p><i>Second or later edition with an author</i></p>	<p>Johnston (1993, p. 5) stated that ...</p> <p><b>OR</b></p> <p>The latest theory (Johnston 1993, p. 5) on group dynamics ...</p>	<p>Johnston, K. 1993, <i>Surviving the First Year Experience</i>, 2<sup>nd</sup> edn, Macmillan, Melbourne.</p>

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<p><i>Several sources are cited at once</i></p> <p><b>NB: Do not overdo this</b></p>	<p>Bradford and Lewis (1991); Curtis (1988); and Grant (1992) all agree ...</p> <p><b>OR</b></p> <p>Recent studies (Bradford &amp; Lewis 1991; Curtis 1988; Grant 1992) agree ...</p> <p><b>Alphabetise according to the name of the first author in each source. Separate subsequent entries by using semicolons.</b></p>	<p><b>Each source cited in text should appear as a separate entry in the reference list.</b></p>
<p><b>BOOKS</b></p>	<p><b>IN-TEXT REFERENCING</b> Also known as embedded referencing</p>	<p><b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list</p>
<p><i>Author(s) sponsored by an institution, corporation or other organization</i></p>	<p>Recent theories (Centre for Continuing Studies 1987) expose the link ...</p>	<p>Centre for Continuing Studies 1987, <i>Methods of Learning</i>, by E. M. Flynn, Harper Collins, Sydney.</p>
<p><i>No author's name appears (but there is a sponsoring body, newspaper or title)</i></p>	<p>A recent study (Australian Defence Force 1996) has suggested ...</p> <p><b>OR</b></p> <p>A recent study by Education Queensland (<i>Morning Bulletin</i> 16 August 1998, p. 3) concludes ...</p> <p><b>OR</b></p> <p>A recent study (<i>Family Policies</i> 1996) shows that ...</p> <p><b>Cite the sponsoring organisation, the newspaper or the title.</b></p>	<p>Australian Defence Force 1996, <i>The Boat People Issue</i>, AGPS, Canberra.</p> <p><i>Morning Bulletin</i> 1998, 'Families of Today', 16 Aug., p. 3.</p> <p><i>Family Policies</i> 1996, AGPS, Canberra.</p>
<p><i>No author and 2nd or later edition</i></p>	<p>A recent study (<i>Practical Design</i> 1992) shows that ...</p>	<p><i>Practical Design</i> 1992, 2<sup>nd</sup> edn, South Australian Design Press, Adelaide.</p>
<p><i>Edited work – role of editor is significant</i></p>	<p>Danaher (ed. 1998, p. 87) indicated ...</p> <p><b>OR</b></p> <p>Current essays edited by Danaher (1998) suggest ...</p> <p><b>OR</b></p> <p>Current essays (ed. Danaher 1998) suggest ...</p>	<p>Danaher, P. (ed.) 1998, <i>Beyond the Ferris Wheel</i>, CQU Press, Rockhampton.</p>

