

Harvard Referencing

Harvard is a commonly used method of referencing, which uses the Author-Date system.

Which Harvard style?

Harvard has been adapted to suit many different publication styles. The style used in this guide follows the standard prescribed by the following manual. This is the official style followed in most Australian Government publications.

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

Which style does my faculty or school use?

Some Schools require a different style from the one outlined here. Use the citation style required by your Faculty or School.

Why reference your sources?

It is important to reference the sources you use for essays and reports, so that the reader can follow your arguments and check your sources. It is essential to correctly acknowledge the author when quoting or using other people's ideas in your work.

How do I use Harvard?

1. In-text citations are made like this

Paraphrasing and in-text citations

Example:

The point made by an analytic philosopher (O'Connor 1957, p. 32) is that values cannot be justified in this way. However Kneller (1963b, p. 102) insists that the theorist will inevitably be involved in value claims.

Note: when paraphrasing, the page, chapter or section numbers may be included in the in-text citation if the cited work is long and information helps the reader locate the relevant information.

When the authors name is mentioned in-text (e.g. Kneller in the example above) add year and page numbers only to the in-text reference.

Entries that have the same author and year are noted by adding a, b, c etc. to the year, both in-text e.g. Kneller (1963b, p. 102) and in the Reference List (See entries in Reference List below).

Direct quotes and in-text citations

Examples:

'Having a solid plan as part of research design is essential' (Hatch 2002, p. 46).

Or

Hatch (2002, p. 46) believes 'having a solid plan as part of research design is essential'.

Note: Always include page numbers when citing a quotation and enclose the quote in single quotation marks.

Block quotes and in-text citations

Example:

Inductive analysis is discussed:

Inductive thinking proceeds from the specific to the general. Understandings are generated by starting with specific elements and finding connections among them. To argue inductively is to begin with particular pieces of evidence, then pull them together into a meaningful whole. Inductive data analysis is a search for patterns of meaningful data so the general statements about phenomena under investigation can be made (Hatch 2002, p. 161).

Note: Place a quotation of 30 or more words in your work as a freestanding block. These quotes are usually indented e.g. 5 spaces and are in a smaller font e.g. 1 point size smaller than the surrounding text. Do not enclose the quote in quotation marks.

2. Reference lists, at the end of your paper, are made like this:

Arrange your list alphabetically by author.

Reference List

Cameron, B (Minister for Corrections, Victoria) 2007, *Construction begins on high security unit*, media release, Victoria, 28 March, viewed 16 April 2007, <<http://www.dpc.vic.gov.au>>.

Douglas, N, Douglas, G & Derrett, R (eds) 2001, *Special interest groups: context and cases*, John Wiley & Sons, Brisbane, Qld.

Farley, J 2008, 'The role of prices in conserving critical natural capital', *Conservation Biology*, vol. 22, no. 6, pp. 1399-1408.

Fernandez, O 2007, *Rails way*, Addison-Wesley, Upper Saddle River, NJ, viewed 25 February 2009, <<http://proquest.safaribooksonline.com.ezproxy.utas.edu.au/9780321445612>>.

Guidebook to Australian social security law 1983, CCH Australia, North Ryde, NSW.

Hatch, JA 2002, *Doing qualitative research in education settings*, State University of New York, Albany.

Kneller, JP 1963a, *Is logical thinking logical?*, Ponsonby & Partridge, Dubbo.

----- 1963b, 'Thinking and logical interaction', *Brain Logic*, vol. 257, no. 4, pp. 54-62.

MacFarlane, I 2002, 'Aboriginal society in North West Tasmania: dispossession and genocide', PhD thesis, University of Tasmania.

Man with the movie camera 1998, video recording, Chatsworth, CA. Distributed by Image Entertainment. Directed by Dziga Vertov.

O'Connor, DJ 1957, *An introduction to the philosophy of education*, Routledge & Kegan Paul, London.

Peirson, G, Brown, R, Easton, S, Howard, P & Pinder, S 2006, *Business finance*, 9th edn, McGraw-Hill, North Ryde, NSW.

The search for meaning 1998, radio program, ABC Radio, Sydney, 24 March.

Treloar, D 1999, 'Grains of sense', *Australian Gourmet Traveller*, November, pp. 29-30.

Whiteley, BC 1979, 'Emotional response', *Brain Talk*, vol. 2, no. 12, pp. 234-5.

World Health Organisation Media Centre 2010, *Obesity and overweight*, fact sheet no. 311, World Health Organisation, Geneva, viewed 21 December 2010, <<http://www.who.int/mediacentre/factsheets/fs311/en/index.html#>>.

REMEMBER: Your Faculty or School may require a different style so you should always check their requirements. This document is for general guidance only.

