USQ Harvard AGPS Referencing Guide

University of Southern Queensland

Disclaimer

This USQ Harvard referencing guide is based on the following manual:

Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, [Milton, Qld].

If you believe copyright work that is available within this guide constitutes copyright infringement, please complete the USQ Copyright Infringement Notification Form.

Contents

About this Guide

Welcome to the UniSQ Harvard AGPS Referencing Guide.

This guide is the official UniSQ Harvard AGPS Referencing Guide and is based on the following manual:

- Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, n.p.

The aim of this guide is to provide basic referencing information only. Refer to the *Style manual for authors, editors and printers* for more comprehensive information and consult your course materials and your course examiner to confirm any specific referencing requirements for your course.

If you are printing or downloading the guide, check the UniSQ referencing website regularly to ensure you are using the latest version.

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I

Harvard AGPS Referencing Style Essentials

1. Fundamental Principles

Harvard AGPS Referencing Style

Academic conventions and copyright law require that you acknowledge when you use the ideas of others. In most cases, this means stating where (i.e. which book, journal article, website, etc.) you sourced the idea or quotation.

As a university student, you are expected to read within your subject area/s, and to refer to such writings within your assessment tasks. Referring to the writings of researchers in your subject area shows your course examiner that:

- You have studied the topic
- You are aware of current knowledge within the topic, and
- You can use the ideas of others to develop and support an argument or point of view.

It also allows your reader to locate the source should they wish to access it themselves.

To clearly differentiate your own thoughts from those of the experts whose work you are referring to, you need to provide a reference when you refer to the ideas or work of others. The reference, or citation, must follow the conventions of the referencing style stipulated by your course examiner.

Most UniSQ courses require you to use APA, Harvard AGPS, or AGLC. Your course materials should direct you to which one you need to use. If not, check with your course examiner.

This guide draws from:

- Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, n.p.

Harvard referencing guides from other institutions are likely to differ to this guide. University policy mandates the use of the Harvard AGPS Style defined by this referencing guide.

Key terms

- **Bibliography**

A bibliography is similar to a reference list, however, it can include resources used during research that

are not cited in the assignment. At UniSQ, you are required to document your sources in a **reference list** when submitting work in Harvard AGPS style (unless you are specifically asked to include your sources in a bibliography).

- **Creative Commons (CC)**

Creative Commons (CC) is an organisation that provides alternatives to standard copyright licenses. A CC license allows creative work to be shared within specified parameters. Always check what the specific CC license allows.

- **DOI**

A Digital Object Identifier (DOI) is a unique name assigned by the International DOI Foundation that provides a persistent link to a resource's location on the Internet. When a DOI is available, no further retrieval information is needed to locate the content. Harvard AGPS style does not use DOIs.

- **et al.**

An abbreviation for 'et alii' which means and others.

- **In-text**

Brief information about the source of your ideas. The in-text citation is provided where you used the idea, usually in the same sentence. Harvard AGPS Style in-text citations include the author and date of publication. Sometimes called 'citation' or 'in-text reference.'

- **Paraphrasing**

Paraphrasing is the expression of ideas and information in your own words. It involves completely altering the sentence or paragraph structure. You must acknowledge the source/s when you paraphrase.

- **Periodical**

A publication that is published at regular intervals, such as a journal, magazine, or newspaper.

- **Reference list**

The reference list is where you provide the information necessary for your reader to identify and retrieve the sources you used for your assignment. To format your reference list, follow the guidelines under the heading 'Formatting the reference list' in this guide.

- **Secondary citation**

A secondary citation is used when you cite a work that you found cited in another source, AND you cannot locate the original work. For guidelines on how to create a secondary citation see 'Authors citing other authors' under the heading 'Variations in authors/creators' in this guide.

- **URL**

A Uniform Resource Locator (URL) is a website address.

When to Cite

You need to include a citation every time you:

- Quote directly from someone else's work

- Paraphrase someone else's ideas

- Quote directly or paraphrase from your own previous work, including an assignment

- Use an image

- Use numerical data or datasets

Citing your sources not only demonstrates that you are using the ideas from others in your field of study – and hence reading in that area – but also allows the reader to identify and locate that source for themselves.

Reference components

Harvard AGPS citations include four components: who, when, what, and where. These components enable the reader to locate the source.
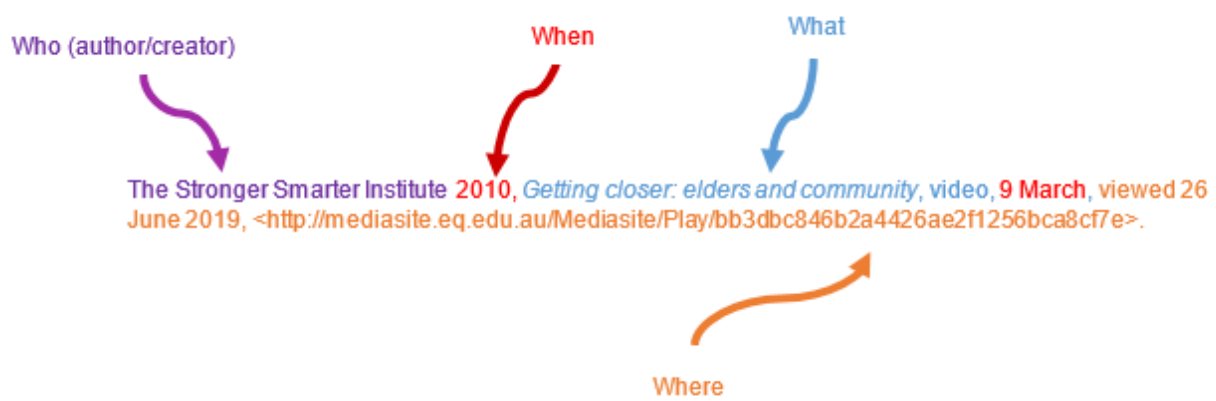
Abbreviations

The following abbreviations may be used when referencing in Harvard AGPS Style (Snooks & Co. 2002, p. 191).

Abbreviation	Book or publication part
edn	edition
rev. edn	revised edition
2nd edn	second edition
ed. (eds)	editor (editors)
trans	translated by
dir.	director
n.d.	no date
n.p.	no place
p. (pp.)	page (pages)
vol. (vols)	volume (volumes)
ser.	series

no. (nos)	number (numbers)
ch.	chapter
MS, MSS	manuscript(s)
suppl.	supplement
c.	circa
cf.	compare (from Latin *confer*)
para. (paras)	paragraph (paragraphs)
…	ellipses: use in place of omitted word/s
Sr, Jr	Senior, Junior (include only in reference list, not in-text)
et al.	and others
[square brackets]	use to indicate changes or additional information for clarity

Paraphrasing

Paraphrasing is when you summarise the ideas, concepts or words from the work of someone else, or from your own previous work. Changing only a few words from someone else's work does not constitute paraphrasing. Paraphrasing involves completely altering the sentence structure and rewriting the information in your own words.

When to include page numbers

Page numbers are recommended when paraphrasing or referring to information or an idea that can be located on a particular page or series of pages. Page numbers are not required in-text when you are referring to the general theme of a work.

Page numbers should appear after the year of publication, as shown in the following examples:

- Soil layers below the well tip contribute relatively little water (Kozeny 1988, pp. 223-4).
- Kozeny (1988, p. 223-4) found soil layers below the well tip contributed little.

Direct quotes

Quotations or quotes are when you use the **exact words** of someone else, or from your own published or unpublished work. Quotations **must** be referenced with page numbers. For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies 1999, para. 5).

- Quotations of less than 30 words (approximately) should form part of the text and be designated with single quotation marks.
  - e.g. Students receiving 'additional information literacy training achieved higher grades than students who did not attend any skills' sessions' (Capel 2002, p. 323).
- With quotations of 30 or more words, DO NOT use quotation marks. Indent the quote from the margin (about a half inch) and set in smaller type.

Block quotation example:

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)

- Do not omit or alter citations embedded within the quote.
- A citation within the direct quote is not included in your Reference list unless cited elsewhere in your work. In the example above, the 2008 publication (the source of the quote) is included in the list of references but the 1973 work mentioned within the quote is not, unless it is used as a source elsewhere in the work.

