

# Interactive Harvard UTS Referencing Guide





Click on the upper left menu to jump to the generic reference section you are after, and from there specify the article you would like to reference.

Use the forward and back arrows in the top right corner to navigate through the PDF.

# Welcome to the Interactive Harvard UTS Referencing Guide

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This document is an *interactive PDF* and is designed to help you reference quickly and simply.

This document can also be scrolled through like a regular PDF and can be printed off.

## 01 Books



Please Click On What You Would Like To Reference:

## In-text Referencing

## Reference List Model

## In Use

(Lester 2005)  
or  
Lester (2005) was the first to propound the theory

(Siirtola 2007, p. 16)

(Carpenito-Moyet 2010, pp. 19–20)

Lester, J.D. 2005, *Writing research papers: a complete guide*, 11th edn, Pearson/Longman, New York.

Siirtola, H. 2007, *Interactive visualization of multidimensional data*, Tampere University Press, Tampere.

Carpenito-Moyet, L.J. 2010, *Handbook of nursing diagnosis*, 13th edn, Lippincott Williams & Wilkins, Philadelphia, Pa.

## Explanation

When you cite a reference in the text of your document, use the author's surname and the year of publication.

If you are quoting, enclose the quote in single quotation marks and add a page number into the text citation.

Add a page number or numbers to the in-text citation. Use p. for one page and pp. if the quote starts on one page and ends on another.

**The key elements for this book reference are:**

- > Author's family name followed by initials
- > Year
- > Book title (in italics)
- > Edition
- > Publisher
- > Place of publication

## In-text Referencing

## Reference List Model

## In Use

(Oshima &amp; Hogue 2006)

Oshima, A. & Hogue, A. 2006, *Writing academic English, 4th edn*, Pearson Longman, White Plains, NY.

(Holly, Salmond &amp; Saimbert 2012)

Holly, C., Salmond, S.W. & Saimbert, M.K. 2012, *Comprehensive systematic review for advanced nursing practice*, Springer Publishing Company, New York.

(Alysen et al. 2003)

Alysen, B., Patching, R., Oakham, K.M. & Sedorkin, G. 2003, *Reporting in a multimedia world*, Allen & Unwin, Crows Nest, NSW.

## Explanation

Use the ampersand symbol (&amp;) before the last author's surname

If there are 4 or more authors, list the first author and abbreviate the rest with et al.

See

See

List **all** authors' family names followed by their initials.

The rest of the reference should follow as in



In-text Referencing

Reference List Model

In Use	( <i>Maximum Linux security: a hacker’s guide to protecting your Linux server and network</i> 2001)	<i>Maximum Linux security: a hacker’s guide to protecting your Linux server and network</i> 2001, 2nd edn, Sams, Indianapolis, Ind.

Explanation	<p>If there is no author, use the title of the work (<i>in italics</i>) followed by the year.</p> <p>See</p> <p>See</p>	<p><b>The key elements for this reference are:</b></p> <ul style="list-style-type: none"> <li>&gt; Book title (in italics)</li> <li>&gt; Year</li> <li>&gt; Edition</li> <li>&gt; Publisher</li> <li>&gt; Place of publication</li> </ul>
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### In-text Referencing

### Reference List Model

#### In Use

[Corporations and Markets Advisory Committee 2005]

Corporations and Markets Advisory Committee 2005, *Personal liability for corporate fault: discussion paper*, Corporations and Markets Advisory Committee, Sydney.

#### Explanation

When the author is an organisation such as a government department, or a company, treat the name of the organisation as the author surname.

See

See

#### The key elements for this book reference are:

- > Corporate author
- > Year
- > Book title (in italics)
- > Edition
- > Publisher
- > Place of publication



In-text Referencing

Reference List Model

In Use	(White n.d.)	White, J. n.d., <i>Recollections of colonial New South Wales</i> , Debrett, London.
	(Newton c. 1713)	Newton, Sir I. c.1713, <i>Treatise of the species and magnitude of curvilinear figures</i> , Smith & Walford, London.

Explanation	If you have no date for a reference, use n.d. (for 'no date') instead of the year.	Follow same format as in but replace year with <b>n.d.</b>
	If you only have an approximate date, put c. (for 'circa', meaning around) in front of the year	
	See	



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### In-text Referencing

### Reference List Model

#### In Use

[Chissick & Kelman 1999]

Chissick, M. & Kelman, A. 1999, *Electronic commerce: law and practice*, Sweet & Maxwell, London.

[Chissick & Kelman 2000]

Chissick, M. & Kelman, A. 2000, *Electronic commerce: law and practice*, 2nd edn, Sweet & Maxwell, London.

#### Explanation

See rules in  
and

See

The edition statement should appear after the title and be preceded by  
and end with a comma.

You don't need to mention the edition for a first edition.

Edition should be abbreviated to edn

The rest of the reference should follow as in  
and

## In-text Referencing

## Reference List Model

## In Use

(Marquez 1998)

Marquez, G.G. 1998, *One hundred years of solitude*, trans. G. Rabassa, Perennial Classics, New York.

(Tolstoy 1905, p. 70)

Tolstoy, L. 1905, *Miscellaneous letters and essays*, trans. L. Wiener, J.M.Dent & Co., London.

## Explanation

The year of the reference is the year of publication of the translation, not of the original.

See

See

**The key elements for this book reference are:**

- > Author
- > Year
- > Book title (in italics)
- > Translator
- > Edition
- > Publisher
- > Place of publication.

The translator's name should be initial first and followed by the surname, and translator should be abbreviated to trans.

## In-text Referencing

## Reference List Model

## In Use

(Hamilton 2005)

Hamilton, P. (ed.) 2005, *Visual research methods*, vol. 4, Sage, London.

(Inness 2004)

Inness, S.A. (ed.) 2004, *Action chicks: new images of tough women in popular culture*, Palgrave Macmillan, New York.

## Explanation

See

See

See

## The key elements for this book reference are:

- > Editor followed by (ed.)
- > Year
- > Book title (in italics)
- > Edition
- > Publisher
- > Place of publication

## In-text Referencing

## Reference List Model

## In Use

(Turner &amp; Roth 2003)

Turner, S.P. & Roth, P.A. (eds) 2003, *Blackwell guide to the philosophy of the social sciences*, Blackwell, Oxford.

(Ahmed &amp; Sanchez Triana 2008)

Ahmed, K. & Sánchez Triana, E. (eds) 2008, *Strategic environmental assessment for policies: an instrument for good governance*, World Bank, Washington, DC.