REFERENCING

<i>Chapter in edited work</i>	According to Byrne (1995, p. 84), ...	Byrne, J. 1995, 'Disabilities in Tertiary Education', in <i>Voices of a Margin</i> , eds L. Rowan & J. McNamee, CQU Press, Rockhampton.
<i>One volume of multivolume work</i>	Dawson and Browning (1986, p. 32) stated that ...	Dawson, P. & Browning, M.C. (eds) 1986, <i>The World at War</i> , vol. 3, <i>The Asian Conflict</i> , Penguin, Harmondsworth.
<b>BOOKS</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>One issue in a series</i>	Johnson (in ed. Healey 1999, p. 4) concludes ...  <b>Healey is the editor who will appear in the reference list.</b>	Healey, K. (ed.) 1999, <i>Issues in Society: Recycling</i> , vol. 114, Spinney Press, Wentworth Falls.  <b>Treat as a primary reference in a secondary source.</b>
<i>No date can be established</i>	Lansdown (n.d., p. 13) found that ... <b>OR</b> It was found (Lansdown n.d., p. 13) that ...	Lansdown, M. n.d., <i>Bridging Courses</i> , Central Queensland University, Rockhampton.
<i>The date can be established but only approximately</i>	In a draft policy release, the Queensland Education Department (c. 1995) suggests ...	Queensland Education Department c. 1995, <i>Draft Policy on School Discipline</i> , Author, Gladstone.
<i>Referring to an author (primary reference) read about in another publication (secondary reference)</i>	Simpson (Cole 1992, p. 71) stated that ... <b>OR</b> Simpson's observations in 1975 (cited in Cole 1992, p. 71) led to ... <b>OR</b> Learning is a process of association and development (Simpson 1975, cited in Cole 1992, p. 71) whereby students progress ... <b>OR</b> Cole (1992, p. 71), in reporting Simpson's study, states ... <b>OR</b> Simpson's (1975) study (cited in Cole 1992, p. 71) found that ...	Cole, P. 1992, <i>Teaching and Learning</i> , Cap Press, Yeppoon.
<i>NB: Try to locate the primary source if possible</i>	<b>Cole is the author who will appear in the reference list.</b>	
<b>BOOKS</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list

REFERENCING

<i>Referring to two primary references within a secondary reference</i>	Heath (1989) and Johnson (1972), (cited in Morris 1998, p. 25) stated that ...  <b>Morris is the author who will appear in the reference list.</b>	Morris, M. 1998, <i>Critical Reflection on Distance Education</i> , Goprint, Brisbane.
<b>JOURNALS</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>No author</i>	Recent theories suggest solar power may be competitive (Building Theories on Sand 1999, p. 521).	'Building Theories on Sand' 1999, <i>Science</i> , vol. 285, p. 521.
<i>One or more authors</i>	Peterson and Schmidt (1999, p. 90) maintain that ...	Peterson, J. & Schmidt, A. 1999, 'Widening the Horizons for Secondary Schools', <i>Journal of Secondary Education</i> , vol. 3, no. 8, pp. 89 – 106.
<i>No volume or number/issue</i>	Growth at all cost is no longer a viable option (Sprague & Shameen 1999, p. 50).	Sprague, J. & Shameen, A. 1999, 'Boosting Growth, Courting Disasters?', <i>Asiaweek</i> , 31 July, pp. 50 - 51.
<i>From a university readings book</i>	Greenland (1995, p. 27) argues that prejudice can lead to social problems ...	Greenland, H. 1995, 'On the Road to Prejudice', <i>Australian Magazine</i> , pp. 22 - 27 in 53287 <i>Working with Communities Book 2</i> , 1999, Central Queensland University, Rockhampton.
<b>SPECIALISED SOURCES</b>		
<i>Study guide (author known)</i>	Similarly, Hallinan (2000, p. 66) reported that ...	Hallinan, P. 2000, <i>48102 Development and Disability: Study Guide</i> , Central Queensland University, Rockhampton.
<i>Study guide (author unknown)</i>	A recent report (Central Queensland University 2000) has suggested that ...	Central Queensland University (CQU) 2000, <i>48201 Development and Disability: Study Guide</i> , Author, Rockhampton.
<i>Text reprinted in a University Resource Readings Material</i>	In a review of the situation, Aries (1962, p. 35) suggested that ...	Aries, P. 1962, <i>Centuries of Childhood</i> , pp. 31 - 47, in 48911 <i>Images of Childhood: Resource Materials</i> , Central Queensland University, Rockhampton.
<b>SPECIALISED SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list