Formatting your Harvard AGPS paper

The *Style Manual for authors, editors and printers* (6th edn) provides guidance of a very general nature regarding font, font size and line spacing for Harvard AGPS publications (i.e. it recommends that formatting decisions should be based on factors such as the reading level of the audience and whether the work will be published in print or electronic format). Therefore, it is recommended that UniSQ students consult their course materials and course examiner for any specific requirements relating to font, font size and line spacing when submitting work in Harvard AGPS style (including the Reference List).

In-text citation

For works with more than one author, list the author names in the order they appear in the source.

When including two or more references in the same parenthesis in a sentence, list all citations chronologically, separated by a semicolon (;) E.g. (Larsen 1969; Haddon 1971; Dendy 1975).

Use the author-date style method of citation for quotations (exact words of another author/creator) and paraphrasing (summarising the words and ideas of someone else). ***Note:* Page numbers have been included in in-text citations for paraphrased material in this UniSQ Harvard AGPS referencing guide.**

Formatting the reference list

- The reference list should include only the sources you cite in your submission.
- Harvard AGPS Style requires reference lists, not bibliographies.
- The reference list begins on a new page with the heading – References.
- Arrange entries in **alphabetical order** by the surname of the first author as the letters appear (e.g. M, Mac, MacD, Mc).
- For works with more than one author, list the author names in the order they appear in the source.
- If more than one work by an author is cited, list these by earliest publication date first.
- If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a, 1983b).
- If the place of publication contains a state, spell out the state or use a standard abbreviation.
- The expression n.p. can be used if no place of publication is apparent for print materials. Online sources include a URL.
- When you are unsure of the publisher's location, cite only the place/city listed first, or use the location of the main editorial offices.

Source information is presented in the following order, with each item separated by a comma.

- Author
- Publication Date
- Title of publication
- Any of the following that apply
  - Title of series
  - Description of work (format)
  - Edition
  - Editor, compiler, reviser, translator
  - Volume and/or issue details
- Publisher
- Place of publication
- Page number/s, if applicable.

Refer to the [Sample Reference List](#) at the end of this guide to see a reference list formatted in Harvard AGPS style.

Where do I find the information?

If you choose to download a citation for the source you are using (e.g. from databases or software such as Endnote) be careful to check the accuracy of the citation before including it in your assignment because errors in downloaded citations are common.

Books

- The title page of a book should provide:
  - The title
  - Subtitle
  - Name of the author/s (or creator, editor, etc.)
  - Publisher's imprint (publisher's name and location).
- The reverse of the title page (also known as verso-title, imprint or reverse-title page) provides a lot more information, including:
  - Publisher's name and address
  - Name of the editor, designer, photographer, etc., as appropriate
  - Copyright notice (including the year of copyright)
  - A list of editions and reprints
  - Details of other volumes in a multi-volume work.

Journals

- The front page of a journal article should provide the information required for your citation but you may also need to look in the database entry or journal table of contents. Look for:
  - Title of the article
  - Title of the journal

- ◦ Author/s
- ◦ When the article was published, including the year, volume and issue numbers
- Make a note of the URL for articles viewed online.
- You also need the page range: the first and last page numbers.
- Make a note of the date you viewed/saved/printed the article.

Internet sources

- The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.
  - ◦ You are looking for the 'who' (author), 'when' (date) and 'what' (title) elements. There is no standard place on a website to locate this information.
  - ◦ For the 'where' element, direct readers as closely as possible to the information; whenever possible, use the URL for the exact page.
  - ◦ When referring to an item located within a subscription site, use the home page URL.
  - ◦ A 'viewed Day Month Year' statement followed by the URL (in < >) replaces the location and name of the publisher typically provided for physical sources. This is particularly important for websites where information may be updated regularly.
  - ◦ If the source undergoes regular revision, the date for the most recent update should be used.
  - ◦ It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number). This may include the format of the source.
  - ◦ For sources that do not provide page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies 1999, para. 5).
- To provide specific information from a website or web document within the text of an assignment, you must provide both an in-text citation and an entry in the reference list. Use the exact URL for the web page that has the information you are citing.
- The only time you provide the URL of the home page of a website is:
  - ◦ When you mention it in passing (e.g. Comprehensive information about the University can be found at www.unisq.edu.au). In this instance, you include an in-text citation only.
  - ◦ When the specific information you are citing is on the home page. In this instance, follow the guidelines for how to cite and reference a web page or web document.
- When citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

What if I can't find an example of the source type I want to reference?

This referencing guide includes examples for a wide range of source types. However it does not provide an example for every different source type that you may need to reference. If you are unable to find an example for the source type, you need to:

- Think about your source type. Are there a few different types it might possibly be but you're not sure which of those it actually is? If so, have a look at the guidelines for each of the different types it *might* be. The guidelines for creating the citation might be the same.
  - ◦ I.e. The guidelines for how to reference a web page and how to reference a web document are the same.

- ◦ Consider combining different elements from more than one example within the guide.
    - ▪ E.g. To cite a newspaper article where you do not know who the author is, you will have to follow guidelines for both of the following:
        - ▪ No author, in the Author Variations section
        - ▪ Newspaper article.

Additional help

Contact the Library or consult the following:

- [Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, n.p.](#)

    Call number 808.02 STY

- [Summers, J & Smith, B 2014, *Communication skills handbook*, 4th edn, John Wiley & Sons, Milton, Qld](#).

    Call number 808.02 FAC

While the Library is not responsible for checking lists of references we can refer you to our referencing guides and the published manuals listed to help you ensure the accuracy of your referencing.

II

Reference and in-text citation examples

2. Variations in authors/creators

This chapter includes guidelines for how to complete the author-date part of both the in-text and reference list citation for a variety of different author types and combinations. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide, depending on the source type of the material.

In this chapter:

Single author	Multiple works by same author
Two or three authors	Different authors with same surname
More than three authors	Edited book/collection
Unknown author	Authors citing other authors (secondary citations)
Corporate (group) author	Multiple references in the same parentheses

1. SINGLE AUTHOR

- **In-text –** add page numbers in text if required.

In-text

(Author Surname Year, p. Page No.)

Author Surname (Year, p. Page No.)

Examples:

… (Abbott 2008, p. 23, 25).

Abbott (2008, p. 23, 25) states that …

Reference

Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation*.

Example:

Abbott, HP 2008, *The Cambridge introduction to narrative*, 2nd edn, Cambridge University Press.

2. TWO OR THREE AUTHORS

- **In-text**: The ampersand (&) is used when the authors' names are in brackets. Use 'and' when the authors' names are used as part of the sentence.

In-text

(Author A Surname & Author B Surname Year, p. Page No.)

(Author A Surname, Author B Surname & Author C Surname Year, p. Page No.)

Examples:

The advantages of using proxy mode… (Kakadia & DiMambro 2004, p. 80).

Douglas, Papadopoulos and Boutelle (2009, p. 11) dispute the claim…

Reference

Author A Surname, Author A Initial & Author B Surname, Author B Initial Year, *see guidelines for appropriate source type to complete citation*.

Author A Surname, Author A Initial, Author B Surname, Author B Initial & Author C Surname, Author C Initial Year, *see guidelines for appropriate source type to complete citation*.

Example:

Kakadia, D & DiMambro, F 2004, *Networking concepts and technology: a designer's resource*, Sun Microsystems Press, Upper Saddle River, New Jersey.

Douglas, D, Papadopoulos, G & Boutelle, J 2009, *Citizen engineer: a handbook for socially responsible engineering*, Prentice Hall, Upper Saddle River, New Jersey.

3. MORE THAN THREE AUTHORS

- **In-text**: For more than three (3) authors, use the first author only followed by 'et al.'
- **Reference list**: All author names must be given in the reference list.

In-text

(Author Surname et al. Year, p. Page No.)

