



In scholarly writing, the ideas or words of other authors are always acknowledged. The rationale is that such words or ideas are someone's intellectual property; in addition your reader (or marker) has the right to be able to check easily the accuracy of what you cite in your essay. For these reasons, the correct acknowledgment of ideas and facts is an essential part of essay and assignment writing.

The only time you do not reference your source is when it would be clearly too difficult to name any one source, as in facts well-known to the general public or what is part of a shared body of common knowledge.

There is no single universally 'correct' style of acknowledging facts and ideas. As you will see from your reading, different institutions and publications adopt different systems. What is universally agreed upon is, that once a particular style is adopted, it is used consistently and methodically.

The policy for the College of Further Education is that either of two appropriate referencing systems are suitable for your assessment tasks. These are:

- **Note - Bibliography (Footnoting) system**
- **APA (Harvard) system**

When you refer (either by quoting or paraphrasing) in your essay to ideas or information which you have obtained from another person, you must acknowledge the contribution that person has made to your work.

What follows are demonstrations of how the two systems work.

NOTE-BIBLIOGRAPHY SYSTEM (FOOTNOTES)

Footnotes and bibliographies are typed single-spaced, not double-spaced as the essay should be.

1. FOOTNOTES

A. First References to Sources

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
One author	Allan Davidson, <i>Christianity in Aotearoa: a history of church and society in New Zealand</i> (Wellington, NZ: New Zealand Education for Ministry Board, 1991), 50.
Two authors	Erin White and Marie Tulip, <i>Knowing otherwise: feminism, women and religion</i> (Melbourne: David Lovell, 1991), 11-13. Note: If there are three or more authors it would be Erin White et al., and so on.
Corporate author	Lutheran Church of Australia, <i>The readings, year B of the three-year lectionary using the Bible version preferred for accuracy and clarity by the Lutheran Church of Australia</i> (Adelaide: Lutheran Publishing, 1990).
Editor entry	Ian Gillman, ed., <i>Many faiths, one nation: a guide to the major faiths and denominations in Australia</i> (Sydney: Collins, 1988), 248.
Title entry	<i>Temple Beth Israel: sixty years of progressive Judaism, 1930-1990</i> (St Kilda, Vic.: 1990).
Multi-volume Work	Thomas Williams, <i>The journal of Thomas Williams, missionary in Fiji, 1840-1853</i> (Sydney: Angus & Robertson, 1931), 2:498.
Items in a series	Tony Swain, <i>Aboriginal religions in Australia: a bibliographical survey</i> . <i>Bibliographies and indexes in religious studies</i> , 18. (New York: Greenwood Press, 1991), 24, 30.

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
Edition other than first	Patrick O'Farrell, <i>The Catholic Church and community: an Australian history</i> . 3rd rev. edn. (Kensington, NSW: New South Wales University Press, 1992), 453-470.
Chapter/essay in a volume	Judith Binney, 'Ancestral voices: Maori prophet leaders', in <i>The Oxford illustrated history of New Zealand</i> , ed. Keith Sinclair (Auckland: Oxford University Press, 1990), 153-184.
Articles from encyclopedia or dictionary	Charles W. Forman, 'Pacific', in <i>Dictionary of the ecumenical movement</i> , ed. Nicholas Lossky et al. (Geneva: WCC Publications, 1991), 769-771. Note: If you are using a direct quote from a specific page, you are to acknowledge both the page limits of the article and the specific page, thus: ...1991, 769-771), 770.
Article from a periodical	Malcolm D. Prentis, 'Pioneer Irish Presbyterian clergy in Australia, 1832-1858', <i>Church heritage</i> 6 (1989): 73-103.
Issue paginated separately	Anthony D. Arthur, 'The foundation of the Catholic Church in Eastern Papua'. <i>South Pacific journal of mission studies</i> 7 (July 1992): 9-15.
Book review in a periodical	Carol L. Stockhausen, review of <i>Echoes of Scripture in the letters of Paul</i> , by Richard B. Hays, in <i>Journal of biblical literature</i> 111 (1992): 155-257.
Unpublished dissertation	Barry T. Brown, 'Liturgy, ritual and healing: a critical study of the church's ministry of healing with particular reference to liturgy'. (Dissertation, D.Min, San Francisco Theological Seminary, 1992), chap 3.
Quote by an author cited in a different author's book	John Wesley, "Free Grace", in <i>The Works of John Wesley</i> , vol. 7, p. 376. (Record details exactly as they are in the footnotes/endnotes/bibliography) Cited in: Millard J. Erickson, <i>Christian Theology</i> (Grand Rapids: Baker Books, 1983), 921. OR John Wesley, Cited in: (If the bibliographical details are not supplied) Millard J. Erickson, <i>Christian Theology</i> (Grand Rapids: Baker Books, 1983), 921.