REFERENCING

<i>Tutorial/Workshop Handout (unpublished)</i>	The importance of aerobic exercise (The Respiratory System 2000) ...	The Respiratory System, Tutorial handout distributed in the unit, Human Anatomy, 72160 at Central Queensland University, Gladstone on 2 March, 2000.  <b>NOTE: No italics nor quotation marks are shown because class handouts are unpublished sources.</b>
<i>Lecture notes (unpublished)</i>	It is expected that the first teaching day (Thompson 2001) may result in mixed emotions.	Thompson, R. 2001, <i>The First Day Experience</i> , Lecture notes distributed in the unit Professional Practice III 48314 at Central Queensland University, Bundaberg on 21 April 2001.
<i>Lecture material – non-print (e.g. whiteboard notes, OHT notes, lecturer’s statements)</i>	In a lecture, Introductory Science 52613, presented at Central Queensland University, Mackay, on 17 April 2001, Dr J. Watson suggested that ...	<b>This should not be included in the reference list.</b>
<i>Conference paper</i>	Edwards and Graham (1993, p. 77) contend that ...	Edwards, K. & Graham, R. 1992, ‘The All Female Expedition: A Personal Perspective’ in <i>Gender on Ice: Proceedings of a Conference on Women in Antarctica</i> , 8 – 12 January 1993, Australian Antarctic Foundation, Canberra, pp. 75 - 81.
<i>Paper presented at a meeting (unpublished)</i>	The escalating abuse of pre-school aged children has become a major societal concern (Lanktree & Briere 1991).	Lanktree, C. & Briere, J. January 1991, Early data on Trauma Symptom Checklists for Children, Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego.  <b>NOTE: The title is not italicised as this paper is unpublished.</b>
<i>Government publication</i>	A recent government study (Australian Bureau of Statistics 1999) reported that ...	Australian Bureau of Statistics (ABS) 1999, <i>Regional Statistics</i> , Cat. no. 1313.8, Author, Canberra.
<b>SPECIALISED SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list

REFERENCING

<i>Government report (common title/acronym - must also be added)</i>	A government report (Royal Commission into Aboriginal Deaths in Custody (RCADC) 1990) found that ... . It was further suggested (RCADC 1990) at an investigation that ...  <b>Subsequent entries use only the common title/acronym.</b>	Royal Commission into Aboriginal Deaths in Custody (RCADC) 1990, <i>Report of the Inquiry into the Death of Ronald Mack</i> , by Commissioner D. J. O’Shea, AGPS, Canberra.
<i>Standards</i>	According to the Standards Association of Australia (1997), ...	Standards Association of Australia 1997, <i>Australian Standard: Pressure Equipment - Manufacture</i> , (AS4458-1997), Standards Australia, North Sydney.
<i>Patent</i>	Tan and Arnold (1993) formalised and protected their ideas ...	Tan, I. S. & Arnold, F. F. (US Air Force), 1993, <i>In Situ Molecular Composites Based on Rigid-rod Polyamides</i> , US patent 5 247 057.
<i>Legislation</i>	It must be realised that intent must be established before a prosecution can proceed concerning underage drinking (Queensland Government, 1962, s.12, ss.5).	Queensland Government 1962, <i>Queensland State Liquor Act</i> , Author, Brisbane.
<i>Brochure where the author is also the publisher</i>	Guidelines such as those found by the Research and Training Centre of Independent Living (RTCIL) (1993) have become standard procedures.	Research and Training Centre of Independent Living (RTCIL) 1993, <i>Guidelines for Reporting and Writing about People with Disabilities</i> , Author, New York.
<i>Pamphlet</i>	Centrelink (1999) proclaimed that ...	Centrelink 1999, <i>Bonus for Working Seniors</i> , Author, Brisbane.
<i>Magazine</i>	The increase in the rate of youth suicide is of great concern to those employed in the social welfare sector (McVeigh 2001, p. 20).	McVeigh, T. 2001, ‘Death Wish’, <i>Australian Magazine</i> , 12 – 13 May, p. 20.
<i>Newspaper article with an author</i>	Condren (1999) reported that ...	Condren, P. 1999, ‘Swiss Prepare Charges’, <i>Weekend Australian</i> , 30 - 31 July, p. 1.
<b>sPECIALISED SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>Newspaper article with no author</i>	In a recent review of the class size situation ( <i>Morning Bulletin</i> 7 August 1999, p. 8), Education Queensland concluded that ...	<i>Morning Bulletin</i> 7 August 1999, p. 8.
<i>Video</i>	Similarly, in <i>The Hollywood Sound</i> (1995), ...	<i>The Hollywood Sound</i> 1995, Video recording, Sony Classical Film and Video, New York.

