University of South Australia

Referencing using the Harvard author-date system

Developed using the Commonwealth of Australia *Style manual for authors, editors and printers* of 2002

- What is referencing ?
- Using the Harvard Author-date system
- Frequently asked questions

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- Examples of in-text and reference list references
-

What is referencing?

Referencing, or citing, means acknowledging the sources of information and ideas you have used in an assignment (e.g. essay or report). This is a standard practice at university. It means that whenever you write an assignment that requires you to find and use information from other sources, you are expected to reference these resources in your writing. Sources could include books, journal or newspaper articles, items from the internet, pictures or diagrams.

Why reference?

In academic assignments you are required to read widely so that you can identify the current thinking about a particular topic. You can then use the ideas expressed by other people to reinforce the arguments you present in your assignment. The referencing in your assignment shows two things:

- the range of ideas and approaches to a topic that you have found and thought about
- your acknowledgement of where these ideas came from

By using references appropriately, you will show the breadth and quality of your research and avoid *plagiarism.*

Plagiarism is presenting someone else's ideas and/or the way they express their ideas as if they are your own. So, when you present a sentence in an assignment without a reference, or words without inverted commas ('……') it means that you are, in effect, saying to your reader that those ideas, information or words are your own original ideas or words. If they are not, then you may have plagiarised. Most plagiarism is unintentional and appropriate referencing helps writers to avoid unintentional plagiarism.

The 'rules' of referencing?

There are **three** main rules of referencing.

1. A reference must be included every time you use someone else's ideas or information.

2. A reference must be included when you:

    - *paraphrase* (express someone else's idea in your own words)

- *summarise* (express someone else's idea in a reduced form in your own words)
- *quote* (express someone else's idea in their exact words)
- *copy* (reproduce a diagram, graph or table from someone else's work).

3. Each reference must appear in two places:

- shown as a shortened reference **in the text** of your assignment each time it is used (the in-text reference)

AND

- listed in full once **in the reference list** at the end of the assignment. This listing has full details so that your reader can find the reference.

The two most common types of referencing systems used are:

- *author-date* systems—such as the Harvard system, APA and MLA
- *numerical* systems—such as Chicago or Turabian, Vancouver and Footnote

Which referencing system to use

Follow the system specified for your course. For instance, the Division of Business has adopted the Harvard author-date system across the Division; psychology students may use the APA referencing system; and some engineering students may use endnotes. Check for specific requirements in your course handout materials or with your lecturer.

Resources for a number of different systems are available through the Learning Connection website. They are available at:

http://www.unisanet.unisa.edu.au/learningconnection/student/studying/referencing.asp

Using the Harvard author-date system

In every referencing system each reference must be:

- shown each time you use it **in the text** of your assignment (the in-text reference) AND

- listed once **in the reference list** at the end of the assignment

The In-text reference

When you cite (identify) references in the text of your assignment include:

- the **author's or editor's family name** (or organisation responsible). Do not include given names or initials

- the **year of publication**

- **page numbers** if appropriate and where available

In many cases, you just need to use the family name plus date. For example:

> *Many factors are known to affect the successful outcomes for students at university (Johnston 2003).*

> OR

> *Johnston (2003) claims that there are many factors that are known to affect the success of students at university.*

In the examples above, the sentence summarises the main view expressed in an article written by Johnston and does not come from one page only. Also note that the first example highlights the information but the second one highlights the author of that information.

There are cases where you also need to include a **page number** in the brackets. For example:

McLaine (2002, p. 16) stated that productivity among 69 percent of workers was found to be affected by work related stress.

You need to include the page number when you:

- use a direct quote from an original source

- summarise an idea from a particular page

- copy tables or figures, or provide particular details like a date

When there are **two or three authors** for a reference, you include all their family names in your in-text reference. For example:

According to Cooper, Krever and Vann (2002) the use of this process leads to greater accuracy.

but if there are **more than three authors** for a reference you use '**et al.**' (which is Latin for 'and the others') after the first family name listed on the reference. For example:

This has been suggested by Sandler et al. (2002) in their first Australian study.

