



Referencing is a standard convention used by academic and professional communities to inform readers of the sources of information used in a piece of written work. There are many referencing formats (e.g. Harvard, APA, MLA, Vancouver) and it is critical that you use the one prescribed by the people you are writing for. Check what style your College/topic requires.

**This quick guide covers how to reference common source types using the Harvard Australian Government Publishing Service (AGPS) 6<sup>th</sup> edition.** For more examples of Harvard AGPS 6<sup>th</sup>, consult the *Style Manual: For Authors, Editors and Printers* 6<sup>th</sup> edn by Snooks & Co, 2002 or The Standard for Australian Government Writing and Editing guide here <https://www.stylemanual.gov.au/>

It is important to note that Harvard AGPS 6<sup>th</sup> is a referencing style specific to the Australian Government and is different to other Harvard referencing styles. It is important to note that in Endnote, 'Harvard style' is *not* 'Harvard AGPS6' style. This can be downloaded from <https://staff.flinders.edu.au/content/dam/staff/documents/endnote/harvard-agps6.ens>

In this guide, the general rule is **given in red**, followed by a **highlighted, worked example**.

## OVERVIEW

When referencing, you must cite all your sources in order to:

- **acknowledge** your sources
- allow the reader to **verify** the data / information
- allow the reader to **consult** your sources independently for their own purposes
- **show** the reader the depth and breadth of your reading

References must be provided wherever you **quote** (use exact words), **paraphrase** (use other people's ideas using your own words), **summarise** (use main points of someone else's opinions, theories, or data), or **use** other people's data or figures. Your references may be sources of information such as books, periodicals, websites, newspapers, government reports, legal cases, electronic recordings (CD, DVD, television), or brochures. Note that some of these sources are considered more credible than others. The main elements that need to be recorded in the Harvard AGPS 6<sup>th</sup> system are the **author, date, title** and **where the source is found**.

The Harvard AGPS 6<sup>th</sup> referencing system consists of two components, **both** of which are required:

### 1. THE IN-TEXT CITATION

This is the short in-text reference to the source of the information e.g., **Maguire (2018, p.35)** or **(Maguire 2018, p.35)**.

### 2. THE REFERENCE LIST

This is a list at the end of the written text of all references cited within. It contains all the details of the reference rather than the short version used in the in-text citation. One item might look like this:

**Maguire, E 2018, *Girls, autobiography, media: gender and self-mediation in digital economies*. Palgrave Macmillan, Cham, Switzerland.**

## FORMATTING

Formatting instructions in *The Style Manual: For Authors, Editors and Printers* 6<sup>th</sup> edn suggest that decisions regarding line spacing, font style and size be made with the intended audience in mind. It is advised that you check for specific formatting requirements in your assignment instructions and rubric or ask your marker for further clarification.



## IN TEXT CITATIONS

The purpose of an in-text citation is to show the reader where the idea you are using has been sourced. This serves two purposes. Firstly, it shows how you have used the literature to inform and support your statements and, secondly, it provides enough information that the reader can find this reference (with full reference details) in your reference list.

A Harvard AGPS 6<sup>th</sup> in-text citation includes:

- The **author's last name** (or authoring body or organisation).
- The **year of publication** (if no date can be found, use n.d. (meaning 'no date')).
- The **page number(s)** when you're using a direct quotation, referencing images, figures or data, or referring to multi volume works. While not mandatory, you are often expected to include page numbers when paraphrasing, particularly when the information is from one or multiple specific pages. Use p. for one page and pp. (e.g., pp. 34-5) for more than one page. Page numbers are not required when referring to the general theme of a work. If there are no page numbers, include only the author's last name and year of publication in-text. When an electronic source lacks numbered pages, your citation should include (if possible) information that will help readers locate the particular passage being cited. When a document has numbered paragraphs, use the paragraph number preceded by the abbreviation "para." (or "paras." – plural).

## FORMATTING IN-TEXT CITATIONS

### AUTHOR PROMINENT VS INFORMATION PROMINENT CITATIONS

The location of these citations within the sentence will depend on the **form of in-text citation** being used.

In-text citations can take one of two forms:

- **Author prominent citation:** this is when the citation is a necessary part of the sentence. The author or work is introduced using a signal phrase and the brackets go around the year only.
- **Information prominent citation:** this is when the citation stands separate from it in brackets.

