General guide to referencing

2016 edition
From the Deputy Vice-Chancellor (Learning and Quality)

Many students find learning the unfamiliar nature of academic writing a challenging experience. The puzzling art of referencing is no exception, with its traditions and initially obscure formatting rules, referencing can seem to be an overwhelming and annoying requirement standing between you and submitting your assignment by the due date.

This guide has been written especially for you, new and returning Federation University Australia (FedUni) students, to demystify referencing and provide numerous practical examples of when and how referencing should be used in your writing at FedUni.

As you study, you’ll come to understand that referencing is just a set of rules that you need to follow to adequately acknowledge the work and thinking of others in your assignments. These rules are important because they allow your teachers to decide whether you’ve demonstrated that you understand the topic at hand and show that you have completed the assignment yourself. If you ignore the requirements to reference source materials in your assignment, your teacher may decide you have committed ‘plagiarism’. This means you have failed to reference according to the rules and in doing so, not demonstrated that you have used the work of others in your work. Plagiarism is a very serious matter that can result in unpleasant consequences for your studies and career. So please take the time to understand the advice we have prepared for you in this guide.

Referencing is not just about following the rules; it also provides an elegant and powerful way to add weight to your arguments. Your opinions and conclusions will create more impact if they are supported by leading researchers and writers in your field. Continually improving these skills as you continue your studies will serve you well as you fulfil the requirements to earn your qualification and in your working life.

The guide is quite long, but necessarily so, because the range of sources available to students has never been greater. Traditional books and academic journals found in libraries are now complemented by numerous online resources from authoritative and more dubious sources. Each source needs to be acknowledged differently to make it clear where you found it and how seriously it should be taken by your teacher and other readers of your work.

You are not expected to read, remember and master this guide in one sitting. Use the Table of Contents to help guide your reading and jump quickly to the examples that will help you understand how to reference each particular source of information. This guide is a resource to read and consult each time you have to write an assignment so you can remind yourself about what you need to do.

I wish you every success in your studies at FedUni and encourage you to ask your teachers, librarians and others for help in mastering referencing techniques.

Professor Marcia Devlin, PhD
Deputy Vice-Chancellor (Learning and Quality)

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What you need to know about referencing

What is referencing?
Referencing (also known as citing) is the process of acknowledging that you have used someone else’s ideas, theories, data or words in your writing. You do this by identifying the source.

Why do I need to do it?
Any piece of work submitted under your name should be your own work. When you use someone else’s words or ideas, you need to acknowledge this. Not doing so is dishonest and may be a breach of copyright or plagiarism.

Acknowledging your sources helps to support your arguments and demonstrates that your ideas and conclusions are based on research. Also, by providing details of the source, you allow your reader to locate and follow-up the information or idea.

When do I need to do it?
You need to reference a source when you do any of the following in your writing:

- Paraphrase or summarise an idea, argument or analysis from another source
- Quote exact words from another source
- Copy or adapt a graph, image, diagram or table from another source
- Copy a procedure or method from another source
- Present factual information, data or results from another source

Sources do not need to be cited for universally known facts, quotations or arguments.

How do I do it?
Referencing is not difficult. All you need to do is identify each source in your writing at the point where you use it, then provide further identifying details at the end of your paper. This allows your reader to locate or follow-up the cited information, such as who created it, what it is called, who made it available and when.

This information is presented in a particular way depending on the referencing style used.

Which referencing style should I use?
There is no ‘correct’ referencing style. Different styles have been developed to suit the requirements and preferences of particular publishing houses or study disciplines. Each has its own set of rules concerned with what information to include, how it is presented, and in what order.

This guide covers four citation styles: APA, Australian Harvard, Chicago/Turabian and MLA. Your lecturer, tutor or class teacher will let you know which style you should use.

What if I break the rules?
Some students feel anxious about referencing because they are worried about the rules. Your teachers or lecturers will not fail you if you have left out a comma. They are more interested in seeing that you understand the concepts of referencing and apply these to produce acceptable references in the required style. Follow the instructions and examples and you will be fine.
What can I use as a source?

You can use anything as a source. It could be a film, a book, a map, an idea, a journal article, data, a theory, or an online post. The important thing is to acknowledge the source at the relevant point in your writing, and provide enough identifying detail that would allow your reader to locate it.

Are online sources cited differently?

Sources accessed online are cited using the same principles as other sources, with extra identifying information added—usually related to retrieval details.

A reference for an online source should include enough identifying details to indicate its likely credibility and allow it to be retrieved. See the section covering your style for specific examples.

How do I know if an online source is reliable?

Formal print publications generally undergo a process of evaluation, review and editing before release. However, material can be published online instantly by anyone with Internet access, with no particular level of ability or authority. While there is material online that is as authoritative as that in print, you still need to be discerning when using online content for reference sources.

To assess the value of online material as a source, consider the following questions.

- What is the purpose, intended audience, and motivation for creating the material?
- Who has control over the content: the site owner, or a third-party contributor?
- What is the authority and expertise of the site owner/host?
- How up-to-date is the material?
- How permanent is the material?

What is EndNote?

EndNote is a desktop-based referencing and bibliography manager which is now available for staff and post-graduate researcher use. EndNote Web is a simpler web-based version which retains the core functionality of the desktop version, but is available using a web browser. Using EndNote is not compulsory but lecturers or teachers may recommend you use it. EndNote allows you to create references according to a particular style, as well as import, store and manage the citations. (Some references may need to be edited manually to correct inconsistencies.) EndNote Web is recommended for undergraduate students, as it is web-based, so there is no software to download or update. Once you have created an account, you can access it via any Internet connection. EndNote Web accounts are created at myendnoteweb.com. See the quick link to Referencing on the Library website.

Any last tips before I start?

Try these tips to save headaches down the track, and protect yourself from accidental plagiarism.

- As your read, note down the details of each source, particularly page numbers. This will save you time later when it comes to create your references.
- Write the source details on any photocopies or printouts so that you can identify them later.
- Be careful when copying and pasting so that you don’t lose track of what is yours and what you have copied from somewhere else. Using different coloured highlighting or a different coloured font can help you tell the difference (and avoid accidentally including someone else’s writing in your work).
- Record the source details carefully, particularly authors’ names and publication dates. Reference data needs to be accurate if it is to be of any use.

Most importantly, don’t worry if the idea of referencing seems overwhelming at first. It will get easier with each assignment you complete.
What you need to know about plagiarism

What is plagiarism?
Plagiarism is the act of passing off someone else's ideas or information as your own, such as:

- Copying words, data or ideas from another source without acknowledgement
- Paraphrasing (rephrasing another person's words) without acknowledgement
- Presenting work under your own name that has been written by someone else
- Collaborating with others on assignments that are meant to be undertaken individually

Why is plagiarism wrong?
Plagiarism is wrong for the following reasons:

- It is dishonest, because it involves the theft of another person's information or ideas.
- It is unfair to other students, because their work is graded against dishonest work.
- It is disrespectful to lecturers, tutors and teachers, because it is a betrayal of their trust.
- It is harmful to the reputation of the University and the qualifications it awards.

Are there any penalties for plagiarism?
Plagiarism is a breach of student discipline. It may incur a range of penalties including a reduction in marks, being given a fail grade, or referral to the University's Student Discipline Committee.

The University's policy on student plagiarism can be accessed via the University website. http://policy.federation.edu.au/learning_and_teaching/student_appeals/student_plagiarism/ch01.php.

How can I avoid plagiarism?
Avoiding plagiarism is simple when you follow these guidelines:

- Keep careful records of your sources when taking notes.
- Know when and how to reference your sources.
- Know how to paraphrase. Paraphrasing is presenting information or ideas from another source in your own words. A good way of doing this is to summarise the original in your own words, using dot points, and then compose from this summary.
- Introduce, discuss and acknowledge any quoted material.
- Take care when copying and pasting from online so you don’t lose track of the source.
- Never include made-up data, quotes or sources in your work.
- Don’t copy other students’ work or ask anyone else to prepare work for you.
- Don’t allow other students to copy your work or help them to copy the work of others.
- Do use a text-checking service such as Turnitin (see below).

What is Turnitin?
Turnitin is an Internet-based plagiarism-detection service that allows you to self-check your assignments to ensure all non-original material has been cited. Turnitin is made available to Federation University Australia students and staff as a service to promote academic literacy and integrity. Turnitin detects possible plagiarism by comparing submitted documents against similar passages of text in millions of books, journals, Internet pages and submitted student assignments.

Activity

WHEN IS IT PLAGIARISM?

Here are six ways to use sources. Number the sentences below one to six, where 1 = Definite plagiarism and 6 = Not plagiarism. Where do you cross the line?

Paraphrasing a paragraph by rewriting with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; citing source in reference list.

Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym; acknowledgement in the reference list.

Cutting and pasting a paragraph by using sentences of the original but omitting one or two and putting one or two in a different order, no quotation marks; with an in-text acknowledgement and a reference list acknowledgement.

Copying a paragraph exactly from a source without any acknowledgement.

Quoting a paragraph by placing it in block format with the source cited in the text and in reference list.

Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole with in-text acknowledgements and a reference list acknowledgement.

Turn the page for the answers.

ACTIVITY ANSWERS

WHEN IS IT PLAGIARISM?

Here are six ways to use sources. *Number the sentences below one to six, where 1 = Definite plagiarism and 6 = Not plagiarism. Where do you cross the line?*

1. Copying a paragraph exactly from a source without any acknowledgement.
2. Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym; acknowledgement in the reference list.
3. Paraphrasing a paragraph by rewriting with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; citing source in reference list.
4. Cutting and pasting a paragraph by using sentences of the original, but omitting one or two and putting one or two in a different order, no quotation marks; with an in-text acknowledgement and a reference list acknowledgement.
5. Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole with in-text acknowledgements and a reference list acknowledgement.
6. Quoting a paragraph by placing it in block format with the source cited in the text and in reference list.
APA citation style

This section gives advice on APA citation style based on the *Publication Manual of the American Psychological Association* (6th ed., 2010). For more detail or extra clarification, consult the *Publication Manual* in print at the Library.
Overview of APA citation style

APA is an in text citation style. This means you insert a brief reference (‘citation’) into your writing whenever you use a source. The in text citation is made up of the source’s author and year of publication enclosed in round brackets.

cost (Breen, 1977). However, Lee (1982) reported a contrary result, along with other studies (Keen, 2004; Lee, 2004; Wojk, 2003, 2006). This supports the contention that the original data was incomplete (Hillsdon, 2002), or as Johnson and Hansen (1995) have stated, "seriously deficient" (p.97).

For each source identified in the text, you also need to create a corresponding entry in the reference list. The reference list is an alphabetical presentation of all the sources used in a piece of writing. Each entry in the reference list should contain enough identifying detail to allow your reader to locate the source if they wished.

References


How to create APA in-text citations

Basic treatment (APA)

As explained in the APA overview, you need to insert a brief reference into your writing whenever you use a source. This is the in-text citation. It is made up of the author and the year of publication of the source. Page numbers are added when you are referring to a specific part of the source.

(Author Year) or (Author, Year, Page)

• Enclose the author’s surname and year in round brackets, separated by a comma.
• Insert before punctuation mark ending sentence (or part of sentence) where you used source.
• If author is already in sentence, give year alone in round brackets directly after author’s name.
• Add initial/s to surname if you have sources by authors with the same surname.

More than one author (APA)

2 AUTHORS

(Hendricks & Angwin, 1975) OR Hendricks and Angwin (1975) ...

• Name both authors.
• Join authors by ‘&’ in round brackets, or ‘and’ in the sentence.

3–5 AUTHORS

(Oakes, Grocz, & Hu, 1994) OR Oakes, Grocz, and Hu (1994) ...
(Oakes et al., 1994) OR Oakes et al. (1994) ...

• Name all authors the first time you refer to the source.
• Separate each author by a comma. Join last author by ‘&’ or ‘and’.
• Later, name the first author followed by ‘et al.’ (a Latin abbreviation meaning ‘and others’).

6 OR MORE AUTHORS

(Donat et al., 2002) OR Donat et al. (2002) ALL MENTIONS

• Name the first author followed by ‘et al.’ in all mentions.
### Group author (government or organisation)


- Give the full name of the group in all mentions, without initials or abbreviations.
- However, if the name is long and well-known by an abbreviation, give its full name plus the abbreviation in square brackets in the first mention. In all later mentions, give abbreviation only.
- If you use an abbreviation in a sentence, put an extra line in your reference list:
  - WHO – see World Health Organization.
- Use the full group name for all entries in the reference list. Include initials in round brackets only if you used initials in your sentences.

### Legislation/Criminal Cases (Government or Organisation)

Burger King Corp v Hungry Jack’s Pty Ltd [2001] NSWCA 187 ← TITLE in CIVIL CASE LAW
Corporations Act 2001 (Cth) s 124(1) ← TITLE in STATUTES

- No punctuation is required when citing legislation/criminal case.
- Formatting of civil law cases appears the same in the reference list as in your text. See the section on how to present a reference list for more examples.

### No author (APA)

| (Reading Rates, 2012) OR Reading Rates (2012) WHOLE WORK |

- If the source has no author, give the first two to three words of the title.
- Use italics for whole works, and quotation marks around parts of works.
- Use initial capital letters for all major words.

### Multiple sources in same citation (APA)


- List each source alphabetically by author. Separate each work by a semicolon.
- List multiple sources from the same author by year (earliest first). Separate by commas.
Page numbers (APA)

BASIC TREATMENT

• Add page or other location/label references when referring to a specific part of source.
• Add after the year, separated by a comma.
• Use ‘p.’ before a page, ‘pp.’ before a page range, and ‘para.’, ‘Chapter’, ‘Figure’, or ‘Table’.

QUOTATIONS

It was described as “a stunning victory” (Harrison, 1965, p. 15).
Harrison (1965) described it as “a stunning victory” (p. 15).