(Phelps et al. 2010)

Phelps, S.J., Hak, E.B., Crill, C.M. & American Society of Health-System Pharmacists (eds) 2010, *Pediatric injectable drugs: teddy bear book*, 9th edn, American Society of Health-System Pharmacists, Bethesda, Md.

## Explanation

See rules in

List all editors' family names followed by their initials, followed by (eds)  
The rest of the reference should follow as in :

See

## In-text Referencing

## Reference List Model

## In Use

[Coleman 2003]

[White 2009] and [Robbins, Shaw &amp; Lewis 2012]

Coleman, S. 2003, 'Democracy in an e-connected world', in R. Davidson (ed.), *The e-connected world: risks and opportunities*, McGill Queens University Press, Montreal, pp. 125-32.

White, J. 2009, 'Nursing today', in J. Crisp & C. Taylor (eds), *Potter & Perry's fundamentals of nursing*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1-15.

Robbins, N.C., Shaw, C.A. & Lewis, S.L. 2012, 'Nursing management: diabetes mellitus', adapted by B. Davis, in D. Brown & H. Edwards (eds), *Lewis's medical-surgical nursing: assessment and management of clinical problems*, 3rd edn, Elsevier Australia, Chatswood, NSW, pp. 1357-92.

## Explanation

Use this format where each chapter of the book has its own author and its own title.

The in-text author is the author of the chapter and not the book editor. Where a textbook (such as Potter and Perry above) has unit editors, and chapters within each unit may or may not have chapter authors: use chapter authors if given; if not use unit editors in place of chapter authors.

See  
or  
or

referencing an online chapter

## The key elements for a book chapter reference are:

- > Author(s) of the chapter
- > Year of publication
- > Chapter title ('in single quotes')
- > Editor(s) of the book (Use (ed.) for one editor, (eds) for more than one editor.)
- > Title of the book (in italics)
- > Edition
- > Publisher
- > Place of publication
- > Page numbers of the chapter.



In-text Referencing

Reference List Model

In Use	(Kim 2000)	Kim, A.J. 2000, <i>Community building on the web</i> , Safari Books Online, Boston, viewed 1 June 2009, < <a href="http://proquest.safaribooksonline.com/0201874849">http://proquest.safaribooksonline.com/0201874849</a> >.
	(Kim 2000, chapter 1, para. 5)	

Explanation	Second example above is referencing a quote in an online book where there are no page numbers, using chapter and paragraph numbers. In an online graphic novel with no page numbers use chapter and panel numbers.	If an online book has the same structure and page numbering as the equivalent print version, reference it as the print version. Otherwise, use the online book format above.  The publisher and place of publication now refer to the producer or host of the online version, and the city where they are based. You must also include the date you viewed the book online, followed by the full URL within angle brackets.
	See	



In-text Referencing

Reference List Model

In Use	<p>(Martin 2003)</p> <p>(Martin 2003, p. 83/10893)</p>	<p>Martin, G.R.R. 2003, <i>Game of thrones</i>, electronic book, Harper Voyager, London.</p>
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Explanation	<p>Most eReaders can resize pages, which changes the numbering and makes quoting from a book on an eReader tricky. However, the bottom of each page should show both the page number and the total number of pages (sometimes called locations). Use the ratio of these two numbers e.g. (Martin 2003, p. 83/10893) for quotes. Use p. even if the reader uses locations.</p>	<p>When an electronic book is on an eReader, such as Kindle, reference it similarly to a print book (see the Martin example above) with the words ‘electronic book’ directly after the title. Get the book’s citation details from the page after the title page, or by using the ‘Copyright’ link in the table of contents, or from the site from which you downloaded the book. You don’t need to put the place of publication if this is not clear. Do not put a URL or the type of reader.</p>
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## In-text Referencing

## Reference List Model

## In Use

Price said 'times were tough' (Spencer 2012, p.45)

Spencer, T. 2012, *The neon jockey*, Alabaster Press, Windhoek.

Price in her foreword to *The neon jockey* said 'times were tough' (Spencer 2012, p.45)

## Explanation

For your reference list, you can write  
Spencer, T. 2012, *The neon jockey*, Alabaster Press,  
Windhoek. Foreword by A. Price.

But this is only recommend if you are referencing the text  
once, with that one reference including a quote from the  
forward, otherwise the mention of the foreword becomes  
extraneous.

See



## 02 Journals & Newspapers



Please Click On What You Would Like To Reference:

## 2.1

## Journal Article

## One Author

## In-text Referencing

## Reference List Model

In Use

(Vixie 2011)

Vixie, P. 2011, 'Arrogance in business planning', *Communications of the ACM*, vol. 54, no. 9, pp. 38-41.

## Explanation

**Print or online**

Almost all online journals have a printed equivalent and are available in PDF format. When this is the case, it makes more sense to reference it as the print version.

See  
or

See

**The key elements of a journal article are:**

- > Author(s)
- > Year of publication
- > Title of the article ('in single quotes')
- > Journal name (in italics)
- > Volume and issue numbers
- > Page numbers

## In-text Referencing

## Reference List Model

## In Use

[O'Toole & Vogel 2011]

O'Toole, J. & Vogel, D. 2011, 'Two and a half cheers for conscious capitalism', *California Management Review*, vol. 53, no. 3, pp. 60-76.

[Koussouris et al. 2010]

Koussouris, S., Gionis, G., Lampathaki, F., Charalabidis, Y. & Askounis, D. 2010, 'Transforming traditional production system transactions to interoperable eBusiness-aware systems with the use of generic process models', *International Journal of Production Research*, vol. 48, no. 19, pp. 5711-27.

## Explanation

Use the ampersand symbol before the last author surname.

If there are 4 or more authors, list the first author and abbreviate with et al.

See

The reference list entry should have all author family names followed by their initials.

Otherwise, follow same format as in

2.3

Journal Article

No Author

## In-text Referencing

## Reference List Model

In Use

('Schuth wins Leibniz prize' 2003)

'Schuth wins Leibniz prize' 2003 , *Materials Today*, vol. 6, no. 6, p. 61.

## Explanation

With anonymous works, the title (in single quotes) replaces author as the main entry.

See

Follow same format as in  
but replace Author with title of the article, in single quotes.

The journal name now comes directly after the year.