Need more help? **Ask A Librarian:** <http://www.utas.edu.au/library/contact-us>

Examples of in-text citations and references

Books		
Reference Type	In-Text examples	Reference list examples
	<p>Elements of an in-text citation for a book</p> <ol style="list-style-type: none"> 1. (Author/s family name or organisation name 2. Year of publication, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) <p>The in-text citation elements are placed within brackets, or if the author is mentioned in text only the year, vol/section numbers and page numbers are placed within brackets.</p> <p>Note: For further information refer to Snooks (2002, pp.192-199)</p>	<p>Elements of a reference for a book</p> <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation name 2. Year of publication, 3. <i>Title of book in italics,</i> 4. Edition statement if other than the 1st edition e.g. 2nd edn, or other description if applicable e.g. cat. no. 2201.0, 5. Publisher, 6. Place of publication, 7. Page number or numbers if applicable, e.g. pp. 8-17, 8. Date viewed if it is an electronic text e.g. viewed 25 March 2010, 9. <URL or internet address within pointed brackets if it is an electronic text>. <p>Note: Commas are used to separate each element and a full stop is placed at the end of the reference. For further information refer to Snooks (2002, p. 200 & 230)</p>
Book with one author	<p>(O'Connor 1957, p. 33) or O'Connor (1957) states that...</p> <p>Note: Page numbers can be added if useful to the reader</p>	O'Connor, DJ 1957, <i>An introduction to the philosophy of education</i> , Routledge & Kegan Paul, London.
Book with one author with subtitle	(Worsley 2008)	Worsley, T 2008, <i>Nutrition promotion: theories and methods, systems and settings</i> , Allen & Unwin, Crows Nest, NSW. Note: Insert a colon and a space between the title and subtitle.
Book with two authors	<p>(Zikmund & D'Amico 1989) or Zikmund and D'Amico (1989) discussed....</p> <p>Note: When authors names are incorporated in the text of your assignment use 'and' not the &.</p>	Zikmund, WG & D'Amico, M 1989, <i>Marketing</i> , 3rd edn, Wiley, New York.
Book with three authors	<p>(Silberschatz, Galvin & Gagne 2007) or Silberschatz, Galvin and Gagne (2007) proved that...</p>	Siberschatz, A, Galvin, PB & Gagne, G 2007, <i>Operating system concepts with Java</i> , 7th edn, Wiley, Hoboken, NJ.
Book with more than three authors	<p>(Peirson et al. 2006) or Peirson et al. (2006) argued against...</p>	Peirson, G, Brown, R, Easton, S, Howard, P & Pinder, S 2006, <i>Business finance</i> , 9th edn, McGraw-Hill, North Ryde, NSW.

Book with no author	(<i>Guidebook to Australian social security law</i> 1983, ch. 3) Note: If there is no named author, cite the work by title in-text and in the reference list. For further information refer to Snooks (2002, p. 197)	<i>Guidebook to Australian social security law</i> 1983, CCH Australia, North Ryde, NSW.
Company, Organisation, Committee, Government Department as author	(Commonwealth Tertiary Education Commission 1986, p. 89)	Commonwealth Tertiary Education Commission 1986, <i>Review of TAFE funding</i> , AGPS, Canberra.
Different editions	(Zikmund & D'Amico 1989)	Zikmund, WG & D'Amico, M 1989, <i>Marketing</i> , 3rd edn, Wiley, New York. Note: An edition statement is placed after the title of the work. An edition statement is not necessary if the book is a first edition. For further information refer to Snooks (2002, p. 196)
Electronic book	(Fernandez 2007)	Fernandez, O 2007, <i>Rails way</i> , Addison-Wesley, Upper Saddle River, NJ, viewed 25 February 2009, < http://proquest.safaribooksonline.com.ezproxy.utas.edu.au/9780321445612 >. Note: The reference for an e-book has all the elements of a printed book. In addition add the date viewed and the URL or web address. For further information refer to Snooks (2002, p. 230)
Edited book	(eds Douglas, Douglas & Derrett 2001) or ...edited by Douglas, Douglas and Derrett (2001)	Douglas, N, Douglas, G & Derrett, R (eds) 2001, <i>Special interest groups: context and cases</i> , John Wiley & Sons, Brisbane, Qld. Note: Use the abbreviation (ed.) for a single editor or (eds) for texts with multiple editors For further information refer to Snooks (2002, p. 195)
Exhibition catalogue	(Murray 2003) Note: In-text citation and reference should be treated like a book or edited book. For further information refer to Snooks (2002, p. 201)	Murray, K 2003, <i>Haven: the art and craft of refuge in Tasmania</i> , exhibition catalogue, 27 March -10 May 2003, Salamanca Arts Centre, Hobart, Tas. Note: Provide a description of the document type and if possible the exhibition dates in normal typeface after the title e.g. exhibition catalogue, 27 March-10 May 2003. For further information refer to Snooks (2002, p. 201)
Encyclopaedia or Dictionary -no author listed for entry	The <i>Macquarie dictionary</i> (2005) defines... or (<i>Macquarie dictionary</i> 2005) Note: If there is no author evident for the entry in the dictionary or encyclopedia provide the name of the dictionary or encyclopedia in italics and the year it was published.	No entry is needed in the reference list Note: For further information refer to Snooks (2002, p. 199)