Examples:

Industry best practice (Beer et al. 2012, p. 54) suggests that…

Beer et al. (2012, p. 54) when discussing industry best practice…

Reference

Author A Surname, Author A Initial, Author B Surname, Author B Initial, Author C Surname, Author C Initial & Author D Surname, Author D Initial Year, *see guidelines for appropriate source type to complete citation*.

Example:

Beer, TL, Johnston, AG, DeWolf, JY & Mazurek, PW 2012, *Management for public services*, Cambridge University Press.

4. UNKNOWN AUTHOR

- Use the title in text and in the reference list. Do not use 'Anonymous' or 'Anon'.

In-text
(*Title* Year, p. Page No.) **Examples**: (*The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama* 1996, pp. 21-2). …as discussed in *The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama* (1996, pp. 21-2).
Reference
Title Year, *see guidelines for appropriate source type to complete citation*. **Examples**: *The stage acquitted: being a full answer to Mr Collier, and other enemies of the drama* 1996, Routledge/ Thoemmes, London.

5. CORPORATE (GROUP) AUTHOR

- The jurisdiction or country is not usually required for government agencies as it is indicated by the place of publication.
- Abbreviations such as CSIRO may be used in-text. The abbreviation should then be used for all in-text citation of that body and the reference list should provide a cross-reference from the abbreviation to the full organisational title:
  - e.g. CSIRO *see* Commonwealth Scientific and Industrial Research Organisation

In-text
(Name of Corporation Year, p. Page No.) **Examples:** The Office of the Aboriginal Land Commissioner (2001, pp. 2-3) highlights… The erosion that has occurred in some areas of Queensland has devastated the land to such an extent… (Planning Committee for Soil Conservation, Queensland Graingrowers Association 1983, p. 9). The Earth is affected by many systems that influence climate, these include sunlight, industry, forest processes and water cycles (Global Climate Change 2023).
Reference
Name of Corporation Year, *see guidelines for appropriate source type to complete citation*. **Examples**: Office of the Aboriginal Land Commissioner 2001, *Urapunga land claim no. 159*, Parliamentary paper, Aboriginal and Torres Strait Islander Commission, Canberra. Planning Committee for Soil Conservation, Queensland Graingrowers Association 1983, *Queensland planning committee for soil conservation report 1983*, Queensland Department of Primary Industries, Brisbane. Global Climate Change 2023, *The study of Earth as an integrated system*, National Aeronautics and Space

Administration, Pasadena, California, viewed 22 January 2024,<https://climate.nasa.gov/nasa_science/science/>.

6. MULTIPLE WORKS BY SAME AUTHOR

- **Reference list –** use the following order – single author entries followed by multiple author entries beginning with the same name (earliest dates first in each case).
- A long dash (2-em, approximately equivalent to 4-6 hyphens in length) can be used to replace that part of the author entry which is repeated. There is no space immediately after the dash.
- For two or more works by the same author(s) in the same year, list in alphabetical order by title.

In-text

(Author Surname Yearletter, p. Page No.)

Example:

A study suggests… (Lyon & Peters 2002a, p. 215).

It can be seen that… (Lyon & Peters 2002b, p. 27).

The work of Lyons and Peters illustrates… (Lyon & Peters 2002a, p. 215; 2002b, p. 27; 2008, p. 19).

Reference

Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation.*

——Year, *see guidelines for appropriate source type to complete citation*.

——, Author Surname, Author Initial & Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation*.

Example:

Chaffee, J 1991, *Thinking critically*, 3rd edn, Houghton Mifflin, Boston.

——1998, *The thinker's way: 8 steps to a richer life*, Little, Brown and Company, Boston.

——, McMahon, C & Stout, B 2002, *Critical thinking, thoughtful writing: a rhetoric with readings*, Houghton Mifflin, Boston.

Lyon, H & Peters, R 2002a, *The circus*, Elton, Wembley, Australia.

——2002b, *Clowns*, Elton, Wembley, Australia.

7. DIFFERENT AUTHORS WITH SAME SURNAME

- Different authors with the same name are distinguished in-text by their initials.

In-text

(Author Surname, Initial Year) OR Author Initial Surname (Year)

Examples:

The theory was propounded by AE Smith (1981, p. 12), but has been refuted since (Smith, BR 1985, p. 65).

Reference

Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation*.

Examples:

Smith, AE 1981, *The theory of microeconomic policy*, 3rd edn, Routledge, London.

Smith, BR 1985, *Microeconomic policy frameworks in Australia*, Prentice Hall, Sydney.

8. EDITED BOOK/COLLECTION

- If the role of an editor (or compiler, reviser, or translator) is of primary importance, list the work using those names in text. Use abbreviations such as ed., eds, comp., comps, trans. and rev.

In-text

(role of editor. Editor Surname Year, p. Page No.)

Example:

(ed. Brofenbrenner 1974, p. 27).

… edited by (Brofenbrenner 1974, p. 27).

Reference

Editor Surname, Initial (role abbreviation) Year, *Title*, Edition, Publisher, Place of Publication.

Example:

Brofenbrenner, U (ed.) 2005, *Making human beings human: bioecological perspectives on human development*, Sage Publications, Thousand Oaks, California.

9. AUTHORS CITING OTHER AUTHORS (SECONDARY CITATION)

- In the reference list provide the details of the author who has done the citing. Details of the work of the author being cited – in this example, Brown – can be included if useful or of interest (but is not necessary).

In-text

(Author Surname of Primary Source, cited in Author Surname of Secondary Source Year, p. Page No.)

Example:

Brown (cited in Smith 1995, p. 99) reported …

… (Brown, cited in Smith 1995, p. 99).

Reference
Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation*. **Example**: Smith, B 1995, *Food processing technology*, John Wiley & Sons, Hoboken, NJ.

10. MULTIPLE REFERENCES IN THE SAME PARENTHESES

- When including two or more references in the same parentheses in a sentence, list all citations chronologically, separated by a semi-colon (;).
- In the reference list, include the sources you referenced in the parenthesis in alphabetical order.

In text
(Author Surname Year, p. Page No; Author Surname Year, p. Page No) **Example**: Narratives are useful in explaining difficult concepts to children (Griffith 1995, pp. 23-25; Abbott 2008, p. 23; Bailey 2018, p. 333)

Reference
Author Surname, Author Initial Year, *see guidelines for appropriate source type to complete citation*. **Example**: Abbott, HP 2008, The Cambridge introduction to narrative , 2nd edn, Cambridge University Press. Bailey, AR 2018, 'Nonfiction graphic novels in children's literature: an interview with Maris Wicks and Calista Brill', *Language Arts* , vol. 95, no. 5, pp. 332–337, viewed 13 February 2020, <https://www.proquest.com/docview/2036728380?accountid=14647&sourcetype=Scholarly%20Journals>. Griffith, AI 1995, *Coordinating family and school: mothering for schooling*, Education Policy Analysis Archives, vol. 3, no. 1, viewed 12 February 2020,<http://olam.ed.asu.edu/epaa/>.

3. Variations in dates, editions, titles and web addresses/URLs

This chapter includes guidelines for how to complete the part of the citation relating to dates, editions, titles, and web addresses. Guidelines for completing the full citation to be included in the reference list can be located in a different section of this guide.

In this chapter:

1. NO PUBLICATION DATE

a) If the source does not include a date of publication, use n.d. in place of the year, which means 'no date'.

b) When the year is not known but can be reliably estimated, use 'c.' (the abbreviation for circa) before the date both in-text and in the Reference list.

In-text

a) (Author Surname n.d.)

b) (Author Surname Estimated Year)

Examples:

a) Free copyright licenses … (Creative Commons n.d.).

b) Lloyd Webber's (c. 1970) musical …

Reference

a) Author Surname, Initial n.d., *see guidelines for appropriate source type to complete citation*.

b) Author Surname, Initial c. Estimated Year, *see guidelines for appropriate source type to complete citation*.

Examples:

a) Creative Commons n.d., *Share your work*, viewed 26 July 2019, <https://creativecommons.org/share-your-work/>.

b) Lloyd Webber, A c. 1970, *Jesus Christ superstar,* Leeds Music, London.