REFERENCING

<i>Television broadcast</i>	The idea was first presented in 'Emission Impossible' (1999).	'Emission Impossible' 1999, <i>Four Corners</i> , Television broadcast, ABC Television, 8 November.
<i>Television advertisement</i>	'Coke adds life' (Coca-Cola Amatil 1986), the 'catch cry' for Coca-Cola ...	Coca-Cola Amatil 1986, <i>Coca-Cola at the Beach</i> , Television advertisement, Cruise Advertising, Brisbane.
<i>Interview on radio</i>	Norris (1997) described the melting of the ice packs in the Antarctic ...	Norris, D. 1997, <i>The Greenhouse Report</i> , Radio broadcast, ABC Radio National, 6 January.
<i>Movie</i>	The theory ( <i>The Reluctant Mountain</i> 1976) was challenged ...	<i>The Reluctant Mountain</i> 1976, Motion picture, Australian Instructional Films for Peko-Wallsend, Sydney.
<i>Microfiche (without a reference number)</i>	Mundy (1980, p. 42) explained that ...	Mundy, G. 1980, Microfiche, <i>Ideology and the Mass Media</i> , The Library, Social Sciences and Humanities Division, Australian National University, Canberra.
<i>Microfiche (with a reference number)</i>	Rallis (1995, p. 11) believes that ...	Rallis, S.F. 1995, <i>Dynamic Teachers: Leaders of Change</i> , Sage Productions, London, ERIC Microfiche ED 388626.
<i>Audio cassette</i>	In <i>Plum Blossom</i> (1990), it is claimed that entertainers live a very complex life.	<i>Plum Blossom</i> 1990, Sound recording, White Swan Audio and Video Publishing House, cassette WS8871.
<i>Encyclopædia</i>	In 'Dress and Adornment' (1995), ...	'Dress and Adornment' 1995, <i>The New Encyclopædia Britannica</i> , 15 <sup>th</sup> edn, vol. 17, pp. 488 - 490.
<i>Encyclopædia (with editor)</i>	Sadie (ed. 1980, p. 267) defined the term as ...	Sadie, S. (ed.) 1980, <i>The New Grove Encyclopædia of Music and Musicians</i> , MacMillan, London.
<i>Dictionary</i>	<i>The Australian Concise Oxford Dictionary</i> (1999, p. 1425) defines a throw-away society as one which ...	<i>The Australian Concise Oxford Dictionary</i> 1999, 3 <sup>rd</sup> edn, Oxford University Press, Melbourne.
<b>SPECIALISED SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>The Bible</i>	These particular lines (Psalm 23: 6 – 8) refer the reader to ...	<b>Bible references are not usually included in a reference list.</b>
<i>Personal Communications</i>	In a telephone conversation on 17 July 1999, Dr Petty ... <b>OR</b> Evidence given (Petty H. 1999, pers. comm., 17 July) ... <b>OR</b> In an email communication on 10 June 1995, Mary Wren ...	<b>Personal communications such as conversations, letters and personal email messages, are not usually included in a reference list.</b>
<i>News broadcast on radio</i>	The discovery was first announced on <i>4BU News</i> (14 February 2000).	<b>News broadcasts are not usually included in a reference list.</b>

<b>UNPUBLISHED SOURCES</b>		
<i>Thesis (unpublished)</i>	Herbert-Cheshire (unpub.) argues ...	Herbert-Cheshire, L. 1997, Living by the Sea, BA Hons Thesis, Central Queensland University.
		<b>NOTE: The title is NOT italicised.</b>

**NOTE: Do not tap ENTER until you have completed the WHOLE reference. Allow the word processor to word wrap naturally.**

### Requirements for electronic referencing

The Style Manual for Authors, Editors and Printers (5<sup>th</sup> edition) does not provide conventions for citing on-line publications.