Encyclopaedia or Dictionary -author listed for entry	(Lazarus 2001) Note: If an author for the entry is evident, treat the same way as for a chapter in an edited book.	Lazarus, AA 2001, 'Multimodal therapy' in WE Craighead & CB Nemeroff (eds), <i>The Corsini encyclopedia of psychology and behavioural science</i> , 3rd edn, Wiley, New York, vol. 3, pp.993-4. Note: If an author for the entry is evident, treat the same way as for a chapter in an edited book.
Encyclopaedia or Dictionary electronic format -no author listed for entry	<i>The Mosby's dictionary of medicine nursing and health professions</i> online (2009) defines.... Note: To indicate the dictionary or encyclopaedia is in electronic format add 'online' after the title. Snooks (2002) does not provide guidance for this type of reference	No entry is needed in the reference list
Encyclopaedia or Dictionary electronic format - author listed for entry	(Weatherall 2005)	Weatherall, D 2005, 'Thalassemia' in DN Cooper (ed.), <i>Encyclopedia of the human genome</i> , Wiley, Hoboken, NJ, viewed 8 February 2011, < http://www.credoreference.com/entry/wileyhg/thalassemas >.
Chapter in an edited book Use this form of reference for a chapter in an edited book to which a number of authors have contributed.		
	Elements of an in-text citation for a chapter in an edited book <ol style="list-style-type: none">1. (Author/s family name for chapter2. Year of publication,3. Volume or section numbers if applicable,4. Page number/s e.g. p. 9 if useful to the reader)	Elements of a reference for a chapter in an edited book <ol style="list-style-type: none">1. Author/s family name, followed by initials for chapter2. Year of publication,3. 'Title of the chapter in single quotes',4. Add the word in5. Initials then surname of the editor/s,6. Abbreviation (ed.) or (eds) for multiple editors,7. <i>Title of the book in italics,</i>8. Edition if other than the 1st edition,9. Publisher,10. Place of publication,11. Page numbers for the chapter,12. Date viewed if it is an electronic text,13. <URL or internet address within pointed brackets if it is an electronic text>. Note: Use this form of reference for a chapter in an edited book to which a number of authors have contributed.
Reference Type	In-Text examples	Reference list examples
Chapter in an edited book -	(O'Regan 2002)	O'Regan, T 2002, 'A national cinema', in G Turner (ed.), <i>The film cultures reader</i> , Routledge, London, pp. 139-64.

Chapter in an edited book – electronic book	(Toebes 2010)	Toebes B 2010, 'Human rights and health sector corruption' in J Harrington & M Stuttaford (eds), <i>Global health and human rights: legal and philosophical perspective</i> , Routledge, London, pp. 102-134, viewed 15 February 2011, < http://www.utas.ebib.com.au.ezproxy.utas.edu.au/patron/FullRecord.aspx?p=534205 >.
Brochure, pamphlet or leaflet		
For further information refer to Snooks (2002, pp. 196-7, 201)		
	Elements of an in-text citation for a brochure, pamphlet or leaflet <ol style="list-style-type: none"> 1. (Author/s family name or organisation name 2. Year of publication, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) 	Elements of a reference for a brochure, pamphlet or leaflet <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation name 2. Year of publication, 3. <i>Title of the pamphlet in italics</i>, 4. Provide a description of document type in normal typeface e.g. pamphlet, 5. Publisher, 6. Place of publication, 7. Date viewed if it is an electronic copy e.g. viewed 25 March 2010 8. <URL or internet address within pointed brackets if it is an electronic text>.
Reference Type	In-Text examples	Reference list examples
Brochure pamphlet or leaflet	(Abbott Diabetes Care 2009?) Note: If date is uncertain place a ? after the date. If the date is unknown use the abbreviation n.d. in place of a date.	Abbott Diabetes Care 2009?, <i>What is diabetes?</i> , pamphlet, Abbott Diabetes Care, Doncaster, Vic.
Brochure pamphlet or leaflet – electronic format	(Department of Health 2004?)	Department of Health 2004?, <i>For goodness sake read this: food safety fundamentals</i> , pamphlet, Department of Health, South Australia, viewed 16 February 2011, < http://www.health.sa.gov.au/pehs/Food/safety-fundamentals-sept04.pdf >.
Conference paper For further information refer to Snooks (2002, pp. 207)		
	Elements of an in-text citation for a conference paper. <ol style="list-style-type: none"> 1. (Author/s family name or organisation name 2. Year of publication, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) 	Elements of a reference for a conference paper <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s 2. Year of publication, 3. 'Title of the paper in single quotes', 4. <i>Title of the proceedings which may include place held and date/s in italics</i>, 5. Publisher, 6. Place of publication, 7. Volume (if applicable) e.g. vol. 2, 8. Page/s e.g. pp. 681-4, 9. Date viewed if it is an electronic copy e.g. viewed 25 March 2010, 10. <URL or internet address within pointed brackets if it is electronic>.