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
Interview	Florence Kelly, 'Catholic women and feminist theology', interview by the author (Adelaide, 28 June 1989).
Database	<i>Dissertation abstracts on disc</i> . Current edn (1989-June 1991); archival edn (1861-1988). (Ann Arbor, MI: UMI, 1991).
CD-Rom	'Women's poetry and feminist poetry', from <i>The Columbia Granger's world of poetry on CD-ROM</i> (New York: Columbia University Press, 1991).
Email Communication	<p>A. Brown, (a_brown@cleo.murdoch.edu.au), "Electronic citation", to asuacad@cleo, libstaff@portia, socacad@socs, law_acad@central, allhum@sunarc, busacad@commerce (27 Oct 1997) [Accessed: 28 Oct 1997].</p> <p>Note: It is possible to send an email note disguised as someone else. Authors are responsible for the accuracy of all references, which includes verifying the source of the email communications before citing them as personal communications in manuscripts. Email communications from individuals should be cited as personal communications.</p>
Action alerts posted on the World Wide Web (WWW)	American Psychological Association. (1995, September 15). <i>APA public policy action alert. Legislation would affect grant recipients</i> [Announcement posted on the World Wide Web]. Washington, DC. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/ppo/istook.html .
A journal article from the World Wide Web	J.W. Jacobson, et al., (1995). A History of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. <i>American Psychologist</i> , 50, 750-765. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/journals/jacobson.html .
A newspaper article from the World Wide Web	S. Sleek, (1996, January). Psychologists build a culture of peace. <i>APA Monitor</i> , pp. 1, 33 [Newspaper, selected stories on line]. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/monitor/peacea.html .

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
An abstract on the World Wide Web	<p>R. Rosenthal, (1995). State of New Jersey v Margaret Kelly Michaels: An overview [Abstract]. <i>Psychology, Public Policy, and Law</i>, 1, 247-271. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/journals/ab1.html.</p> <p>Note: It is important to use "Retrieved from/Accessed" and the date because documents on the Web may change in content, move, or be removed from a site altogether.</p>
Web Page: Type 1- Author Not Given	<p>Baptists for Life Inc. (Last update: 23 March 1999). How many abortions are performed in the U.S. each year? [Homepage of Baptists for Life], [Online]. [Accessed 31 March 1999] Available: http://www.bfl.org/stats.htm.</p>
Web Page: Type 2 - Author Given	<p>W.W. Floyd (ed). (Last update: March 25 1999). <i>Doing Bonhoeffer research</i>. [Dietrich Bonhoeffer Homepage], [Online]. [Accessed 1 April 1999]. Available: http://www.cyberword.com/Bonhoefer/research.htm.</p>

B. Subsequent References to Sources

After the first reference to a book in your essay/written work, show further references by the author's surname/s and page number/s. For example:

- Davidson, 90.
- White and Tulip, 129-131.