Online and other digital publications follow the conventions for print-based publications.

The main additional elements of information required are:

- ! The type of online service used to access the information
- ! The date on which you accessed the information.

Typical services include:

WWW	WWW allows the presentation and transfer of text, graphics and other media to your computer.
FTP	File Transfer Protocol is used to obtain digital files from networked computers anywhere in the world.
Email	Used to send text and HTML messages to individuals or groups
Usenet	Electronic, public notice boards used by groups of people interested in discussing particular topics.
CD-ROM	A compact disc containing digitised encyclopaedias, periodicals, and large amounts of data.

Note the following:

- ! The author/s name/s follows the normal style for a book or periodical.
- ! The date of origin of the document may not be given. If this is the case, show n.d. meaning 'no date'.
- ! The title of the document should be the title on the first page of the document
- ! After the title, provide explanatory notes that would be useful for describing and finding the source material.

- ! The web address is needed to identify the publication. The web address is like the publisher’s name and place of publication for printed material.
  - ! Where the web address is different for different pages of the document, show the network address for the page that contains the material you wish to cite.
- A web address for the WWW is called its URL. An example of this is: <http://www.deetya.gov.au/index.htm>

**NOTE:** Be careful to copy the address EXACTLY, as a single error will result in you being unable to locate the source at a later date. The date accessed should be shown because online documents can change after you have cited the document.

The examples in the following table may be used as a guide unless otherwise specified by your lecturer.

### Examples of Model Referencing – Electronic Sources

<b>ELECTRONIC SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>Document on the World Wide Web (dated and author or sponsor given)</i>	Brown (1994) noted that ... <b>OR</b> Referencing electronic sources needs further attention (Brown 1994).  The idea was highlighted by the Queensland Pineapple Growers Corporation (1998).	Brown, H. 1994, <i>Citing Computer References</i> , URL: <a href="http://neal.ctstateu.edu/history/cite.html">http://neal.ctstateu.edu/history/cite.html</a> , (accessed 3 April 1995).  Queensland Pineapple Growers Corporation 1998, ‘Growing Pineapples’, <i>GardenBed Special</i> , URL: <a href="http://www.gardenbed.com/plant/gbd_p_apl1.cfm">http://www.gardenbed.com/plant/gbd_p_apl1.cfm</a> , (accessed 4 December 1999).
<i>Document on the World Wide Web (author or sponsor given but not dated)</i>	Jones (n.d.) recommends the observing of the ‘five food groups’ diet is important for childhood health. <b>OR</b> Adherence to the five food groups (Jones n.d.) ...	Jones, P. n.d., <i>Five Food Groups</i> , URL: <a href="http://www.food.com.au/5foodgroups/sustenance.html">http://www.food.com.au/5foodgroups/sustenance.html</a> , (accessed 15 June 1999).
<i>Document on the World Wide Web (no author/sponsor and no date)</i>	As stated in <i>Guidelines for Citing References and Electronic Sources of Information</i> (n.d.), ... <b>Always check the validity of a site that has no author or sponsor. The use of such sites is discouraged.</b>	<i>Guidelines for Citing References and Electronic Sources of Information</i> n.d., URL: <a href="http://www.eliz.tased.edu.au/refs.html">http://www.eliz.tased.edu.au/refs.html</a> , (accessed 12 May 1999).
<b>NOTE</b> There are no page numbers allocated to web site documents. However, it is important to indicate this by using n.p. in intext referencing. This shows the reader that the page number has not been forgotten, but rather that it is non existent. This is ONLY valid for web sites!		