Reference Type	In-Text examples	Reference list examples
Conference paper	(Akroyd & Nguyen 2001)	Akroyd, TJ & Nguyen, QD 2001, 'Continuous rheometry for industrial slurries', <i>Proceedings of the fourteenth Australian Fluid Mechanics Conference</i> , Flinders University, Adelaide, South Australia, vol. 2, pp. 681-4.
Conference paper – electronic format	(Kuderna-Iulian, Marcel & Valeriu 2009)	Kuderna-Iulian, B, Marcel, C & Valeriu, T 2009, 'Towards an affective aware home', <i>Ambient assistive health and wellness management in the heart of the city: 7th international conference on smart homes and health telematics, ICOST 2009, Tours France, July 1-3, 2009, proceedings</i> , Springer, New York, pp. 74-81, viewed 16 February 2011, < http://www.springerlink.com.ezproxy.utas.edu.au/content/m22q41724mj1/#section=179460&page=1&locus=3 >.
Thesis or dissertation		
For further information refer to Snooks (2002, pp.207)		
	Elements of an in-text citation for a thesis or dissertation <ol style="list-style-type: none"> 1. (Author/s family name 2. Year of the thesis was completed, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) 	Elements of a reference for a thesis or dissertation <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s 2. Year the thesis was completed, 3. 'Title of the thesis in single quotes', 4. The type of thesis e.g. MEd thesis, BAppSc thesis, 5. University where the study was undertaken, 6. Place where the university is located. If the location of the university can be inferred by the name of the university there is no need to add the place e.g. University of Canberra, 7. Date viewed if it is an electronic copy e.g. viewed 25 March 2010, 8. <URL or internet address within pointed brackets if it is electronic>.
Reference Type	In-Text examples	Reference list examples
Thesis	(MacFarlane 2002, p. 70)	MacFarlane, I 2002, 'Aboriginal society in North West Tasmania: dispossession and genocide', PhD thesis, University of Tasmania.
Thesis – electronic format	(Ahuja 2006)	Ahuja, KDK 2006, 'Effect of specific dietary constituents on coronary heart disease risk factors', PhD thesis, University of Tasmania, viewed 11 February 2011, < http://eprints.utas.edu.au/1428/ >.

Student practical or laboratory manual		
For further information refer Snooks (2002, pp. 201, 203)		
	Elements of an in-text citation for a student practical or laboratory manual <ol style="list-style-type: none"> 1. (Author/s family name or organisation name 2. Year the manual was written, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) 	Elements of a reference for a student practical or laboratory manual <ol style="list-style-type: none"> 9. Author/s family name, followed by initial/s or organisation name 1. Year the manual was written, 2. <i>Title in italics,</i> 3. Description of the document type in normal typeface after the title, 4. University/College/School responsible for the manual, 5. Place where the university/college/school is located unless it is clear from the name of the university/college/school. 6. Date viewed if electronic, 7. <URL or internet address within pointed brackets if it is an electronic text>.
Reference Type	In-Text examples	Reference list examples
Practical manual	(School of Human Life Sciences 2009)	School of Human Life Sciences 2009, <i>CXA 171 Cell biology and function</i> , practical & tutorial manual, University of Tasmania, Launceston.
Annual report or corporate plan		
	Elements of an in-text citation for an annual report or corporate plan <ol style="list-style-type: none"> 1. (Author/s family name or organisation name 2. Year of publication, 3. Volume or section numbers if applicable, 4. Page number/s e.g. p. 9 if useful to the reader) 	Elements of a reference for an annual report or corporate plan <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation name 2. Year annual report was published, 3. <i>Title in italics,</i> 4. Publisher or body responsible for publishing the report, 5. Place of publication, 8. Date viewed if electronic, 9. <URL or internet address within pointed brackets if it is an electronic text>.
Reference Type	In-Text examples	Reference list examples
Annual report	(Esperance Port Authority 2007, p.17)	Esperance Port Authority 2007, <i>Annual report 2006</i> , Esperance Port Authority, Esperance, WA.
Annual report - electronic format	(Menzies Research Institute 2008)	Menzies Research Institute 2008, <i>Annual report</i> , Menzies Research Institute, Hobart, Tas., viewed 15 February 2011, < http://www.menzies.utas.edu.au/documents/Menzies_AR_2008.pdf >.