## 2.4

## Online Journal Article

## In-text Referencing

## Reference List Model

## In Use

[Clark et al. 2003]

Clark, J., Diefenderfer, C., Hammer, S. & Hammer, T. 2003, 'Estimating the area of Virginia', *Journal of Online Mathematics and its Applications*, vol. 3, viewed 6 October 2009, <<http://mathdl.maa.org/mathDL/4/?pa=content&sa=viewDocument&nodeId=507>>.

## Explanation

If there are 4 or more authors, list the first author followed by et al.

See

The reference list entry should have all author names.

If an online article is an online version of a print article (i.e. if the online version has a pdf with page numbers), then reference it as the print version.

Only use this format if there is no printed version, or if the online version is significantly different from the printed one, or there are no page numbers.

You must include the date you viewed the article, followed by the full URL within angle brackets.

## 2.5

## Newspaper &amp; Magazine Articles

## In-text Referencing

## Reference List Model

## In Use

[Gutner 2003]

Gutner, T. 2003, 'Fashion futures', *Business Week (Fashion Industry Supplement)*, August, pp. 9-10.

['Foreign cyber-spies' 2009]

'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.

## Explanation

The second example above is for no author.

See

If the newspaper or magazine article comes from a special section with its own page numbering, you need to specify the section (in parentheses) after the name of the newspaper or magazine.

## 2.6

## Online Newspaper or Magazine Article

## In-text Referencing

## Reference List Model

## In Use

(Darby 2004)

Darby, A. 2004, 'Furious Butler quits as governor', *Sydney Morning Herald*, 10 August, viewed 10 November 2009, <<http://www.smh.com.au/articles/2004/08/09/1092022411039.html?oneclick=true>>.

## Explanation

Most online newspapers and magazines have a printed equivalent with page numbers displayed. When this is the case, reference as a print version.

See

Must include viewed date & URL

## 03 Websites or Online



Please Click On What You Would Like To Reference:



## 3.1 Websites

## In-text Referencing

## Reference List Model

In Use	In-text Referencing	Reference List Model
	(Australian Electoral Commission 2012)	Australian Electoral Commission 2012, <i>2010 Federal election</i> , AEC, Canberra, viewed 28 June 2012, < <a href="http://www.aec.gov.au/elections/federal_elections/2010/index.htm">http://www.aec.gov.au/elections/federal_elections/2010/index.htm</a> >.
	(Rio Tinto 2012)	Rio Tinto 2012, <i>History</i> , viewed 13 June 2012, < <a href="http://www.riotinto.com/aboutus/history.asp">http://www.riotinto.com/aboutus/history.asp</a> >.
	(Sydney Festival 2012)	Sydney Festival 2012, <i>Sydney festival</i> , viewed 13 June 2012, < <a href="http://www.sydneyfestival.org.au/info/">http://www.sydneyfestival.org.au/info/</a> >.

## Explanation

(Author Date)  
 If no author, replace with title.  
 If year is not found, replace year with n.d.  
 The author can be a government body or a company name

**GOVERNMENT WEBSITE:** (Australian Electoral Commission 2012)  
**COMPANY WEBSITE:** (Rio Tinto 2012)  
**GENERAL WEBSITE:** (Sydney Festival 2012)

**The key elements of a website reference are:**

- > The person or organisation who wrote or created the webpage (if known)
- > The year the webpage was created or last updated. If the year is not found, use n.d.
- > The title of the webpage (in italics)
- > The type of website (if necessary, e.g. weblog, podcast)
- > The organisation responsible for 'publishing' the website. If this is the same as the author, it can be left out.
- > The place where the publisher is located (can be left out if it is unclear)
- > The day, month and year you last accessed the website
- > The full URL <in angle brackets>.

**The year and information about the website host can often be found at the bottom of the webpage.**

## 3.2

## Blog or Tweet

## In-text Referencing

## Reference List Model

## In Use

(Green 2009)

Green, A. 2009, 'Fremantle by-election: should the Liberals run?', *Antony Green's election blog*, weblog, ABC, Sydney, viewed 10 April 2009, <<http://blogs.abc.net.au/antonygreen/2009/04/fremantle-by-el.html>>.

(Obama 2009)

Obama, B. 2009, 'Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020', Twitter post, 28 January, viewed 24 February 2012, <<http://twitter.com/BarackObama/status/2651151366>>.

## Explanation

The first example above is for a blog.

The second example above is for a tweet.

See

If your website is a blog, you can (if you wish) reference a particular posting ('in single quotes') as well as the blog's main title. Type the word 'weblog' (which blog is short for) after the main title.

To reference a tweet, use the handle if the author name is not clear. Enclose the full text of the tweet in single quotes. Type the words 'Twitter post' after the tweet, and the day and month of the post.

## 3.3

## Podcast

## In-text Referencing

## Reference List Model

## In Use

[Crawford 2009]

Crawford, M. 2009, *Shop class as soulcraft*, audio podcast, Future Tense Radio National, ABC Radio, Sydney, 5 November, viewed 18 November 2009, <<http://www.abc.net.au/rn/futuretense/stories/2009/2728755.htm>>.

(*Small town salvation* 2009)

*Small town salvation* 2009, video podcast, Compass Television Program, ABC TV, Sydney, 1 November, viewed 18 November 2009, <<http://www.abc.net.au/compass/s2707046.htm>>.

## Explanation

(Author year) or (Title year) if no author.

If you downloaded a podcast from a website, it may be an audio file or a video file. Details of the radio or television program (program name, station name, station location, and broadcast date) should be provided.

## 3.4

## YouTube

## In-text Referencing

## Reference List Model

## In Use

(UTS Library 2009)

(UTS Library 2009, 0:54)

UTS Library 2009, *It's the UTS Library with Mr Hank*, videorecording, Youtube, viewed 21 September 2009, <[http://www.youtube.com/watch?v=QYP\\_hZmcRgg](http://www.youtube.com/watch?v=QYP_hZmcRgg)>.

## Explanation

To reference a quote from a YouTube video, use the start time of the quote within the video as in the second example above.

If your video is hosted on YouTube, the author (the person who uploaded it – this might be a username) and the date it was posted can be found underneath the video. Type the words 'video recording' after the main title.

3.5

## Facebook Posts

## In-text Referencing

## Reference List Model

## In Use

(UTS Library 2014)

UTS Library 2014, 'Welcome back to uni! In the spirit of returning to student life [...]', Facebook post, 25 February, viewed 25 February 2014, <<https://www.facebook.com/UTSLibrary>>.

## Explanation

Author of the post, Year, First few words of the post (up to about 15 words) in single quotes, Day and Month of post, viewed date, URL of Facebook page containing the post.