• For direct quotations, add the page reference after the closing quotation mark.
• If author and year are already part of the sentence, give page reference alone.
• For block quotations, i.e., when the quote is forty words or more, add the page reference after closing punctuation mark.
• If a block quote text, indent and set as a separate paragraph with no quotation marks, as below.

Carter, Chitwood, Kinzey and Cole (2000) note that:
In order to understand this neurophysiological mechanism, it is important to discuss the two proprioceptive bodies in the muscle: the muscle spindles and the Golgi tendon organs (GTOs). Muscle spindles are found within the muscle belly and provide information to the central nervous system (CNS) regarding the absolute length and the velocity of the stretch in the skeletal muscles. (p. 275)

NO PAGE NUMBERS


• If no page numbers are shown on the source, give paragraph number/s if these are shown.
• If no paragraph numbers, give closest heading and paragraph number/s (as counted by you).
How to create APA reference entries

As explained in the APA overview, each source that is referred to in the text needs a corresponding entry in the reference list. The entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic APA reference entry is made up of the following parts.

**AUTHOR + YEAR + TITLE + PUBLISHER INFORMATION or DOI or RETRIEVED FROM URL**

All the details you need for each part should be found on the source itself. Instructions and examples of how to format each part are given over the page.

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| AUTHOR | Who created the source?  
- This identifies the creator or principal contributor of the source.  
- It could be a person or a group (organisation or government).  
- Some sources may have more than one author. |
| PUBLICATION YEAR/DATE | When was the source published?  
- This identifies the year or specific date the source was made available in the version you accessed. (Use the copyright year/date if this is shown.)  
- For online sources, use the year or specific date the content was created (for a page or document), or the date of posting (for a post). |
| TITLE | What is the source called?  
- This is the full title in the words and spelling of the source.  
- If your source is part of a larger work (e.g., article from a journal; chapter from a book), you need to include the title of each. |
| PUBLISHER INFORMATION | Who made the source available in the form I used?  
- This identifies the publisher and their location.  
- You need to include this information for print books and physical or broadcast media. You don’t need it for journals, newspapers or online sources.  
- The information can usually be found with the copyright information. |
| DOI | Is there a Digital Object Identifier?  
- The DOI acts as a permanent link to an item. Not all material has a DOI, but you need to include one whenever it has been assigned.  
- If you provide a DOI, you don’t need to give the URL or retrieval date.  
- If a DOI has been assigned, you should find it with the copyright information, or with other details on database or catalogue lists. |
| URL and RETRIEVAL DATE | What is the address of the source online, and when did I retrieve it?  
- This is included for sources accessed online. It tells your reader the location of the source on the Internet and the date you accessed it. It is only included if the source has no DOI.  
- Provide the URL that leads most directly and reliably to the source. Give the homepage URL if the item can be searched for easily from there or if a login is required or if the URL is unstable. Otherwise give the full URL.  
- Do not include the retrieval date unless the content you have used is likely to be edited or updated, or has no publication date. |
Below are instructions for formatting the parts of an APA reference entry. When you are ready to create your entries, read the instructions and copy the punctuation used in the examples. Note that every part ends with a full stop, except DOIs and URLs, and a space follows each punctuation mark.

**Author (APA)**

1 **Author**


   • Give the author’s surname, a comma, and the initial/s of the given name/s.

2–7 **Authors**


   • Name all authors. Separate by commas and join last author by ‘&’.

8 or More **Authors**

   Donat, T. G., Jenkins, M., Baysch, V., Adamson, E., Wilkins, W. L., Lingstrom, A., … Farr, P. B.

   • Name the first six and last authors. Join last author by three dots (‘…’).

**Group Author (Government or Organisation)**


   • Give the name of the group in full followed immediately by the year of publication.

**Legislation/Criminal Cases (Government or Organisation)**

   Burger King Corp v Hungry Jack’s Pty Ltd [2001] NSWCA 187 ← *Title in Civil Case Law*

   Corporations Act 2001 (Cth) s 124(1) ← *Title in Statutes*

   • No punctuation is required when citing legislation/criminal case. Formatting of civil law cases appears the same in the reference list as in your text. See following for more examples.
Year (APA)

BASIC


- Enclose year of publication in round brackets.
- Add month and day for sources with specific publication dates. (Give only year in in-text citation.)

SAME AUTHOR, SAME YEAR


- Add a lower case letter (‘a’, ‘b’, ‘c’, etc.) to the year to reflect the order the entry appears in the reference list.

NO YEAR/DATA

Gardiner, I. T. (n.d.). *Life in rural Australia* …

- Use ‘n.d.’; (stands for ‘no date’) if no year/date can be found on the source.

Title (APA)

BASIC


- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first word of the title and the subtitle, and to any proper nouns.
- Give both titles if the source is part of a larger work. No italics for parts of works.

NO TITLE


- If no title, give a brief descriptive title in your own words in square brackets. No italics.
**Publisher information (APA)**

- If published in the USA, give city, US state (initials) and publisher.
- If published outside the USA, give city, country and publisher.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
- If the publisher is also the author, use ‘Author’ instead of repeating name.

**DOI (APA)**

- Use a DOI when one has been assigned, even for print material. No full stop at the end.
- Give exactly as found on the source. If using a DOI in the original format (beginning with ‘10’) introduce it by ‘doi’. New format DOIs (beginning with ‘http’) don’t need ‘doi’ added in front.

**URL and Retrieval date (APA)**

- Introduce URL by ‘Retrieved from’.
- Use ‘Available from’ if accessible only via login/paywall.
- Add retrieval date only if content is likely to change (e.g., wikis, web pages), or if no date.
- Break URLs (if needed) before a punctuation mark or symbol. No full stop at end.

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http://dx.doi.org/10.1086/529076
doi:10.1037/0004-066X.60.6.561

Available from http://www.amazon.com/
How to present an APA reference list

How to set up the list

- Begin the list on a new page at the end of your work.
- Give the list the centred heading ‘References’.
- Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
- If a DOI or URL needs to be broken, break before a slash or a punctuation mark.

What to include

- Give an entry for every recoverable source you have cited in the text.
- Do not add entries for material you have not used, however relevant.

How to arrange the entries

- List entries alphabetically by author.
- If there is no author, list by title. (Ignore ‘A’ or ‘An’ or ‘The’ as firstwords.)
- If you have more than one entry with the same author, list by year (earliest first).
- If you have more than one entry with the same author and year, list alphabetically by title, and add a lower case letter to each year; e.g., ‘a’ for first, ‘b’ for second (see Hillsdon 2004 entries).

Example of an APA reference list

References


Examples of APA reference entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don’t know where to start, look under the material type, and if there is a relevant online example it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example—just modify it for the version you accessed.

If you aren’t clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can’t find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

<table>
<thead>
<tr>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiobook (CD, audio file)</td>
<td>1, 2</td>
<td>Newspaper, magazine article</td>
<td>38, 39, 40, 41</td>
</tr>
<tr>
<td>Blog post</td>
<td>45</td>
<td>Online discussion, social media</td>
<td>42, 43, 44, 45</td>
</tr>
<tr>
<td>Book, print basic</td>
<td>3</td>
<td>PDF on website</td>
<td>79, 80</td>
</tr>
<tr>
<td>Book, different edition</td>
<td>4</td>
<td>Personal communication</td>
<td>46</td>
</tr>
<tr>
<td>Book, edited collection</td>
<td>5</td>
<td>Podcast</td>
<td>47</td>
</tr>
<tr>
<td>Book, edited collection chapter</td>
<td>6</td>
<td>PowerPoint slideshow</td>
<td>27</td>
</tr>
<tr>
<td>Book, multi-volume</td>
<td>4</td>
<td>Radio broadcast</td>
<td>62</td>
</tr>
<tr>
<td>Book, online/e-book</td>
<td>7, 8, 9</td>
<td>Report</td>
<td>48, 49</td>
</tr>
<tr>
<td>Brochure</td>
<td>11</td>
<td>Review</td>
<td>50, 51</td>
</tr>
<tr>
<td>Conference material, presented</td>
<td>12</td>
<td>Secondary source</td>
<td>52, 53</td>
</tr>
<tr>
<td>Conference material, published</td>
<td>13, 14</td>
<td>Software, App</td>
<td>54, 55</td>
</tr>
<tr>
<td>E-book</td>
<td>7, 8, 9</td>
<td>Speech, Performance, recorded</td>
<td>56, 57, 58, 59</td>
</tr>
<tr>
<td>Email, Letter</td>
<td>46</td>
<td>Standards, Australian</td>
<td>60</td>
</tr>
<tr>
<td>Encyclopedia entry</td>
<td>15, 16, 17</td>
<td>Television current affairs broadcast</td>
<td>61</td>
</tr>
<tr>
<td>Exhibition catalogue</td>
<td>10</td>
<td>Television series episode</td>
<td>63, 64, 65, 66</td>
</tr>
<tr>
<td>Facebook post</td>
<td>44</td>
<td>Thesis</td>
<td>67, 68</td>
</tr>
<tr>
<td>Film</td>
<td>71</td>
<td>Tweet</td>
<td>43</td>
</tr>
<tr>
<td>Government documents</td>
<td>18, 19, 20, 21</td>
<td>Video file, post</td>
<td>69, 70</td>
</tr>
<tr>
<td>Interview transcript</td>
<td>22</td>
<td>Video, Film, DVD, studio production</td>
<td>71, 72, 73, 74</td>
</tr>
<tr>
<td>Journal article</td>
<td>23, 24, 25, 26</td>
<td>Video game</td>
<td>75</td>
</tr>
<tr>
<td>Lecture or class material</td>
<td>27, 28, 29</td>
<td>Visual artwork, original</td>
<td>76</td>
</tr>
<tr>
<td>Legislation/Criminal cases</td>
<td>30, 31</td>
<td>Visual artwork, reproduction</td>
<td>77, 78</td>
</tr>
<tr>
<td>Map, chart, diagram, image</td>
<td>32, 33</td>
<td>Website document (stand-alone)</td>
<td>79, 80</td>
</tr>
<tr>
<td>Media release</td>
<td>34</td>
<td>Website page/post (general)</td>
<td>81, 82</td>
</tr>
<tr>
<td>Music recording (CD, LP, online)</td>
<td>35, 36, 37</td>
<td>Website (general)</td>
<td>83</td>
</tr>
</tbody>
</table>
### Audiobook (CD, audio file) APA

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year). <strong>Title</strong> (Reader) [Format]. City, State/Country: Label. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 1</strong></td>
<td>CD</td>
</tr>
<tr>
<td><strong>EX 2</strong></td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**NOTES**
- Treat author, year and title as for basic book.
- Add reader’s name in round brackets. Add recording format in square brackets.
- If physical media (e.g., CD), give place and name of record label.
- If accessed online, give retrieval details; use ‘Available from’ if purchase is required.

### Book, print APA

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year). <strong>Title</strong>: Subtitle (# ed., Vol. #). City, State/Country: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 3</strong></td>
<td>BASIC</td>
</tr>
<tr>
<td><strong>EX 4</strong></td>
<td>DIFFERENT EDITION or MULTI-VOLUME</td>
</tr>
<tr>
<td><strong>EX 5</strong></td>
<td>EDITED COLLECTION</td>
</tr>
<tr>
<td><strong>EX 6</strong></td>
<td>CHAPTER FROM EDITED COLLECTION</td>
</tr>
<tr>
<td></td>
<td>Chapter author</td>
</tr>
<tr>
<td></td>
<td>Chapter title</td>
</tr>
<tr>
<td></td>
<td>Book editor/s (initial/s then surname)</td>
</tr>
</tbody>
</table>

**NOTES**
- BASIC: Give author, year, title (italics), and place and name of publisher.
- DIFFERENT EDITION: Add edition description (in round brackets, no italics) to title. Edition information is only given for editions other than the first edition. If no edition statement is shown on the book, assume it’s the first (and no statement is needed).
- MULTI-VOLUME: Add volume number/s (in round brackets, no italics) to title. Give all volumes (e.g., ‘3 vols.’) if citing a whole work; or volume number (e.g., ‘Vol. 2’) if citing an individual volume.
- EDITED COLLECTION: Give editor/s in author position followed by ‘(Ed.)’ or ‘(Eds.)’.
- CHAPTER FROM EDITED COLLECTION: Give chapter author and title (no italics). Give book title (italics) preceded by ‘In’ (no italics) and initials and surname/s of editor/s followed by ‘(Ed.),’ or ‘(Eds.).’ Add page range of chapter in round brackets (no italics) after title.
<table>
<thead>
<tr>
<th>EX 7</th>
<th>LIBRARY E-BOOK</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 8</th>
<th>ACCESSED ON E-READER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 9</th>
<th>E-BOOK WITHOUT DOI</th>
</tr>
</thead>
</table>

**NOTES**

- Treat author, year and title as for a print book. (If online version of print publication, give any volume or edition numbers if shown.)
- If accessed via an e-reader, add e-reader type and version in square brackets (no italics) to title.
- If a DOI is available, always include it. If no DOI is available, give URL.
- If accessible only via login/purchase, introduce URL by ‘Available from’ instead of ‘Retrieved from’.

**Brochure, pamphlet or catalogue**

<table>
<thead>
<tr>
<th>EX 10</th>
<th>EXHIBITION CATALOGUE (PRINT)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 11</th>
<th>BROCHURE (ONLINE)</th>
</tr>
</thead>
</table>

**NOTES**

- Give author and publication year or date as shown on document. Give title in italics.
- Add description in square brackets (no italics) to title.