Journal articles Note: A PDF ejournal article with page numbers is referenced the same way as a print article		
	<p>Elements of in-text citation for a journalarticle</p> <ol style="list-style-type: none"> 1. (Author/s family name 2. Year article was published, 3. Page/s quoted if useful to reader e.g. p.7 or pp. 89-90) <p>For further information refer to Snooks (2002, pp.192- 199)</p>	<p>Elements of a reference for a journalarticle</p> <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s 2. Year article was published, 3. 'Title of article using minimal capitalization and enclosed in single quotes', 4. <i>Title of journal In Italic capitalize the Main Words in the Title,</i> 5. Title of series if applicable, 6. Volume e.g. vol. 6 if applicable, 7. Issue if applicable e.g. no. 3, 8. Pages of the PDF e.g. p. 7. Or pp.68-83, 9. Date viewed only if online article with no page numbers, e.g. viewed 23 February 2010, 10. <Add URL if only if no page numbers. Provide just the main site details or full location details if these are necessary to find the document >. <p style="color: red;">Note: For further information refer Snooks (2002, pp.204-6)</p>
Reference Type	In-Text examples	Reference list examples
Journal Article – one author	(Meindl 1987)	Meindl, D 1987, 'Chips for advanced computing', <i>Scientific American</i> , vol. 257, no. 4, pp.54-62.
Journal Article – two authors	(Barletta & Witteveen 2007) Note: Use & between the two authors	Barletta, J & Witteveen, K 2007, 'Pastoral care in hospitals: an overview of issues', <i>Australian Journal of Primary Health</i> , vol. 13, no. 1, pp.97-105.
Journal Article – three authors	(Coppell, Brown & Perry 2003)	Coppell, JA, Brown, SA & Perry, DJ 2003, 'Veno-occlusive disease: cytokines, genetics and haemostasis', <i>Blood Reviews</i> , vol. 17, no. 2, pp. 63-70.
Journal Article – more than three authors	(Dumoulin et al. 2000) Note: When there are more than three authors list the first author followed by et al.	Dumoulin, SO, Bittar, RG, Kabani, NJ, Baker, CL, Jr, Le Goualher, G, Pike, GB & Evans, AC 2000, 'A new anatomical landmark for reliable identification of human area V5/MT: a quantitative analysis of sulcal patterning', <i>Cerebral Cortex</i> , vol. 10, no. 5, pp. 454-63. Note: List all authors in the Reference List entry at the end
Journal Article- (electronic)	(Farley 2008)	Farley, J 2008, 'The role of prices in conserving critical natural capital', <i>Conservation Biology</i> , vol. 22, no. 6, pp. 1399-408. Note: Treat ejournal article the same way as a print article.
Journal Article -Forthcoming article without volume/issue	(Tavernier et al. 2018)	Tavernier, SS, Guo, JW, Eaton, J, Brant, JM, Berry, P & Beck, SL 2018, 'Context matters for nurses leading pain improvement in U.S. hospitals', <i>Pain Management Nursing</i> , [Corrected proof, Articles in Press], viewed 3 August 2018, < http://doi.org/10.1016/j.pmn.2018.05.003 > Note: Add the date viewed and the URL only if these are necessary to find the document where the article has no page reference or is published online ahead of print

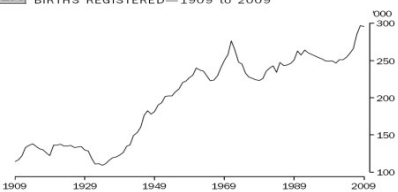
Magazine Article –print no volume and issue	(Treloar 1999)	Treloar, D 1999, 'Grains of sense', <i>Australian Gourmet Traveller</i> , November, pp. 29-30 Note: Use the month if there is no volume or issue numbers on the item
Newspaper articles For further information refer to Snooks (2002, p. 206)		
	<p>Elements of an in-text citation for a newspaper article with an author</p> <ol style="list-style-type: none"> 1. (Author/s family name 2. Year article was published) <p>Elements of an in-text citation for a newspaper article without an author</p> <ol style="list-style-type: none"> 1. <i>Mention the name of the newspaper within the text in italics</i> if an electronic article add word online e.g. <i>The Age</i> online 2. (Day month year of article 3. If available state page number e.g. (13 November 2010, p. 9) 	<p>Elements of a reference for a newspaper article with an author</p> <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s 2. Year article was published, 3. 'Title of the article using minimal capitalization enclosed in single quotes', <i>Title of newspaper in italics capitalize the Main Words in the Title</i>, 4. Day and month article was published e.g. 13 December, 6. Page numbers if available e.g. p.6 or pp.78-79, 7. Date viewed if electronic only article, e.g. viewed 23 February 2010, 8. <URL>. If electronic only article provide full location details if these are necessary to find the document OR just the main site details. <p>Elements of a reference for a newspaper article without an author</p> <p>No entry in the reference list is required</p>
Reference Type	In-Text examples	Reference list examples
Authored Newspaper article	(Harmon 2002)	Harmon, A 2002, 'A call for partnership, a hint of regulation', <i>New York Times</i> , 30 December, p. 3.
Authored Newspaper article –web version	(Ker & Shiell 2003)	Ker, P & Shiell, A 2003, 'Port lacks respect: Malthouse', <i>The Age</i> , 18 September, viewed 20 September 2003, < http://www.theage.com.au/articles/2003/09/17/1063625091530.htm >.
Anonymous Newspaper article	It was stated in <i>The Mercury</i> (11 July 1999, p. 2) that... Mention the name of the newspaper within the text in italics	No entry in the reference list is required