However, **all the authors**, no matter how many there are, are listed in the Reference List in the same order that they are listed in the original reference.

The Reference list

The Reference list in the Harvard Author-Date system:

- is titled 'References'

- is arranged alphabetically by author's family name

- is a single list—books, journal articles and electronic sources are listed together and not arranged in separate lists

- includes the full details of your in-text references (author, date, title, publishing details)

- is not a bibliography—you do not need to produce a bibliography for your assignments unless specifically asked to do so by your lecturer. A bibliography lists everything you may have read, while a reference list is limited to the in-text references in your assignment

Setting out the items in a Reference list using the Harvard system

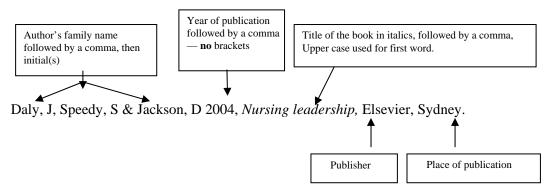The main elements required for a reference are set out in this order:

author, date, *title*, publication information.

The title is placed in *italics* and the elements are separated by commas.

Example of a book

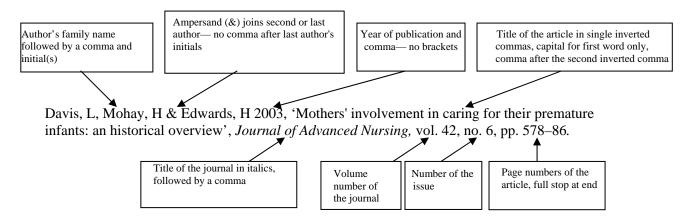The main elements required for a book are set out in this order:

author, date, *title*, publisher, place of publication.

| Author's family name followed by a comma, then initial(s) | Year of publication followed by a comma — **no** brackets | Title of the book in italics, followed by a comma, Upper case used for first word. |

Daly, J, Speedy, S & Jackson, D 2004, *Nursing leadership,* Elsevier, Sydney.
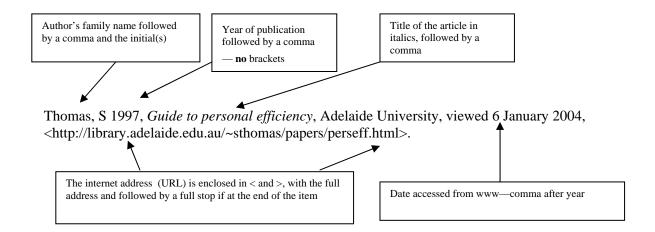
| Publisher | Place of publication |

Example of an academic journal article

The main elements required for a journal article are set out in this order:

author, date, 'title of article', *title of journal*, volume number, issue number, pages of article

| Author's family name followed by a comma and initial(s) | Ampersand (&) joins second or last author— no comma after last author's initials | Year of publication and comma— no brackets | Title of the article in single inverted commas, capital for first word only, comma after the second inverted comma |

Davis, L, Mohay, H & Edwards, H 2003, 'Mothers' involvement in caring for their premature infants: an historical overview', *Journal of Advanced Nursing,* vol. 42, no. 6, pp. 578–86.

| Title of the journal in italics, followed by a comma | Volume number of the journal | Number of the issue | Page numbers of the article, full stop at end |

Example of an electronic publication

Author's family name followed by a comma and the initial(s)	Year of publication followed by a comma — **no** brackets	Title of the article in italics, followed by a comma

Thomas, S 1997, *Guide to personal efficiency*, Adelaide University, viewed 6 January 2004, <http://library.adelaide.edu.au/~sthomas/papers/perseff.html>.

The internet address (URL) is enclosed in < and >, with the full address and followed by a full stop if at the end of the item	Date accessed from www—comma after year

Frequently asked questions

1. What if I read a book or journal article by one author (Author 1) and they mention an idea by another author (Author 2) whose idea I want to refer to? How do I reference that?