<b>ELECTRONIC SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list
<i>Online Journal</i>	As von Urff noted (1996, n.p.), the information superhighway ...	Von Urff, C. 1996, 'Information Systems: Agents for Change', <i>Journal of Excellence in Higher Education</i> , vol. 1, no. 1, URL: <a href="http://204.17.16.101/Journal/Summer96/paper1.htm">http://204.17.16.101/Journal/Summer96/paper1.htm</a> , (accessed 3 July 1996).
<i>Government Report</i>	The success of new teaching techniques in engineering laboratories has been documented (Engineering Education Steering Committee 1996).	Engineering Education Steering Committee 1996, <i>Educating Engineers for a Changing Australia</i> , Draft report, URL: <a href="http://www.deetya.gov.au/index.htm">http://www.deetya.gov.au/index.htm</a> , (accessed 28 August 1996).
<i>Conference Proceedings</i>	The interactive classroom is becoming the primary learning and teaching interface in primary schools all over Australia (Willis 1996).	Willis, S. 1996, 'Interface into Interactivity: Technologies and Techniques', Paper presented at the Australian Computers in Education Conference 26 – 28 March 1996, URL: <a href="http://www.spirit.com.au/ACE96/papers/canberra.htm">http://www.spirit.com.au/ACE96/papers/canberra.htm</a> , (accessed 28 August 1996).
<i>Online Newspaper with author</i>	The banking industry's vital networks have collapsed due to a software problem (Davies 1996).	Davies, P. 1996, 'Key Mistake Wreaks Havoc', <i>Australian</i> , 18 June, URL: <a href="http://www.australian.aust.com/hied/columns/dav18jn.htm">http://www.australian.aust.com/hied/columns/dav18jn.htm</a> , (accessed 12 August 1997).
<i>Online Newspaper with no author</i>	A report in the <i>Australian</i> (1 September 1996) revealed that the economic situation was responsible for the ...	<i>Australian</i> 1 September 1996, URL: <a href="http://www.australian.aust.com/australian/cgi-bin/news">http://www.australian.aust.com/australian/cgi-bin/news</a> , (accessed 18 September 1996).
<i>Online Radio Transcript</i>	According to Smith (1998), the healing properties of lavender ...	Smith, H. 1998, 'Medicine in Chaucer's Time', <i>Ockham's Razor</i> , ABC Radio National Transcripts, URL: <a href="http://www.abc.net.au/rn/science/ockham/or110898.htm">http://www.abc.net.au/rn/science/ockham/or110898.htm</a> , (accessed 1 September 1998).

<b>ELECTRONIC SOURCES</b>	<b>IN-TEXT REFERENCING</b> Also known as embedded referencing	<b>MODEL TO FOLLOW IN THE REFERENCE LIST</b> <i>Always</i> use a hanging indent when keying in the reference list

<i>Email messages, conversations via bulletin boards or electronic discussion groups.</i>	In an email from J. Henderson on 19 June 1999, the findings of the report were ...	<b>NOTE: Cited as personal communication in-text. This is NOT included in the reference list.</b>
<i>Encyclopædia entry on CD-ROM (no author)</i>	As noted in 'Acid Rain' (1996), ...	'Acid Rain' 1996, <i>Microsoft Encarta 96 Encyclopædia</i> , (CD-ROM). <b>NOTE: Treat sections within the CD-ROM like chapters in a book.</b>
<i>Encyclopædia entry on CD-ROM (with an author)</i>	Harrison suggests that (1996), ...	Harrison, A. 1996, 'Global Warming', <i>Microsoft Encarta 96 Encyclopædia</i> , (CD-ROM). <b>NOTE: Treat sections within the CD-ROM like chapters in a book.</b>
<b>Example 1:</b> <i>Journal article on electronic database - WebSPIRS</i>	Mulgan (2000, p. 10) recommends that ... <b>OR</b> The idea (Mulgan 2000, p. 6) was tabled ...	Mulgan, R. 2000, 'Perspectives on "the Public Interest" ', <i>Canberra Bulletin of Public Administration</i> , no. 95, March, pp. 5 – 12, (online WebSPIRS).
<b>Example 2:</b> <i>Journal article on electronic database - Proquest</i>	Shama (2001, p. 190) states that the advantages ...	Shama, A. 2001, 'Private Sector Management: The Case of Russia', <i>Journal of Small Business Management</i> , vol. 39, no. 32, pp. 183 – 192, (online Proquest).