## 04 Other Sources



Please Click On What You Would Like To Reference:

## 04 Other Sources



Please Click On What You Would Like To Reference:

☐ Legal Material

## 4.1

## Case Law

## In-text Referencing

## Reference List Model

## In Use

(Amalgamated Society of Engineers v Adelaide Steamship Co Ltd 1920).

*Amalgamated Society of Engineers v Adelaide Steamship Co Ltd* (1920) 28 CLR 129.

## Explanation

Cases should be referenced as if in print even if viewed electronically.

Normally case law references are listed in a separate section, titled Case Law, after the main reference list.

**The key elements of a case are:**

- > Case name in full (in italics)
- > Year of the judgment
- > Volume no.
- > Abbreviated name of the law reports series
- > First page number



## 4.2

## Legislation

## Act

## In-text Referencing

## Reference List Model

## In Use

*[Crimes Act 1900]*

*Crimes Act 1900* (NSW).

*[Copyright Act 1968]*

*Copyright Act 1968* (Cth).

You can specify particular sections of an Act if you wish, using s. for one section or ss. for several sections.

For example:

*[Crimes Act 1900, s. 41A]* and *[Copyright Act 1968, ss. 40-42]*

## Explanation

Legislation should be referenced as if in print, even if viewed electronically

Normally legislation is listed in a separate section, titled Legislation, after the main reference list.

**The key elements for an Act are:**

- > Name of the Act (in italics)
- > Year (in italics)
- > Jurisdiction.

In Australia, this should be one of Cth, NSW, Vic, Qld, WA, SA, Tas, ACT or NT.

4.2

Legislation

Bill

## In-text Referencing

## Reference List Model

In Use

(Anti-terrorism Bill 2004)

Anti-terrorism Bill 2004 (House of Representatives).

## Explanation

Legislation should be referenced as if in print, even if viewed electronically

Normally legislation is listed in a separate section, titled Legislation, after the main reference list.

**The key elements for a Bill are:**

- > Name of Bill (in plain text)
- > Year (in plain text)
- > House of Parliament where introduced.

## 4.3

## Parliamentary Debates

## Hansard

## In-text Referencing

## Reference List Model

## In Use

(Australia, House of Representatives 2000)

Australia, House of Representatives 2000, Debates, vol. HR103, pp. 2-9.

(New South Wales, Legislative Assembly 2012)

New South Wales, Legislative Assembly 2012, Debates, 3 May, pp. 11095-11100.

## Explanation

Traditionally you should include the volume number of the Debates, as in the first example above, but many online versions of Hansard do not mention the volume number. In such cases it is acceptable to put the day and month of the debate instead, as in the second example above. You do not need to put the URL even if you viewed the Hansard online. Page numbers of online Hansard can be found on the pdf version.

Jurisdiction, House of Parliament, Year, Date or volume number, Pages

4.4

Treaty

## In-text Referencing

## Reference List Model

## In Use

*[Convention relating to the non-fortification and neutralisation of the Aaland Islands 1921]*

*Convention relating to the non-fortification and neutralisation of the Aaland Islands 1921, 9 LNTS 211, opened for signature 20 October 1921, entered into force 6 April 1922.*

## Explanation

*[Treaty Name* year the treaty was signed or opened for signature]

*Treaty Title* Year of opening/Year of signing, Volume Abbreviated Treaty Series name first page, signed /opened for signature full date, entered into force full date.

You only need reference the treaty if you are quoting from it. If another document mentions the treaty, reference that document instead.

Only include the entered into force date if this date is different to the date the treaty was made open for signature

## 04 Other Sources



Please Click On What You Would Like To Reference:

- ☐ Sound, Film and Image

4.6

## Film, Video or Audiovisual

## In-text Referencing

## Reference List Model

## In Use

*(Muriel's wedding 1994)**Muriel's wedding* 1994, motion picture, Roadshow Entertainment, Sydney.*(The edge of the possible 1998)**The edge of the possible* 1998, DVD, Ronin Films, Canberra.

## Explanation

Rules for scripts, see

**The key elements of a film or audiovisual reference are:**

- > Title (in italics)
- > Year of publication or release
- > Format (use motion picture for films; use video recording, CD-ROM, DVD, audio cassette, slide, or microform etc. for other audiovisual material)
- > Distributor (for films) or publisher
- > Place of recording or publication (for audiovisual material)

Although you are likely to view most feature films (i.e. movies) as DVDs, you should still reference feature films with the format 'motion picture' rather than 'DVD'.

4.7

Image or Artwork

Viewed Online or in Print

Continued

## In-text Referencing

## Reference List Model

## In Use

(Van Gogh 1890)

(Rodin 1884-89)

Van Gogh, V. 1890, *Undergrowth with two figures*, Google Cultural Institute, viewed 4 March 2014, <<http://www.google.com/culturalinstitute/asset-viewer/undergrowth-with-two-figures/PgGaehoXTiERQQ?projectId=art-project>>.

Rodin, A. 1884-89, *Burghers of Calais*, photographed by J. Howe, Boston College Fine Arts Department, viewed 3 March 2014, <[http://www.bc.edu/bc\\_org/avp/cas/fnart/rodin/rodin\\_burghers.html](http://www.bc.edu/bc_org/avp/cas/fnart/rodin/rodin_burghers.html)>.

## Explanation

Image referencing from a publicly accessible website

Artist name, Year of original work, Title of original work in italics, Hosting organisation of website where found, viewed date, URL of the image.

- > Where the artist name is not known, use the title (keeping the italics) instead. If the work is an illustration on a commercial product, use the product producer's company name as the author (see the examples on the next two pages).
- > Where the image is a photograph of an artwork, and the photographer has been specifically credited, note this after the title (see the Rodin example above).
- > Use n.d. (for 'no date') when the year is unknown; use c. (for circa) in front of the year to indicate an approximation. Use a range of years if appropriate.

4.7

Image or Artwork

Viewed Online or in Print

Continued

## In-text Referencing

## Reference List Model

## In Use

*(Brodhead Public Library c.1900)**Brodhead Public Library* c.1900, Wisconsin Historical Images, Flickr, viewed 8 March 2014, <<http://www.flickr.com/photos/whsimages/4566401462/>>.*(Sculpture by the sea – Elephant 2009)**Sculpture by the sea – Elephant* 2009, photographed by A. Wain, Flickr, viewed 4 February 2014, <<http://www.flickr.com/photos/alexwain/4091011517/>>.