For example (**author prominent citation**):

Smith (2003, p. 4) emphasised the need for an understanding of soil condition.

For example (**information prominent citation**):

There is a critical need to understand soil condition (Smith 2003, p. 4).

### WHEN TO USE 'AND' OR '&' WITH MORE THAN ONE AUTHOR

If you're using an author prominent citation (the authors' names are part of your sentence), use the word **and** between the last two authors. If you're using an information prominent citation (the authors' names are inside the brackets), use an ampersand, **'&'**.

Jones and Chan (2002, pp. 30-1) have shown that ...

A recent study (Jones & Chan 2002, pp. 30-1) has shown that ...



## COMMON IN-TEXT CITATION FORMATS

The table below refers to both hard copy and electronic sources. A guide to Harvard AGPS 6<sup>th</sup> in-text citations can be found at:

<https://www.stylemanual.gov.au/style-rules-and-conventions/referencing-and-attribution/author-date>.

### QUOTATION - BASIC FORMAT

Quotes should appear word-for-word the same as the original and be enclosed in quotation marks (“...”). For an author prominent citation, introduce the quotation with a signal phrase that includes the author’s last name followed by the date of publication and “p.” for one page or “pp.” for two pages in parentheses.

Hart (1996, p. 109) wrote that some primatologists “wondered if apes had learned Language, with a capital L”.

For an information prominent citation, place the author’s last name, the year, and the page number in parentheses after the quotation. Use commas between items in the parentheses:

Some primatologists “wondered if apes had learned Language, with a capital L” (Hart 1996, p. 109).

If the quote is longer than 30 words, you DO NOT need quotation marks. Instead, it must be presented as an indented block on a new line below the text. Acknowledge the author, year, and the page number in parenthesis after the final full stop.

A number of studies have explored the relationship between personality and culture.

Doi (1973) has postulated *amae* as a core concept of the Japanese personality. The root of this word means “sweet,” and loosely translated, *amae* refers to the passive, childlike dependence of one person on another. It is said to be rooted in mother-child relationships. (Matsumoto & Juang 2008, p. 278)

**Note:** do not alter or exclude any existing citations in the original quote. However, these are not included in your reference list. In the example above, Doi (1973) is included in the original quote but should not be included in the reference list unless it is cited as a primary source elsewhere in the assignment.

If the quotation runs across two pages in the original text, use “pp.” and a dash for a range of pages (pp. 126-7). If the text has no page numbers, use only the surname and date.

Chen (2006, pp. 21-2) claims “the optimal time for using coffee beans is between 2 and 4 weeks after roasting”.

**Note:** See the *Paraphrasing and Quoting Guide* for more information about how to format quotes.

### SUMMARY OR A PARAPHRASE – BASIC FORMAT

Include the author’s last name and the date either in an author prominent citation introducing the material or in parentheses following it.

According to Hart (1996), researchers took Terrace’s conclusions seriously, and funding for language experiments declined.

Researchers took Terrace’s conclusions seriously, and funding for language experiments soon declined (Hart 1996).

### A WORK WITH TWO OR THREE AUTHORS

Name both authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use “&” between the last two authors’ names; in the signal phrase, use “and”.

Greenfield and Savage-Rumbaugh (1990, p. 44) have acknowledged that...

Kanzi’s linguistic development was slower than that of a human child (Greenfield & Savage-Rumbaugh 1990, p. 44).

### A WORK WITH MORE THAN THREE AUTHORS

When identifying work done by more than three authors, for the first and all subsequent citations use the first author’s surname followed by “et al.” The phrase “et al.” is Latin and means “and others”.

The chimpanzee Nim was raised by researchers who trained him in American Sign Language by moulding and guiding his hands (Terrace et al. 1979).

Terrace et al. (1979) trained the chimpanzee Nim in American Sign Language by moulding and guiding his hands.



### ORGANISATION AS AUTHOR

If the author is a government agency or organisation, name the organisation in an author prominent citation or in the parenthesis for an information prominent citation in the same way you would if it were a person.

According to the Language Research Centre (2000), linguistic research with apes has led to new methods of treating humans with learning disabilities such as autism and dyslexia.