## Evaluating Web sites for educational use

Be mindful of evaluating the **QUALITY AND TRUSTWORTHINESS** of any electronic information you wish to use in an academic assignment. The standard of reliability and validity for information on web sites is often not as high as for articles in published materials. Anyone can place information on the WWW, often without any review process. Reliable sources generally include:

- ! Refereed articles in online journals
- ! Articles from databases selected by the university
- ! Articles published by universities, government departments, business organizations, reputable lobby groups.

### ADOPT A CAUTIOUS APPROACH!

Consider the following:

1. What is the purpose of the web site? Ascertain the purpose (to inform, to persuade, to sell). If you know the motive behind the web page, you can judge it better.
2. Is there an author/sponsor? If you can't find an author or an organisation responsible for publishing the site, then it most probably is not a reliable site. Is the author qualified to write about this topic? What is the author's expertise? Is the sponsor reputable? Are opinions being presented as facts? Try to differentiate fact from fiction. Authenticity is not always easy to confirm, so test one source against another. Make sure there is no bias evident. Check that the

person presenting the information does not have a vested interest in posing the particular view point.

3. Are references or bibliographies included?
4. How current is the information?
5. When last was the web site updated?
6. Is the information well written, free of spelling, punctuation and grammatical errors?

**NOTE:** It is accepted that some of the electronic information which you use may not be retrievable as it is either being updated/amended or has been deleted. To guard against this happening, print the material you are referring to or save it to a disk so that you have a permanent record.

## **BIBLIOGRAPHY**

Commonwealth of Australia 1994, *Style Manual for Authors, Editors and Printers*, 5<sup>th</sup> edn, Australian Government Publishing Service, Canberra.

Queensland University of Technology 1995, *The Written Assignment*, Queensland University of Technology, Brisbane.

*References* n.d., URL: <http://www.dflc.cqu.edu.au/refandcitation/referen5.htm>, (accessed 21 November 2000).

*Referencing: The Author-Date System (also known as the Harvard Referencing System)* 1996, Student Learning Support Group and Text and Editorial Services, Flexible Learning Centre, University of South Australia, Adelaide.

### ***Practice Activity***

Read the essay extract on page 29. Identify the sources listed below by placing the appropriate numbers on the lines provided in the margin alongside the essay extract.

#### **In the passage:**

1. Internet documents: often have no page numbers.
2. Original thought of writer.
3. When paraphrasing ideas from specific pages always identify author, date and page number.
4. No author: use title instead.
5. When quoting: identify the author, date and page number (p. = page; pp. = pages).
6. Several sources cited at once.
7. Two authors of one book.
8. Long quotations (of more than 30 words) are indented.
9. Primary reference read about in a secondary reference.
10. Ellipsis (...) shows a word has been omitted.
11. Square brackets [ ] show a word(s) has been added.
12. First work by the same author in the same year.
13. When citing a general theme from a resource, identify author and date.

## REFERENCING

Read the reference list on page 30. Identify the sources listed below by placing the appropriate numbers on the lines provided in the margin alongside the reference list. You may need to use some of the numbers more than once.

### **In the reference list:**

1. Same author: placed chronologically.
2. Book with two authors.
3. No author.
4. Newspaper article.
5. Online electronic document.
6. Book with a subtitle.
7. Same author, same year.

### ***An essay extract***

(from an essay in response to a question about Australian values)

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A recent study (Mackay 1993) has found that Australians are suffering from widespread feelings of angst in the 1990s. Mackay (1993, p. 17) argues that this so-called *Big Angst* is the result of the fact that Australians are living in an *Age of Redefinition*. Everything from personal relationships to economic realities is in a state of change, unprecedented in the history of Australia. Angst can be defined as: ‘anxiety; feeling of guilt or remorse’ (*The Australian Concise Oxford Dictionary* 1987, p. 36). It has been suggested that in an attempt to overcome their anxiety, Australians have developed:

an emerging interest in values, meaning and purpose [which] is the common characteristic of societies facing the end of a chronological era ...each new decade is approached as it holds some new promise. (Mackay 1993, p. 231)

The National Government's recent Cultural Policy also associates the attention given to shared values with the level of stress in the country. The preamble to the policy states that Australia is at a critical moment of history where traditional values are in flux, and where Australians are ‘engaged in cultural activities that are helping to re-invent the national identity’ (Commonwealth of Australia 1994, n.p.).