## Explanation

## Image referencing from Flickr or similar image hosting site

Both the examples above show the format where the creator of the original artwork is not known

Where the image is on a hosted site such as Flickr, note the organisation or individual who posted or photographed the image between the title and the host site name. If the full name is not given, use the username instead.



4.7

Image or Artwork

Viewed Online or in Print

Continued

## In-text Referencing

## Reference List Model

## In Use

(Yardley &amp; Co., Ltd. 1928)

Yardley & Co., Ltd. 1928, *Yardley's old English lavender soap*, viewed 8 December 2010, <Ad\*Access database, item ID: BH1950>.

(Degas c.1874)

Degas, E. c.1874, *The rehearsal of the ballet onstage*, viewed 4 March 2014, <ARTstor database, ID number: 594>.(*Emperor Claudius* 40-50)*Emperor Claudius* 40-50, photographed by I. Geske, viewed 5 March 2014, <ARTstor database, Accession number: 1965.10>.

## Explanation

## Image referencing from a database

**The key elements in a reference for an image found in a database are:**

- > The name of the image
- > The date it was last viewed/accessed
- > The name of the database in which it is located
- > The identification/accession number of the image in angle brackets

4.7

Image or Artwork

Viewed Online or in Print

---

### In-text Referencing

### Reference List Model

---

In Use

[Gaunt 1970, p. 17]

Gaunt, W. 1970, *The impressionists*, Thames & Hudson, London.

---

### Explanation

### Image referencing from a printed source

If you are citing an image from a printed source, reference the printed source as normal and use a page number in your in-text citation to indicate which page the image comes from.

## 4.7

## Image Or Artwork

## 1 Viewed Original Artwork

## In-text Referencing

## Reference List Model

## In Use

(Rodin 1886)

Rodin, A. 1886, *The lovers*, sculpture, Rodin Museum, Paris.

(Olley 2000)

Olley, M. 2000, *Proteas in the kitchen*, painting, private collection.

## Explanation

Note that this applies only to an original artwork. Normally you will be referencing a reproduction, in which case see the previous page.

If the image is your own work, you do not need to reference it, just make it clear in your text that it is yours. If the image is yours but is an image of another person's work, you should reference that work.

## Reference List Format:

- > Artist
- > Year [In this example, Year is the year the artwork was created. If you have no date for the work, use n.d. for 'no date' instead of the year. If you only have an approximate date, put c. for 'circa', meaning around) in front of the year: e.g. (Michelangelo n.d.) and (Picasso c. 1893)].
- > Title (in italics)
- > Type of Work (Type of Work is 'artwork', although you can be more specific if you wish, e.g. oil painting, watercolour, sculpture or photograph).
- > Museum or Gallery
- > City (City is the city where the museum or gallery is located. If in a private collection, you do not need to have a City.)

4.8

## TV or Radio Program

## In-text Referencing

## Reference List Model

## In Use

*(Canberra firestorm 2003)**(PM 2004)**Canberra firestorm* 2003, television program, Catalyst, ABC TV, Sydney, 3 March.*PM* 2004, radio program, ABC Radio 702AM, Sydney, 2 June.

## Explanation

Rules for scripts, see

**Key elements of a television or radio broadcast are:**

- > Title of the broadcast (in italics)
- > Year of broadcast
- > Format (use television program or radio program)
- > Series title (if appropriate)
- > Television or radio station name
- > Location of the station
- > Broadcast date (day month)

## 4.9

## Scripts

## In-text Referencing

## Reference List Model

## In Use

(Beaufoy 2008)

Beaufoy, S. 2008, *Slumdog millionaire: the shooting script*, Newmarket Press, New York.

(Adams 2003)

Adams, D. 2003, *The hitchhiker's guide to the galaxy: the original radio scripts*, Pan, London.

(Rossen 1943)

Rossen R. 1943, *Edge of darkness*, shooting script, viewed 6 April 2014, <American Film Scripts Online database>.

## Explanation

**(Beaufoy 2008)** and **(Adams 2003)** Scripts published in book format (i.e. referenced same way as you reference a book). The examples are for a movie, and for a radio show.

**(Rossen 1943)** Online via a database such as American Film Scripts Online. The authors are the script writers.

Continued

## In-text Referencing

## Reference List Model

## In Use

[Cameron 2007]

Cameron, J. 2007, *Avatar*, shooting script, Twentieth Century Fox, viewed 20 June 2012, <<http://web.archive.org/web/20100525105437/http://www.foxscreenings.com/media/pdf/JamesCameronAVATAR.pdf>>.

[Siodmak &amp; Ardel 1943]

Siodmak, C. & Ardel, W. 1943, 'I walked with a zombie', shooting script, RKO Radio Pictures.

[Koenig 1980]

Koenig, D. 1980, 'M\*A\*S\*H: April Fools', television script.

[Kogen &amp; Wolodarsky 1991]

Kogen, J. & Wolodarsky, W. 1991, 'The Simpsons: Bart's friend falls in love', television script, Twentieth Century Fox.

## Explanation

**(Cameron 2007)** Online via a website.

A copy of the actual script itself normally counts as 'unpublished', hence the single quotes rather than italics for the title in the last three examples above.

The authors are the script writers. Put in copyright details if noted on the script, otherwise leave out.

For television series, the name of the series comes before the name of the episode, as shown in **(Koenig 1980)** and

**(Kogen & Wolodarsky 1991)**

## 04 Other Sources



Please Click On What You Would Like To Reference:

☐ Unpublished Sources

## 4.10 Lecture Notes / PowerPoints / UTS Online

## In-text Referencing

## Reference List Model

## In Use

(Allen 2012)

Allen, B. 2012, 'Things you need to know about groceries', *UTS Online Subject 95206*, lecture notes, UTS, Sydney, viewed 28 March 2012, <[www.online.uts.edu.au/95206/groceries/](http://www.online.uts.edu.au/95206/groceries/)>.

(Madden 2012)

Madden, X.V. 2012, 'Lecture 6: The life cycle of a plastic bottle', *UTS Online Subject 77709*, PowerPoint presentation, UTS, Sydney, viewed 22 March 2012, <[www.online.uts.edu.au/77709/lecture\\_6/](http://www.online.uts.edu.au/77709/lecture_6/)>.

## Explanation

Please note that it is recommended that you avoid (if possible) referring to lecture notes. Instead try to locate a published source, i.e. a book or journal article.


See

Referencing a PowerPoint slide, lecture notes or subject documents found on the web (e.g. UTS Online) is similar to referencing a website. So you need to include the date you viewed it, and the URL.