If the organisation has a familiar abbreviation, you may use this in the in-text citation instead of the full name. Only use a shortened form of an agency's name if the agency uses it regularly.

The national guideline for alcohol consumption is for no more than two standard drinks per day (NHMRC 2009).

The NHMRC (2009) advises that people under the age of 18 should not drink alcohol.

You must then include both the abbreviation used and the full organisation name in the reference list.

### UNKNOWN AUTHOR/ ANONYMOUS

If the author is unknown (and there is no organisation name), use the name of the blog, newspaper, journal, or magazine in the place of the author's name.

Australian Broadcasting Corporation (2020) states that...

In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.

### TWO OR MORE WORKS IN THE SAME PARENTHESES

When your information prominent citation names two or more works, put them in the same order that they appear in the reference list (i.e., alphabetically), separated by semicolons: (Author #1 Year; Author #2 Year)

Researchers argued that the apes in the early language experiments were merely responding to cues (Sebeok & Umiker-Sebeok 1979; Terrace 1979).

### CHAPTERS WRITTEN BY DIFFERENT AUTHORS IN AN EDITED BOOK

Some books are put together by an editor or editors and consist of chapters written by different authors. In this case, cite the author(s) of the *chapter*, not of the book. So, if you used a particular chapter that was written by Facelli and published in a book edited by Conran and Duckhouse in 2015, the reference would be Facelli (2015).

### SECONDARY SOURCES

If you use a source that was cited in another work (a secondary source), you must cite both the original and secondary source. If the date of the original work is known, include that too. List *only* the secondary source (the source you have used) in your reference list.

When deciding whether to use a primary or secondary source, you should consider the ideas being used. If the original idea has not been changed or interpreted, it is advised to read and reference the primary source. However, if the secondary source has interpreted the idea in a way you wish to reference then citing both the primary and secondary source is necessary (see examples below).

Jones 2018 (cited in Smith 2021, p. 104) determines the importance of ...

... (Jones 2018, cited in Smith 2021, p. 104).

### PERSONAL COMMUNICATION &

### PERSONAL PHOTOGRAPHS

Interviews, letters, e-mail, and other person-to-person communications require the author's initials to be included in the in-text reference and should be cited with the type of communication included. For example:

One of Patterson's former aides, who worked with the gorilla Michael, believes that he was capable of joking and lying in sign language (E. Robbins, personal communication, 4 January, 2000).

Robin Tierney (personal communication, 25 July 2020) wrote ...

A personal photograph is cited using the photographer's details

(Photographer Initial Surname Year, personal photograph, Day Month)

(T Nguyen 2021, personal photograph, 7 March)