Anonymous Newspaper article – web version	It was stated in <i>The Age</i> online (13 December 2010) that... Note: To indicate the newspaper is the web version add 'online' after the title of the newspaper. Snooks (2002) does not provide guidance for this type of reference	No entry in the reference list is required
Legislation For further information refer to Snooks (2002, pp. 224-228)		
Web sites For further information refer to Snooks (2002, pp. 230-231)		
	Elements of in-text citation for a web site <ol style="list-style-type: none"> 1. (Author/s family name or name of organisation responsible for the site) 2. Year site was created or last updated) 	Elements of a reference for a web site <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation responsible for the site 2. Year site was created or last updated, 3. Name and place of the sponsor of the source, 4. Date webpage was viewed, 5. <URL>. Note: no title is given in the reference
Reference Type	In-Text examples	Reference list examples
Web site	(Australian Bureau of Statistics 2010)	Australian Bureau of Statistics 2010, Australian Bureau of Statistics Belconnen, ACT, viewed 14 December 2010, <http://www.abs.gov.au/>.
Web site	Australian statistics are available from the Australian Bureau of Statistics web site <http://www.abs.gov.au/>. Note: Web addresses can be given directly in the text, although it is necessary to isolate them from sentence punctuation this can be done by using <> around the url.	No entry in the reference list is required
Document or page within a web site For further information refer to Snooks (2002, pp. 230-231)		
	Elements of in-text citation for document or page within a web site <ol style="list-style-type: none"> 1. (Author/s family name or name of organisation responsible for the site) 2. Year site was created or last updated) 	Elements of a reference for a document or page within a web site <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation responsible for the site 2. Year the site was created or last updated, 3. <i>Title of document or page in Italics</i>, 4. Description of document if applicable, 5. Name of the sponsor of the source, 10. Date viewed, 11. <URL or internet address within pointed brackets>.

Reference Type	In-Text examples	Reference list examples
Document within a web site	(World Health Organisation Media Centre 2010)	World Health Organisation Media Centre 2010, <i>Obesity and overweight</i> , fact sheet no. 311, World Health Organisation, Geneva, viewed 21 December 2010, < http://www.who.int/mediacentre/factsheets/fs311/en/index.html# >.
Document within a web site	(Department of Sustainability, Environment, Water Population and Communities 2010)	Department of Sustainability, Environment, Water Population and Communities 2010, <i>A sustainable population strategy</i> , issues paper, Department of Sustainability, Environment, Water Population and Communities, Canberra, viewed 21 December 2010, < http://www.environment.gov.au/sustainability/population/publications/pubs/issues-paper.pdf >.
Personal communications		
For further information refer to Snooks (2002, pp. 199)		
	<p>Personal communication can be a conversation, interview, telephone call, facsimile, letter or a lecture. Information can be provided within the text or within parentheses.</p> <p>Elements of an in-text reference for personal communications in parentheses:</p> <ol style="list-style-type: none"> 1. (Author's name, initial first, followed by family name 2. Year, 3. pers.comm., 4. Day and month). 	<p>Elements of reference for a personal communication</p> <p>No entry in the reference list is required.</p>
Reference Type	In-Text examples	Reference list examples
Facsimile	Mr R Smith confirmed this by facsimile on 15 December 2010...	No entry in the reference list is required
Lecture	In a lecture on 12 March 2010 J. Brown stated...	No entry in the reference list is required
Interview	It was confirmed that a chemical spill entered the Tamar River (P Keating 2006, pers. comm., 2 May).	No entry in the reference list is required