If you are referencing an article or book chapter contained within course material, reference it as the original hard copy article or book chapter, even if the course material is online.



#### 4.11 Previous assignment



Previous assignments should not be referenced, as they have not been published and are therefore impossible for the reader to trace. If you are referring to facts, quotes or data that you have used in a previous assignment, you can simply reuse the appropriate references.

## 4.12 Personal Communication

## In-text Referencing

## Reference List Model

## In Use

**Examples of in text references:**

Jones (1989, pers. comm., 6 May) believed that this was not relevant.

This was confirmed by email (Brown 2008, pers. comm., 3 July).

Personal communications can take a number of forms and are not normally available for consultation except under special circumstances. For this reason it is **not normally necessary to refer to personal communications in your reference list.**

In the text of your document you should specify the year and the date (day and month) when the personal communication took place.

## Explanation

Personal communications include emails, letters, phone and in-person conversations, where you personally are the one being communicated with.

## 4.13 Unpublished works

## In-text Referencing

## Reference List Model

## In Use

(Babayan 1993)

(Bowden &amp; Fairley 1996)

(Hudson 1909-18)

(Adams 1917)

Babayan, K. 1993, 'The waning of the Qizilbash: the spiritual and temporal in seventeenth century Iran', PhD thesis, Princeton University, NJ.

Bowden, F.J. & Fairley, C.K. 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange', paper presented to the Scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

Hudson, D.E. 1909-18, 'Diary', Hudson papers, Fisher Library, University of Sydney.

Adams, D.E. 1917, 'My journey to Khartoum', in possession of M.A. Adams, Adelaide.

## Explanation

A work is unpublished if it was produced in a very limited number of copies and has never been available commercially. The most common examples are theses and unpublished conference papers. Manuscripts and diaries are unpublished works. With these, add details about where the works are located. The main difference with referencing unpublished works is that the main title is not in italics but instead is enclosed in single quotes.

## 4.14 Pamphlets and Zines

## In-text Referencing

## Reference List Model

## In Use

(University of Technology, Sydney 2009)

(Jones 2012)

University of Technology, Sydney 2009, *UTS: Staff safety & wellbeing at work: computer comfort*, pamphlet, UTS, Sydney.

Jones, A. 2012, *Paper mountain*, zine, no. 1, Sydney.

## Explanation

Note the word “pamphlet” or “zine” is required after the title.

See

## 04 Other Sources



Please Click On What You Would Like To Reference:

## 4.15 Cochrane Systematic Reviews

## In-text Referencing

## Reference List Model

## In Use

(Bellemare et al. 2006)

Bellemare, S., Wiebe, N., Russell, K.F., Klassen, T.P. & Craig, W.R. 2006, 'Oral versus intravenous rehydration for treating dehydration to gastroenteritis in children', *Cochrane Database of Systematic Reviews*, Issue 3, viewed 31 August 2011, <<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD004390.pub2/abstract>>.

## Explanation

Cochrane systematic reviews are usually sourced from the library's **Wiley online databases** or can be sourced from Cochrane Library online.

For referencing purposes, we recommend you use Wiley online database to view the key reference elements.

## The key elements for Cochrane systematic reviews are:

- > Author(s)
- > Year (assessed as up to date)
- > Title
- > Cochrane Database of Systematic Reviews (in italics)
- > Issue number (located after opening How to Cite link within the Wiley online database)
- > Date you viewed the report
- > URL

4.16

Conference Paper

Published

## In-text Referencing

## Reference List Model

In Use

(Smith, Thomas &amp; Piekarski 2008)

Smith, R.T., Thomas, B.H. & Piekarski, W. 2008, 'Tech note: digital foam', *IEEE Symposium on 3D User Interfaces 2008*, IEEE, Piscataway, NJ, pp. 35-8.

## Explanation

Use the ampersand symbol before the last author surname. If there are 4 or more authors, list the first author and abbreviate with et al.

(Include single quotations marks and page numbers if using a direct quote.)

See

**The key elements of a conference paper reference are:**

- > Author(s) of the paper
- > Year of publication of the proceedings  
If you have no date, use n.d. (for 'no date') instead of the year
- > Title of paper ('in single quotes'),
- > Conference name (in italics)
- > Publisher of the proceedings (normally the organisation responsible for the conference)
- > Place of publication. Include the state or country if there is a chance of confusion (e.g. Perth, WA) or if the place is not well known
- > Page numbers of the paper in the proceedings.

Use this format for a single paper from a conference proceedings. To reference the whole conference proceedings as one work, treat it as an edited book instead. If an online conference paper has an equivalent printed version, reference it as if it was the print version.

4.16 Conference Paper 1 Unpublished

### In-text Referencing

### Reference List Model

#### In Use

[Bowden & Fairley 1996]

Bowden, F.J. & Fairley, C.K. 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange', paper presented to the Scientific Meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

#### Explanation

See

See

Sometimes a paper presented at a conference does not get published and so has a slightly different format. There is no publisher, or page numbers, and the year now refers to the year the conference was held. You must now also include the conference location, and the days and month the conference was held.



4.16

Conference Paper

2 Viewed Online

## In-text Referencing

## Reference List Model

In Use

(Jakubowicz 2002)

Jakubowicz, A. 2002, 'Race vilification and communal leadership', Beyond tolerance: national conference on racism, *Human Rights and Equal Opportunities Commission*, Sydney, viewed 2 September 2009, <[http://www.humanrights.gov.au/racial\\_discrimination/conferences/beyond\\_tolerance](http://www.humanrights.gov.au/racial_discrimination/conferences/beyond_tolerance)>.

## Explanation

See

See

If there is no printed version, or if the online version is different from the printed one, or there are no page numbers then use the format above. Publisher now refers to the producer of the online version. You must include the date you viewed the online paper, followed by the full URL within angle brackets.

## 4.17 Reports (Including ABS)

## In-text Referencing

## Reference List Model

## In Use

(Dept of Foreign Affairs and Trade 1999, p. 8)

Dept of Foreign Affairs and Trade 1999, *Annual report 1998-99*, DFAT, Canberra.

Law Reform Commissioner of Tasmania 1996, *Report on public fundraising by charitable institutions*, Report Number 75, Government Printer, Hobart.

(Australian Bureau of Statistics 2009)

Australian Bureau of Statistics 2009, *Education and work, Australia, May 2009*, cat. no. 6227.0, ABS, Canberra, viewed 24 November 2009, <<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6227.0?OpenDocument>>.