If there are subsequent references to a book on the same page, they can be referred to by using the term - *ibid.* (*ibidem* - in the same place). For example:

1. Allan Davidson, *Christianity in Aotearoa: a history of church and society in New Zealand* (Wellington, NZ: New Zealand Education for Ministry Board, 1991), 50.
2. *ibid.* (*if the reference is to the same page in the previously mentioned book*)

OR

2. *ibid.*, 16. (*if the reference is to a different page, 16 in this example, in the previously mentioned book*)

If you have used more than one book or volume by the same author, distinguish between them by reference to the volume number or title. (It is often helpful to use a short title): For example:

- Davidson, *Christianity in Aotearoa*, 16.
- Davidson, *Christianity in Australia*, 27.
- Williams, *Vol 2*, 22
- Williams, *Vol 1*, 31.

2. Bibliography

List all books and articles you have used in preparing your essay. Books are listed in alphabetical order by author's surname. When using more than one book/article by an author list them in date order. Include page numbers for journal articles; dictionary articles; and essays, as necessary.

The following generic samples, using a 'One Author' book, show the subtle difference between a reference in a footnote and the same reference in a bibliography. The same 'form' is used throughout all footnotes and bibliographies.

Footnote (Note - Bibliography)

First name - surname (Family Name) - comma - title of book in italics or underlined - open parenthesis - place of publication - colon - publisher - comma - date of publication - close parenthesis - comma - page number/s of quote - full stop.

Bibliography (Note - Bibliography)

Surname (Family Name) - comma - first name/s - full stop - title of book in italics or underlined - full stop - place of publication - colon - publisher - comma - date of publication - full stop.

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
One author	Davidson, Allan. <i>Christianity in Aotearoa: a history of church and society in New Zealand</i> . Wellington, NZ: New Zealand Education for Ministry Board, 1991.
Two authors	White, Erin and Marie Tulip. <i>Knowing otherwise: feminism, women and religion</i> . Melbourne: David Lovell, 1991. Note: If there are three or more authors it would be White, Erin et al. and so on.
Corporate author	Lutheran Church of Australia, <i>The readings, year B of the three-year lectionary using the Bible version preferred for accuracy and clarity by the Lutheran Church of Australia</i> . Adelaide: Lutheran Publishing, 1990.
Editor entry	Gillman, Ian (ed). <i>Many faiths, one nation: a guide to the major faiths and denominations in Australia</i> . Sydney: Collins, 1988.
Title entry	<i>Temple Beth Israel: sixty years of progressive Judaism, 1930-1990</i> . St Kilda, Vic.: 1990.

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
Multi-volume work	Williams, Thomas. <i>The journal of Thomas Williams, missionary in Fiji, 1840-1853</i> . 2 vols. Sydney: Angus & Robertson, 1931.
Item in a series	Swain, Tony. <i>Aboriginal religions in Australia: a bibliographical survey</i> . Bibliographies and indexes in religious studies, 18. New York: Greenwood Press, 1991.
Edition other than first	O'Farrell, Patrick. <i>The Catholic Church and community: an Australian history</i> . 3rd rev. edn. Kensington, NSW: New South Wales University Press, 1992.
Chapter/essay in volume	Binney, Judith. 'Ancestral voices: Maori prophet leaders'. In <i>The Oxford illustrated history of New Zealand</i> . Edited by Keith Sinclair. Auckland: Oxford University Press, 1990, 153-184.
Article from encyclopedia or dictionary	Forman, Charles W. 'Pacific'. In <i>Dictionary of the ecumenical movement</i> . Edited by Nicholas Lossky et al. Geneva: WCC Publications, 1991, 769-771.
Article from a periodical	Prentis, Malcolm D. 'Pioneer Irish Presbyterian clergy in Australia, 1832-1858', <i>Church heritage</i> 6 (1989): 73-103.
Issue paginated separately	Arthur, Anthony D. 'The foundation of the Catholic Church in Eastern Papua'. <i>South Pacific journal of mission studies</i> 7 (July 1992): 9-15.
Book review in a periodical	Stockhausen, Carol L. Review of <i>Echoes of Scripture in the letters of Paul</i> , by Richard B. Hays. In <i>Journal of biblical literature</i> 111 (1992): 155-257.