**Note:** personal communications and photographs are not included in the reference list.



<b>TRADITIONAL KNOWLEDGE OR ORAL TRADITIONS OF INDIGENOUS PEOPLES</b>	<p>The manner of citing Traditional Knowledge or Oral Traditions of Indigenous Peoples varies depending on how the information has been accessed. If the information has been recorded (e.g., book, audio, interview transcript), cite in-text and include a reference list entry according to the appropriate source type.</p> <p>If the information has not been recorded, a variation of <u>personal communication</u> may be used. As much as possible, provide: full name, Indigenous nation or group, location, personal communication, and date of correspondence.</p> <p>We spoke with Anna Grant (Haida Nation, lives in Vancouver, British Columbia, Canada, personal communication, April 2019) about traditional understandings of the world by First Nations Peoples in Canada. She described . . .</p> <p>Be sure to maintain the integrity of Indigenous perspectives. Ensure information is accurate and appropriate to share before citing. Terms related to Indigenous Peoples must be capitalised (e.g. Kurna, Wurundjeri, Traditional Custodian).</p> <p><b>Note:</b> <i>as this is a form of personal communication, it is not included in the reference list.</i></p>
<b>QUOTING RESEARCH PARTICIPANTS</b>	<p>Within the text, state that the quote is from a research participant. Protect the identity of the participants by referring to them by pseudonyms or nicknames, roles, descriptive phrases, or case numbers. For formatting, follow the same guidelines as other quotations.</p> <p>One participant, “Jane”, a forty-year-old nurse from Townsville, noted that she felt “overwhelmed by the number of new cases this year.”</p> <p><b>Note:</b> <i>as participants are part of original research, they are not included in the reference list.</i></p>
<b>DICTIONARIES AND ENCYCLOPEDIAS</b>	<p>For dictionaries and encyclopedias, only include an in-text citation. Don’t include a citation in the reference list.</p> <p>The Australian Concise Oxford dictionary (2017) defines it as...</p>
<b>OTHER ELECTRONIC SOURCES</b>	<p>Where possible, use the author-date style, as you would with any other source. For audio-visual material the author is usually the director, producer, or host. If the name of the author is not given, you may also use the name of the organisation, company, or website as the author (see <i>Organisation as Author</i> above).</p>
<b>LEGISLATION, ACTS AND BILLS</b>	<p>In-text citations of legislation, acts and bills do not include an author. Instead, the short title is given, followed by the year and jurisdiction (if applicable) in brackets. If possible, refer to the section of the legislation. In contrast to general in-text citation formatting, the year is included in the title. The title of the legislation should be cited exactly.</p> <p>The name of the case and year is given in italics, followed by jurisdiction and section number (if applicable) (<i>Title of the Act Year (Jurisdiction), s. #</i>):</p> <p>‘Framework for environmental reporting’ ... (<i>Yarra River Protection (Wilip-Gin Birrarung Murrong) Act 2017 (Vic), s. 67</i>).</p> <p>The name of a bill is not italicised (<i>Title of the Bill Year</i>):</p> <p>There have been efforts to legislate against the offence of intentional membership of an organisation outlined in the criminal code act (<i>Anti-Terrorism Bill 2004</i>).</p>
<b>LEGAL CASES</b>	<p>In-text, the name of the case party, year, reference details, volume number and page number are required. (<i>Case Party v. Case Party (Year) Reference Details Volume Number at Page No.</i>)</p> <p>In a citation of criminal cases where the Crown is the prosecutor, ‘R’ is used.</p> <p>(<i>R v. Australian Broadcasting Tribunal (1980) 144 CLR 13</i>)</p> <p>If the Crown is the respondent in a criminal appeal, the order is reversed, and <i>The Queen</i> is written in full.</p> <p><i>HT v The Queen (2019) HCA 40</i>, the respondent argued that ...</p> <p>The authority should always be mentioned in full the first time, but if there is a commonly known name or abbreviation this can be given in parenthesis at the end of the reference and used in subsequent in-text citations.</p> <p><i>Mabo v. The State of Queensland (1992) 175 CLR 1 (the Aboriginal Land Rights Case)</i></p>

**UNKNOWN DATE**

When the date is unknown, Harvard AGPS 6<sup>th</sup> recommends using the abbreviation 'n.d.' (for 'no date').

Attempts to return sign-language-using apes to the wild have had mixed results (Smith, n.d.).

**TWO OR MORE SOURCES BY THE SAME AUTHOR IN THE SAME YEAR**

When your list of references includes more than one work by the same author in the same year, use lowercase letters ("a", "b" and so on) with the year to order the entries in the reference list. Use those same letters with the year in the in-text citation:

While there are many methods to manufacture these materials, the molecular level mechanisms remain unknown (Quinton 2021 a) ...

The corrosion induced degradation of these structures is an essential, but not well understood process (Quinton 2021 b) ...

**FORMAT FOR SOURCE TYPE IS NOT LISTED IN THE HARVARD AGPS 6<sup>th</sup> GUIDE**

Refer to the *Style Manual: For Authors, Editors and Printers* 6<sup>th</sup> edn by Snooks & Co, 2002 or The Standard for Australian Government Writing and Editing guide <https://www.stylemanual.gov.au/>. If the work you want to cite and include in your reference list does not match any specific example in the Harvard AGPS 6<sup>th</sup> style manual, choose an example of the type of work which is most similar and adapt the format accordingly, or see the style guide listed below:

**Note:** *Style Manual: For Authors, Editors and Printers* 6<sup>th</sup> edn is available in the Flinders University Library.

## THE REFERENCE LIST

In the Harvard AGPS 6<sup>th</sup> style, the alphabetical list of works cited at the end of the paper is titled "References". The purpose of the reference list is to provide the reader with enough information that they could find that source for themselves. Therefore, there is specific information required for each reference type and this must be formatted according to the reference style required.