The rule is that you must mention both authors (Author 1 and Author 2) in your in-text reference; and in your reference list you only list the item you read, that is, by Author 1. So, for example, if you read about an idea by Lim (Author 2) in a book by Strauss (Author 1) you need to mention **both** in your in-text reference. For example, in-text references could appear as:

Lim (Strauss 2004, p. 71) stated that …   OR

Lim's study (cited in Strauss 2004, p. 71) indicates that …   OR

Strauss (2004, p. 71) in reporting Lim's study, emphasized the aspect … OR

In the reference list you list only Strauss (the source **you** read) and not Lim (whose idea you only read about in Strauss).

2. What if two authors have the same family name and I want to refer to them both? How do I show in my in-text reference which idea belongs to which author ?

You distinguish between the two authors in your assignment by adding their initials to the in-text reference (which usually only has the family name and date). For example:

The theory was first suggested in 1970 (Johnson, HJ 1971) but since then many researchers, including DE Johnson (2001), have rejected the idea.

3. What if an author has written more than one work in the same year? How do I show which idea came from which reference?

You put a lower case letter of the alphabet next to the year date and keep these letters in your reference list as well. For example you might write:

In a recent publication Pedder (2001b) argued that this process was only applicable in a few circumstances and that for small business alternative processes were more suitable (Pedder 2001a).'

The order in which you attach the letters is on the basis of the alphabetical order of the title of the works by the author.

4. What if I want to use information from my lectures or tutorials or study guide? How do I reference these?

You do not cite your lectures, tutorials or study guide as sources **unless** your lecturer has particularly said this is acceptable. This is because lectures, tutorials and study guides are intended to give you an introduction to a topic. In assignments where you undertake research you are expected to read widely and identify for yourself the main ideas that are relevant from various sources. In addition, oral communication is not generally referenced. Your lecturers and tutors do not reference their comments. If you cite them as the source of an idea it could be inaccurate, possibly even plagiarism, because the lecturers might be referring to someone else's idea not one of their own.

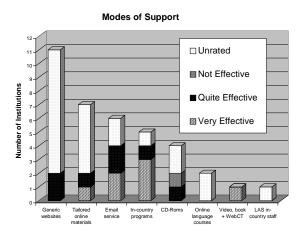### 5. What if I cannot find the author or a date on a website?

A basic principle of Harvard referencing is providing the author and date. Where there is **no name** on a webpage, look for a sponsoring body like an organisation or government department responsible for the information. Where there is no sponsoring body, use the title of the article or document on the screen as the 'author'.

Where there is **no date**, use n.d. (no date). If a resource has no author and no date you need to consider whether it is a suitable source for academic work.

6. How do I reference a graph or figure that I copy or adapt?

A basic principle of Harvard referencing is providing the author and date as an in-text reference. This also applies when you use other people's pictures or graphs or figures. You also need to make clear if you have been adapted the picture or graph for your own purposes.

  a. Exact copy from a source:

Modes of Support

  (Hussin 2004, p. 3)

7. How do I reference an article I found in a Book of Readings from my course?

Generally the readings are referenced using the bibliographic material on the front page of each reading. This means that you reference each reading back to the book or journal in which they were originally published.

8. How do I present exact quotations?

Short quotations are fewer than 30 words or 2 lines. They should be written in single quotation marks ('….') and as part of your own sentence. They are followed by an in-text reference including a page number. For example:

A recent report showed that 'the levels in the soil were at critical levels' (Ang 2005, p.6)

Long quotations are more than 30 words or 2 lines. They should be written without any quotation marks, indented (using Tab key) at the left, and introduced in your own words. A smaller type size can be used. They are followed by an in-text reference including a page number. For example:

Australians have developed
> *an emerging interest in values, vision, meaning and purpose which is the common characteristic of societies facing the end of a chronological era …each new decade is approached as if it hold some new promise (Mackay 1993, p.231)*

The three dots after the word 'era' show that a word or words have been left out .