2. EDITIONS

- For 2nd or later editions, include the edition number after the title.
- Edition statements are included after the series title (when series titles occur)

In-text

(Author Surname Year, p. Page No.)

Examples:

… (Abbott 2008, p. 12).

Abbott (2008, p. 12) states that …

Reference

Author Surname/Organisation, Initial Year, *Title*, nth edn, *see guidelines for appropriate source type to complete citation*.

Example:

Abbott, HP 2008, *The Cambridge introduction to narrative*, 2nd edn, Cambridge University Press.

3. TITLES

- Titles of books should be italicised. Use minimal capitalisation.
- Use the title that appears on the title page of the book, rather than the spine or cover of the book (as there may be variations between them).
- Series titles appear after the title in roman type (i.e. they are not italicised).

In-text

(Author Surname Year)

Example:

American politics has ….. (Reichard 2016, pp. 214-218).

Reference

Author Surname, Initial Year, *Title: subtitle*, series title, Publisher, Location.

Example:

Reichard, GW 2016, *Deadlock and disillusionment: American politics since 1968*, The American History Series, John Wiley & Sons, Chichester, UK.

4. URLs

- Angle brackets (<>) are placed around the web address to isolate the URL from any surrounding sentence punctuation.

In-text

Example:

More information can be found at The Body Shop Australia website <https://www.thebodyshop.com/enau/>.

Reference

Example:

The Body Shop Australia 2018, *The Body Shop Australia*, Mulgrave, Victoria, viewed 30 April 2018, <https://www.thebodyshop.com/enau/>.

4. Books, journal articles, newspaper articles

1. BOOKS
a) **Print**   b) **Online –** provide the URL.   c) **E-book on an eReader** i.e. Kindle, Nook, Sony Reader. In the reference list, include the type of e-book version you read.   d) **Musical score**
In-text
(Author Surname Year)   **Examples**:   a) Douglas, Papadopoulos and Boutelle (2009, p. 11) dispute the claim…   b) Great essays can be built on three key elements (McClain & Roth 1999, p. 27).   c) The protagonist's journey began… (Ware 2010, p. 36).   d) In Lloyd Webber's (1970) musical …
Reference
a) Author Surname, Initial Year, *Title*, Edition, Publisher, Place of Publication.   b) Author Surname, Author Initial Year (of creation or last revision), *Title*, Edition, Publisher, Place of Publication, viewed Day Month Year, <URL either full location details or just the main site details>.   c) Author Surname, Author Initial Year, *Title*, Edition, Book Platform Version, Publisher, Place of Publication.   d) Composer Surname, Initial Year, *Title*, Publisher, Place of Publication.   **Examples**:   a) Douglas, D, Papadopoulos, G & Boutelle, J 2009, *Citizen engineer: a handbook for socially responsible engineering*, Prentice Hall, Upper Saddle River, New Jersey.   b) McClain, M & Roth, JD 1999, *Schaum's quick guide to writing great essays*, McGraw-Hill, New York, viewed 17 January 2005, <http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/unisouthernqld/ Doc?id=5002145>.   c) Ware, C 2010, *Cottage by the sea*, Kindle version, Sourcebooks Landmark, Naperville, Illinois.

d) Lloyd Webber, A. c. 1970, *Jesus Christ superstar,* Leeds Music, London.

2. CHAPTER IN EDITED BOOKS, INCLUDING DICTIONARIES AND ENCYCLOPEDIAS

a) **Print**

b) **Online**

c) **Article from encyclopedia** with known author/editor. Treat as a book chapter/section.

d) **No author/editor –** for a standard dictionary or encyclopedia with no main author/editor, you only need to include an in-text citation. This applies to both print and online sources.

In-text

(Author Surname Year, p. Page No.)

Examples:

a) Termination is considered to be… (Brandt 2002, p. 255).

b) Evolutionary psychology's critics state that… (Gould 2000, p. 26).

c) Separation anxiety disorder…. (Dadds et al. 2004, p.5).

d) *The concise Oxford dictionary of current English* (1990, p. 334) defines it as …

Reference

Author of chapter Surname, Author Initial Year, 'Chapter title', in Author/Editor Initial Author/Editor Surname (role abbrev.), *Book title*, Edition, Publisher, Place of Publication.

Examples:

a) Brandt, RB 2002, 'Defective newborns and the morality of termination', in J Arthur (ed.), *Morality and moral controversies: readings in moral, social, and political philosophy,* 6th edn, Prentice Hall, Upper Saddle River, New Jersey, pp. 253-60.

b) Gould, SJ 2000, 'More things in Heaven and Earth', in H Rose & S Rose (eds), *Alas, poor Darwin: arguments against evolutionary psychology,* Harmony Books, New York, viewed 17 January 2005, <http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/unisouthernqld/Doc?id=10015543>.

c) Dadds, MR, James, RC, Barrett, PM & Verhulst, FC 2004, 'Diagnostic issues', in TH Ollendick & JS March (eds), *Phobic and anxiety disorders in children and adolescents: a clinician's guide to effective psychological and pharmacological interventions,* part 1, pp. 3-33, viewed 23 January 2018, <https://ebookcentral-proquest-com.ezproxy.usq.edu.au/lib/usq/ detail.action?docID=281064&query=phobic+and+anxiety+disorders+in+children+and+adolescents>.

d) No entry

3. JOURNAL ARTICLES, NEWSPAPER ARTICLES, MAGAZINE ARTICLES

• For journal articles, use both volume and issue numbers in the reference list when available.

• If the journal issue has both a number and an identifier such as a Month or quarter, choose one and use it consistently.

• If there is no volume number, the issue number or identifier should follow the journal title.

• If there is no issue number or other identifier, include the volume number and page numbers.

a) **Print journal**

b) **Online journal**

c) **Advanced online publication**

d) **Print newspaper with author**

e) **Print newspaper with no author**. If there is no author, place the publication title in the author position in-text. There is no need for an entry in the reference list. Provide details in the in-text citation.

f) **Online newspaper or magazine article –** Newspaper articles on the WWW and in electronic databases do require entries in the reference list. If there is no author, place the publication title in the author position. Omit 'the' from newspaper titles in in-text citations.

In-text

a) (Author Surname Year, p. Page No.)

b) (Author Surname Year, p. Page No.)

c) (Author Surname year, p. Page No.)

d) (Author Surname Year, p. Page No.)

e) (*Newspaper Title* Release Date Year, p. Page No.)

f) (Author Surname Year, p. Page No.)

Examples:

a) Wong's 2009 study states that… (pp. 67-69).

b) The balance between family and school commitments… (Griffith 1995, pp. 23-5).

c) Drones are increasingly being used to study wildlife (McCarty et al. 2021, p. 2)

d) The drought effects in central Queensland are… (Jeffers & Monty 2010, pp. 16-17).

e) … (*Weekend Australian* 24-25 Jan. 1987, p. 19).

f) Cleary and Lewis (2001) reported that…

Reference

a) Author Surname, Author Initial Year, 'Article title', *Journal Title*, vol. Volume No., no. Issue No., pp. Page Range.

b) Author Surname, Author Initial Year, 'Article title', *Journal Title*, vol. Volume No., no. Issue No., pp. Page Range [if known], viewed Day Month Year, <URL>.

c) Author Surname, Author Initial Year, 'Article title', *Journal Title*, advance online publication, pp. Page Range [if known], viewed Day Month Year, <URL>.

d) Author Surname, Author Initial Year, 'Article title', *Newspaper Title*, Release Date, p. Page No.

e) No entry.

f) Author Surname, Author Initial Year, 'Article title', *Newspaper Title*, Release Date, p. Page No., viewed Day Month Year, <URL>.