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
Unpublished dissertation	Brown, Barry T. 'Liturgy, ritual and healing: a critical study of the church's ministry of healing with particular reference to liturgy'. Dissertation. (D.Min). San Francisco Theological Seminary, 1992.
Quote by an author cited in a different author's work	Erickson, Millard J. <i>Christian Theology</i> . Grand Rapids: Baker Books, 1983. Note: In the bibliography it is only the work that contains the quote that is recorded.
Interview	Kelly, Florence, editor of <i>Women speak</i> . 'Catholic women and feminist theology'. Interview by the author. Adelaide, 28 June 1989. Video recording in the author's possession.
Database	<i>Dissertation abstracts on disc</i> , by the UMI ProQuest family of databases. Current edn (1989-June 1991); archival edn (1861-1988). Ann Arbor, MI: University Microfilms International, 1991.
CD-ROM	'Women's poetry and feminist poetry'. From <i>The Columbia Granger's world of poetry on CD-ROM</i> . New York: Columbia University Press, 1991.
Email communication	Brown, A. (a_brown@cleo.murdoch.edu.au), "Electronic citation", to asuacad@cleo, libstaff@portia, socacad@socs, law_acad@central, allhum@sunarc, busacad@commerce (27 Oct 1997) [Accessed: 28 Oct 1997].
Action alerts posted on the World Wide web	American Psychological Association. (1995, September 15). <i>APA public policy action alert. Legislation would affect grant recipients</i> [Announcement posted on the World Wide Web]. Washington, DC. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/ppo/istook.html .
A journal article from the World Wide Web	Jacobson, J.W. et al, (1995). A History of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. <i>American Psychologist</i> , 50, 750-765. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/journals/jacobson.html .

RESOURCE	BIBLIOGRAPHY LIST EXAMPLE
A newspaper article from the World Wide Web	Sleek, S. (1996, January). Psychologists build a culture of peace. <i>APA Monitor</i> , pp. 1, 33 [Newspaper, selected stories on line]. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/monitor/peacea.html .
An abstract on the World Wide Web	<p>Rosenthal, R. (1995). State of New Jersey v Margaret Kelly Michaels: An overview [Abstract]. <i>Psychology, Public Policy, and Law</i>, 1, 247-271. Retrieved January 25, 1996 from the World Wide Web: http://www.apa.org/journals/ab1.html.</p> <p>Note: It is important to use "Retrieved from/Accessed" and the date because documents on the Web may change in content, move, or be removed from a site altogether.</p>
Web Page: Type 1 - Author not given	Baptists for Life Inc. (Last update: 23 March 1999). How many abortions are performed in the U.S. each year? [Homepage of Baptists for Life], [Online]. [Accessed 31 March 1999] Available: http://www.bfl.org/stats.htm .
Web Page: Type 2 - Author given	Floyd , W.W. (ed). (Last update: March 25 1999). Doing Bonhoeffer research. [<i>Dietrich Bonhoeffer Homepage</i>], [Online]. [Accessed 1 April 1999] Available: http://www.cyberword.com/Bonhoef/research.htm .

APA REFERENCING SYSTEM (HARVARD)

Referencing

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.

There are many acceptable forms of referencing. Here a brief guide to the Harvard referencing style.

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read further the arguments of the cited author.

Steps Involved in Referencing

1. Note down the full bibliographic details including the page number(s) from which the information is taken.
 - In the case of a **book**, 'bibliographical details' refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).
 - In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.
 - For all **electronic information**, in addition to the above you should note the date that you accessed the information, and the database name or web address (URL).
2. Insert the citation at the appropriate place within the text of the document (see *In-Text examples*).
3. Provide a reference list at the end of the document (see *Reference List examples*).