A sample essay which demonstrates the referencing of a range of sources.

… Quantitative research is most often associated with pure sciences like physics and chemistry and is the 'how much' of research methodology. Babbie (2001, p. 37) stated that quantitative research is '… where things are quantifiable, measurable, explained and finite'. Data are usually derived through testing, experimentation and calculation and the results are often reported as graphs, numbers, percentages, statistics and scales. From an epistemological point-of-view, quantitative research sits within the domain of the empiricist or positivist where:

> The observer is dispassionate and independent of the object of observation. Knowledge is objective, generisable, and can [usually] be used to predict and control future events (Sanderson 2001, p. 198).

In contrast, the qualitative methodology is the 'what's it like?' facet of research which is concerned with 'images, feelings, impressions and qualities' (Bouma 2000, p. 19). Researchers develop and pose their own theories and hypotheses – rather than testing and proving existing ones.

Denzin and Lincoln (1998, p. 28) describe how each 'strategy of [research] inquiry [is connected to] … complex literature … a separate history … and a bundle of skills'. For example, when health workers and educators research their practice 'action research' is often undertaken. This can be defined as 'a form of collective self-reflective inquiry undertaken by participants in social situations in order to improve the rationality and justice of their own social or educational practices' (Kemmis & McTaggart cited in Masters 1995).

Qualitative research provides an 'ideographic' or ideas based world view which takes into account culture, personality and other nuances related to humans and society (Babbie 2001, p. 37; Smith cited in Sanderson 2001, p. 216). The research methodologies associated with qualitative research are concerned with elucidating new knowledge through careful and deep observation of real life. The approach is inductive and generates hypotheses, rather than testing them (Williamson, Burstein & McKemmish 2002, p. 26). Unlike the empiricist/positivist worldview with its emphasis on prediction and control, Sanderson (2001, p. 215) describes the emphasis as being on a mutual understanding by researcher and researched.

Both quantitative and qualitative research methods have their supporters and need not be seen as operating separately from each other. For example, in the humanities area most often associated with qualitative methods, there is also widespread use of quantitative methods. An example of this is when social workers study and measure social problems such as poverty and mental illness. Barry (1998) describes how the coding of qualitative research enriches data analysis and provides a 'more comprehensive summary of theoretical ideas'.

Comments

When paraphrasing: always identify author and date

Ellipsis (…) shows a word or several words been omitted

Long quotations are indented
Square brackets show a word(s) has been added

When quoting: identify the author, date and page no.
(p.=page; pp.=pages)

Use square brackets to show words added to the original quote

Primary reference (Kemmis & McTaggart) you read about in a secondary reference (Masters)
No page because it is an electronic source

Several sources cited at once

Three authors of one chapter

Internet documents require the same information for the in-text reference (author and date)

Indeed, well known uses of quantitative methods of research today are the Gallup polls so often quoted in local newspapers around election time (Sarantakos 1998, p. 4). Other examples often reported in the news media are the findings of health studies on popular topics. For example, Peric (2004) describes Burns' recent study in Perth that found 'big [tea] sippers who'd been imbibing for 20 years were two thirds less likely to develop [prostate] cancer than the control group'. This simple example demonstrates the figures, findings and methodologies that typify quantitative research. So …

Internet documents: have no page numbers (eg Peric)

References

Listed alphabetically by author's family name and with a space between each reference

Babbie, E 2001, *The practice of learning social research*, 9th edn, Wadsworth Thomson Learning, Belmont, CA USA.

Edition is placed after the title

Barry, CA 1998, 'Choosing qualitative data analysis software: Atlas/ti and Nudist compared', *Sociological research online*, vol. 3, no. 3, viewed 5 April, 2004, <http://www.socresonline.org.uk/socresonline/3/3/4.html>.

Online electronic journal

Bouma, G 2000, *The research process*, 4th edn, Oxford University Press, Melbourne.