Every work cited in-text, with the exception of personal communications must be listed in alphabetical order; if a work has no author, list it alphabetically by its title. Each reference usually contains four main elements: author(s), year of publication, title, and source/publishing data, in this order.

If you are citing more than one publication by the same author, list that author's publications chronologically.

### BOOKS (PRINT AND ONLINE)

Generally, the Harvard AGPS 6<sup>th</sup> format for a book reference is as follows:

Author Surname, A Year, *Title of book: subtitle*, Edition, Publisher Name, Place of publication, DOI or <URL either full location details or just the main site details>.

**Note:** an accessed date is not required for online books as they are still published in editions.

Follow the rules in the examples given below, but generally:

- Capitalise all proper nouns, the names of periodicals and the first word of titles
- Use lower case for all other words
- Use commas to separate elements after the title
- Use a full stop at the end of the reference
- Use italics for the formal title of a complete published work
- Use the original spelling for all titles and periodical names

Don't use italics if the reference is:

- a book chapter
- an article
- a poem



- an episode
- a page that is part of a series or a similar division.

If it's part of a publication, use single quotation marks around the title and use italics for the name of the series, book or periodical.

**PRINT BOOK WITH AUTHOR(S) LISTED**

Author, A Year, *Title of book: subtitle*, Name of Publisher, Place of Publication.

Highmore, B 2001, *Everyday life and cultural theory*, Routledge, UK.

**ONLINE BOOK WITH A URL**

Author, A Year, *Title of book: subtitle*, Publisher Name, Place of publication, <URL either full location details or just the main site details>.

Shapiro, N R & Pastuchiv, O 2015, *Fe-Lines: French cat poems through the ages*, University of Illinois Press, Baltimore, <https://www.jstor.org/stable/10.5406/j.ctt17w8grd>.

**ONLINE BOOK WITH A DOI**

Author, A Year, *Title of book: subtitle*, Publisher Name, Place of publication, DOI.

Renck Jalongo, M 2018, *Children, dogs and education: caring for, learning alongside, and gaining support from canine companions*, Springer, Cham, Switzerland, doi: 10.1007/978-3-319-77845-7.

**EDITED BOOK: EDITOR PROMINENT**

Editor, A (ed/s) Year, *Title of book: subtitle of book*, Name of Publisher, Place of Publication.

Duncan, G J & Brooks-Gunn, J (eds) 1997, *Consequences of growing up poor*. Russell Sage Foundation, New York.

**EDITED BOOK: AUTHOR PROMINENT**

Author, A Year, *Title of book: subtitle of book*, ed. Editor, A, Name of Publisher, Place of Publication.

Shakespeare W 1600/1967, *The merchant of Venice*, ed. Moelwyn W, Penguin Books Ltd, Harmondsworth

**CHAPTER IN AN EDITED BOOK**

Author, A Year, 'Title of chapter: subtitle of chapter', in Editor B (ed) *Title of book: subtitle of book*, Name of Publisher, Place of Publication.

Drisko, T W 2004, 'Case study research', in DK Padgett (ed.), *The qualitative research experience*, Wadsworth/Thomson Learning, Belmont, USA., pp. 100-114.

**ORGANISATION AS THE AUTHOR**

Organisation Name or Abbreviation Year, *Title of book: subtitle of book*, Name of Publisher, Place of Publication.

Oxford University Press 2016, *New Oxford style manual*, Oxford University Press, Oxford.

**TRANSLATION OF A BOOK**

Author, A Year, *English title of book: subtitle of book*, trans. Translator A, Name of Publisher, Place of Publication.

Backman F and Hall F 2015, *A man called Ove: a novel*, trans. Koch H and Zimmer K, Washington Square Press, New York

## ARTICLES AND PERIODICALS

Generally, the Harvard AGPS 6<sup>th</sup> format for a journal article or periodical reference is as follows:

Author Surname, A Year, 'Article title', *Journal Title*, vol. #, no. #, pp. #-#, viewed Day Month Year, DOI or <URL either full location details or just the main site details>

When giving the name of a journal, avoid using the abbreviated name and provide the full journal name. For example, *Medical and Biological Engineering* not *MED BIOL ENG*.

If both a DOI and URL are available, use the DOI. A URL will only link to the website host you have accessed the article from, and this may change over time. A DOI will direct the reader to the online article irrespective of the website host and is therefore the preferred online reference identifier.