Examples:

a) Wong, K 2009, 'Rethinking the hobbits of Indonesia', *Scientific American*, vol. 301, no. 5, pp. 66-73.

b) Griffith, AI 1995, 'Coordinating family and school: mothering for schooling', *Education Policy Analysis Archives*, vol. 3, no. 1, viewed 12 February 1997, <http://olam.ed.asu.edu/epaa/>.

c) McCarthy, ED, Martin, JM, Boer, MM & Welbergen, JA 2021, 'Drone-based thermal remote sensing provides an effective new tool for monitoring the abundance of roosting fruit bats', *Remote Sensing in Ecology and Conservation*, advance online publication, viewed 4 June 2021, <https://zslpublications.onlinelibrary.wiley.com/doi/10.1002/rse2.202>.

d) Jeffers, BG & Monty, P 2010, 'Realities for drought', *Courier Mail*, 21 May, pp. 16-18.

e) No entry.

f) Cleary, P & Lewis, S 2001, 'It's the end of a long boom', *The Australian Financial Review*, 8 March, viewed 20 February 2005, <http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html>.

5. Web documents, websites and other electronic media

The goals of a citation to an online source are to credit the author/creator and to enable the reader to find the material.

When citing Internet sources, observe the following guidelines:

- Follow previous sections for format of who (author), when (date) and what (title) elements.

- For the 'where' element, direct readers as closely as possible to the information; whenever possible, reference specific documents rather than the home or menu pages.

- The author of a website is usually the person or organisation responsible for the site.

- When referring to an item located within a subscription site, use the home page URL.

- A viewed date statement (e.g. viewed 27 July 2019, <URL>) is required in addition to the location and name of the publisher.

- When the URL leads to information on how to obtain the cited material, rather than to the material itself (i.e. when using a root URL for a subscription site), use 'viewed Day Month Year, <root URL>.'

- If the source undergoes regular revision, the date for the most recent update should be used.

- It is often appropriate to include additional information after the title of the work (similar to including an edition number for a book). Sometimes this is included as part of the title (e.g. a report number).

- The medium or format can be entered after the title, separated by a comma.

- When using direct quotes for sources without page numbers, use the paragraph number, if possible, preceded by the abbreviation 'para.' (e.g. Broome & Davies, 1999, para. 5).

When you are referring to specific information from a web page or web document within the text of an assignment, you must provide an author-date citation.

- If you are mentioning the website in passing, (e.g. Comprehensive information about the University can be found at www.unisq.edu.au), you do not need to include an entry in the reference list. Include the URL of the home page of the website in-text, rather than the usual author-date component.

- If you are citing specific information, create a reference following the guidelines for how to cite and reference a web page or web document.

- If you cite information from more than one page within the same website, you will need to create a separate item in your reference list for each.

1. WEBSITE HOME PAGE
 - Web addresses can be given directly in the text using angle brackets (<>) to help direct readers to a website. They are not to be used as a substitute for in-text citations in the author-date format. Angle brackets (<>) are placed around the web address to isolate the URL from any surrounding sentence punctuation.   a) **Mentioning website in passing**

b) **Mentioning specific information available on the home page**

In-text

Examples:

a) Comprehensive information about the University can be found at <www.unisq.edu.au>.

b) University of Southern Queensland offers flexible study options (UniSQ 2023).

Reference

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

Examples:

a) No entry in the reference list

b) University of Southern Queensland 2023, *University of Southern Queensland*, Toowoomba, viewed 9 September 2023, <www.unisq.edu.au>.

2. WEB PAGE

- Use this example for pages within a website

In-text

(Author/Organisation Year)

Example:

…a marketing strategy illustrated by the company's website (The Body Shop Australia 2018).

Reference

Author Surname or Organisation, Author Initial Year, *Title of webpage*, Company/Sponsor Name, C/S Location, viewed Day Month Year, <URL>.

Example:

The Body Shop Australia 2018, *Corporate social responsibility*, The Body Shop Australia, Mulgrave, Victoria, viewed 30 April 2018, <https://www.thebodyshop.com/en-au/about-us/our-commitment/corporate-social-responsibility>.

3. WEB DOCUMENT

- To cite a document from a Web site within the text of an assignment, provide the name of the author, editor, or compiler and the date on which the document was created or last revised.

In-text

(Author Year, p. Page No.)

Example:

CASA's approval resulted in… (Anderson 2000).

Reference

Author Surname, Author Initial Year, *Title*, Version No., Description of Document, Company/Sponsor Name, C/S Location, viewed Day Month Year, <URL>.

Example:

Anderson, J (Minister for Transport and Regional Services) 2000, *CASA approves avgas contamination test*, media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, <http://www.dotrs.gov.au/media//2000/jan_00/al6_2000.htm>.

4. WIKI

In-text

(*Title of Wiki* Year)

Example:

The contingencies included… (*Quantitative Archaeology Wiki* 2007, para. 2).

Reference

Title of Wiki Year (of article), 'Article title', format, Day Month (of article), viewed Day Month Year, <URL>.

Example:

Quantitative Archaeology Wiki 2007, 'Contingency tables', wiki article, 26 March, viewed 17 September 2008, <http://wiki.iosa.it/dokuwiki/contingency_tables>.

6. Government publications

In this chapter:

1. REPORTS
In-text
Author Surname (Year, p. Page No.) **Examples**: Mortimer & Cox (1999, p. 15) reported that… Child protection statistics indicate….(AIHW 2010, p. 7).
Reference
Government Department Name Year, *Title of report,* Reference Number, Publisher, Place of Publication. **Examples**: Australian Institute of Health and Welfare 2010, *Child protection Australia 2008-09*, Child welfare series no. 47. Cat. no. CWS 35, Australian Institute of Health and Welfare, Canberra. Mortimer, M & Cox, M 1999, *Contaminants in mud crabs and sediments from the Maroochy River*, Environment technical report no. 25, Queensland Department of the Environment, Brisbane.
2. AUSTRALIAN BUREAU OF STATISTICS
In-text
(Author Surname Year, p. Page No.) **Example**: Of the total … (Australian Bureau of Statistics 2016, pp. 61-3).
Reference
Author (person or organisation) Year of publication, *Title of Report*, Report number (if available), Publisher/ Institution, Place of publication, viewed Day Month Year, <URL>. **Example**: Australian Bureau of Statistics 2011, *Understanding migrant outcomes – enhancing the value of census data, Australia, 2011*, cat. no. 3417.0, ABS, Canberra, viewed 3 October 2014, <http://www.abs.gov.au/ausstats/ abs@.nsf/PrimaryMainFeatures/3417.0?OpenDocument>.

7. Blogs

In this chapter:

1. Blog posts
In-text
(Author Surname/Alias Year) **Example**: Beijing Olympic preparations have… (McGarry 2008).
Reference
Reference Author Surname/Alias, Author Initial Year, 'Weblog post title', *Weblog Title*, format, Day Month of post, viewed Day Month Year, <URL>. **Example**: McGarry, A 2008, 'China's pain fires Olympic dream', *Beijing blog*, weblog post, 13 June, viewed 18 August 2008, <http://blogs.abc.net.au/olympics/>.

8. Legislation and legal authorities

In this chapter:

Legislation (includes Acts and Bills)

Legal authorities (Cases)

- Legislation and Legal authorities (cases) are only included in a list of references if they are important to the understanding of the work (listed separately under the subheadings 'Legislation' and 'Legal Authorities').
- The title of legislation should be cited exactly. Neither spelling nor capitalisation should be altered to suit the referencing style. Articles (a, an or the) should not be omitted.
- Legislation viewed in an annotated legislation textbook is cited in Legislation format, not Book format, unless referring to the editorial commentary/analysis, rather than the legislative provision.
- The following examples are for the Australian jurisdiction only.

Use the following Australian jurisdiction abbreviations:

Jurisdiction	Abbreviation
Commonwealth	Cwlth
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

1. LEGISLATION: INCLUDES ACTS AND BILLS
a) **Acts** – italicise the title of the Act. b) **Bills** – do not italicise the title.
In-text
a) *Title of the Act Year* b) Title of Bill Year **Example**:

a) The Act stipulates… (*Copyright Act 1968*).

b) Efforts to legislate against… (Anti-terrorism Bill 2004).

Reference

a) *Title of the Act Year* (Jurisdiction)

b) Title of the Bill Year (Legislative Body)

Examples:

a) *Copyright Act 1968* (Cwlth)

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

2. LEGAL AUTHORITIES (CASES)

- In the citation of criminal cases in which the Crown is the prosecutor, "R" is used.