Book

Denzin, NK & Lincoln 1998,'Introduction', in *Collecting and interpreting qualitative materials*, eds NK Denzin & YS Lincoln, Sage Publications, Thousand Oaks, California.

Multiple authors

Masters, J 1995, 'The history of action research', in *Action research electronic reader*, ed. I Hughes, viewed 5 April 2004, <http://www2.fhs.usyd.edu.au/arow/o/m01/m01.htm>.

Page on a website

Peric H 2004, 'Tea drinking prevents prostate cancer, Perth researcher finds', *ABC Online*, viewed 1 April 2004, <http://www.abc.net.au/southwestwa/stories/s1037036.htm>.

Online electronic document

Sanderson, G 2001, 'Undertaking research in international education', *Journal of Australian Research on International Education Services*, vol. 2, no. 3, Winter, pp. 197–239.

Journal article

Sarantakos, S 1998, *Social research*, 2nd edn, Macmillan Education Australia, South Melbourne.

Book

Williamson, K, Burstein, F & McKemmish, S 2002, 'Introduction to research in relation to professional practice', in *Research methods for students, academics and professionals: information management and systems*, 2nd edn, ed. K Williamson, Charles Sturt University, Wagga Wagga, NSW.

Chapter in an edited book

Place with state if not capital city

Using the referencing examples:

The lists on the following pages give examples of some of the types of sources you will be using and their variations. You will not find an example of every type of source but you can use the basic principles explained in this guide and 'mix and match' from the examples that follow. For example, to work out how to reference an online newspaper article, you will need to combine the information under 'Newspapers' on page 15 with information on an online article on page 13.

Remember:

Your reference list is:

- titled 'References'

- arranged alphabetically by author's family name

- a single list—books, journal articles and electronic sources are listed together and not arranged in separate lists

The main elements required for a book are set out in the order:

author, date, *title*, publisher, place of publication

The main elements required for a journal article are set out in the order:

author, date, 'title of article', *title of journal*, volume number, issue number , pages of article

The main elements required for an electronic source are set out in the order:

author, date, *title*, publisher, place of publication

If there is no author or authoring body given for a source

the *title* of the source is placed instead of the author

If there is no date given for a source

n.d. (stands for 'no date') is placed instead of the date

Harvard referencing examples

Books

Basic format for books: Author's family name, Initial(s) year date, *Title of book*, Publisher, Place of publication.

Example	An example of an in-text reference	The entry in the reference list
Book with single author	Escritt (2000) argues that…	Escritt, S 2000, *Art nouveau,* Phaidon, London.
Book with 2 or 3 authors	According to Cooper, Krever and Vann (2002) …	Cooper, GS, Krever, E & Vann, RJ 2002, *Income taxation: commentary and materials*, 4th edn, Australian Tax Practice, Sydney, NSW.
Book with more than 3 authors/editors	As suggested by Sandler et al. (1995, p. 14)…	Sandler, MP, Patton, JA, Coleman, RE, Gottschalk, A, Wackers, FJ & Hoffere, PB (eds) 1995, *Diagnostic nuclear medicine,* Williams & Wilkins, Baltimore.
Book with no author	As shown in *Networking essentials plus* (2000) …	*Networking essentials plus*, 2000, Microsoft Press, Redmond, Washington.
Book with no date	This has been emphasised by Seah (n.d.) when …	Seah, R n.d., *Micro-computer applications*, Microsoft Press, Redmond, Washington.
Electronic book	Trochim (2000) maintains that…	Trochim, WM 2000, *The research methods knowledge base*, 2nd edn, viewed 14 November 2000, <http://www.socialresearchmethods.met/kb/index.htm>.
2ⁿᵈ or later edition of a book	Several characteristics support this (Derham 2001, p. 46) and …	Derham, F 2001, *Art for the child under seven*, 7th edn, Australian Early Childhood Association, Watson, ACT.
Translated book	Popularity of the novel Les Enfants Terribles increased after translation (Cocteau 1961).	Cocteau, J 1961, *Les enfants terribles,* trans. R Lehmann, Penguin, London.
Edited (ed), revised (rev) or compiled (comp) book	…Walpole and Evans (eds 2001) question whether If only one editor use the abbreviation ed.	Walpole, M & Evans, C (eds) 2001, *Tax administration in the 21st century,* Prospect Media, St Leonards, NSW.
Edited book with more than 3 authors	… key diagnostic tools (eds Sandler et al.1995)	Sandler, MP, Patton, JA, Coleman, RE, Gottschalk, A, Wackers, FJ & Hoffer, PB 1995, *Diagnostic nuclear medicine*, 3rd edn, Williams & Wilkins, Baltimore.
One volume of a multi-volume set of books	It has been implied (Einax 1995) that …	Einax, J (ed) 1995, *Chemometrics in environmental chemistry: Applications*, vol. 2, Handbook of environmental chemistry, Springer, Berlin.