**PRINT JOURNAL ARTICLE**

Author, A Year, 'Article title', *Journal Title*, vol. #, no. #, pp. #.

Gleason, B & Von Gillern, S 2018, 'Digital citizenship with social media: participatory practices of teaching and learning in secondary education', *Journal of Educational Technology & Society*, vol. 21, no. 1, pp. 200–212.

**ONLINE JOURNAL ARTICLE WITH DOI**

Author, A Year, 'Article title', *Journal Title*, vol. #, no. #, pp. #. Viewed Day Month Year, DOI:#

Lewandowsky, S, Cook, J, Fay, N & Gignac, G E 2019, 'Science by social media: attitudes towards climate change are mediated by perceived social consensus', *Memory & Cognition*, vol. 47, no. 8, pp. 1445–1456, viewed 10 June 2021, DOI:/10.3758/s13421-019-00948-y.

**ONLINE JOURNAL ARTICLE WITH URL (no DOI)**

Author, A Year, 'Article title', *Journal Title*, vol. #, no. #, pp. #. Viewed Day Month Year, <URL>

Newnham, E A, Titov, N & McEvoy, P 2020, 'Preparing mental health systems for climate crisis', *The Lancet Planetary Health*, vol. 4, no. 3, pp. e89-e90, viewed 21 March 2021, <<https://www.cci.health.wa.gov.au/Research/Publications>>.

**NEWSPAPER OR MAGAZINE ARTICLE (online)**

Author, A Year, 'Article title', *Newspaper Title*, Month, Day, viewed Day Month Year, <URL>

Harris, R 2020, 'Conflict threatens global health security as children miss out on life-saving vaccines' *Sydney Morning Herald*, November 12, viewed 4 December 2020, <<https://www.smh.com.au/politics/federal/conflict-threatens-global-health-security-as-children-miss-out-on-life-saving-vaccines-20201111-p56dn7.html>>.

**NEWSPAPER OR MAGAZINE ARTICLE (print)**

Author, A Year, 'Article title', *Newspaper Title*, Month, Day, pp. #.

Shorten, K & Maguire, T 2014, 'Honouring the stories of those who served us', *The Advertiser*, 15 April, p. 9

## ELECTRONIC SOURCES & WEBSITES

Generally, the Harvard AGPS 6<sup>th</sup> format for a website reference is as follows:

Author Surname/Organisation, A Year, *Title of website*, Company/Sponsor Name, Company/Sponsor Location, viewed Day Month Year, <URL>.

When referencing a website, the author, publication date and title are required as they are with books and journal articles. However, sometimes this information is not obviously available on the website:

**Author** – if this is not given, use the organisation or website host responsible for the media as the author.

**Publication year** – use date the website was last updated or the copyright date if this can't be found. The date is often found at the bottom of the page. If no date is given, use n.d. to signify 'no date'.

**Title** – Use title of the specific webpage you are referencing. If you are citing information from more than one page within the same website, you must create a separate reference for each of these in your reference list – they will have different page titles.

**WEBPAGE WITH A SINGLE AUTHOR**

Author, A Year, *Title of website*, Company/Sponsor Name, Company/Sponsor Location, viewed Day Month Year, <URL>.

Cherry, K 2021, *Tips for overcoming procrastination*, Verywell Mind, United States, viewed 2 January 2019, <<https://www.verywellmind.com/tips-for-overcoming-procrastination-2795714>>.

**WEBPAGE WITH ORGANISATION AS AUTHOR**

Organisation Year, *Title of website*, Company/Sponsor Name, Company/Sponsor Location, viewed Day Month Year, <URL>.

World Health Organization 2021, *Asthma*, World Health Organisation, Geneva, viewed 14 May 2021, <<https://www.who.int/news-room/fact-sheets/detail/asthma>>.

**WEBPAGE – NO DATE**

Author, A/Organisation n.d., *Title of website*, Company/Sponsor Name, Company/Sponsor Location, viewed Day Month Year, <URL>.

South Australian Museum n.d., *Fossils*, South Australian Museum Adelaide, viewed 27 November 2020, <<https://www.samuseum.sa.gov.au/fossils>>.