In-Text Citations

When citing references within the text of an assignment, use the name of the author, followed by the year of publication. When directly quoting from another source, the relevant page number **must** be given. When paraphrasing or referring to an idea from another source which is a book or lengthy text, include the relevant page number, as this might be useful to the reader. *In general, page numbers should be included in all in-text citations.*

How to Create a Reference List

A reference list *only* includes books, articles etc that are **cited in the text**. This differs from a bibliography which is a list containing the sources used in developing a publication and other sources the author considers might be of use or interest to the reader. The reference list is arranged alphabetically by author. Where an item has no author, it is cited by its title and ordered in the reference list or bibliography alphabetically by the first significant word of the title. The Harvard style requires the second and subsequent lines of the reference to be indented, as shown in the examples, to highlight the alphabetical order.

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
One author	The theory was first propounded in 1993 (Comfort 1997, p. 58) OR Comfort (1997, p. 58) claimed that...	Comfort, A. 1997, <i>A good age</i> , Mitchell Beazley, London.
Two or three authors	(Madden & Hogan 1997 p. 45) OR Madden and Hogan (1997, p. 45) discuss this idea...	Madden, R. & Hogan, T. 1997, <i>The definition of disability in Australia: moving towards national consistency</i> , Australian Institute of Health and Welfare, Canberra.
Four or more authors	(Leeder, Dobson, Gibbers, Patel, Mathews, Williams, & Mariot, 1996, p. 69) (Leeder, S.R. et al., 1996, p. 69) Note: Cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. and the year.	Leeder, S.R., Dobson, A.J., Gibbers, R.W., Patel, N.K., Mathews, P.S., Williams, D.W. & Mariot, D.L. 1996, <i>The Australian film industry</i> , Dominion Press, Adelaide.
No author	This was apparently not the case before about 1995 (<i>Advertising in the Western Cape</i> , 1990, p. 14)...	<i>Advertising in the Western Cape</i> , 1990, ABC Publishers, Cape Town.
Multiple works by same author	University research (Brown, 1982, 1988) has indicated that...	Brown, P. 1982, <i>Corals in the Capricorn group</i> , Central Queensland University, Rockhampton. Brown, P. 1988, <i>The effects of anchor on corals</i> , Central Queensland University, Rockhampton. Note: Order chronologically in the reference list.

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Multiple works published in the same year by the same author	In recent reports (Napier, 1993a, 1993b)... Note: Use a/b etc. to differentiate between works in same year.	Napier, A. 1993a, <i>Fatal storm</i> , Allen & Unwin, Sydney. Napier, A. 1993b, <i>Survival at sea</i> , Allen & Unwin, Sydney. Note: Order alphabetically by title in the reference list.
Editor	(Kastenbaum, 1993, p. 78)	Kastenbaum R (ed.) 1993, <i>Encyclopedia of adult development</i> , Oryx Press, Phoenix.
Different editions	Renton (2004, p. 5) suggests that...	Renton, N. 2004, <i>Compendium of good writing</i> , 3rd edn, John Wiley & Sons, Milton. Note: An edition number is placed after the title of the work - this is not necessary for a first edition.
Encyclopedia or dictionary	<i>The new Grove encyclopedia of music and musicians</i> (1980, p. 85) defined it as...	<i>The new Grove encyclopedia of music and musicians</i> 1980, Macmillan, London.
Article or chapter in a book	As discussed by Blaxter (1976, p. 101)...	Blaxter, M. 1976, 'Social class and health inequalities', in C Carter & J Peel (eds), <i>Equalities and inequalities in health</i> , Academic Press, London, pp. 120-135.
Article or chapter in a book - no author	(<i>Solving the Y2K problem</i> 1997, p. 23).	'Solving the Y2K problem'. 1997, in D, Bowd (ed.), <i>Technology today and tomorrow</i> , Van Nostrand Reinhold, New York, p. 27.
E-book	(Pettinger, 2002)	Pettinger, R 2002, <i>Global organizations</i> , Capstone Publishing, Oxford. Retrieved 28 September 2004, from Curtin University Library & Information Service E-books: http://opac.lis.curtin.edu.au
Image in a book	The poster "Buy Australian Apples" (Cowle & Walker, 2005, p.65)	Cowle, C. & Walker, D. 2005, <i>The art of apple branding</i> , Apples from Oz, Hobart.