**Conference paper presented (unpublished)**

<table>
<thead>
<tr>
<th>EX 12</th>
<th>Presenter. (Year, Month). <em>Title</em>. Paper presented at Meeting Name, place.</th>
</tr>
</thead>
</table>

**NOTES**

- Give year and month of conference, title of paper (italics), followed by name of location of meeting.
### Conference paper published in proceedings

| TEMPLATE |
|---|---|
| **Author. (Year). Title of paper. In Editor (Ed.), Title of proceedings of Conference Name (pp. xx–xx). City, State/Country, Publisher. or DOI/URL** | **APA** |
| **EX 13** | **PAPER IN PROCEEDINGS** |
| **EX 14** | **WHOLE PROCEEDINGS** |

### Encyclopedia entry

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author. (Year). Title of entry. In Title of reference work (pp. xx–xx). City, State/Country: Publisher. or DOI/URL</strong></td>
<td><strong>APA</strong></td>
</tr>
<tr>
<td><strong>EX 15</strong></td>
<td><strong>PRINT</strong></td>
</tr>
<tr>
<td><strong>EX 16</strong></td>
<td><strong>E-BOOK</strong></td>
</tr>
<tr>
<td><strong>EX 17</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
</tbody>
</table>

### NOTES

- Give author/s of paper, year of publication of proceedings, and title of paper (no italics).
- Give editor, title of proceedings, and page range. (Use initial capitals for conference name in title.)
- Add publication information or DOI. Give URL if no DOI and accessed online.
- If using the whole proceedings as a source, treat like a book (edited collection).

**Check with your teacher or lecturer before using Wikipedia as a reference source.**

- Give author of entry if one is named, otherwise begin with title.
- Give title of entry (no italics) and title of whole work/website (italics) preceded by ‘In’ (no italics).
- Give page and any edition and volume numbers after title. Page numbers are not needed if entries are arranged in a single alphabetical sequence.
- Give publication information or DOI or URL if online. Provide URL of item (use the permanent link).
- Include retrieval date if content is not fixed (i.e., likely to be edited or updated).
### Government documents

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Dependant on source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 18</strong></td>
<td>PDF DOCUMENT</td>
</tr>
<tr>
<td><strong>EX 19</strong></td>
<td>PRINTED FACTSHEET</td>
</tr>
<tr>
<td><strong>EX 20</strong></td>
<td>WEBSITE</td>
</tr>
<tr>
<td><strong>EX 21</strong></td>
<td>PRINT DOCUMENT</td>
</tr>
</tbody>
</table>

**NOTES**

** Check with your teacher or lecturer before using a factsheet as a reference source. These are usually not acceptable as academic sources unless as objects of research.

- If using the abbreviated name of a government body in your text, e.g., the ADF for the Australian Defence Force, follow the same reference list guidelines as for a group author (see the in-text citation section).
- The in-text citations do not contain the ‘Australia.’ or ‘Victoria.’ prefixes, hence for the above entries, the in-text citations would be ‘(Department of Defence, 2016)’ or ‘According to the Department of Education & Training (2015) ...’.

### Interview

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Interviewee. (Date). <em>Title</em> (Interviewer Name, Interviewer). Publisher. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 22</strong></td>
<td>ONLINE (TRANSCRIPT)</td>
</tr>
</tbody>
</table>

**NOTES**

- Stand-alone interviews can be used as references if recoverable by your reader (e.g., transcripts or recordings). Treat interviews that are not recoverable as personal communications (see Ex 46).
- Name the interviewee at the beginning of the entry and the interviewer in round brackets after the title. If no title, give description in square brackets. Give form in square brackets where needed.
- Format the rest of the entry according to the category of material accessed (e.g., video/audio file).
### Journal article

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year). Article title. <em>Journal Name, vol</em>(issue), xx–xx. DOI or URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 23</strong> PRINT</td>
<td>Author ↓ Year ↓ Article ↓ Journal Name ↓ Volume ↓ Issue ↓ Page Range ↓</td>
</tr>
</tbody>
</table>

**EX 24** PRINT OR ONLINE WITH DOI


**EX 25** ONLINE WITH URL (NO DOI)


**EX 26** ABSTRACT


**NOTES**

- If source is an abstract, letter, or review, add ‘Abstract’, ‘Letter to the editor’ or ‘Review of …’ (name work reviewed)’ in square brackets (no italics) to title. Give journal name (italics). Capitalise first letter of all major words (because it is a name).
- Give volume number (italics) and issue number (round brackets, no italics). No space between.
- Give page range of article if page numbers are shown (no ‘p.’ or ‘pp.’).
- DOI: Give DOI for print as well as online articles if one has been assigned.
- ONLINE: Give URL only if no DOI. Introduce URL with ‘Available from’ if the article is accessible only via login or behind a paywall.

### Lecture or class material

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year/Date). <em>Title</em> [Format]. Other identifying detail. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 29</strong> PRINT HANDBOUT</td>
<td>Huang, L. (2012, March 5). <em>The cost of retribution</em> [Lecture handout]. Ethics 123, Central University, Townsville, Australia.</td>
</tr>
</tbody>
</table>

**NOTES**

** Check with your teacher or lecturer before including this material in the reference list.

- **LIVE CLASSES, LECTURES AND PRESENTATIONS**: These are not recoverable so are not included in the reference list. Treat as personal communications: (e.g., ‘… in a lecture on chaos theory (M. Green, personal communication, May 1, 2009) …’).
- **ONLINE LECTURES AND PRESENTATIONS**: These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).
- **PRINT CLASS MATERIAL, HANDBOUTS**: These are not recoverable if they are available only to participating students. If permitted for use as a source, treat as above.
### Legislation/Criminal cases

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 30 CIVIL LAW CASES</td>
<td></td>
</tr>
<tr>
<td>1. Oceanic Sun Line Special Shipping Co Inc v Fay (1988) 165 CLR 197</td>
<td></td>
</tr>
<tr>
<td>2. Esso Petroleum Ltd v Commissioners of Customs and Excise [1976] 1 All ER 117</td>
<td></td>
</tr>
<tr>
<td>3. Burger King Corp v Hungry Jack’s Pty Ltd [2001] NSWCA 187</td>
<td></td>
</tr>
<tr>
<td>4. Todd v Nicol [1957] SASR 72</td>
<td></td>
</tr>
<tr>
<td>5. Donoghue v Stevenson [1932] AC 562</td>
<td></td>
</tr>
<tr>
<td>EX 31 STATUTES</td>
<td></td>
</tr>
<tr>
<td>6. Corporations Act 2001 (Cth) s 124(1)</td>
<td></td>
</tr>
<tr>
<td>7. Competition and Consumer Act 2010 (Cth)</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

** Check with your teacher or lecturer to confirm their particular requirements.

** CIVIL LAW CASE REFERENCES

- Formatting of civil law cases appears the same in the reference list as in your text.
- Start with the name of the plaintiff, followed by v (stands for ‘and’ or ‘against’), then the name of the defendant, all in italics.
- The year is next in brackets. If the law report series is ordered according to year, the year the case was reported (such as in the UK Appeal Cases), is in square brackets. If the series is based on volume number (such as in the Commonwealth Law Reports), the year the case was decided is in round brackets.
- After the year may be a volume number (as in Ex 30/1 above). Volume numbers may be used in two situations: (1) if the series is based on years but has more than one volume for a given year, or (2) where the whole series appears in sequentially numbered volumes. Otherwise, where the series is based on year of reporting, it could simply be the abbreviation for the law report as in Ex 30/3, 30/4 and 30/5 above. Include the page number in the law report where the case begins.

** STATUTE REFERENCES

- Formatting of statutes appears the same in the reference list as in your text.
- Start with the name of the statute in italics, followed by the year the statute was passed. Then in brackets, state the abbreviation for the parliament which passed the Act, and finally the section number and subsection number if referring to a particular section of the statute.
### Map, chart, illustration, figure, table, image

**APA TEMPLATE**

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (Year/Date). Title [Form]. DOI/URL</th>
</tr>
</thead>
</table>

**NOTES**

- **ONLINE**: Give author/poster and the title of the item (no italics). Give year of publication (or date of post). Add form (e.g., 'Map', 'Photograph') in square brackets. If no title or caption, give a short description in same square brackets as form.
- **PRINT**: Give an in-text citation and reference entry for the print source containing the item, not the item itself. Add the identifying number to in-text citation: ‘… (Timms, 2006, Figure2)’.
- If using the abbreviated name of a government body in your text, e.g., the VEC for the Victorian Electoral Commission, follow the same reference list guidelines as for a **group author** (see the in-text citation section).

### Media release

**APA TEMPLATE**

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (Date). Title [Description]. City, State/Country: Publisher. OR DOI/URL</th>
</tr>
</thead>
</table>

### Music recording

**APA TEMPLATE**

<table>
<thead>
<tr>
<th>Template</th>
<th>Songwriter or Performer. (Year). Title of song [Recorded by Artist Name]. On Title of album [Form]. City, State/Country: Label. OR DOI/URL (Recording year if different from copyright year)</th>
</tr>
</thead>
</table>

**NOTES**

- **SINGLE TRACK/SONG**: Give name of songwriter and year of copyright. If songwriter is not the recording artist, add recording artist in square brackets after title (no italics). Give album title (italics) preceded by ‘On’. Give place and name of recording label. Add recording date at end if different from copyright year (see Ex 35).
- **WHOLE ALBUM**: Give name of album recording artist. Give album title (italics).
### Newspaper, magazine article

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year/Date). Article title. <em>Newspaper/Magazine Name</em>, p. #. DOI or URL</th>
</tr>
</thead>
</table>

**NOTES**

- Author: Give name of author. (Start with title if no author shown.)
- Year/date: Give date as shown on source (i.e., year and month, or year, month and day).
- Title: Give title of article (no italics). Capitalise first letter of first word and any proper nouns. Add description for reviews, letters, etc., in square brackets (no italics) (Ex 41), or give alone if no title.
- Newspaper/magazine name (italics). Capitalise first letter of all major words. If separate section, add name (no italics) after title (Ex 39).
- Page numbers. Use ‘p.’ or ‘pp.’ in front. If non-consecutive, separate by commas (Ex 38).
- ONLINE: If article is digital replica of print edition, give publication date of print edition and include page numbers (Ex 40). If article is posted on media outlet’s website, give date of post (Ex 41).
### Online discussion, social media

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author/Screen name. (Year, Month Day). Title [Form]. Retrieved from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 42</td>
<td>FORUM COMMENT</td>
</tr>
<tr>
<td>EX 43</td>
<td>TWEET</td>
</tr>
<tr>
<td></td>
<td>West, K. [kanyewest]. (2013, December 9). Thank you, Mandela, for your life's work and may it serve as a guiding light to illuminate our future [Tweet]. Retrieved from <a href="https://twitter.com/kanyewest/status/410097143261589504">https://twitter.com/kanyewest/status/410097143261589504</a></td>
</tr>
<tr>
<td>EX 44</td>
<td>FACEBOOK POST</td>
</tr>
<tr>
<td></td>
<td>Coles Supermarkets. (2014, January 2). Good News: In another national supermarket first, we’re pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved [Facebook post]. Retrieved from <a href="https://www.facebook.com/coles/posts/639616386102380?stream_ref=10">https://www.facebook.com/coles/posts/639616386102380?stream_ref=10</a></td>
</tr>
<tr>
<td>EX 45</td>
<td>BLOG POST</td>
</tr>
</tbody>
</table>

**NOTES**

This category covers posts and comments that are recoverable (i.e., open access). (Posts that are protected by privacy settings should be treated as personal communications; see Ex 46).

- Give real name of poster. Add screen name (if one) in square brackets, or alone if real unknown.
- Give date of post. Give year if using an entire feed or page and not a specific post.
- Give post/comment/tweet as title (no italics).
- Add form (e.g., Tweet; Facebook post; Photograph, etc.) in square brackets to title. (Use ‘Twitter page’ or ‘Facebook page’ if using someone’s entire feed/timeline as a source.)
- Give full URL of item. If item is archived, give archived version URL (click post’s date stamp). Retrieval date: Not needed for items with a specific associated date (e.g., individual tweets, posts, etc.), but is needed for whole feeds/pages because content will change.
Personal communication

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>NO REFERENCE ENTRY REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 46</strong></td>
<td>(E. Jensen, personal communication, June 7, 2008)</td>
</tr>
<tr>
<td></td>
<td>Ford's Adelaide performance (Festival Theatre, May 6, 2008)</td>
</tr>
</tbody>
</table>

**NOTES**

Personal communications are not recoverable, so they are not included in the reference list but may be referred to in the text. Identify the communicator (seek approval for private communications) and date in round brackets (omit any detail already in surrounding sentence). The following sources are considered to be personal communications:

- Live lectures, presentations, performances, speeches, etc.
- Private communications, such as letters, emails, conversations, personal interviews, or posts and comments on social media or other sites protected by privacy settings.
- Class or lecture notes taken by yourself or other students, and material accessible only to students of the unit course or institution.

Podcast

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Primary Contributor. (Role). (Year, Month Day). Episode title. Program title [Form]. DOI/URL</th>
</tr>
</thead>
</table>

**NOTES**

- Give primary contributor/s and role/s and date produced/uploaded.
- Give title of episode (no italics) followed by title of whole podcast/program.
- Give the URL of the item (or the home page if the item is searchable from there).
- Use ‘Available from’ if accessible only via purchase or subscription.
Report, government or corporate

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>APA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT</td>
<td><strong>Author. (Year). Title (Series number). City, State/Country: Publisher. OR DOI/URL</strong></td>
</tr>
</tbody>
</table>

**NOTES**

- Give title of report in italics.
- Add any series name or number (in round brackets, no italics) to report title.
- If published by author, use the word ‘Author’ for publisher name.
- If accessed online, add DOI or URL in place of publisher location and name.
- If using the abbreviated name of a government body in your text, e.g., AIHW for the Australian Institute of Health and Welfare, follow the same reference list guidelines as for a **group author** (see the in-text citation section).

Review

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>APA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Reviewer. (Year/Date). Title of review [Review of Work reviewed, role and name of principal contributor, Year of production/release]. Format remaining entry according to the category of material.</strong></td>
</tr>
</tbody>
</table>

**NOTES**

- Give author and date of review.
- Give title of review (italics) followed by description (no italics except for title of work being reviewed), in square brackets. If review has no title, give description alone.
- Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).
Secondary source

**EX 52**

**IN YOUR WRITING (IN-TEXT CITATION)**

Hilferty describes the nature of teacher professionalism as “an evolving idea that responds to political, social & historical contexts” (as quoted in Meldrum & Peters, 2012, p. 109).