## Explanation

Include single quotation marks and page numbers if using a direct quote.

See

Reports are often in-house publications, usually have very focused subject matter, and may be only a few pages in length. They often have a report number. Report authors are often organisations.

Examples of reports would be company annual reports, heritage reports, departmental reports, research group reports, and some ABS publications. Reports are referenced in a very similar way to books.

## 4.18 Reports from a Database

## In-text Referencing

## Reference List Model

## In Use

(Passport 2014)

Passport 2014, *Snack bars in Argentina*, category briefing, viewed 6 April 2014, <Passport database>.

(MarketLine 2013)

MarketLine 2013, *Childrenswear in Australia*, industry profile, viewed 31 March 2014, <MarketLine database>.

(DatAnalysis Premium 2014)

DatAnalysis Premium 2014, *Qantas Airways Limited*, company report, viewed 9 April 2014, <DatAnalysis Premium database>.

## Explanation

Use the name of the database as the author if no author is given.

**Key elements are:**Name of Database, Year, *Title of report (in italics)*, Type of report (if any), Viewed date, Name of Database (in <angle brackets>).

4.19

Thesis

Printed &amp; Online

## In-text Referencing

## Reference List Model

## In Use

(Babayan 1993)

(Nassif 1984)

**Example of a print thesis:**

Babayan, K. 1993, 'The waning of the Qizilbash: the spiritual and temporal in seventeenth century Iran', PhD thesis, Princeton University, NJ.

**Example of an online thesis:**

If you accessed the thesis online you can, if you wish, add in the date you viewed it and the full URL:

Nassif, N.M. 1984, 'Theoretical aspects of the continuously varying schedule process for timber drying', M Eng. thesis, University of Technology, Sydney, viewed 23 November 2009, <<http://hdl.handle.net/2100/263>>.

## Explanation

Include single quotation marks and page numbers if using a direct quote.

**The Key elements of a thesis reference are:**

- > The author of the thesis
- > Year of publication
- > Title of the thesis ('in single quotes')
- > Type of thesis (e.g. PhD, MSc)
- > University where the thesis was undertaken
- > The city where the university is located. If the university name includes the city name (e.g. University of Technology, Sydney), you do not need to list the city separately. Include the state or country if there is a chance of confusion (e.g. University of Newcastle, NSW) or if the place is not well known.

## 4.20 Standards &amp; Patents

## In-text Referencing

## Reference List Model

## In Use

[Cookson 1985]

[Standards Australia 2008]

Cookson, A.H. 1985, *Particle trap for compressed gas insulation transmission systems*, US Patent 4554399.

Standards Australia 2008, *Personal flotation devices - general requirements*, AS 4658.1-2008, Standards Australia, Sydney.

## Explanation

## 4.21 Dictionaries &amp; Encyclopedias

## In-text Referencing

## Reference List Model

## In Use

Paper dictionary: Macquarie dictionary defines spruik as 'to harangue or address a meeting' (Macquarie Dictionary 2012).

Online dictionary: Collins dictionary defines the action to wimple as 'to cover with or put a wimple on' (Collins Dictionary 2012).

Paper Encyclopedia: Lemons are described as 'yellowy soury things that grow on trees' (Wiseman's Encyclopedia 2010, p. 767).

Online Encyclopedia: Oranges are described as 'round tangy things that grow on trees' (Acumen Encyclopedia 2007).

**[First example does not appear in the reference list because it's a print dictionary].**

Collins Dictionary 2012, HarperCollins, London, viewed 15 November 2012, <<http://www.collinsdictionary.com/>>.

Wiseman's Encyclopedia 2010, 2nd edn, Wiseman Publishing, Captain's Flat, NSW.

Acumen Encyclopedia 2007, Acumen Publishing, viewed 15 November 2012, <<http://www.acumenencyc.com/>>.

## Explanation

Dictionaries and Encyclopedias are referenced like a book with no author. If in print (or if online but the same as the print) you only need an in-text reference for a dictionary reference. You don't need to put print dictionaries in your reference list.

If quoting from an encyclopedia, use page numbers if in print; if online use the method for quoting from an online book. You don't need to put page numbers if quoting from a dictionary (because it's obvious where the quote comes from).

For an online-only dictionary or encyclopedia, because you need to include information about the web address, reference like an online book with no author, and include in your reference list. The web address should be the main website address, not the address of the particular entry you looked up (see examples above). As with an online book, if the place of publication is not given you can leave it out.

## 4.22 Media Release or Press Release

## In-text Referencing

In Use

(Watersmith 2000)

## Reference List Model

Watersmith, C. 2000, *BHP enters new era*, media release, 1 March, BHP Limited, Melbourne.

Watersmith, C. 2000, *BHP enters new era*, media release, 1 March, BHP Limited, Melbourne, viewed 18 February 2010, <[www.bhp.com.au/mediarelease18897/](http://www.bhp.com.au/mediarelease18897/)>.

Explanation

The second example is for a media release when viewed online.

## 05 Reference Lists & General Rules



Please Click On What You Would Like To Know:



## 5.1 An Example of a Reference List

The reference list is sorted alphabetically by author (or title when no author is found).

In order of appearance the first is a website, then a book chapter in an edited book, followed by a book and a journal article.

Barbas-Rhoden, L. 2003, *Writing women in Central America: gender and the fictionalization of history*, Ohio University Press, viewed 17 June 2010, <<http://site.ebrary.com/lib/utslibrary/Doc?id=10124766>>.

Furnham, A. 1990, 'Work and leisure satisfaction', in M. Strack (ed.), *Subjective well-being: an interdisciplinary perspective*, Pergamon Press, Oxford, pp. 235-60.

Tooth, A.S., Spence, J. & University of Strathclyde 1986, *Applied solid mechanics*, 2nd edn, Elsevier Applied Science, London.

Wagner, C.S., Shehata, S., Henzler, K., Yuan, J. & Wittemann, A. 2011, 'Towards nanoscale composite particles of dual complexity', *Journal of Colloid and Interface Science*, vol. 366, no. 1, pp. 115-23.