E-mails		
For further information refer to Snooks (2002, p. 231)		
	In-text references for e-mails are the same as for other personal communications.	In general it is not necessary to provide a reference although if it is thought to be helpful to readers the e-mail address can be provided. Permission from the owner of the e-mail address should be obtained before citing the e-mail address, example below
Reference Type	In-Text examples	Reference list examples
E-mail	Mr A Brown confirmed this by email on 25 February 2009.	Brown, A 2009, email, 25 February, < abrown@bigpond.net.au >.
Media releases		
For further information refer to Snooks (2002, p. 207)		
	Elements of an in-text reference for a media release <ol style="list-style-type: none"> 1. (Author/s family name or organisation name) 2. Year of publication) 	Elements of a reference for a media release <ol style="list-style-type: none"> 1. Author/s family name, followed by initial/s or organisation 2. (Explanation of position of author if relevant e.g. member of parliament) 3. Year of publication, 4. <i>Title in italics,</i> 5. Description of document, 6. Place of release of publication, 7. Day and month of release, 8. If electronic the date viewed, 9. <URL if electronic>. 10.
Reference Type	In-Text examples	Reference list examples
Media release – electronic format	(Cameron 2007)	Cameron, B (Minister for Corrections, Victoria) 2007, <i>Construction begins in high security unit</i> , media release, Melbourne, 28 March, viewed 16 April 2007, < http://www.dpc.vic.gov.au >.
Films, videos, dvds, radio, tv programs, podcasts and cd-roms		
For further information refer to Snooks (2002, pp. 229 & 231)		
	Elements of an in-text reference for films, videos, dvds, radio, tv programs podcasts and cd-roms in parentheses <ol style="list-style-type: none"> 1. (<i>Title of production in italics</i>) 2. Date of production) 	Elements of a reference for films, videos, dvds, radio, tv programs, podcasts and cd-roms <ol style="list-style-type: none"> 1. <i>Title of production in italics</i> 2. Date of recording/production, 3. Format e.g. television program, 4. Publisher, 5. Place of recording, 6. Day and month programs were aired if a radio, tv program, or podcast, 7. Any special credits or other useful information can be noted after the citation, 8. For podcasts add the date accessed, and <url >. e.g. accessed 25 February 2009, <http://downloads.bbc.co.uk/podcasts/radio3/r3arts/rss.xml>.

Reference Type	In-Text examples	Reference list examples
DVD	(<i>Shakespeare's Macbeth</i> 2002) or ...as portrayed by <i>Shakespeare's Macbeth</i> (2002)	<i>Shakespeare's Macbeth</i> 2002, dvd, Australian Film Corporation, Canberra, starring Maxwell Morris.
Television program	(<i>Critical mass</i> 2010)	<i>Critical mass</i> 2010, television program, Australian Broadcasting Corporation, Sydney, 14 November.
Radio program	(<i>The search for meaning</i> 1998)	<i>The search for meaning</i> 1998, radio program, ABC Radio, Sydney, 24 March.
Podcast	(<i>Pinter's Homecoming, Civilisation and John Brewer</i> 2009)	<i>Pinter's Homecoming, Civilisation and John Brewer</i> 2009, podcast, BBC Radio 3, 20 February, accessed 25 February 2009, < http://downloads.bbc.co.uk/podcasts/radio3/r3arts/rss.xml >.
CD-ROM	(<i>Reader Rabbit thinking adventures ages 4-6</i> 1999)	<i>Reader Rabbit thinking adventures ages 4-6</i> 1999, CD-ROM, Learning Company, Fremont, California.
Images, illustrations, photographs, figures etc.		
Snooks (2002) does not provide guidance for images, photographs, figures and tables		
	<p>Elements of an in-text reference for a image</p> <ol style="list-style-type: none"> 1. (Person/s responsible for the image 2. Date) <p>Note: If there is no named author or person responsible put the title then the date of production.</p>	<p>Elements of a reference for a image</p> <ol style="list-style-type: none"> 1. Person/s responsible for the image 2. Date, 3. <i>Title in italics,</i> 4. Format, 5. Date viewed if electronic, 6. <URL if electronic>. <p>Note: If there is no named author or person responsible put the title first</p>
Reference Type	In-Text examples	Reference list examples
Image on the web with an author	(Klinger 2009)	Klinger, P 2009, <i>Follow the lines</i> , photograph, viewed 3 August 2009, < http://www.flickr.com/photos/dcdead/3621389249 >.
Image on the web with no author	(<i>Panorama of the Port Arthur penal colony</i> 2008)	<i>Panorama of the Port Arthur penal colony</i> 2008, photograph, viewed 3 August 2009, < http://en.wikipedia.org/wiki/Tasmania >.