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Article	As mentioned by Wharton (1996, p.8)...	Wharton, N. 1996, 'Health and safety in outdoor activity centres', <i>Journal of Adventure Education and Outdoor Leadership</i> , vol. 12, no. 4, pp. 8-9.
Article - no author	It's a growing problem in the U.K. (<i>Anorexia nervosa</i> , 1969, p. 530)...	'Anorexia nervosa'. 1969, <i>British Medical Journal</i> , vol. 1, pp. 529-530.
Newspaper article	(Towers, 2000)	Towers, K. 2000, 'Doctor not at fault: coroner', <i>The Australian</i> , 18 January, p. 3.
Newspaper article - no author	...in the <i>Sydney Morning Herald</i> (24 January 2000, p. 12)...	Note: Provide all the details in the in-text citation – no need for an entry in the reference list.
Press release	(Watersmith, 2000)	Watersmith, C. 2000, <i>BHP enters new era</i> , media release, BHP Limited, Melbourne, 1 March.
Full text from electronic database	(Madden, 2002)	Madden, G. 2002, 'Internet economics and policy: an Australian perspective', <i>Economic Record</i> , vol. 78, no. 242, pp. 343-358. Retrieved October 16, 2002, from ABI/Inform database.
Full text from electronic database - no author	The internet has had a huge impact on the Australian economy (<i>Internet economics and policy</i> , 2002, p. 350)	'Internet economics and policy: an Australian perspective'. 2002, <i>Economic Record</i> , vol. 78, no. 242, pp. 343-358. Retrieved October 16, 2002, from ABI/Inform database. Note: You will need to edit the in-text citation for it to appear in italics.
Full text from the internet	It was proposed by Byrne (2004) that...	Byrne, A. 2004, 'The end of history: censorship and libraries', <i>The Australian Library Journal</i> , vol. 53, no. 2. Retrieved November 16, 2004, from http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Full text newspaper, newswire or magazine from an electronic database – no author	(WA packed with overseas appeal, 2004)	'WA packed with overseas appeal', 2004, <i>The West Australian</i> , 12 November, p. 47. Retrieved November 13, 2004, from Factiva database.
Article from curtain E-Reserve	(Davidhizar & Dowd, 1997, p. 29)	Davidhizar, R. & Dowd, S.B. 1997, 'The art of giving an effective presentation', <i>Health Care Supervisor</i> , vol. 15, no. 3, pp. 25-31. Retrieved October 16, 2002, from Curtin University Library & Information Service E-Reserve: http://opac.lis.curtin.edu.au
Article from database on CD-ROM (BPO)	(La Rosa, 1992, p. 58)	La Rosa, S.M. 1992, 'Marketing slays the downsizing dragon', <i>Information Today</i> , vol. 9, no. 3, pp. 58-59. Retrieved October 16, 2002, from UMI Business Periodicals On disc database.
Book as a Secondary Source	Including neuralgia (Carini and Hogan, cited in Thibodeau & Patton, 2002, p. 45) OR Carini and Hogan (cited in Thibodeau & Patton, 2002, p. 45)...	Thibodeau, G.A. & Patton K.T. (Ed.) 2002. <i>The human body in health and disease</i> , Mosby, St. Louis, Mo. Note: Record the book that you actually sourced.
Journal Article as a Secondary Source	"...origins of neuralgia" (Carini and Hogan, cited in Patton, 2002, p. 2154) OR Carini and Hogan (cited in Patton, 2002)	Patton, K.T. 2002, 'Neuralgia and headaches', <i>Science</i> , vol. 4, pp. 2153-2155. Note: Record the book that you actually sourced.
Document on WWW	"It's essential you learn how to reference" (Dawson et al., 2002).	Dawson, J., Smith, L., Deubert, K. & Grey-Smith, S. 2002, ' <i>S' Trek 6: referencing, not plagiarism</i> . Retrieved October 31, 2002, from http://studytrekk.lis.curtin.edu.au