## 5.2 In Text References & The Reference List

**When you cite a reference in the text of your document, use the author surname and the year of publication. This is called an in-text reference. For example:**

- > The theory was first propounded in 1970 (Larsen 1971).
- > If there are 4 or more authors, list the first author and abbreviate with et al.
- > If the author name is already in the text immediately in front of the in-text reference, you can use just the year. e.g.: Larsen (1971) was the first to propound the theory.
- > If you have a group of references cited together in the text, they should be ordered alphabetically by first author surname: e.g. (Hawking & Weinberg 2009; Larsen 1971; Smith 1997).
- > If you have no date for a reference, use n.d. (for 'no date') instead of the year. If you only have an approximate date, put c. (for 'circa', meaning around) in front of the year: e.g. (White n.d.) and (Beethoven c. 1813).
- > All in-text references must be included in a single list of full references at the end of your document. The exception to this rule is personal communication
- > This list must be arranged alphabetically by author surname or by title in the absence of an author. It should begin on a new page, and can be either single or double spaced. If single spaced, when a reference is more than one line long the extra lines are indented by a tab space (this is called a 'hanging indent'). The preference for single or double spacing varies across faculties so you should consult your lecturer or faculty assignment writing guide about this.
- > If your author's name has 'Junior' or 'Senior', eg W. Strunk Jr, cite with just the surname in the text, eg: (Strunk & White 1979). In your reference list place Jr or Sr after the final initial of the author's first names, eg: Strunk W. Jr & White E.B. 1979, *The elements of style*, 3rd edn, Macmillan, New York.

### 5.3 Referencing Quotations

If you are using a short quote use single quotation marks and your in-text reference must give the page number(s) where the quote comes from. Use p. for a single page or pp. for several pages. For example:

It has been suggested that 'the taxation advantage enjoyed by superannuation funds, relative to private investment in shares, was somewhat neutralised in 1988' (McGrath & Viney 1997, p. 137).

When making a direct quote of more than about thirty words do not use quotation marks but include the quote as a separate paragraph, indented from the text margin and set in smaller type.

We see evidence of this in Ulysses:

Mr Bloom stood far back, his hat in his hand, counting the bared heads. Twelve. I'm thirteen. No. The chap in the macintosh is thirteen. Death's number. Where the deuce did he pop out of? He wasn't in the chapel, that I'll swear. Silly superstition that about thirteen. (Joyce 1992, p. 139)

If you are merely summarising or paraphrasing, rather than directly quoting, then you do not need to give page numbers. However you can if you wish, and it is strongly recommended that you do so if the work you are referencing has a large number of pages.

Continued

### 5.3 Referencing Quotations



---

If you are sourcing a quotation from a website, you will not be able to quote a page number, so instead use the paragraph number, abbreviated with the term 'para.'

'A number of revenue initiatives have been released since the Government came to office, with an estimated impact of \$8.9 billion over the forward estimates period' (Department of Finance 2009, para. 5).

---

If the webpage is particularly long and unwieldy, describe the section of the website that contains your quotation in the body of your writing, and then mention the paragraph number in the in-text citation.

In the Summer Collections section of the Fashion Report for 2013, it was predicted that 'red would be the colour for 2014' (Style Daily 2013, para. 16).

## 5.4 A Quote From A Work Citing Another Author

Einstein stated in 1906 that 'time is relative' (Thorne 2003, p. 17).

OR Thorne (2003, p. 17) notes that in 1906 Einstein stated that 'time is relative'.

OR According to Thorne (2003, p. 17) it was Einstein who stated that 'time is relative' in 1906.

OR Einstein (1906, cited in Thorne 2003, p.17) stated that 'time is relative'.

OR 'Time is relative' according to Einstein (Thorne 2003, p. 17).

OR 'Time is relative' (Einstein, cited in Thorne 2003, p. 17).

Sometimes a work you are using discusses a work from another author. Citing work from another author may occur in PowerPoint slides, lecture notes, books or journal articles. For example, in a book by Thorne, written in 1994, on page 78 you find a reference to a 1906 paper by Albert Einstein. To cite the work by Einstein you should mention Einstein's paper in the text and use Thorne as your in-text reference, with page number.

In your reference list you must have the full reference for Thorne. If you wish, you may also include the reference for Einstein (you can get this from Thorne's bibliography), but this isn't necessary because you haven't actually consulted the Einstein paper directly.

## 5.5 Multiple Works By Same Author

### In-text Referencing

### Reference List Model

#### In Use

(Dickinson 2009a)

Dickson, A. 2009a, *German pop culture: how 'American' is it?*, University of Michigan Press, Ann Arbor, Mich.

(Dickinson 2009b).

Dickson, A. 2009b, *New membranes and advanced materials for wastewater treatment*, American Chemical Society, Washington. DC.

#### Explanation

Distinguish two or more works in the same year by the same author by adding a, b, c after the year.

The order in the reference list is determined by the alphabetical order of the Titles.

The a, b, c is determined by the alphabetical order of the Titles in the reference list.

## 5.6 Multiple Works by the Same Author from Different Years

### In-text Referencing

### Reference List Model

#### In Use

(Smith 2003)

Smith, A. 2003, *To truly know a dingo*, Canine Group, Sydney.

(Smith 2006)

Smith, A. 2006, *First impressions of the two fingered sloth*, Canine Group, Sydney.

#### Explanation

If you have two references by the same author, but the references were printed in different years, list the references in chronological order in your reference list.

## 5.7 Corporate authors with very long names

Sometimes the author of a reference can be an organisation with a long name. This makes in-text referencing difficult if you need to reference it often. To deal with this, you may use an abbreviation of the organisation's name, if you wish, as follows.

- When you first mention the organisation in your document you need to make clear what its abbreviation is. For example (there are many ways of doing this, you can use any way that makes it clear): According to the Department of Foreign Affairs and Trade (DFAT 2006) ...
- Thereafter in your document text you can refer to the author using its abbreviated name (in this case, as DFAT), including in any in-text references, eg (DFAT 2007).
- In your reference list, you must list all the references as normal **using the full organisational name**.
- You also need to put one extra entry into your reference list for the abbreviation, in the appropriate place alphabetically, indicating what the full name is. This entry is of the form: Abbreviation - see Full name.
- Note that the abbreviation's entry does not have a date. Note also that there might be one or more references in your list that come between the full names and the abbreviation.

Department of Foreign Affairs and Trade 2006, *Policy guidelines*, DFAT, Canberra.

Department of Foreign Affairs and Trade 2007, *Policy amendments*, DFAT, Canberra.

Derwin, J.K. 1999, 'Referencing challenges for university students', *Journal of Higher Education*, vol. 28, no. 3, pp. 34-40.

Dexter, A.J. & Smith, B. 2011, *Fresh water availability in New Zealand*, Victoria University Press, Wellington.

DFAT - see Department of Foreign Affairs and Trade





For more reference assistance,  
please visit:

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