**EX 53**

**REFERENCE ENTRY (SECONDARY SOURCE)**


**NOTES**

- When using a source that you found in another (secondary) source, refer to the original in your writing but only give a reference entry and an in-text citation for the source that you accessed (the secondary source).
- To make it clear that you have used a secondary source, include ‘as cited in’ (or ‘as quoted in’ for a quotation) in the in-text citation.

Software, app

**EX 54**

**MOBILE PHONE APP**


**EX 55**

**COMPUTER SOFTWARE**

Dolphin (Version 4.0.2) [Computer software]. Available from https://dolphin-emu.org/

**NOTES**

- Only give reference entries for specialised software with limited distribution. No reference entry is needed for standard software and programming languages.
- Give title of software (no italics) followed by version number in round brackets. Add description in square brackets after version number. Give place and name of company if accessed as CD, or DOI/URL if accessed online.
## Speech, performance

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Performer. (Year/Date). Title [Format]. City, State/Country: Label. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 56</strong></td>
<td>PERFORMANCE (CD)</td>
</tr>
<tr>
<td><strong>EX 57</strong></td>
<td>SPEECH RECORDING (VINYL)</td>
</tr>
<tr>
<td><strong>EX 58</strong></td>
<td>SPEECH RECORDING (ONLINE VIDEO)</td>
</tr>
<tr>
<td><strong>EX 59</strong></td>
<td>SPEECH RECORDING (ONLINE AUDIO)</td>
</tr>
</tbody>
</table>

### NOTES
- **LIVE PERFORMANCES/SPEECES:** These are not recoverable so are not included in reference list but can be referred to in the text. Add identifying details not already in surrounding sentence in round brackets; e.g., ‘In her Adelaide performance (Festival Theatre, May 6, 2008), Anne Ford…’
- **RECORDINGS OF LIVE PERFORMANCES OR SPEECHES:** These are recoverable so can be included in the reference list. Format entry according to the category of material. Add original recording date if different or more specific than publication date.

## Standards, Australian

**APA**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 60</strong></td>
<td>REFERENCE ENTRY (Australian Standard)</td>
</tr>
</tbody>
</table>

## Television/radio news or current affairs broadcast

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Primary Contributor. (Role). (Year, Month Day). Title [Description]. City, State/Country: Broadcast Station or Retrieved from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 61</strong></td>
<td>TELEVISION BROADCAST</td>
</tr>
<tr>
<td><strong>EX 62</strong></td>
<td>RADIO BROADCAST</td>
</tr>
</tbody>
</table>

### NOTES
- Give primary contributor and roles (if unknown/unclear, begin with title), date of broadcast, title (italics) followed by form in square brackets (no italics), then place and name of broadcast station.
### Television series episode

**APA**

**TEMPLATE**

<table>
<thead>
<tr>
<th>Example</th>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
</table>

**NOTES**

- Give name/s of episode's principal contributors (e.g., director and/or writer) and their roles, and episode title (no italics). Examples above show various roles to illustrate options. Give series title (italics) and form in square brackets preceded by the principal contributors and roles.
- **BROADCAST**: Give city, station and broadcast date.
- **ONLINE**: Give URL of site where you accessed item.
- **DVD**: Give studio and year of production (or year range for whole series).

### Thesis

**APA**

**TEMPLATE**

<table>
<thead>
<tr>
<th>Example</th>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
</table>

**NOTES**

- Give thesis title (italics) followed by description (in round brackets, no italics) and name and location of institution.
- If retrieved from a university repository, give URL of item.
- If retrieved from a commercial database, give database name and accession number.
### Video post

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Poster. [Screen Name]. (Year, Month Day). Title [Form]. Retrieved from URL</th>
</tr>
</thead>
</table>

**NOTES**

- Give name of poster (real name plus screen name, or just screen name if real name is unknown).
- Give date of posting. Give title (italics) followed by form (no italics) in square brackets.
- Give URL of individual post (archived URL if available—click date stamp to access).
- Retrieval date is not needed if post has a specific associated date.

### Video, film (studio production)

**APA**

|----------|--------------------------------------------------------------------------------|
| **EX 71** | FILM  
| **EX 72** | DVD/BLU-RAY RELEASE  
| **EX 73** | DVD/BLU-RAY RE-ISSUE  
| **EX 74** | ONLINE  

**NOTES**

- Give primary contributors (e.g., director, writer, and/or producer) and their roles. Examples above show various roles to illustrate options.
- Give title in italics. Add form of version accessed in square brackets (no italics). If re-issued, add studio and year of original release.
- Give place and name of studio or, if accessed online, give URL of site where accessed.
- Use ‘Available from’ instead of ‘Retrieved from’ if accessible only via subscription or paywall.
### Video game

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Title [Form; Video game]. (Year). Place: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 75</strong></td>
<td>Doom [CD-ROM; Video game]. (1993). Richardson, TX: id software.</td>
</tr>
</tbody>
</table>

#### NOTES
- Give title (italics), then form and description in square brackets (no italics).
- Give year of production. Give place and name of producer, or URL if accessed online.
- Game developer can be given in author position.

### Visual artwork

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Artist. (Year). Title of artwork [Medium]. City, State/Country: Gallery. OR DOI/URL</th>
</tr>
</thead>
</table>

#### NOTES
- ORIGINAL: Give name of artist, year artwork was created, title of artwork (italics), medium (square brackets, no italics), and the location and name of the museum or gallery.
- ONLINE REPRODUCTION: Give artist, year, title, medium, and DOI/URL.
- PRINT REPRODUCTION: Give a reference entry for the print source (e.g., book) containing reproduction, not the artwork itself. Name the artist and artwork in the text and add the page or plate number to the in-text citation for the print source; e.g., ‘(Bryant, 1993, p. 46)’.

### Website document (PDF)

**APA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. (Year). Title. DOI or URL</th>
</tr>
</thead>
</table>

#### NOTES
- Give the author and year shown on the document (which maybe different from the site hosting it).
- Give the full URL. Retrieval date is not needed because content is fixed.
### Website post, page (general treatment)  
**APA**

<table>
<thead>
<tr>
<th>Template</th>
<th>Author. (Year/Date). Title [Form, if needed]. Retrieved from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 82</strong></td>
<td>Fry, S. (2013, August 7). An open letter to David Cameron and the IOC. Retrieved from The new adventures of Mr Stephen Fry website: <a href="http://www.stephenfry.com/">http://www.stephenfry.com/</a></td>
</tr>
</tbody>
</table>

**NOTES**
- Give the name of the person or group who created the content on the post or page.
- Give the year or specific date of the post or page (as displayed on the individual post or page).
- Give the title of post/page (no italics). If there is no title, give a short descriptive phrase in square brackets. If material is non-routine, add description of form in square brackets.
- Give URL of post/page (archived URL if available; click date stamp to access) or of home page, whichever is more direct/reliable. If website name is different from URL, add this to entry (Ex 82).
- Retrieval date is not needed if post/page has a specific date. If no specific date, give retrieval date.

### Website  
**APA**

<table>
<thead>
<tr>
<th>Template</th>
<th>NO REFERENCE ENTRY REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 83</strong></td>
<td>The video-sharing website YouTube (<a href="http://www.youtube.com">http://www.youtube.com</a>) is …</td>
</tr>
</tbody>
</table>

**NOTES**
- When making a general reference to a website as a whole (i.e., not to a specific document, page or post on the site), give the URL in round brackets after the mention; no reference entry is needed.
Australian Harvard citation style

This section gives advice on Australian Harvard referencing based on Commonwealth of Australia 2002, Style Manual for authors, editors and printers, (6th ed. rev., 2002) by Snooks & Co, John Wiley & Sons, Milton, Australia. There is no one authoritative Harvard style, so local variations in examples may be found, particularly in the referencing of online resources as these have changed dramatically since the style manual was published.
Australian Harvard is an in-text citation style. This means you insert a brief reference ('citation') into your writing whenever you use a source. The in-text citation is made up of the source's author and year of publication enclosed in round brackets.

cost (Breen 1977). However, Lee (1982) reported a contrary result, along with other studies (Keen 2004; Lee 2004; Wojk 2003, 2006). This supports the contention that the original data was incomplete (Hillsdon 2002), or as Johnson and Hansen (1995) have stated, "seriously deficient" (p. 97).

For each source identified in the text, you also need to create a matching entry in the reference list. The reference list is an alphabetical presentation of all the sources used in a piece of writing. Each entry in the reference list should contain enough identifying detail to allow your reader to locate the source if they wished.

References


How to create Australian Harvard in-text citations

Basic treatment (Australian Harvard)
As explained in the Australian Harvard overview, you need to insert a brief reference into your writing whenever you use a source. This is the in-text citation. It is made up of the author and the year of publication of the source. Include page numbers when you are quoting a source directly, or if the reference is long (e.g. a book or chapter) and it may be useful for the reader.

(Author Year) or (Author Year, Page)

- Enclose the author’s surname and year in round brackets without a comma between them.
- Insert the citation before the punctuation mark that ends the sentence (or part of sentence) where you used the source.
- If the author is already in sentence, give year alone in round brackets directly after the author’s name.
- Write the initials and surname in your sentence if you have sources by authors with the same surname. Use their first initial/s in the reference list, as with other authors.

More than one author (Australian Harvard)

2 OR 3 AUTHORS

(Hendricks & Angwin 1975) OR Hendricks and Angwin (1975) …

(Smith, Hendricks & Angwin 1975) OR Smith, Hendricks and Angwin (1975) …

- Name all authors in all in-text citations.
- In your text, separate each author by a comma.
- Join authors with ‘&’ in round brackets, or ‘and’ in the sentence.

4 OR MORE AUTHORS

(Oakes et al. 1994) OR Oakes et al. (1994) …

- In your in-text citations, name the first author followed by ‘et al.’ (Latin abbreviation meaning ‘and others’) in all mentions.
- Name all authors in the reference list, as given in the source.
Group author (government or organisation)

- Give full name of group if you only cite it once in your work, without initials or abbreviations.
- If you cite the same group source two or more times, include the initials in square brackets inside the round brackets for the first citation. For subsequent in-text citations, use only initials.
- Long group names can be abbreviated in the text (optional), but show them in full the first time. Similarly, if the name is long and well-known by an abbreviation, give its full name plus the abbreviation in square brackets in the first mention.
- In all later mentions, give the abbreviation only.
- If you use an abbreviation in a sentence, put an extra line in your reference list: ‘WHO – see World Health Organization’.
- Use the full group name for all entries in the reference list. Include initials in round brackets only if you used initials in your sentences.

LEGISLATION/CRIMINAL CASES (GOVERNMENT OR ORGANISATION)

- No punctuation is required when citing legislation/criminal case.
- Formatting of civil law cases appears the same in the reference list as in your text. See the section on how to present a reference list for more examples.

No author (Australian Harvard)

- Whole title, first mention
- Part of title, subsequent mentions

Multiple sources in same citation (Australian Harvard)

- List each source alphabetically by author. Separate each work by a semicolon.
- Use ‘et al.’ for a source with four or more authors.
- All sources must be included in the reference list.
Page numbers (Australian Harvard)

BASIC TREATMENT

Page numbers are required for all direct quotes. Page numbers are not required when paraphrasing, however may be included where it would be useful for the reader.

- Add the page number after the year, separated by a comma.
- Use ‘p.’ before a page, or ‘pp.’ before a page range, ‘Chapter’, Figure’, or ‘Table’ to refer to a particular section or item. Indicate non-consecutive pages as (p.23, p.31).

QUOTATIONS

- In direct quotations, use single quotation marks to indicate exact words from the source. Use double quotation marks for a quote within a quote.
- Short quotes (less than 30 words) are incorporated into your sentence, with the page reference included after the closing quotation mark.
- If author and year are already part of the sentence, give the page reference alone at the end of the sentence or section.
- Long quotes (30 words or more) are often referred to as block quotations, and should be separated from your writing with a semi colon, and placed on a new line. Indent the whole quote, use single line-spacing in one size smaller font, without quotation marks. The brackets with page reference details sit outside the full stop.

Example:

Carter, Chitwood, Kinzey and Cole (2000) note that:

In order to understand this neurophysiological mechanism, it is important to discuss the two proprioceptive bodies in the muscle: the muscle spindles and the Golgi tendon organs (GTOs). Muscle spindles are found within the muscle belly and provide information to the central nervous system (CNS) regarding the absolute length and the velocity of the stretch in the skeletal muscles. (p. 275)

NO PAGE NUMBERS

If no page numbers are shown on the source, you can pinpoint the information by doing one of the following:

- Give an approximate page number (p.3 or 9; pp. 3-7).
- Give a paragraph number/s if shown (para. 2).
- Give a relevant heading or sub-heading from the source, and paragraph number/s (as counted by you).
How to create Australian Harvard reference entries

As explained in the Australian Harvard overview, each source that is referred to in the text needs a matching entry in the reference list. The entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic Australian Harvard reference entry is made up of the following parts.

**AUTHOR + YEAR + TITLE + PUBLISHER INFORMATION or DOI or URL VIEWED**

All the details you need for each part should be found on the source itself. Instructions and examples of how to format each part are given over the page.