Example	An example of an in-text reference	The entry in the reference list
Encyclopaedia or Dictionary – with author	Chilvers (1998, p. 57) demonstrates that …	Chilvers, I 1998, 'Funk art', in *The Oxford dictionary of 20th century art*, Oxford University Press, Oxford, p. 225.
Encyclopaedia or Dictionary - no author	The *Hutchinson encyclopaedia* (2001) defines ethics as …	*No entry is required in the reference list because you have the name and date of the encyclopaedia or dictionary as an in-text reference.*
Book sponsored by an institution, corporation or other organisation	Deni Green Consulting Services (2001) has compiled …	Deni Green Consulting Services, 2001, *Capital idea: realising value from environmental and social performance*, Deni Green Consulting Services, North Carlton, Victoria.
Chapter in an edited book	In conclusion, Cicourel (1999) emphasises …	Cicourel, AV 1999, 'The interaction of cognitive and cultural models in health care delivery', in *Talk, work and institutional order: discourse in medical, mediation and management settings*, eds S Sarangi & C Roberts, Mouton de Gruyter, Berlin, pp. 183-224.

Journal articles

Basic format for journal articles:

Author's family name, Initial(s) year date, 'Title of article,' *Title of journal*, vol and issue numbers, page range.

Example	An example of an in-text reference	The entry in the reference list
Journal article with single author	This procedure has received support (O'Hara 2000, p. 1548) and …	O'Hara, MJ 2000, 'Flood basalts, basalt floods or topless bushvelds? Lunar petrogenesis revisited', *Journal of Petrology*, vol. 41, no. 11, pp. 1545-1651.
Journal article with two or three authors	Williams, Sewell and Humphrey (2002, p. 18) acknowledge …	Williams, RA, Sewell, D & Humphrey E 2002, 'Perspectives in ambulatory care. Implementing problem-based learning in ambulatory care', *Nursing Economics*, vol. 20, no. 3, pp. 135-141.
Journal article with more than three authors	The fact that alpha-bungarotoxin isotoxins are not derived from edited mRNAs (Chang et al. 1999, p. 7) suggests that …	Chang, L, Lin, S, Huang, H & Hsiao, N 1999, 'Genetic organisation of alpha-bungarotoxins from *Bungarus multicinctus* (Taiwan banded krait): evidence showing that the production of alpha-bungarotoxin isotoxins is not derived from edited mRNAs', *Nucleic Acids Research*, vol. 27, no. 20, pp. 3970-3975. The use of italics for *Bungarus multicinctus* is a scientific convention with species and genera

Example	*An example of an in-text reference*	*The entry in the reference list*
Journal article with no author	Such a strategy is already in use ('Building human resources instead of landfills' 2000) and …	'Building human resources instead of landfills' 2000, *Biocycle*, vol. 41, no. 12, pp. 28-29.
Journal article from an electronic journal	… and this has been established by Garcia (2004) who …	Garcia, P 2004, 'Pragmatic comprehension of high and low level language learners', *TESL-EJ*, vol 8, no. 2, viewed 2 December, 2005, http://berkeley.edu/TESL-EJ/ej30/a!.html>
Journal article accessed using an electronic database,	Carpenter and Feroz (2001) link this idea with …	Carpenter, VL & Feroz, EH 2001, 'Institutional theory and accounting rule choice: an analysis of four US state governments' decisions to adopt generally accepted accounting principles', *Accounting, Organizations and Society*, vol. 26, no. 7-8, pp. 565-596.