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Document on WWW - no author	(<i>Leafy seadragons and weedy seadragons</i> , 2001)	<i>Leafy seadragons and weedy seadragons</i> . 2001. Retrieved November 13, 2002, from http://www.windspeed.net.au/~jenny/seadragons/
Document on WWW - no date	(Royal institute of British Architects, n.d.)	Royal Institute of British Architects. n.d., <i>Shaping the future: Careers in architecture</i> . Retrieved 31 May 2005, from http://www.careersinarchitecture.net/
Image on the web	The image of the bleached coral (<i>Coral bleaching and mass bleaching events</i> , 2002)	<i>Coral bleaching and mass bleaching events [image]</i> . 2002. Retrieved September 2, 2005 from http://www.gbrmpa.gov.au/corp_site/info_services/science/bleaching
Act of Parliament	The Commonwealth's <i>Copyright Act 1968</i> ...	Note: Legislation is included in a list of references only if it is important to an understanding of the work. Set the list apart from the main body of the reference under the subheading ' Legislation '. (Future references do not include date). Essential elements: Short title Date (Jurisdiction) eg. <i>Copyright Act 1968</i> (Cwlth). Note: If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.
Cases	<i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 5	Legal authorities are included in a list of references only if they are important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legal Authorities'.
Census Information	(Australian Bureau of Statistics, 2001)	Australian Bureau of Statistics 2001, <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i> . Retrieved November 20, 2002, from AusStats database.

RESOURCE	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Australian Bureau of Statistics Bulletin	(Australian Bureau of Statistics, 1999)	Australian Bureau of Statistics, 1999, <i>Disability, ageing and carers: summary of findings</i> , (No. 4430.0), Canberra, Australian Capital Territory: Author. Note: The word <i>author</i> is used as the publisher when the author and publisher are the same.
Australian Bureau of Statistics from AusStats	(Australian Bureau of Statistics, 1999)	Australian Bureau of Statistics, 1999, <i>Disability, ageing and carers: summary of findings</i> , (No. 4430.0), Canberra, Australian Capital Territory: Author. Retrieved October 14, 2002, from AusStats database.
Government reports	(Resource Assessment Commission, 1991)	Resource Assessment Commission 1991, <i>Forest and timber inquiry: draft report</i> , vol. 1, Australian Government Publishing Service, Canberra.
Personal communication, e-mail and discussion lists with no web archive	It was confirmed that an outbreak occurred in London (Savieri, S., 1999, pers. comm., 24 April).	Note: Not included in reference list as they cannot be traced by the reader.
Films and Video Recordings	(<i>Grumpy meets the orchestra</i> , 1992)	<i>Grumpy meets the orchestra</i> , 1992, videorecording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra. Note: Any special information may be noted after the citation.
Television and Radio Programmes	(<i>What are we going to do with the money?</i> 1997)	<i>What are we going to do with the money?</i> 1997, television programme, SBS Television, Sydney, 8 August.

RESOURCES	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
Podcasts	<i>(The wings of a butterfly – Children, teenagers and anxiety 2005)</i>	The wings of a butterfly - Children, teenagers and anxiety 2005, podcast radio programme. ABC Radio National, Sydney, 10 September. Retrieved September 16, 2005 from http://www.abc.net.au/rn/podcast/default.htm#mind
ERIC document (microfiche)	Davis and Lombardi (1996) put forward the proposal that...	Davis, R.K. & Lombardi, T.P. 1996, 'The quality of life of rural high school special education graduates', in <i>Rural goals 2000: Building programs that work</i> . ERIC Document No. 394765, microfiche.
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