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| AUTHOR | Who created the source?  
- This identifies the creator or principal contributor of the source.  
- It could be a person or a group (organisation or government).  
- Some sources may have more than one author. |
| PUBLICATION YEAR/DATE | When was the source published?  
- This identifies the year or specific date the source was made available in the version you accessed. (Use the copyright year/date if this is shown.)  
- For online sources, use the year or specific date the content was created (for a page or document), or the date of posting (for a post). |
| TITLE | What is the source called?  
- This is the full title in the words and spelling of the source.  
- If your source is part of a larger work (e.g., article from a journal; chapter from a book), you need to include the title of each. |
| PUBLISHER INFORMATION | Who made the source available in the form I used?  
- This identifies the publisher and their location.  
- You need to include this information for print books and physical or broadcast media. You don’t need it for journals, newspapers or online sources.  
- Where e-books are accessed by an e-book reader (e.g., Kindle, Nook, Sony Reader), include the edition and/or version, where relevant.  
- The information can usually be found with the copyright information. |
| DOI | Is there a Digital Object Identifier?  
- The DOI acts as a permanent link to an item. Not all material has a DOI, but you need to include one whenever it has been assigned.  
- If you provide a DOI, you don’t need to give the URL or the date viewed.  
- If a DOI has been assigned, you should find it with the copyright information, or with other details on database or catalogue lists. |
| DATE VIEWED and URL | What is the address of the source online, and when did I view it?  
- This is included for sources accessed online. It tells your reader the location of the source on the Internet and the date you accessed it. It is only included if the source has no DOI.  
- Provide the URL that leads most directly and reliably to the source. Give the homepage URL if the item can be searched for easily from there or if a login is required or if the URL is unstable. Otherwise give the full URL.  
- Do not include the date viewed unless the content you have used is likely to be edited or updated, or has no publication date. |
Below are instructions for formatting the parts of an Australian Harvard reference entry. When you are ready to create your entries, read the instructions and copy the punctuation used in the examples. Note that almost every part ends with a comma followed by a space. The exceptions are:

- No punctuation after DOIs and URLs.
- No punctuation after the author’s initial (only a space).

**AUTHOR + YEAR + TITLE + PUBLISHER INFORMATION OR DOI OR DATE VIEWED and URL**

**Author (Australian Harvard)**

1 **AUTHOR**

```
```

- Give the author’s surname, a comma, and the initial/s of the given name/s.

2 **AUTHORS**

```
Hall, JL & Ashton, BT 2005, *A spoonful of valour* …
```

- Name both authors and join second author by ‘&’.

3 **OR MORE AUTHORS**

```
```

- Name all authors. Separate by commas and join last author by ‘&’.

**GROUP AUTHOR (GOVERNMENT OR ORGANISATION)**

```
```

- Give the name of the group in full followed immediately by the year of publication.

**LEGISLATION/CRIMINAL CASES (GOVERNMENT OR ORGANISATION)**

```
*Burger King Corp v Hungry Jack’s Pty Ltd* [2001] NSWCA 187 ← TITLE in CIVIL CASE LAW
*Corporations Act 2001* (Cth) s 124(1) ← TITLE in STATUTES
```

- No punctuation is required when citing legislation/criminal case. Formatting of civil law cases appears the same in the reference list as in your text. See following for more examples.
Year (Australian Harvard)

BASIC


- The year of publication follows the surname and initial.
- Add month and day after the title for sources with specific publication dates. (Give only year in in-text citation.)

SAME AUTHOR, SAME YEAR

- Harris, DW 2001a, *Hadrian’s wall* …
- Harris, DW 2001b, *Julius Caesar* …

- Add a lower case letter (‘a’, ‘b’, ‘c’, etc.) to the year to reflect the order the entry appears in the reference list.
- Use the year with the additional letter as normal in the text.

NO YEAR/DATE

- Gardiner, IT n.d., *Life in rural Australia* …

- Use ‘n.d.’, (stands for ‘no date’) if no year/date can be found on the source. This is uncommon in academic sources.

Title (Australian Harvard)

BASIC

- Harris, M 1983, *The mighty Yarra: rivers of Victoria* …
- Gerd, NB 2001, ‘Method in action’, *Journal of Health* …

- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first word of the title and to any proper nouns.
- If the source is part of a larger work, such as an article in a journal, place the title of the article in single quote marks, and no italics. Place the name of the journal, or larger work, in italics.
- Translate the title if relevant, giving the English translation in brackets after the original title and without italics.

NO TITLE

- Jensen, PR 1945, *[Wartime navy reminiscences]*, Liberty Press, Brisbane.

- If no title, give a brief descriptive title in your own words in square brackets. No italics. This is uncommon in academic texts.
Publisher information (Australian Harvard)

Temple, P 2009, Truth, Text, Melbourne.

- Give publisher first, followed by the city of publication. Add further detail if required for clarification, e.g. Cambridge, Mass. or Cambridge, UK.
- If there is more than one city named on the source, give the first-named city. If the publisher is also the author, restate the author or group name.
- If the source is an e-book, state the digital format (including edition where relevant) after the title (e.g. e-book, Kindle 3G edition, Nook, PDF). Include publication details if supplied, as well as a DOI or URL.

DOI (Australian Harvard)

http://dx.doi.org/10.1086/529076
doi: 10.1037/0004-066X.60.6.561

- Use a DOI when one has been assigned, even for print material. No full stop at the end.
  - Give exactly as found on the source. If using a DOI in the original format (beginning with ‘10’) introduce it by ‘doi:’ and add a space before the ‘10’. New format DOIs (beginning with ‘http’) don’t need ‘doi’ added in front.

Date Viewed and URL (Australian Harvard)


- Introduce URL with ‘viewed’ and the date in the above format.
- Remove hyperlinks so that there is no underlining or blue lettering (right click on the hyperlink, then click on ‘Remove hyperlink’).
- Break URLs (if needed) before a punctuation mark or symbol. No full stop attend.
- Include the date viewed if the content you have used is likely to be edited or updated, or has no publication date.
How to present an Australian Harvard reference list

How to set up the list

- Begin the list on a new page at the end of your work.
- Give the list the heading 'References' and make the heading left-aligned and bold.
- Use a line break between each reference.
- Australian Harvard is normally single-spaced, however use double line-spacing for your reference list if your lecturer has specified double-spacing in your assessment guidelines.
- If a DOI or URL needs to be broken, break before a slash or a punctuation mark.

What to include

- Give an entry for every recoverable source you have cited in the text.
- Do not add entries for material you have not used, however relevant.
- In entries that include website URLs, remove the hyperlinks so that there is no underlining or blue lettering (right click on the hyperlink, then click on ‘Remove hyperlink’).

How to arrange the entries

- List entries alphabetically by author.
- List entries with no author by title. (Ignore ‘A’ or ‘An’ or ‘The’ as first words.)
- If you have more than one entry with the same author, list by year (earliest first).
- If you have more than one entry with same author and year, list alphabetically by title, and add a lower case letter to each year; e.g., ‘a’ for first, ‘b’ for second, etc. (See Hillsdon entries below.)

Example of an Australian Harvard reference list

References


Examples of Australian Harvard reference entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don’t know where to start, look under the material type, and if there is a relevant online example it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example—just modify it for the version you accessed.

If you aren’t clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can’t find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

<table>
<thead>
<tr>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiobook (CD, audio file)</td>
<td>1, 2</td>
<td>Newspaper, magazine article</td>
<td>38, 39, 40, 41</td>
</tr>
<tr>
<td>Blog post</td>
<td>45</td>
<td>Online discussion, social media</td>
<td>42, 43, 44, 45</td>
</tr>
<tr>
<td>Book, print basic</td>
<td>3</td>
<td>PDF on website</td>
<td>79, 80</td>
</tr>
<tr>
<td>Book, different edition</td>
<td>4</td>
<td>Personal communication</td>
<td>46</td>
</tr>
<tr>
<td>Book, edited collection</td>
<td>5</td>
<td>Podcast</td>
<td>47</td>
</tr>
<tr>
<td>Book, edited collection chapter</td>
<td>6</td>
<td>PowerPoint slideshow</td>
<td>27</td>
</tr>
<tr>
<td>Book, multi-volume</td>
<td>7</td>
<td>Radio broadcast</td>
<td>62</td>
</tr>
<tr>
<td>Book, online/e-book</td>
<td>9</td>
<td>Report</td>
<td>48, 49</td>
</tr>
<tr>
<td>Brochure</td>
<td>11</td>
<td>Review</td>
<td>50, 51</td>
</tr>
<tr>
<td>Conference material, presented</td>
<td>12</td>
<td>Secondary source</td>
<td>52, 53</td>
</tr>
<tr>
<td>Conference material, published</td>
<td>13, 14</td>
<td>Software, App</td>
<td>54, 55</td>
</tr>
<tr>
<td>E-book</td>
<td>7, 8, 9</td>
<td>Speech, Performance, recorded</td>
<td>56, 57, 58, 59</td>
</tr>
<tr>
<td>Email, Letter</td>
<td>46</td>
<td>Standards, Australian</td>
<td>60</td>
</tr>
<tr>
<td>Encyclopedia entry</td>
<td>15, 16, 17</td>
<td>Television current affairs broadcast</td>
<td>61</td>
</tr>
<tr>
<td>Exhibition catalogue</td>
<td>10</td>
<td>Television series episode</td>
<td>63, 64, 65, 66</td>
</tr>
<tr>
<td>Facebook post</td>
<td>44</td>
<td>Thesis</td>
<td>67, 68</td>
</tr>
<tr>
<td>Film</td>
<td>71</td>
<td>Tweet</td>
<td>43</td>
</tr>
<tr>
<td>Government documents</td>
<td>18, 19, 20, 21</td>
<td>Video file, post</td>
<td>69, 70</td>
</tr>
<tr>
<td>Interview transcript</td>
<td>22</td>
<td>Video, Film, DVD, studio production</td>
<td>71, 72, 73, 74</td>
</tr>
<tr>
<td>Journal article</td>
<td>23, 24, 25, 26</td>
<td>Video game</td>
<td>75</td>
</tr>
<tr>
<td>Lecture or class material</td>
<td>27, 28, 29</td>
<td>Visual artwork, original</td>
<td>76</td>
</tr>
<tr>
<td>Legislation/Criminal cases</td>
<td>30, 31</td>
<td>Visual artwork, reproduction</td>
<td>77, 78</td>
</tr>
<tr>
<td>Map, chart, diagram, image</td>
<td>32, 33</td>
<td>Website document (stand-alone)</td>
<td>79, 80</td>
</tr>
<tr>
<td>Media release</td>
<td>34</td>
<td>Website page/post (general)</td>
<td>81, 82</td>
</tr>
<tr>
<td>Music recording (CD, LP, online)</td>
<td>35, 36, 37</td>
<td>Website (general)</td>
<td>83</td>
</tr>
</tbody>
</table>
### Audiobook, audio recording

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author, Year, <em>Title</em>, Reader, Format, Label, City OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 1</strong></td>
<td>CD</td>
</tr>
</tbody>
</table>

| **EX 2** | ONLINE                                                    |

**NOTES**

- Treat author, year and title as for basic book.
- Add reader’s name, and recording format.
- If physical media (e.g., CD), give name and place of record label.
- If accessed online, give retrieval details (‘viewed [date], URL); use ‘available from’ if purchase is required.

### Book, print

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author Year, <em>Title: Subtitle</em>, # ed., vol. #, Publisher, City.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 3</strong></td>
<td>BASIC</td>
</tr>
</tbody>
</table>

| **EX 4** | DIFFERENT EDITION or MULTI-VOLUME                             |

| **EX 5** | EDITED COLLECTION                                           |

| **EX 6** | CHAPTER FROM EDITED COLLECTION                             |

**NOTES**

- DIFFERENT EDITION: Edition information is only given for editions other than the first edition. If no edition statement is shown on the book, assume it’s the first (and no statement is needed).
- MULTI-VOLUME: Add volume number/s, no italics, after title. Give all volumes (e.g., ‘3 vols.’) if citing a whole work; or volume number (e.g., ‘vol. 2’) if citing an individual volume.
- EDITED COLLECTION: Give editor/s in author position followed by ‘(ed.)’ or ‘(eds)’ – note: no full stop for plural abbreviations.
### Book online, e-book

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Australian Harvard</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 7</td>
<td><strong>LIBRARY E-BOOK</strong></td>
</tr>
<tr>
<td>EX 8</td>
<td><strong>ACCESSED ON E-READER</strong></td>
</tr>
<tr>
<td>EX 9</td>
<td><strong>E-BOOK WITHOUT DOI</strong></td>
</tr>
</tbody>
</table>

### Brochure, pamphlet or catalogue

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Australian Harvard</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 10</td>
<td><strong>EXHIBITION CATALOGUE (PRINT)</strong></td>
</tr>
<tr>
<td>EX 11</td>
<td><strong>BROCHURE (ONLINE)</strong></td>
</tr>
</tbody>
</table>

### Conference paper presented (unpublished)

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Australian Harvard</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 12</td>
<td><strong>Presenter Year, Title, paper presented at Meeting Name, place, date(s) and month of conference.</strong></td>
</tr>
</tbody>
</table>

**NOTES**
- Give name of presenter, year of conference, title of paper (italics), followed by name of conference or meeting, the location and date/s.
### Conference paper published in proceedings

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author Year, ‘Title of paper’, <em>Title of proceedings of Conference Name</em>, Date of conference (if available), City, Publisher, pp. xx–xx OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 13</strong></td>
<td>PAPER IN PUBLISHED PROCEEDINGS (ONLINE)</td>
</tr>
<tr>
<td><strong>EX 14</strong></td>
<td>PAPER IN PUBLISHED PROCEEDINGS (PRINT)</td>
</tr>
</tbody>
</table>

**NOTES**

- Give author/s of paper, year of publication of proceedings, title of paper (no italics) and title of proceedings (italics).
- Use initial capitals for conference name in title.
- Add the date of the conference, publication information and page range OR page range and DOI. Give viewed date, URL if no DOI and accessed online.
- If using the whole proceedings as a source, treat like a book (edited collection).