### DOCUMENTS WITHIN A WEBSITE (e.g. PDFs)

A document from a website should contain as much of the following information as is applicable:

*Author, A/Organisation Year, Title, Version No., Company/Sponsor Name, Location, viewed Day Month Year, <URL>.*

World Health Organisation 2007, *Global surveillance, prevention and control of chronic respiratory diseases: a comprehensive approach*, World Health Organisation, Geneva, viewed 11 June 2020, <[https://apps.who.int/iris/bitstream/handle/10665/43776/9789241563468\\_eng.pdf;jsessionid=6F512A96178B4E6F71CC6486715BC719?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/43776/9789241563468_eng.pdf;jsessionid=6F512A96178B4E6F71CC6486715BC719?sequence=1)>.

### IMAGE FROM A WEBSITE

If you are reproducing the image, reference it as you would a direct quote, including the page number(s). If you are mentioning an image but not reproducing or adapting it in your paper, follow the referencing guidelines for the type of source the image was published in.

*Author, A or Organisation Year, Image Title, Image description, Company/Sponsor Name, Location, viewed Day Month Year, <URL>.*

Nickolls, T 1981, *Machine time Madonna*, Painting, Art Gallery of South Australia, viewed 5 September 2020, <<https://www.agsa.sa.gov.au/collection-publications/collection/works/machine-time-madonna/23950/>>.

### BLOGS & SOCIAL MEDIA (TWITTER, FACEBOOK ETC.)

*Author, A or Username Year, 'Blog Title', Blog Name, description, Day Month, viewed Day Month Year, <URL>.*

Furber, G 2020, 'What is an exam wrapper and how might it improve your performance?' *Student Health and Wellbeing*, weblog post, October 6, viewed 1 July 2021, <<https://blogs.flinders.edu.au/student-health-and-well-being/>>.

Gillard, J 2011, Facebook update, 11 November, viewed 24 November 2012, <<https://www.facebook.com/juliagillard/posts/263639040354656>>

### LECTURE RECORDING OR NOTES

*Author, A Year, Title, lecture recording/notes, Topic CODE, University Name, University Location, delivered Day Month Year, <URL>.*

Washington, A 2021, *Entropy – The True Chaotic Neutral*, lecture recording, CHEM1234, Flinders University, Adelaide, delivered 23 May 2021, <<https://flo.flinders.edu.au/>>.

### ONLINE TOPIC/COURSE MATERIALS

The author is often the course coordinator or lecturer however, if the author is unknown use the institute as the author.

*Author, A Year, Title, Course CODE, Description of the material, University Name, University Location, viewed Day Month Year, <URL>.*

School of Education, Flinders University 2014, *Approaches to research*, EDUC9761, semester 1 (FLO version), Flinders University, Adelaide, viewed 16 June 2021, <<https://flo.flinders.edu.au/>>.

### ONLINE VIDEO (eg. YouTube).

Look for the author's name in the first instance but if this is not known, it is acceptable to use the username of the content creator as the author.

*Author, A Year, Weblog post title, format, Day Month, viewed Day Month Year, <URL>*

Urban, T 2016, *Inside the mind of a master procrastinator Tim Urban*, online video, 7 April, viewed 16 June 2021, <<https://www.youtube.com/watch?v=arj7oStGlkU>>.

### PODCASTS

*Author, A Year, Title: subtitle, type of medium, Day Month (of podcast), Publisher (if applicable), accessed/viewed Day Month Year, <URL>.*

Butterworth, L & Carter, A 2020, *Deviant women: Marie Laveau*, podcast, 27 February, Lipp Media, accessed 24 June 2021, <<https://deviantwomenpodcast.com/2020/02/27/marie-laveau/>>.

The host is often cited as the author however, if this is not known, the title may be used in place of the author.

*Closing the gap in a generation* 2008, podcast, 15 September, ABC Radio National, viewed 16 October 2019, <<http://www.abc.net.au/rn/healthreport/>>.



## FILM & TELEVISION

Include the writer(s), reporter(s), director(s), and/or producer(s) as the author. If this is unknown, use the title of the piece in place of the author

### For a broadcast or physical copy (DVD)

Author, A Year, *Title of the film/television show: title of episode, type of media, publisher or production company, place of production, release date Day Month*

Quilty, B, Bainbridge, M, Bainbridge, B, Oddie, J, Lambie, J & Bainbridge, T 2018, *Australian Story: When the war is over: the challenges that Mick had was mortal loss, friends that had been killed around him*, television program, Australian Broadcasting Corporation, Sydney, 9 April.