Electronic publications

Basic format for electronic publications:

Author's family name, Initial(s) year date, *Title of document or website*, date viewed, <URL>.

Example	*An example of an in-text reference*	*The entry in the reference list*
Electronic book	Trochim (2000) maintains that…	Trochim, WM 2000, *The research methods knowledge base*, 2nd edn, updated 2 August 2000, viewed 14 November 2001, <http://socialresearchmethods.net/kb/index.htm>.
Journal article from an electronic journal	… and this has been established by Garcia. (2004) who ...	Garcia, P 2004, 'Pragmatic comprehension of high and low level language learners', *TESL-EJ*, vol 8, no. 2, viewed 2 December, 2005, http://berkeley.edu/TESL-EJ/ej30/a!.html>
A World Wide Web site	The Department of Immigration and Multicultural and Indigenous Affairs' website (2004) has details of …	Department of Immigration and Multicultural and Indigenous Affairs 2004, *The Department of Immigration and Multicultural and Indigenous Affairs*, Canberra, viewed 7 March 2004, <http://www.immi.gov.au/>.
Document on World Wide Web	This is clarified by desJardins (1998) who identifies …	desJardins, M 1998, *How to succeed in postgraduate study,* Applied Ecology Research Group, University of Canberra, viewed 26 April 2001, <http://aerg.canberra.edu.au/jardins/t.htm>.

Example	An example of an in-text reference	The entry in the reference list
Document on World Wide Web with no author	An overview of lung cancer was provided in *Lung Cancer* (2004) and …	*Lung Cancer* 2004, msn Health, viewed 12 June 2004, <http://content.health.msn.com/condition_center/lung_cancer/default.htm>.
Document on World Wide Web, without an author but with a sponsoring body	In discussing the issues in relation to MP3s (MP 3-mac.com 2003) the …	MP3-mac.com 2003, *What is MP3?*, viewed 15 October 2003, <http://www.mp3-mac.com/Pages/What_is_MP3.html>.
Electronic thesis (ADT collection)	Price (2000) has argued that …	Price, K 2000, 'Exploring what the doing does: a poststructural analysis of nurses' subjectivity in relation to pain', Department of Nursing and Midwifery, PhD thesis, University of South Australia, viewed 10 May 2004, Australian Digital Theses Project, <http://www.library.unisa.edu.au/adt-root/public/adt-SUSA-20030501-145110/index.html>.
Media release on the World Wide Web	The Minister confirmed this (Pirelli 2003) in a media release issued in the same week that the questions were raised in Parliament.	Pirelli, A (Minister for Transport and Regional Services) 2003, *CASA approves new safety measures*, media release, 1 April, Department of Transport and Regional Services, Canberra, viewed 14 April 2003, <http://www.dotrs.gov.au/media/pirelli/archive/2003/apr_03/al6_2003.htm>.
Discussion lists, newsgroups	Patterson (2001) acknowledged this in a posting on the …	Patterson, S <patters@rockets.com.au> 2001, 'Something's got to give', list server, 29 January, National Association of Sceptics, viewed 8 February 2003, <http://www.nsa.net.au/listserv/>.
Email	Davenport confirmed this by email on 1 August 2003.	*Emails are dealt with in the same way as personal communications. The document is mentioned in the text but no entry is given in the reference list. It is important to get permission of the person being referred to before mentioning them.*
Computer program	A program was developed (MathWorks 2001) to …	MathWorks, 2001, *MATLAB* , ver. 6, computer program, The MathWorks Inc., Natick, MA, USA.