Half a century ago during the Second World War, Vance Palmer (cited in Horne 1964, p. 240) questioned whether Australians had any common sense of purpose. More recent sociological studies have tried to identify the common values which exist in Australian society (Horne 1964; Mackay 1993, 1995b; Overduin & Fleming 1980). It is interesting to note that these studies also identify the stresses facing the nations. Overduin and Fleming (1980, p. 11) describe the 1970s as ‘a decade of considerable social change’, as do Horne (1964) and Mackay (1993) for the 1960s and 1980s respectively. These findings are not surprising if one assumes the change will be a major feature of any period of history. Mackay (1995a) has gone on to suggest that the rate of change in the last decade has caused young people to be reluctant about making commitments ...

**NOTE:** *The flow of the writing of this essay is interrupted by the deliberate use of too many references to show a range of examples.*

## REFERENCE LIST



*The Australian Concise Oxford Dictionary*, 1987, ed. G. W. Turner, Oxford University Press, Melbourne.

Commonwealth of Australia 1994, *Creative Nation: Commonwealth Cultural Policy, October 1994*, URL: <http://www.nla.gov.au/creative/preamble.html>, (accessed 3 July 1995).

Horne, D. 1964, *The Lucky Country: Australia in the Sixties*, Penguin Books, Ringwood.

Mackay, H. 1993, *Reinventing Australia: The Mind and Mood of Australia in the '90s*, Angus and Robertson, Sydney.

Mackay, H. 1995a, 'My Generation', *Weekend Review*, 5 - 6 Aug., pp. 1 - 2.

Mackay, H. 1995b, 'Poll Position in Reverse', *Weekend Review*, 18 - 19 Mar., p. 4.

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***Answers to Practice Activity - Essay extract***

(from an essay in response to a question about Australian values)

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7, 5

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A recent study (Mackay 1993) has found that Australians are suffering from widespread feelings of angst in the 1990s. Mackay (1993, p. 17) argues that this so-called *Big Angst* is the result of the fact that Australians are living in an *Age of Redefinition*. Everything from personal relationships to economic realities is in a state of change, unprecedented in the history of Australia. Angst can be defined as: 'anxiety; feeling of guilt or remorse' (*The Australian Concise Oxford Dictionary* 1987, p. 36). It has been suggested that in an attempt to overcome their anxiety, Australians have developed:

an emerging interest in values, meaning and purpose [which] is the common characteristic of societies facing the end of a chronological era ...each new decade is approached as it holds some new promise. (Mackay 1993, p. 231)

The National Government's recent Cultural Policy also associates the attention given to shared values with the level of stress in the country. The preamble to the policy states that Australia is at a critical moment of history where traditional values are in flux, and where Australians are 'engaged in cultural activities that are helping to re-invent the national identity' (Commonwealth of Australia 1994, n.p.).

Half a century ago during the Second World War, Vance Palmer (cited in Horne 1964, p. 240) questioned whether Australians had any common sense of purpose. More recent sociological studies have tried to identify the common values which exist in Australian society (Horne 1964; Mackay 1993, 1995b; Overduin & Fleming 1980). It is interesting to note that these studies also identify the stresses facing the nations. Overduin and Fleming (1980, p. 11) describe the 1970s as 'a decade of considerable social change', as do Horne (1964) and Mackay (1993) for the 1960s and 1980s respectively. These findings are not surprising if one assumes the change will be a major feature of any period of history. Mackay (1995a) has gone on to suggest that the rate of change in the last decade has caused young people to be reluctant about making commitments ...

### *Answers to Practice Activity - Reference list*

#### REFERENCE LIST

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6

1, 6

1, 4, 7

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