### Unknown author

*Title of the film/television show: title of episode Year, type of media, publisher or production company, place of production, release date Day Month*

*The Up Series: 63 Up* 2019, television program, ITV Independent Television, United Kingdom, 4 June.

### For streamed media

Author, A Year, *Title of the film/television show: title of episode, type of media, publisher or production company, place of production, release date Day Month, viewed Day Month Year, <URL>*.

Lehmann, A (Director), Duplass, M (Producer & Writer) & Duplass, J (Producer) 2016, *Blue Jay*, motion picture, Netflix, California US, 7 October, viewed 9 September 2020, <<https://www.netflix.com/au/title/80117746>>.

## LEGISLATION & LEGAL AUTHORITIES

### LEGAL CASES

The name of the case is given in italics, followed by the publication year and the relevant jurisdiction abbreviation/ legislative body.

*Case Party v. Case Party (Year) Reference Details Volume Number at Page No.*

*Dutton v Republic of South Africa (1999) FCA 2*

*The State of South Australia v. The Commonwealth (1915) 20 CLR 54.*

In a citation of criminal cases where the Crown is the prosecutor, 'R' is used.

*R v. Australian Broadcasting Tribunal (1980) 144 CLR 13*

If the Crown is the respondent in a criminal appeal, the order is reversed, and *The Queen* is written in full.

*HT v The Queen (2019) HCA 40*

The authority should always be mentioned in full the first time, but if there is a commonly known name or abbreviation this can be given in parenthesis at the end of the reference and used in subsequent in-text citations.

*Mabo v. The State of Queensland (1992) 175 CLR 1 (the Aboriginal Land Rights Case)*

*The Commonwealth v. The State of Tasmania (1983) 158 CLR 1; (1983) 57 ALJR 450; (1983) 46 ALR 625 (the Tasmanian Dam Case).*

### ACTS AND BILLS

*Title of the Act Year (Legislative Body)*

*Yarra River Protection (Wilip-Gin Birrarung Murrong) Act 2017 (Vic)*

*Title of the Bill Year (Legislative Body)*

*Anti-terrorism Bill 2004 (House of Representatives)*

**OTHER SOURCES****CONFERENCE PAPER**

Author, A Year, 'Title of paper: subtitle', *Title of conference*, Place, Date (if available).

Hay, B 2016, 'Drone tourism: a study of the current and potential use of drones in hospitality and tourism', *CAUTHE 2016: the changing landscape of tourism and hospitality: the impact of emerging markets and emerging destinations*, Blue Mountains, Sydney, 8-11 February.

**REPORT BY AN AUSTRALIAN GOVERNMENT AGENCY**

Author, A or Agency Name Year, *Title of report: subtitle of report*, Name of Agency, Name of Government, accessed Day Month Year.

Baslum, S 2000, *Payments to Vietnam veterans: a summary*, Department of Veterans' Affairs, Australian Government.

**REPORT (PART OF A SERIES)**

Author, A or Agency Name Year, 'Title of report: subtitle of report', Name of Series, catalogue number, Name of Agency, Name of Government, accessed Day Month Year.

Australian Institute of Health and Welfare (AIHW) 2019, 'Australia's welfare 2019 data insights', *Australia's Welfare Series 14*, catalogue number AUS 226, AIHW, Australian Government, accessed 5 February 2020.

**THESIS**

Author, A Year, 'Title of thesis: subtitle', PhD/masters thesis, Organisation Name, Location.

Trout, N A 2006, 'Spectroscopic, stereochemical and reactivity studies in the adamantane ring system', PhD thesis, Flinders University, Adelaide, Australia.

**UNPUBLISHED WORKS / INTERNAL DOCUMENTS**

For unpublished works such as internal documents, include the year the work was written where you would usually have the year the work was published.

Author, A Year, *Title of document: subtitle of document* [unpublished type of document], Organisation Name, Writing Location.

Ethos, C R S 2018, *Business writing: letters and emails* [unpublished training materials], Ethos CRS, Canberra.