### Encyclopedia entry

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author Year, ‘Title of entry’, Editor (ed.), <em>Title of reference work</em>, Publisher, City. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 15</strong></td>
<td>PRINT</td>
</tr>
<tr>
<td><strong>EX 16</strong></td>
<td>E-BOOK</td>
</tr>
<tr>
<td><strong>EX 17</strong></td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**NOTES**

** Check with your teacher or lecturer before using Wikipedia as a reference source.
- Give any edition and volume numbers after title. Page numbers are not needed if entries are arranged in a single alphabetical sequence.
- Give publication information or DOI or URL if online. Provide URL of item (use the permanent link).
- Include date viewed if content is not fixed (i.e., likely to be edited or updated).
### Government documents

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Dependent on source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 18</strong></td>
<td><strong>PDF DOCUMENT</strong></td>
</tr>
<tr>
<td></td>
<td>Department of Defence 2016, <em>2016 Defence white paper</em>, Department of Defence,</td>
</tr>
<tr>
<td></td>
<td>Defence-White-Paper.pdf</td>
</tr>
<tr>
<td></td>
<td><strong>EX 19</strong> PRINTED FACTSHEET</td>
</tr>
<tr>
<td></td>
<td>Department of Education &amp; Training 2015, <em>Resources for inclusion</em>, fact sheet, The</td>
</tr>
<tr>
<td></td>
<td>State of Victoria, Melbourne.</td>
</tr>
<tr>
<td><strong>EX 20</strong></td>
<td><strong>WEBPAGE</strong></td>
</tr>
<tr>
<td></td>
<td>Department of Health 2014, <em>Breastfeeding</em>, May 27, Department of Health, Canberra,</td>
</tr>
<tr>
<td></td>
<td>brfeed-index.htm</td>
</tr>
<tr>
<td><strong>EX 21</strong></td>
<td><strong>PRINT DOCUMENT</strong></td>
</tr>
<tr>
<td></td>
<td>Department of Primary Industries 2014, <em>Windmills in the outback</em>, report prepared by</td>
</tr>
<tr>
<td></td>
<td>A Smith &amp; B Jones, DPI, Sydney.</td>
</tr>
</tbody>
</table>

### NOTES

- Check with your teacher or lecturer before using a *factsheet* as a reference source. These are usually not acceptable as academic sources unless as objects of research.
- If using the abbreviated name of a government body in your text, e.g. the ADF for the Australian Defence Force, follow the same reference list guidelines as for a **group author** (see the in-text citation section).

### Interview

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Interviewee Date, <em>Title</em> (Interviewer Name, Interviewer), Publisher. OR DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 22</strong></td>
<td><strong>ONLINE (TRANSCRIPT)</strong></td>
</tr>
<tr>
<td></td>
<td>Armstrong, NA 2001, September 19, <em>An interview with Neil Armstrong</em> (SE Ambrose,</td>
</tr>
<tr>
<td></td>
<td>Interviewer), Transcript, Date, Johnson Space Center Oral History Project, viewed 16</td>
</tr>
</tbody>
</table>

### NOTES

- Stand-alone interviews can be used as references if recoverable by your reader (e.g., transcripts or recordings). Treat interviews that are not recoverable as personal communications (see **Ex 46**).
- Name the interviewee at the beginning of the entry and the interviewer in round brackets after the title. If no title, give description in square brackets. Give form where needed, and the date of the interview if provided.
- Format the rest of the entry according to the category of material accessed (e.g., video/audio file).
### Journal article

**Australian Harvard**

<table>
<thead>
<tr>
<th>EX 23</th>
<th>PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Year, ‘Article title’, <em>Journal Name</em>, vol. X, no. X, pp. xx–xx. DOI or URL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EX 24</th>
<th>PRINT OR ONLINE WITH DOI</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 25</th>
<th>ONLINE WITH URL (NO DOI)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 26</th>
<th>ABSTRACT ONLY AVAILABLE (NON-PREFERRED SOURCE)</th>
</tr>
</thead>
</table>

**NOTES**

- If source is an abstract, letter, or review, add ‘abstract’, ‘letter to the editor’ or ‘review of …’ (name work reviewed)’ after title.
- Capitalise first letter of all major words in the journal name.
- Give volume number (vol.) and issue number (no.) as an abbreviation, no italics.
- Give page range of article if page numbers are shown (with ‘p.’ or ‘pp.’).
- DOI: Give DOI for print as well as online articles if one has been assigned.
- ONLINE: Give URL only if no DOI. Introduce URL with ‘viewed (date)’ if the article is accessible only via login or behind a paywall.
### Lecture or class material

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Australian Harvard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 29</strong> PRINT HANDOUT</td>
<td>Huang, L 2012, March 5, <em>The cost of retribution</em>, lecture handout, Ethics 123, Central University, Townsville.</td>
</tr>
</tbody>
</table>

### NOTES

**Check with your teacher or lecturer before including lecture/class material in the reference list.

**LIVE CLASSES, LECTURES AND PRESENTATIONS**: These are not recoverable so are not included in the reference list. Treat as personal communications: (e.g., ‘… in a lecture on chaos theory (M. Green, personal communication, May 1, 2009) …’).

- **ONLINE LECTURES AND PRESENTATIONS**: These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).

- **PRINT CLASS MATERIAL, HANDOUTS**: These are not recoverable if they are available only to participating students. If permitted for use as a source, treat as above.
**CIVIL LAW CASE REFERENCES**

- Formatting of civil law cases appears the same in the reference list as in your text.
- Start with the name of the plaintiff, followed by v (stands for ‘and’ or ‘against’), then the name of the defendant, all in italics.
- The year is next in brackets. If the law report series is ordered according to year (such as in the UK Appeal Cases), the year the case was reported, is in square brackets. If the series is based on volume number (such as in the Commonwealth Law Reports), the year the case was decided is in round brackets.
- After the year may be a volume number (as in Ex 30/1 above). Volume numbers may be used in two situations: (1) if the series is based on years but has more than one volume for a given year, or (2) where the whole series appears in sequentially numbered volumes. Otherwise, where the series is based on year of reporting, it could simply be the abbreviation for the law report as in Ex 30/3, 30/4 and 30/5 above. Include the page number in the law report where the case begins.

**STATUTE REFERENCES**

- Formatting of statutes appears the same in the reference list as in your text.
- Start with the name of the statute in italics, followed by the year the statute was passed. Then in brackets, state the abbreviation for the parliament which passed the Act, and finally the section number and subsection number if referring to a particular section of the statute.
### Map, chart, illustration, figure, image

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTES**

- **ONLINE**: Give author/poster and the year of publication. Give title of the item (in italics). Add form (e.g., ‘map’, ‘photograph’) without brackets. If no title or caption, give a short description (no italics).
- Give either DOI or publishing details. If no DOI and online, give viewed date and URL.
- **PRINT**: Give an in-text citation and reference entry for the print source containing the item, not the item itself. Add the identifying number to in-text citation: ‘… (Timms, 2006, Figure 2)’.
- If using the abbreviated name of a government body in your text, e.g. the VEC for the Victorian Electoral Commission, follow the same reference list guidelines as for a **group author** (see the in-text citation section).

### Media release

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Description</th>
</tr>
</thead>
</table>

### Music recording

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Description</th>
</tr>
</thead>
</table>
Newspaper, magazine article

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author Year, ‘Article title’, Newspaper/Magazine Name, #, Date, pp. DOI or URL</th>
</tr>
</thead>
</table>

**NOTES**

- Start with title if no author shown.
- Year/date: Give year after the author. The date, as shown on source (i.e., month and/or day), appears after the name of the newspaper/magazine.
- Title: Give title of article in single quote marks (no italics). Capitalise first letter of first word and any proper nouns. Add description for reviews, letters, etc., or give alone if not title.
- Newspaper/magazine name (in italics). Capitalise first letter of all major words. If separate section, add name of section (no italics) after title (Ex 39).
- Page numbers. Use ‘p.’ or ‘pp.’ in front. If non-consecutive, separate by commas (Ex 38).
- ONLINE: If article is digital replica of print edition, give publication date of print edition and include page numbers (Ex 40). If article is posted on media outlet’s website, give date of post (Ex 41).
## Online discussion, social media

**Australian Harvard**

<table>
<thead>
<tr>
<th>Template</th>
<th>EX 42</th>
<th>FORUM COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author [screen name], Year, ‘Title’ form, viewed date, URL</td>
<td>GeekBoy 2008, ‘Re: Who’s messing with Twitter search?’, online forum comment, 9 October, viewed 24 September 2011, <a href="http://www.techcrunch.com/2008/10/09">http://www.techcrunch.com/2008/10/09</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EX 43</th>
<th>TWEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>West, K [kanyewest], 2013, ‘Thank you, Mandela, for your life’s work and may it serve as a guiding light to illuminate our future’, tweet, 9 December, viewed 19 February 2014, <a href="https://twitter.com/kanyewest/status/410097143261589504">https://twitter.com/kanyewest/status/410097143261589504</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EX 44</th>
<th>FACEBOOK POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coles Supermarkets 2014, ‘Good news: in another national supermarket first, we’re pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved’, facebook post, 2 January, viewed 23 February 2014, <a href="https://www.facebook.com/coles/posts/639616386102380?stream_ref=10">https://www.facebook.com/coles/posts/639616386102380?stream_ref=10</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EX 45</th>
<th>BLOG POST</th>
</tr>
</thead>
</table>

## NOTES

This category covers posts and comments that are recoverable (i.e., open access). (Posts that are protected by privacy settings should be treated as personal communications; see Ex 49).

- Give real name of poster. Add screen name (if one) in square brackets, or alone if real unknown.
- Give year after name. Add date of post after the title and form.
- Give post/comment/tweet as title (with single quote marks, no italics).
- Add form (e.g., tweet; facebook post; photograph, etc.) after title. (Use ‘twitter page’ or ‘facebook page’ if using someone’s entire feed/timeline as a source.)
- Give full URL of item. If item is archived, give archived version URL (click post’s date stamp). Retrieval date: Not needed for items with a specific associated date (e.g., individual tweets, posts, etc.), but is needed for whole feeds/pages because content will change.
### Personal communication

**NO REFERENCE ENTRY REQUIRED**

**EX 46**  
(E Jensen 2008, pers. comm., 7 June)  
*IN-TEXT CITATION*  
Ford’s Adelaide performance (2008, Festival Theatre, 6 May)  
*IN-TEXT CITATION*

### NOTES

Personal communications (pers. comm.) are not recoverable, so they are not included in the reference list but may be referred to in the text. Identify communicator (seek approval for private communications) and date in round brackets (omit any detail already in surrounding sentence). The following sources are considered personal communications:

- Live lectures, presentations, performances, speeches, etc.
- Private communications, such as letters, emails, conversations, personal interviews, or posts and comments on social media or other sites protected by privacy settings.
- Class/lecture notes taken by yourself/other students, and material accessible only to enrolled students.

### Podcast

**Primary Contributor (role) Year, ‘Episode title’, Program title, form, viewed date, DOI/URL**

**EX 47**  

### NOTES

- Give the date viewed and URL of the item (or the home page if the item is searchable from there).
- Use ‘available from’ if accessible only via purchase or subscription, login, or search.

### Report, government or corporate

**Author Year, Title, Series number, Publisher, City. OR DOI/URL**

**EX 48**  
PRINT  

**EX 49**  
ONLINE  

### NOTES

- Give title of report in italics.
- Add any series name or number, no italics, after report title.
- If published by the same institution and an unambiguous abbreviation is used for the institution, use the abbreviation for publisher name. Otherwise, repeat the full institution name.
- If accessed online, add DOI or URL in place of publisher name and location.
- If using the abbreviated name of a government body in your text, e.g. AIHW for Australian Institute of Health and Welfare, follow the same reference list guidelines as for a **group author** (see the in-text citation section).
**Review**

**Australian Harvard**

**TEMPLATE**

Reviewer Year, ‘Title of review’, review of *Work reviewed*, name (and role) of principal contributor, Date of production/release. Format remaining entry according to the category of material.

**EX 50** FILM REVIEW (PRINT NEWSPAPER)


**EX 51** THEATRE REVIEW (ONLINE)


**NOTES**

- Give author and year of review.
- Give title of review in single quote marks followed by description (no italics except for title of work reviewed). If review has no title, give description alone. Give name and role of principal contributor to work reviewed.
- Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).

**Secondary source**

**Australian Harvard**

**EX 52** IN-TEXT CITATION (SECONDARY SOURCE)

Hilferty describes the nature of teacher professionalism as “an evolving idea that responds to political, social & historical contexts” (cited in Meldrum & Peters 2012, p. 109).

**EX 53** REFERENCE ENTRY (SECONDARY SOURCE)


**NOTES**

- When using a source that you found in another (secondary) source, refer to the original in your writing but only give a reference entry and in-text citation for the source that you accessed (the secondary source).
- To make it clear that you have used a secondary source, include ‘cited in’ in the in-text citation.