Special publications and materials

Basic format for electronic publications:

Author's family name, Initial(s) year date, *Title of item*, description of item, publisher, place of publication

Example	An example of an in-text reference	The entry in the reference list
Conference paper	It has been shown (Hills 2000) that …	Hills, QG 2000, 'Relative timing of deformation, metamorphism and mineralisation within the Willyama Complex, New South Wales', in *Proceedings of the 14th Victorian Universities Earth Sciences Conference*, Geological Society of Australia, Melbourne, pp. 38-42.
Newspaper article (with author)	As Ionesco described (2005) in his article…	Ionesco, J 2001, 'Federal election: new Chip in politics', *Advertiser* 23 October, p.10. *Note: An initial 'the' in English language newspaper titles is ommitted*
Newspaper article (no author)	… in the *Advertiser* (23 October 2001, p. 10).	*Advertiser* 23 October 2001, 'Federal election: new Chip in politics', p. 10.
Government report	The Human Rights and Equal Opportunity Commission (1997) considered that …	Human Rights and Equal Opportunity Commission, 1997, *Bringing them home: report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*, (R Wilson, Commissioner), Human Rights and Equal Opportunity Commission, Sydney.
Patent	Ultimately Tadayuki, Kazuhisa and Atsushi (1999) took out a patent in Japan in 1999.	Tadayuki, O, Kazuhisa, Y & Atsushi, N 1999, *Hard butter composition and its production,* Japanese Patent 99-78710.
Video or television recording	The processes involved have been well documented (*They did it their way*, 1998).	*They did it their way* 1998, video recording, BBC for The Open University. *OR if it is a broadcast television program it would be:* *They did it their way* 1998, television program, SBS television, Sydney, 5 May.
Pamphlet or brochure	Additional resources are identified in the pamphlet … (*Online resources, publications, training* 2001).	*Online resources, publications, training* 2001, Australian Copyright Council, Redfern, NSW.
Audio cassette	The original broadcast (*War of the worlds* 1999) in 1938 is said to have caused mass panic amongst listeners …	*War of the worlds* 1999, Mercury Theatre On The Air, audio CD, Radio Spirits, ASIN: B00002R145.

Example	An example of an in-text reference	The entry in the reference list
Standard	Ultimately the Standards Association published a standard covering colour in chocolate in 1996 (Standards Association of Australia 1996).	Standards Association of Australia 1996, *Colour Standards for general purposes: Chocolate* (AS 2700S-1996 (X64)), Standards Australia, North Sydney.
Personal communication	It has been confirmed by Seow (2003, pers. comm. 3 July) that this practice is widespread.	*For personal communications such as conversations, letters, email s and faxes, the document is mentioned in the text but no entry is given in the reference list. It is important to get permission from the person being referred to.*
Thesis	Pope (1996, p. 78) argued exactly this …	Pope, JJ 1996, 'The nature and origin of magnetite-rich zones in the Mount Fort Constantine Volcanics, adjacent to the Ernest Henry Cu-Au-Co deposit, NW Queensland', MSc. thesis, University of Leicester.
Unpublished report	Such habitats have been studied extensively by, for example, Sinclair, Knight and Merz (1999)	Sinclair, Knight & Merz, 1999, 'Video transect analysis of subtidal habitats in the Dampier Archipelago', Museum of WA.
Unpublished conference paper	...and Wolff (2000) has argued this point at some length.	Wolff, L 2000, 'Corporate compliance and human rights in Japan', paper presented at the Australasian Law Teachers' Association Conference, University of Canberra, 2-5 July.
Document on microfiche	Richard (2001) suggests that…	Richard, P 2001, *Towards the goal of full employment: trends, obstacles and policies*, microfiche, International Labour Office, Geneva, Educational Resources Information Center, Washington, ED 477814.
Thesis on microfiche	Dance is seen as having an important educational role (Dominiak 1998).	Dominiak, KM 1998, *The role of dance making for the older adult*, microfiche, MappSci. thesis, Texas Woman's University, Microform Publications, University of Oregon.

Source:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Brisbane.