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

- However, if the Crown is the respondent in a criminal appeal, the order is reversed and *The Queen* given in full.

    Pearce v. The Queen (1998) 194 CLR 610

- On first mention, the authority should always be cited in full. If there is a commonly known abbreviated form or name for the case, this can be given in parentheses and used in subsequent citations.

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

In-text

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

Example:

Precedent exists for… (*Carey v. Price* (2005) 132 ALR 255).

In *McDonald's Corporation v. Joburgers Drive-Inn Restaurant (Pty) Ltd* (1996) 36 IPR 11 at 20, Joburgers argued that…

Reference

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

Example:

Carey v. Price (2005) 132 ALR 255.

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

McDonald's Corporation v. Joburgers Drive-Inn Restaurant (Pty) Ltd (1996) 36 IPR 11 at 20.

9. Non-government reports

Treat reports as books or web documents, and include a report number where available.

1. NON-GOVERNMENT REPORTS
In-text
(Author Surname Year, p. Page No.) **Examples**: The Woolworths Financial Report 2016 confirmed… (Woolworths Limited 2016, p. 69). Sport participation rates are expected to decline…. (BurgioFicca 2013, p. 7).
Reference
Author (person or organisation) Year of publication, *Title of Report*, Report number (if available), Publisher/ Institution, Place of publication, viewed Day Month Year, <URL>. **Examples**: Woolworths Limited 2016, *Annual report 2016*, Woolworths Limited, Bella Vista, NSW, viewed 10 December 2016, <https://www.woolworthsgroup.com.au/icms_docs/185865_annual-report-2016.pdf>. Burgio-Ficca, C 2013, *Sport and camping equipment retailing in Australia*, IBISWorld Industry Report G4241, IBISWorld, Melbourne, viewed 26 August 2013, <http://clients1.ibisworld.com.au/reports/au/industry/ default.aspx?entid=417>. Commonwealth Bank of Australia 2017, *Company profile: Commonwealth Bank of Australia*, MarketLine, London, viewed 20 June 2017, <http://advantage.marketline.com/ Product?ptype=Companies&pid=7BA5963A-41DF-4F08-9B6E-3DFAF7AF5F4B>.

10. Standards, patents and data sheets

In this chapter:

1. STANDARDS

a) **Print standard**

b) **Online standard**

In-text

(Author Surname/Organisation Year)

Example:

a) Irrigation machines should be installed in accordance with the operational requirements of… (International Organisation for Standardisation 2003).

b) Security screens in Australia must conform to… (Standards Australia 2003, para. 3).

b) Financial instruments in Australia are regulated so users can… (Australian Accounting Standards Board 2023).

Reference

a) Author Surname/Organisation, Author Initial Year, *Title*, Standard Number, Standard Issuer, Standard Issuer Location.

b) Author Surname/Organisation, Author Initial Year, *Title*, Standard Number, Standard Issuer, Standard Issuer Location, viewed Day Month Year, <URL>.

Example:

a) International Organization for Standardization 2003, *Traveller irrigation machines – part 1 – operational characteristics and laboratory and field test methods,* ISO 8224-1:2003, International Organization for Standardization, Geneva.

b) Standards Australia 2003, *Installation of security screen doors and window grilles,* AS 5040-2003, Standards Australia, Sydney, viewed 16 September 2008, <http://www.saiglobal.com/online/autologin.asp>.

b) Australian Accounting Standards Board 2023, *Financial instruments: Disclosures,* AASB 7, Australian Accounting Standards Board, Melbourne, viewed 12 March 2024, <https://www.aasb.gov.au/admin/file/content105/c9/AASB7_08-15_COMPjun23_01-24.pdf>.

2. PATENTS

In-text

(Author Surname/Organisation Year)

Example:

Solar radiation collectors would… (Connor 2005).

Reference

Author Surname or Organisation, Author Initial Year, *Title*, Patent Country Patent Number.

Example:

Connor, PM 2005, *Collector for solar radiation*, Australian Patent 2004243336.

3. DATA SHEETS

In-text

(Organisation Year of last update)

Example:

(3M Company 2016)

Reference

Organisation Year of publication, *Title*, Data Sheet No. XXXX, viewed Day Month Year, https://xxxxx>.

Example:

3M Company 2016, *Jupiter nickel metal hydride batteries,* Safety Data Sheet No. 32-7009-7, viewed 16 June 2021, <https://multimedia.3m.com/mws/mediawebserver?mwsId=SSSSSuUn_zu8lZ09mx21lxtGov70k17zHvu9lxtD7SSSSSS–>.

11. Conference papers and proceedings

1. PUBLISHED PAPERS
• For papers collected and published as proceedings, include page numbers at the end of the reference list entry. • Further description can be provided after the conference title if useful.
In-text
(Author Surname Year, p. Page No.) **Examples**: Orientation programs allow… (Smith 1996, p. 24). Smith (1996, p. 24) analyses student behaviour in relation to…
Reference
Author Surname, Author Initial Year, 'Title of published proceedings', *Conference Title which may include place held and date(s)*, Publisher, Place of Publication, pp. Pages of the Paper. **Examples**: Smith, FL 1996, 'An academic orientation program for commencing students', *Proceedings of the Australasian Science Education Research Association*, University of Canberra, Canberra, pp. 24-6.
2. UNPUBLISHED PAPERS
• In Reference List do not italicise title.
In-text
(Author Surname Year, p. Page No.) **Example**: … as a result of new economic strategy (Pomfret 2001).
Reference

Author Surname, Author Initial Year, 'Title', Type of Document, Publication Institution, Pub. Inst. Location.

Example:

Pomfret, R 2001, 'Economic diversification of the new independent central Asian countries', paper to be presented at the International Conference on Economic Diversification of Small States, Brunei, 12-13 November.

12. Theses and dissertations

1. PUBLISHED THESIS
• For a published thesis, the title should be in italics, similar to a book
In-text
(Author Surname Year, p. Page No.)   **Example**:   Recent studies (Dudley 2012, p. 288) include …
Reference
Author Surname, Initial Year, *Title*, Level of thesis, Institution issuing degree, Institution Location.   **Example**:   Dudley, DA 2012, *Evidence to inform effective physical education policy, pedagogy and practice in New South Wales secondary schools*, PhD thesis, University of Wollongong.
2. UNPUBLISHED THESIS
• **Reference List –** for unpublished theses, the title is in quotation marks and is not italicised.
In-text
(Author Surname Year, p. Page No.)   **Example**:   Humans entered the northern forests in… (Bouchert-Bert 2002, pp. 4-6).
Reference
Author Surname, Initial Year, 'Title', Level of thesis, Institution issuing degree, Institution Location.   **Example**:

Bouchert-Bert, L 2002, 'When humans entered the northern forests: an archaeological and palaeoenvironmental perspective', MA dissertation, University of Calgary.

3. ONLINE THESIS
In-text
(Author Surname Year) **Example**: Recent studies (McDonald 2007, pp. 198-99) suggest …
Reference
Author Surname, Initial Year, *Title,* Level of thesis, Institution issuing degree, Institution Location, viewed Day Month Year, <URL>. **Example**: McDonald, J 2007, *The role of online discussion forums in supporting learning in higher education,* PhD dissertation, University of Southern Queensland, Toowoomba, viewed 3 July 2019, <https://eprints.usq.edu.au/3588/2/McDonald_2007_whole.pdf>.