**Software, app**

**Australian Harvard**

**TEMPLATE**

*Title* Year, Version number, form, Company, City, State, DOI/URL

**EX 54** MOBILE PHONE APP


**EX 55** COMPUTER SOFTWARE


**NOTES**

- Only give reference entries for specialised software with limited distribution. No reference entry is needed for standard software and programming languages.
- Give title of software (in italics) followed by year (no italics) and version number. Add description after version number. Give name and place of company if accessed as CD, or DOI/URL if accessed online.
### Speech, performance

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Performer (role) Year <em>Title</em>, by Author, format, date, label/company, City, viewed date or DOI/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 56</strong></td>
<td>PERFORMANCE (CD)</td>
</tr>
<tr>
<td><strong>EX 57</strong></td>
<td>SPEECH RECORDING (VINYL)</td>
</tr>
<tr>
<td><strong>EX 58</strong></td>
<td>SPEECH RECORDING (ONLINE VIDEO)</td>
</tr>
<tr>
<td><strong>EX 59</strong></td>
<td>SPEECH RECORDING (ONLINE AUDIO)</td>
</tr>
</tbody>
</table>

**NOTES**

- **LIVE PERFORMANCES OR SPEECHES**: These are not recoverable so they are not included in the reference list but can be referred to in the text. Add any identifying details not already in the surrounding sentence in round brackets (e.g., ‘In her Adelaide performance (Festival Theatre, May 6, 2008), Anne Ford …’)
- **RECORDINGS OF LIVE PERFORMANCES OR SPEECHES**: These are recoverable so can be included in the reference list. Format entry according to the category of material. Add original recording date if different or more specific than publication date.
- **PERFORMER/AUTHOR role in this context could be director, choreographer, performer, etc.**
- **FORMAT in this context could be theatre performance, dance performance, concert performance, etc.**

### Standards, Australian

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th><strong>Author Year, Standard title, standard number, Publisher, Location.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 60</strong></td>
<td>REFERENCE ENTRY (Australian Standard)</td>
</tr>
</tbody>
</table>

### Television/radio news or current affairs broadcast

**Australian Harvard**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Title Year, description, Broadcast Station, City, broadcast date or viewed date, URL (if from an online source)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 61</strong></td>
<td>TELEVISION BROADCAST</td>
</tr>
<tr>
<td></td>
<td><em>WIN news</em> 2013, television broadcast, WIN Television, Ballarat, 12 November.</td>
</tr>
<tr>
<td><strong>EX 62</strong></td>
<td>RADIO BROADCAST</td>
</tr>
<tr>
<td></td>
<td><em>Sunday profile</em> 2009, radio broadcast, ABC Local Radio, Melbourne, 18 August.</td>
</tr>
</tbody>
</table>
## Television series episode

### Australian Harvard

<table>
<thead>
<tr>
<th>Template</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DVD (SINGLE EPISODE)</strong>&lt;br&gt;Primary Contributor (role) Year, ‘Episode number OR title’, Title of series, Form, Production/Distribution Company, broadcast date OR DOI/URL.</td>
<td><strong>EX 65</strong>&lt;br&gt;Gilligan, V (writer) &amp; MacLaren, M (director) 2012, ‘Madrigal’, <em>Breaking bad</em>, television series episode, DVD, Sony Pictures Home Entertainment, California.</td>
</tr>
<tr>
<td><strong>DVD (WHOLE SERIES)</strong>&lt;br&gt;Primary Contributor (role) Year, ‘Episode number OR title’, Title of series, Form, Production/Distribution Company, broadcast date OR DOI/URL.</td>
<td><strong>EX 66</strong>&lt;br&gt;Gilligan, V (producer) 2008-2013, <em>Breaking bad</em>, television series, DVD, Sony Pictures Home Entertainment, California.</td>
</tr>
</tbody>
</table>

**NOTES**

- Give name/s of episode’s principal contributors (e.g., director and/or writer) and their roles in brackets, as the author. Give the name of the producer when referencing an entire series.
- The episode title appears in single quote marks, no italics. Examples above show various roles to illustrate options. Give the series title (in italics) and form.
- **BROADCAST**: Give station and broadcast date.
- **ONLINE**: Give URL of site where you viewed item.
- **DVD**: Give studio and year of production (or year range for whole series).

## Thesis

### Australian Harvard

<table>
<thead>
<tr>
<th>Template</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRINT (UNPUBLISHED)</strong>&lt;br&gt;Author, Year, Title (Description), Institution, Location OR DOI/URL</td>
<td><strong>EX 67</strong>&lt;br&gt;Reid, JM 1998, ‘A cognitive study of dysfunctional driving behaviours’, PhD thesis, University of Melbourne, Australia.</td>
</tr>
</tbody>
</table>

**NOTES**

- Give thesis title in single quotes (no italics) followed by description and name and location of institution.
- If retrieved from a university repository, give URL of item.
- If retrieved from a commercial database, give database name and accession number.
### Video post

**Australian Harvard**

<table>
<thead>
<tr>
<th><strong>TEMPLATE</strong></th>
<th>Video post (screen name) year, <em>Title</em>, form, date of posting, site authority, viewed date, URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 69</strong></td>
<td>BuzzFeedVideo 2016, <em>People try to walk their cats</em>, video file, 12 April, YouTube, viewed 28 June 2016, <a href="https://www.youtube.com/watch?v=9C1leq--wM">https://www.youtube.com/watch?v=9C1leq--wM</a></td>
</tr>
</tbody>
</table>

**NOTES**

** See also Examples 28 and 58.

- Give name of poster (real name plus screen name, or just screen name if real name is unknown).
- Give year of posting. Give title in italics, followed by form (no italics), and date of posting (if available), followed by the overall site owner or authority.
- Give URL of individual post (archived URL if available—click date stamp to access).

### Video, film (studio production)

**Australian Harvard**

<table>
<thead>
<tr>
<th><strong>TEMPLATE</strong></th>
<th><em>Title</em> Year, form, Distributor/Studio, Country, credits and other information.</th>
</tr>
</thead>
</table>
| **EX 71** | FILM  
*Back to the future* 1985, motion picture, Universal Pictures, United States, R Zemeckis (writer/director), R Gale (writer) & S Spielberg. |
| **EX 72** | DVD/BLU-RAY RELEASE  
| **EX 73** | DVD/BLU-RAY RE-ISSUE  
*Vertigo* 2003, DVD, Universal Home Entertainment; Paramount, 1958, United States, A Hitchcock (producer/director). |
| **EX 74** | ONLINE  
*Argo* 2012, video file, B Affleck (director), C Terrio (writer) & G Clooney (producer), available from http://store.apple.com/au |

**NOTES**

- Give title in italics. Add form of version accessed (no italics). If re-issued, add studio and year of original release.
- Give place and name of studio or, if accessed online, give URL of site where accessed.
- Use ‘Available from’ instead of ‘viewed’ if accessible only via subscription or paywall.
- Give primary contributors (e.g., director, writer, producer, and/or starring actors) and their roles if the information is useful. Examples above show various roles to illustrate options.
### Video game

**TEMPLATE**

*Title* Year, form, *video game*, *Publisher*, *Place*.

**EX 75**

* Doom 1993, CD-ROM, video game, id software, Richardson, Texas. 

**NOTES**

- Give title in italics, then year of production (no italics).
- Give form and description. Give name and place of producer, or URL if accessed online.

### Visual artwork

**TEMPLATE**

*Artist* Year, *Title of artwork*, *medium*, *Gallery*, *City*, date viewed. OR DOI/URL

**EX 76**

ORIGINAL ARTWORK


**EX 77**

ONLINE REPRODUCTION


**EX 78**

PRINT REPRODUCTION


**NOTES**

- ORIGINAL: Give name of artist, year artwork was created, title of artwork (italics), medium, (no italics), and the location and name of the museum or gallery.
- ONLINE REPRODUCTION: Give artist, year, title, medium, and DOI/URL.
- PRINT REPRODUCTION: Give a reference entry for the print source (e.g., book) containing reproduction, not the artwork itself. Name the artist and artwork in the text and add the page or plate number to the in-text citation for the print source; e.g., (Bryant 1993, pp. 46).

### Website document (PDF)

**TEMPLATE**

*Author* Year, *Title*, date viewed, DOI or URL

**EX 79**


**EX 80**


**NOTES**

- Give the author and year shown on the document (which maybe different from the site hosting it).
- Give the title in italics. Give the form if useful.
- Give the source sponsor or provider, and location, if supplied.
- Give the date viewed and the full URL (without a full stop at the end).
<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author Year/Date, Title, (form, if needed) Date viewed, URL</th>
</tr>
</thead>
</table>

NOTES
- Give the name of the person or group who created the content on the post or page.
- Give the year posted or updated.
- Give the title of post/page in italics. If material is non-routine, add description of form.
- Give the specific date of the post or page (as displayed on the individual post or page).
- Give the source sponsor or provider, and location, if supplied. Give URL of post/page (archived URL if available; click date stamp to access) or of home page, whichever is more direct/reliable. Give date viewed even if post/page has a specific date.

### Website

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>NO REFERENCE ENTRY REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX 83</td>
<td>The video-sharing website YouTube (<a href="http://www.youtube.com">http://www.youtube.com</a>) is … ← IN-TEXT ONLY</td>
</tr>
</tbody>
</table>

NOTES
- When making a general reference to a website as a whole (i.e., not to a specific document, page or post on the site), give the URL in round brackets after the mention; no reference entry is needed.
Chicago/Turabian full note citation style

This section gives advice on Chicago full note style, based on *The Chicago Manual of Style* (16th ed., 2010), and Turabian note style, based on *A Manual for Writers of Research Papers, Theses, and Dissertations* (8th ed., 2013) by Kate L. Turabian.

For more detail or extra clarification, consult the manuals in print at the Library.
Overview of Chicago/Turabian full note citation style

This guide describes the basic features and gives examples of Turabian and Chicago full note citation styles. (Each style also has an author-date version not covered here.) Chicago and Turabian styles follow the notes-bibliography system, which involves citing sources in footnotes (or endnotes) and then presenting a list of the cited sources in a bibliography at the end of your work. Turabian style is based on and largely mirrors Chicago style, with some minor differences. To avoid repetition, separate explanations and examples have been given in this guide only when there is a difference in treatment.

Footnotes

Footnotes are created by inserting a superscript reference number (i.e., smaller and above the line) in your writing directly after the punctuation mark that ends the sentence (or part of the sentence) containing the words or information you are citing. The reference number directs the reader to the corresponding footnote, which should contain the bibliographic details of the source.

A number inserted into the writing directs the reader to a corresponding footnote.

Numbering and formatting of footnotes is an automatic function in most word-processing programs via the insert footnote command. Notes are normally set one or two points smaller than the general text, and the footnote number is followed by a full stop and a space before the bibliographic details, as in the examples below. Refer to the general rules and punctuation section for more detailed information.

Bibliography

The bibliography is an alphabetical list of all the sources cited. It should begin on a separate page at the end of your paper and provide enough identifying details to allow the source to be located by someone else. Refer to the general rules and punctuation sections following for more detail.

Bibliography

How to create Chicago/Turabian full note citations

Creating the footnote

Insert the footnote number immediately after the punctuation mark that ends the sentence (or part of the sentence) where you have used the source. The first time you cite a source, the corresponding footnote should contain the full source information.

1. FirstName LastName, Title (City: Publisher, Year), page reference.

Basic full footnote in Chicago/Turabian note style

• Use the author’s full name in standard order, i.e. first name followed by surname.
• Set titles of larger works (e.g. books and journals) in italics, and capitalise in headline style.
• Enclose titles of smaller works (e.g. chapters, articles), parts of works, or unpublished sources in double quotation marks without italics.
• Enclose publication details in parentheses (round brackets). If the city is likely to be unknown to the reader or confused with another city of the same name, add the state (abbreviated) or country.
• Add the page number or range (or figure or table number) when quoting from or referring to a specific part of the source. Use of ‘p.’ or ‘pp.’ before the page number is not necessary. If the source shows no page numbers, give paragraph number/s or closest heading.
• Separate the elements with a comma, and end the note with a full stop.
• Use abbreviations such as ‘ed.’ or ‘eds.’ (for editor/edited by), ‘trans’ (translator/translated by), ‘vol.’ (volume), ed. (edition), ‘pt.’ (part) and rev. (revised, revised by, revision and review).

Repeating citations by using ibid. or shortening

Once you have provided a full citation, subsequent citations for the same source can be repeated by either using ‘ibid.’ if the notes are consecutive, or shortening the note if there are notes intervening.

HOW TO USE ‘IBID.’ TO REPEAT NOTES

• If a citation directly follows a citation for the same work, use ‘ibid.’ (abbreviation of Latin ‘ibidem’ meaning ‘in the same place’) to stand for repeated parts. Add page numbers if these are different.
• Use a capital letter to begin ‘ibid.’ if it begins the note.
• Do not use ibid. if the immediately preceding note contains more than one citation.

HOW TO SHORTEN REPEATED NOTES

If there are intervening notes between a repeated citation, shorten the note as follows. (The examples section contains examples of shortened notes in all categories.)

• Give author’s last name only (add first name or initial/s to differentiate if citing authors with the same last name) and omit any abbreviations (e.g., ed. or trans.) used in the full reference. Use the accepted abbreviation for organisation names and include the abbreviation in the first mention.
• Shorten titles of over four words by omitting ‘A’ or ‘The’, and selecting key words. Preserve the same word order and format (italics or quotations marks) as in the full title.

2. Ibid., 34–36. ← ‘IBID.’ STANDS FOR REPEATED PART OF IMMEDIATELY PRECEDING NOTE
4. Gleeson, Medical Experience, 86. ← SHORTENED REPEATED NOTE (NON-CONSECUTIVE)
How to create Chicago/Turabian bibliography entries

Looking at the elements

Each source cited in a footnote needs a corresponding entry in the bibliography. This entry should contain enough identifying information about the source to allow it to be located by someone else.

In Chicago/Turabian style, the bibliography entry and the full footnote contain the same information, with minor formatting differences.

A basic Chicago/Turabian bibliography entry is made up of the following elements

**AUTHOR + TITLE + PUBLISHER INFORMATION + YEAR + ACCESS DATE + URL or DOI**

| AUTHOR | This identifies the creator or principal contributor of the source.  
|        | It could be a person or a group (organisation or government).  
|        | Some sources may have more than one author. |
| TITLE | This is the full title in the words and spelling of the source.  
|       | If your source is part of a larger work (e.g., article from a journal; chapter from a book), you need to include both titles. |
| PUBLISHER INFORMATION | This identifies the publisher of the version you used and their location (city).  
| Who made the source available in the form I used? | You need to include this for print books and physical media. You don’t need it for journals and newspapers or online sources.  
|       | The information can usually be found with the copyright information. |
| PUBLICATION YEAR/DATE | This identifies the year or specific date the source was made available in the version you accessed. Use the copyright year/date if this is shown.  
| When was the source published? | For online sources, this is the year or specific date the content was created (for a page or document) or the date of posting (for a post). |
| ACCESS DATE | This is included for sources accessed online. It tells your reader the location of the source on the Internet and the date you accessed it.  
| If I accessed this source online, when did I do this? | Include an access date for all sources accessed online unless you are instructed otherwise by your teacher or lecturer. |
| URL or DOI | The DOI acts as a permanent link to an item. Not all material will have a DOI, but you need to include it if one has been assigned.  
| If I accessed this source online, what is its Digital Object Identifier (DOI)? | If a DOI has been assigned, you should find it with the copyright information, or with other details on database or catalogue lists.  
|       | If there is no DOI, include a URL.  
| If there is no DOI, what is the address of the source online? | Provide the URL that leads most directly and reliably to the source. Give the homepage URL if the item can be searched for easily from there or if a login is required or if the URL is unstable. Otherwise give the full URL. |
Creating the bibliography entry

Below are instructions for formatting the parts of a Chicago/Turabian bibliography entry. Note that every part ends with a full stop, and there is a space after each punctuation mark.