Images, illustrations, photographs, figures etc from within a publication		
Snooks (2002) does not provide guidance for images, photographs, figures and tables		
	<p>Elements of an in-text reference for an image from within a publication</p> <ol style="list-style-type: none"> 1. (Person/s responsible for the image) 2. Date) <p>Note: If there is no named author or person responsible put the title then the date of production.</p>	<p>Elements of a reference for an image within a publication</p> <p>Use the elements for the publication the image has come from e.g. book, journal article, pamphlet</p>
Reference Type	In-Text examples	Reference list examples
Image or illustration within a publication	<p>for example J Toorp's work <i>Desire and Fulfilment</i> (Huxley 1990, p. 28).</p> <p>Note: Ensure the author/artist and title of the work is in the body of the text and put an in-text reference for the book that the image/illustration is in.</p>	<p>Huxley, F 1990, <i>The eye: the seer and the seen</i>, Thames and Hudson, n.p.</p> <p>Note: Enter a reference for the book that the image/illustration is in. No place of publication was discernible from the title page or verso so n.p. is listed for place of publication.</p>
Graph within a publication – electronic format	<p>2.4 BIRTHS REGISTERED—1909 to 2009</p>  <p>Figure 1. Births registered 1909-2009 (Australian Bureau of Statistics 2010, p. 13)</p>	<p>Australian Bureau of Statistics 2010, <i>Births 2009</i>, cat. no. 3301.0, ABS, Sydney, viewed 15 February 2011, <http://www.ausstats.abs.gov.au/Ausstats/subscriber.nsf/0/10BEDC49AFCACC1FCA2577CF000DF7AB/\$File/33010_2009.pdf>.</p>
Blogs or listservs		
Snooks (2002 p. 231) has not been followed in this instance as it is inconsistent		
	<p>Elements of an in-text reference for a blogs or listserv</p> <ol style="list-style-type: none"> 1. (Author/s family name) 2. Year of posting) 	<p>Elements of a reference for a blog or listserv</p> <ol style="list-style-type: none"> 1. Author /s family name, followed by initial/s 2. Year of posting, 3. 'Title or description of posting within single quotes', 4. Format e.g. blog, 5. Day and month of posting, 6. Title of blog, 7. Date viewed, 8. <URL>.

Reference Type	In-Text examples	Reference list examples
Blog	(Richards 2009)	Richards, R 2009, 'New forensic science report', blog, 23 February, Law Librarian Blog, viewed 24 February 2009, <http://lawprofessors.typepad.com/law_librarian_blog/>. Note: The title, "New forensic science report" comes from the subject line in the posting. If the above example is from a listserv, substitute listserv for the word blog.
Secondary sources For further information refer to Snooks (2002 pp.198-199)		
	Elements of an in-text reference for a secondary sources 1. (Author whose work is being cited, 2. The phrase cited in 3. Author who is citing another author 4. Date of the work citing another author, Page number/s if useful to the reader)	Elements of a reference for a secondary source (same as for a book) 1. Author family name, followed by initial/s or organisation name 2. Year of publication, 3. <i>Title of book in italics</i> 4. Edition statement if other than the 1st edition e.g. 2nd edn, or other description if applicable e.g. cat. no. 2201.0 5. Publisher, 6. Place of publication, 7. Page number or numbers if applicable, e.g. pp. 8-17, 8. Date viewed if it is an electronic text e.g. viewed 25 March 2010, 9. <URL or internet address within pointed brackets if it is an electronic text>.
Reference Type	In-Text examples	Reference list examples
Citing a secondary source	(Whitely, cited in Chambers 1983, p. 25) Or Whitley (cited in Chambers 1983, p. 25) stated.... Or Chambers (1983, p. 25) gives Whiteley's (1979)	Chambers, PK 1983, <i>Your emotions revealed</i> , Lacrima and Ductule, NewYork. Whiteley, BC 1979, 'Emotional response', <i>Brain Talk</i> , vol. 2, no. 12, pp.234-5. Note: A reference list entry must be made for the author who has done the citing e.g. Chambers. References can be made for both works if that is helpful to the reader.

Wikis		
	Elements of an in-text reference for a wiki <ol style="list-style-type: none"> 1. <i>(Title or name of wiki</i> 2. <i>Year)</i> 	Elements of a reference for a wiki <ol style="list-style-type: none"> 1. <i>Title or name of wiki</i> 2. <i>Year,</i> 3. <i>'title of article or section,'</i> 4. <i>Qualifier e.g. wiki article,</i> 5. <i>Day and month article was last modified,</i> 6. <i>Date viewed,</i> 7. <i><URL>.</i>
Reference Type	In-Text examples	Reference list examples
Citing a wiki	<i>(Robotics wiki 2010)</i>	<i>Robotics wiki 2010, 'Current research topics,' wiki article, 19 October, viewed 27 January 2011, <http://robotics.caltech.edu/wiki/index.php/Main_Page>.</i> <i>Note: Year of publication is the date the page was created, or last modified.</i>