13. Audiovisual material

1. FILM
a) **Motion picture** b) **DVD** c) **Streaming video** d) **YouTube**
In-text
a) (*Title* Year) b) (*Title* Year) c) (*Title of stream* Year) d) (Author Surname/Alias Year) **Examples**: a) Jack Thompson's character … (*Sunday too far away* 1975). b) The film's central thesis assumes that audiences… (*Fahrenheit 9/11* 2004). c) Current industry guides (*Wound management: a nurse's guide* 2010) instruct nurses to… d) One of the worst materials selections in engineering projects… (Aubummoney 2011).
Reference
a) *Title* Year, format, Publisher Name, Publisher Location. Special credits/Other description. b) *Title* Year, format, Publisher Name, Publisher Location. Special credits/Other description. c) *Title of stream* Year, format, Name of Host/Sponsor, Place of Host/Sponsor, viewed/accessed Day Month Year, <URL>. d) Author Surname/Alias, Author Initial Year, *Weblog post title,* format, viewed Day Month Year, <URL>. **Examples**: a) *Sunday too far away* 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd.

b) *Fahrenheit 9/11* 2004, DVD, Columbia TriStar Home Entertainment, Culver City, California. Written, produced and directed by Michael Moore.

c) *Wound management: a nurse's guide* 2010, online video, VEA, Bendigo, viewed 16 November 2011, <http://vea.com.au/vLearn/Player/VEcGo2vy.aspx>.

d) Aubummoney 2011, *Top 7 engineering disasters in materials selection,* online video, viewed 17 November 2011, <http://www.youtube.com/watch?v=h8pQMuswWJ0>.

2. TV OR RADIO

In-text

(*Title* Year)

Example:

The program included frequent references to… (*What are we going to do with the money?* 1997).

Reference

Title Year, format, Publisher Name, Publisher Location, Date Aired.

Example:

What are we going to do with the money? 1997, television program, ABC Television, Sydney, 8 August.

3. AUDIO

- For audio podcasts use "accessed." For visual podcasts use "viewed."

In-text

(*Title of podcast* Year)

Examples:

A National Geographic podcast stated that the expedition was… (*Pandi River expedition* 2008).

Reference

Title of podcast Year, format, Name of Host/Sponsor, Place of Host/Sponsor, Day Month (of podcast), accessed/viewed Day Month Year, <URL>.

Examples:

Pandi River expedition 2008, podcast, National Geographic Society, Washington, D.C., 15 August, viewed 19 September 2008, <http://www.nationalgeographic.com/podcasts/shorts.html>.

14. Images including tables, figures, graphs, maps, charts and datasets

In this chapter:

Online images   Image (figure/table) you created yourself

Creative Commons (CC) licence   Personal photograph

- When referencing an image, treat it as you would a direct quote and include 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 is displayed in.

- For Clip Art or Stock Images there is no in-text citation or reference listing needed, as no attribution is required.

1. ONLINE IMAGES
• **Author name available –** In-text, cite author, year and page number (if available). • **No Author name –** In-text, if there is no named author, use the image title or description (in italics) followed by the date and page number (if available). • There must also be an in-text citation if reproducing or adapting data.
In-text
(Author/Organisation Year, p. Page No.) **Example**: Newfoundland's early charts contained… (Lane & Cook 1775).
Reference
Author Surname or Organisation, Author Initial Year, *Image title*, Document description, Company/Sponsor Name, C/S Location, viewed Day Month Year, <URL>. **Example**: Lane, M & Cook, J 1775, *A general chart of the island of Newfoundland*, digital image of cartographic material, Wikimedia Commons, viewed 11 March 2008, <https://en.wikipedia.org/wiki/File:Cooks_Karte_von_Neufundland.jpg.>
2. CREATIVE COMMONS (CC) LICENCE
• For items with a Creative Commons Licence, see the UniSQ Creative Commons website for more information. • Information about the Creative Commons Licence is entered directly after the item is used, within your assignment. There is no need to include Creative Commons licensing information in your list of references at the end of your assignment.
In-text

(Author Surname Year, p. Page No.). Creative Commons license information (Creative Commons license URL).

Example:

… (Zawacki-Richter, Hanft & Backer 2011, p. 2). Used under a Creative Commons Attribution 3.0 licence (http://creativecommons.org/licenses/by/3.0/).

Reference

Reference the source as you would normally, according to its format.

3. IMAGE (FIGURE/TABLE) YOU CREATED YOURSELF

In-text

Your in-text citation consists of providing an accurate and detailed description of the image, usually in the form of a title.

Example:

Table 1: Differences between Investor and Grower Perspectives

Reference

You do not need an entry in the reference list, but you must include detailed information with the image in-text.

4. PERSONAL PHOTOGRAPH

In-text

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

Example:

… (MA Toby 1987, personal photograph, 2 May).

Reference

A personal photograph is a form of Personal Communication and does not require an entry in the Reference List.

15. Computer software

1. COMPUTER PROGRAMS OR SOFTWARE (INCLUDING TOOLS AND APPLICATIONS)
• Provide references for specialized software (not standard software). Include the version number if applicable. a) **Software accessed online** b) **Non-standard software downloaded to or installed on a device**
In-text
a) (*Title*, Year) b) (Creator/Organisation Year) **Example**: a) These graphs illustrate… (*Moneyville* 2008). b) When completing the second phase of the cave puzzle… (Scott 2011).
Reference
a) *Title* Year, computer software, Creator/Organisation, Creator Org. Location, accessed Day Month Year, <URL>. b) Creator/Organisation Year, *Title*, version Version No., computer software, Creator Organisation, Creator Org. Location. **Example**: a) *Moneyville* 2008, computer software, Northern Bank, Belfast, accessed 24 November 2011, <http://moneyville.co.uk>. b) Scott, C 2011, *Treasure hunt – the interactive boardgame*, version 1.1, computer software, Logic Rewired, Canberra.

16. Personal communications

In this chapter:

[Personal communications](#)

- Personal communications may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, posts or updates from social media accounts that are not publicly accessible, or photographs, images, tables or data that you created yourself.

- Personal communications are usually non-recoverable from the reader's perspective and are not to be included in the Reference List, but should be cited in-text as they are referred to.

- Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

- Lecture notes are treated as personal communication if they are unpublished (i.e. not copied and distributed in print or on the Internet with the instructor's permission).

1. PERSONAL COMMUNICATIONS
• Personal communications are not included in the list of references at the end. • In-text, the initials precede the Correspondent Surname
In-text
(Correspondent Initial Corr. Surname Year, pers. comm., Day Month). **Examples**: (RN Ayers 1991, pers. comm., 2 July). MK Larsen (1983, pers. comm., 1 May) said…
Reference
No entry.

17. UniSQ teaching materials

1. LECTURE NOTES AND HANDOUTS

- Treat like personal communication (i.e. not included in the list of references) if they are your own notes or unpublished.
- No authors listed – put the title in the author position.

In-text

(Author Surname Year)

(*Course Code Document Title* Year)

Examples:

The financial focus of these events… (Stevens 2004, p. 5).

… (*ACC5003 NIA advanced financial accounting: course notes* 2004, pp. 8-10).

Reference

Author Surname, Author Initial Year, *Course CODE Course document title*, Uni. Name, Uni. Location.

OR

Course Code Document Title Year, Uni. Name, Location.

Example:

Stevens, J 2004, *ECO2640 Applied econometrics: course notes*, University of Southern Queensland, Toowoomba.

ACC5003 NIA advanced financial accounting: course notes 2004, University of Southern Queensland, Toowoomba.

2. CUSTOMISED PUBLICATIONS

- Same style as equivalent publication types with – Custom Book edn – before the publisher details.
- If page numbers are required in text, use the custom publication page numbers, not the page numbers from the original publication.

In-text

(Author Surname/Organisation Year, p. Page No.)

Example:

The staff resource in late capitalism is … (Dessler & Tan 2010, pp. 5-6).

Reference

Author Surname, Author Initial Year, 'Title', in Author/Editor Initial Surname (role abbrev.), *Title*, Edition, Publisher, Place of Publication.

Example:

Dessler, G & Tan, CH 2010, 'Human resource management: an Asian perspective', in K Southey (comp.), *Staffing and remuneration: strategy and practice*, Custom Book edn, Pearson, Frenchs Forest, New South Wales.

3. RECORDED LECTURE

- When providing a URL, use the StudyDesk URL and include additional information, such as the course number, to facilitate retrieval of the item.

In-text

(Author Surname/Organisation Year)

Example:

The theory takes into account … (Stilgoe 2011).

Reference

Author Surname, Author Initial Year, *Title*, lecture/lecture recording, Course CODE, Description of the material, Uni. Name, Uni. Location, viewed Day Month Year, <URL>.

Example:

Stilgoe, B 2011, *Week 2 Giving an oral presentation*, lecture recording, CLI2201, University of Southern Queensland, Toowoomba, accessed 14 November 2011, <http://usqstudydesk.usq.edu.au>.

4. OTHER ONLINE COURSE MATERIAL

- Follow the requirements for Web documents previously outlined.
- You can use either the full location URL or just the main site details (be consistent). When using just the main site URL, it may be necessary to include additional information, such as the course number, to facilitate retrieval of the item.
- If the item has no obvious author, put the course CODE and title in the author position.

In-text

(Author Surname Year) OR

(*Course Code Document Title* Year)

Example:

Unstable strata effecting foundation… (Ghabraie 2011).

The final module (*ACC5202 Accounting: module 11 solutions S1* 2011) directed users to…

Reference

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

Example:

Ghabraie, K 2011, *In situ stresses*, CIV2403, University of Southern Queensland, Toowoomba, viewed 14 November 2011, <http://usqstudydesk.usq.edu.au>.

Hingst, R 2010, *Self awareness activity*, MGT1200, University of Southern Queensland, Toowoomba, viewed 11 November 2011, <http://usqstudydesk.usq.edu.au>.

ACC5202 Accounting: module 11 solutions S1 2011, University of Southern Queensland, Toowoomba, viewed 11 November 2011, <http://usqstudydesk.usq.edu.au>.

5. ONLINE COURSE READING

- Use the same template styles as online books, online book chapters, and online journal articles, depending on the course reading format. Use the USQ URL for the resource.

In-text

(Author Surname Year, p. Page No.)

Example:

… (Tuczay 2005, pp. 16-9).

Tuczay (2005, pp. 16-9) states that…

Reference

Author Surname, Author Initial Year, 'Title', in Author/Editor Initial Surname (role abbrev.), *Title*, Edition, Publisher, viewed Day Month Year, <URL>.

Example:

Tuczay, C 2005, 'Trance, prophets and diviners in the Middle Ages', in E Pocs (ed.), *Communicating with the spirits: Christian demonology and popular mythology*, Central European University Press, Budapest, viewed 13 July 2006, <http://usqstudydesk.usq.edu.au>.

18. First Nations and Traditional Knowledge

In this chapter:

- Citing Traditional Knowledge or Oral Traditions of First Nations peoples varies depending on whether and how the information has been recorded. Cases that are usually non-recoverable from the readers perspective are not included in the reference list but are cited in-text or described in the writing. These cases use a variation of the personal communication citation.

- Information that has been recorded is described as per the source type. Ensure that the information used is **accurate** and **appropriate to share** before citing those works.

- To describe Traditional Knowledge or Oral Traditions that are not recorded, provide as much detail in the in-text citation as is necessary to describe the content and to contextualize the origin of the information. Because there is no recoverable source, a reference list entry is not used. Ensure that the person **agrees** to have their name included in your paper and confirms the **accuracy** and **appropriateness** of the information you present.

- To describe personally held Traditional Knowledge contextualise the information you are sharing in the writing. No in-text citation or reference list entry is used.

- First Nations people using personally held Traditional Knowledge should consider if the information shared is **appropriate** and **allowed to be shared**. It is often useful to collaborate with other First Nations people to address any questions that may arise.

- Consult the UniSQ Aboriginal and Torres Strait Islander Protocols regarding culturally appropriate terminology and language.

1. TRADITIONAL KNOWLEDGE OR ORAL TRADITIONS OF FIRST NATIONS PEOPLES
a) **Recorded** If the information has been recorded and is recoverable by readers (e.g., video, audio, interview transcript, book, article), cite it in the text and include a reference list entry in the correct format for that type of source.   **b)** **Not Recorded – Interview** Provide the person's name and the Nation or specific First Nations group to which they belong, as well as their location or other details about them as relevant, followed by the words "pers. comm." and the date of the communication.   **c)** **Not Recorded – Personal Knowledge** If you are a First Nations person and are sharing your own experiences or the previously unrecorded Traditional Knowledge or Oral Tradition of your people, describe yourself in the text (e.g., what Nation you belong to, where you live) to contextualize the origin of the information you are sharing. Do not use a personal communication citation or provide a reference list entry because you do not need to cite personal information.
In-text
a) (Author Surname Year)   b) (Correspondent Initial. Correspondent Surname, Nation/Country and/or Language Group, Location Year, pers. comm., Day Month).

c) No entry.

Examples:

a) (Logan Libraries 2021)

b) (M.Waters, Gomeroi, Toowoomba 2020, pers. comm., 6 August)

      or

Mel Waters (Gomeroi, Toowoomba 2020, pers. comm., 6 August) has shared her understanding of…

Reference

a) As per type of source.

b) No entry.

c) No entry.

Example:

Logan Libraries 2021, *Aunty Flora Cook*, online video, viewed 5 May 2021, <https://www.youtube.com/watch?v=7V4sthsfn0w>.

19. Generative AI

In this chapter:

[Generative AI](#)

- The use of artificial intelligence tools is strictly limited to circumstances that have been approved by your course coordinator. Unapproved use of AI tools in your assessment can result in a penalty for serious academic misconduct.

- Any permitted use of AI for assessment must be acknowledged appropriately. For guidelines on how to reference AI generated material, please refer to the [Artificial Intelligence Guide](#) on the [Library Referencing page](#).

- Please check with your course coordinator for any course specific guidelines for referencing AI.

20. Other

1. MANUSCRIPTS
• If it is difficult to provide details about the location of a manuscript, be systematic.

In-text
(Author Surname Year, p. Page No.) **Example**: Mayan stone tools were found… (Abramiuk 2002, p. 45).

Reference
Author Surname, Author Initial Year, 'Title', in possession of the author/Possessor Name, Possessor Location. **Examples**: Abramiuk, M 2002, 'A preliminary report on classic Maya ground stone tool exchange in and around the southern Maya mountains of Belize', in possession of the author. Adams, DE 1917, 'My journey to Khartoum', in possession of MA Adams, Adelaide. Joyce, TA 1931, 'Report of the British Museum expedition to British Honduras, 1931', in possession of the Central Archives of the British Museum, London.

2. YOUR OWN PREVIOUS ASSIGNMENT

In-text
(Your Surname Year) **Example**: Smith (2018, p. 45) states that …

Reference
Your Surname, Initial Year, *Title of assignment: subtitle if appropriate*, unpublished manuscript, Unit Code: Name of Unit, Name of University, Location. **Example**:

Smith, J 2018, *Assignment 1,* unpublished manuscript, MGT1000: Organisational behaviour and management, University of Southern Queensland, Toowoomba.

3. BIRTH, DEATH AND MARRIAGE CERTIFICATES

a) **From repository that holds it**

b) **From another location, i.e. a subscription database**

- Description of source should be as accurate as possible so that the reader may locate the same copy you are citing. Common examples for 'description of source' include:

  ◦ certified copy

  ◦ digital download

  ◦ digitised copy

  ◦ index

  ◦ user-generated tree

  ◦ database entry

In-text

('Full name of person/s in certificate' Year of Event)

Example:

a) James was born in Mulgrave ('James Allister' 1866).

b) … at Hackney St John ('Owen Johnson and Elizabeth Raymen' 1877).

Reference

'Person's Full Name' Year of Event, *Birth/death/marriage certificate of Person's Full Name/s, Day Month Year of Event,* Reference Number (Location of original document if different from where you obtained it), description of source, Location Information of Source.

Example:

a) 'James Allister' 1866, *Birth certificate of James Allister, 27 January 1866,* Reg. no. 16901/1866, digital download, Births, Deaths and Marriages, Victoria, Australia.

b) 'Owen Johnson and Elizabeth Raymen' 1877, *Marriage certificate of Owen Johnson and Elizabeth Raymen, 11 February 1877,* p78/jn1/085 (London Metropolitan Archives, UK), index, viewed 22 April 2019, <www.ancestry.com>.

21. Sample reference list

A sample reference list is presented below to demonstrate the format of a reference list in Harvard AGPS style. For specific guidelines on preparing a reference list, refer to the section 'Formatting the reference list' in Chapter 1 of this guide.

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