**AUTHOR + TITLE + PUBLISHER INFORMATION + YEAR + ACCESS DATE + URL OR DOI**

**Author (Chicago/Turabian)**

- Give the author’s surname plus the given name/s or initials as shown on the source.
- Name all authors if there are more than one. Invert first author’s name only.
- For more detail on author treatment, see example section.

**Title (Chicago/Turabian)**

- Give the title in the wording and spelling shown on the source.
- Give both titles if source is part of a larger work.
- Enclose parts of works in quotation marks and set larger work in italics.
- Give initial capitals to the first, last and principal words of the title and the subtitle.
- Separate title and any subtitle by a colon.
- If no title is shown, give a brief descriptive title, using no italics or quotation marks.

**Publisher information (Chicago/Turabian)**

- Give city and name of publisher. Add state (initials) or country if extra identification needed.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
Year (Chicago/Turabian)

- Add year after publisher details for books, or in parentheses after issue number for journals.
- Add month and day for sources with specific publication dates (newspapers, magazines).
- Use ‘n.d.’ (stands for ‘no date’) if no year/date can be found on the source.

Access date (Chicago/Turabian)

- Turabian style requires an access date for all sources accessed online, whereas Chicago suggests inclusion only if the content is likely to change. Because it may be difficult to judge if content is static, and because your teacher or lecturer may require you to provide access dates for all such sources, the examples in this guide include access dates for both styles.
- Give date of access before URL or DOI.
- Note that access dates are not necessary for sources that are electronically published and downloaded in a dedicated e-book format (e.g., Kindle).
- If you are unsure whether or not to include access dates for particular online sources, seek advice from your teacher or lecturer for their preference.

URL/DOI (Chicago/Turabian)

- Give the DOI, when one has been assigned, exactly as found on the source.
- If DOI is in the old format (beginning with ‘10’), introduce it by ‘doi:’.
- New format DOIs beginning with ‘http’ don’t need ‘doi:’ added in front.
- If no DOI, give the URL. Break URL/DOI (if needed) before a single slash or punctuation mark.
How to present a Chicago/Turabian bibliography

How to set up the bibliography
- Begin the list with the heading ‘Bibliography’ on a new page at the end of your work.
- Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
- If a DOI or URL needs to be broken across a line, break before a single slash or punctuation mark.

What to include
Unless advised otherwise by your teacher or lecturer:
- Include an entry for every source you have cited in a note.
- Do not include entries for sources you have not cited, however relevant.

How to arrange the entries
- Alphabetise entries by author’s last name (which begins the entry).
- Use a long dash (or three hyphens) to stand for a repeated author name.
- List entries with no author by title. (Ignore ‘A’ or ‘An’ or ‘The’ as firstwords.)
- If you have more than one entry with the same author, list alphabetically by title.

Example of a Chicago/Turabian bibliography

Bibliography


Examples of Chicago/Turabian notes and bibliography entries

The examples on the following pages illustrate the basic use of Chicago and Turabian full note citation styles. Each example includes the (first) full footnote, a subsequent (non-consecutive) shortened note, and a corresponding bibliography entry. Separate examples are given where the two styles differ. Some examples have been adapted to fit a source type not covered by either of the styles.

Examples for online material are interspersed, not presented as a separate list. If you don’t know where to start, go to the relevant category and see if an online example has been given. If the example is for print and you accessed your source online (or vice versa), just add the necessary details for the version you accessed. Similarly, if you can’t find an example that matches a particular source type, look for one in a similar category and customise to fit your particular material.

NB: In Chicago and Turabian styles, some source types are included only in the notes and not in the bibliography. However, as you may be required to include every cited source in your bibliography, examples have been provided under each category as illustration. If you are unsure whether or not to include a particular source type in your bibliography, seek advice from your teacher or lecturer.

<table>
<thead>
<tr>
<th>TYPE OF SOURCE</th>
<th>EX. NO.</th>
<th>TYPE OF SOURCE</th>
<th>EX. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author variations</td>
<td>1</td>
<td>Music score</td>
<td>17</td>
</tr>
<tr>
<td>Book, print basic</td>
<td>2</td>
<td>Newspaper, magazine article</td>
<td>18</td>
</tr>
<tr>
<td>Book, different edition</td>
<td>2</td>
<td>No date and/or place of publication</td>
<td>19</td>
</tr>
<tr>
<td>Book, translation</td>
<td>2</td>
<td>Online discussion, social media post</td>
<td>20</td>
</tr>
<tr>
<td>Book, multi-volume</td>
<td>2</td>
<td>PDF posted on website</td>
<td>37</td>
</tr>
<tr>
<td>Book, edited collection</td>
<td>3</td>
<td>Performance, live or recorded</td>
<td>21</td>
</tr>
<tr>
<td>Book, chapter from edited collection</td>
<td>3</td>
<td>Personal communication</td>
<td>22</td>
</tr>
<tr>
<td>Book, online or e-book</td>
<td>4</td>
<td>Play, published</td>
<td>23</td>
</tr>
<tr>
<td>Book, audio</td>
<td>5</td>
<td>Podcast</td>
<td>24</td>
</tr>
<tr>
<td>Brochure, pamphlet, catalogue</td>
<td>6</td>
<td>Radio broadcast, live to air</td>
<td>32</td>
</tr>
<tr>
<td>CD</td>
<td>5, 17, 21</td>
<td>Report, government or organisation</td>
<td>25</td>
</tr>
<tr>
<td>Conference paper</td>
<td>7</td>
<td>Review of film, performance, exhibit</td>
<td>26</td>
</tr>
<tr>
<td>DVD</td>
<td>14, 31</td>
<td>Script, unpublished</td>
<td>23</td>
</tr>
<tr>
<td>E-book</td>
<td>4</td>
<td>Secondary source</td>
<td>27</td>
</tr>
<tr>
<td>Email</td>
<td>22</td>
<td>Software, app</td>
<td>28</td>
</tr>
<tr>
<td>Encyclopedia, reference work, entry</td>
<td>8</td>
<td>Speech transcript or recording</td>
<td>29</td>
</tr>
<tr>
<td>Exhibition catalogue</td>
<td>6</td>
<td>Standards, Australian</td>
<td>30</td>
</tr>
<tr>
<td>Facebook post</td>
<td>20</td>
<td>Television broadcast, live to air</td>
<td>32</td>
</tr>
<tr>
<td>Interview, transcript or recorded</td>
<td>9</td>
<td>Television series episode</td>
<td>31</td>
</tr>
<tr>
<td>Interview, personally conducted</td>
<td>22</td>
<td>Thesis</td>
<td>33</td>
</tr>
<tr>
<td>Journal article or abstract</td>
<td>10</td>
<td>Tweet</td>
<td>20</td>
</tr>
<tr>
<td>Lecture or class material</td>
<td>11</td>
<td>Video post (e.g., YouTube)</td>
<td>34</td>
</tr>
<tr>
<td>Letter to the editor</td>
<td>18</td>
<td>Video game</td>
<td>28</td>
</tr>
<tr>
<td>Map, chart, figure, table</td>
<td>12</td>
<td>Visual artwork, original, reproduction</td>
<td>35</td>
</tr>
<tr>
<td>Media release</td>
<td>13</td>
<td>Weblog (blog) and weblog (blog) post</td>
<td>36</td>
</tr>
<tr>
<td>Movie, screen or recording</td>
<td>14</td>
<td>Website document (stand-alone)</td>
<td>37</td>
</tr>
<tr>
<td>Multiple sources in same note</td>
<td>15</td>
<td>Website page/post (general)</td>
<td>38</td>
</tr>
<tr>
<td>Music recording</td>
<td>16</td>
<td>Website (general)</td>
<td>39</td>
</tr>
</tbody>
</table>
## Author variations

### CHICAGO & TURABIAN

<table>
<thead>
<tr>
<th>Full note</th>
<th>ONE AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. F. Scott Fitzgerald, …</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TWO AUTHORS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Hazel Smith and R. T. Dean, …</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THREE AUTHORS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Parsad Davinder, Sunil Dogra, and Amrinder Jit Kanwar, …</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOUR OR MORE AUTHORS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Jane Medwell et al., …</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP AUTHOR (ORGANISATION OR GOVERNMENT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. World Health Organization [WHO], …</td>
<td></td>
</tr>
</tbody>
</table>

### Subsequent notes

6. Fitzgerald, …  
7. Smith and Dean, …  
8. Davinder, Dogra, and Kanwar, …  
9. Medwell et al., …  
10. WHO, ….

### Bibliography

Davinder Parsad, Sunil Dogra, and Amrinder Jit Kanwar. …  
Fitzgerald, F. Scott. …  
Medwell, Jane, Liz Coates, David Wray, Viv Griffiths, and Hilary Minns. …  
Smith, Hazel, and R. T. Dean. …  
World Health Organization. …

### NOTES

#### BASIC
- Present the author’s name as it appears on the source.
- Present the name in normal order in the note; i.e., First name (and/or initials) Last name.
- Present the name in reverse order in the bibliography; i.e., Last name, First name (and/or initials).

#### MORE THAN ONE AUTHOR
- Two or three authors: Name all authors in the note and bibliography. Join last author by ‘and’.
- Four or more authors: In the note, name first author only followed by ‘et al.’. Name all in bibliography.
- Present first author only in reverse order in the bibliography; present co-authors names in normal order.

#### GROUP AUTHOR
- If there is no personal author credited, give the group as the author (even it is also the publisher).
- Give the name in full in the first note and in bibliography entry.
- Use the accepted abbreviation (include in first full note) in all subsequent notes if the group has a long name.
## CHICAGO & TURABIAN

### Full note

**BASIC**


**TRANSLATION**


**DIFFERENT EDITION**


**VOLUME FROM A MULTI-VOLUME WORK**


### Subsequent notes


### Bibliography


### NOTES

**BASIC:**

- Give author’s name in normal order in note, inverted in bibliography.
- Give title in full, including any subtitle separated by a colon. Capitalise in headline style.
- Enclose publisher, place and year in parentheses in note, but not in bibliography.
- Add page numbers when referring to a specific page, or page range.

**TRANSLATION**

- Name translator after title, preceded by ‘trans.’ in note, and ‘Translated by’ in bibliography.

**DIFFERENT EDITION**

- Add edition description after title (abbreviate to ‘ed.’).
- Edition information is not given for first editions. (If no edition statement is shown, assume it is the first.)

**VOLUME**

- If citing a volume of a multi-volume work, add volume number before page reference (separated by a colon).
- If volume has its own title, add volume number and title after title of whole work.
### 3 Book, edited collection

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td>Edited collection</td>
</tr>
<tr>
<td><strong>Chapter from Edited Collection</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subsequent Notes</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Bibliography</strong></th>
</tr>
</thead>
</table>

### NOTES
- If citing the collection, give editor/s in author position, followed by ‘ed.’ (or ‘eds.’). Treat remaining elements as for a basic book. If citing a chapter from an edited collection, begin with chapter author and title, followed by title of work, editor/s and page reference to passage being cited; in bibliography give the chapter page range.

---

### 4 Book, online or e-book

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td>Accessed online</td>
</tr>
<tr>
<td><strong>Downloaded as E-Book</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subsequent Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Dorkins, <em>Good Times</em>, chap. 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bibliography</strong></th>
</tr>
</thead>
</table>

### NOTES
- Treat as for a print book in relevant category.
- If pages are not static, give relevant heading or chapter or other numbered division as location reference.
- If book is consulted online, add access date and URL, DOI or database name.
- If downloaded as a dedicated e-book, add e-reader format. No access date or URL is needed.
- Note that Turabian uses the single word ‘Kindle’, and Chicago uses ‘Kindle edition’.
### Chicago/Turabian

#### Full note

**CD**


**ONLINE**


#### Subsequent notes

4. Dickens, *Oliver Twist*.

#### Bibliography


### TURABIAN

#### Full note

**CD**

1. Peter FitzSimons, *Kokoda*, read by Lewis FitzGerald (Sydney: ABC Audio, 2013), CD.

**ONLINE**


#### Subsequent notes

4. Dickens, *Oliver Twist*.

#### Bibliography


### NOTES

- Treat as for print book and add reader’s name after the title.
- If accessed as physical recording, add format at end. Note Chicago does not abbreviate compact disc to CD.
- If accessed online, add file format, access date and URL or DOI.
### Brochure, pamphlet or catalogue

#### Chicago/Turabian

<table>
<thead>
<tr>
<th>Full note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXHIBITION CATALOGUE (PRINT)</strong></td>
</tr>
<tr>
<td><strong>BROCHURE (ONLINE)</strong></td>
</tr>
<tr>
<td><strong>Subsequent notes</strong></td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
</tr>
</tbody>
</table>

**NOTES**

- Treat as for a book. If accessed online, add date of access and URL or DOI.

### Conference paper

#### Chicago/Turabian

<table>
<thead>
<tr>
<th>Full note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAPER PRESENTED (NOT PUBLISHED)</strong></td>
</tr>
<tr>
<td><strong>PAPER PUBLISHED IN PROCEEDINGS</strong></td>
</tr>
<tr>
<td><strong>Subsequent notes</strong></td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
</tr>
</tbody>
</table>

**NOTES**

- If paper is part of published conference proceedings, treat like a chapter from an edited collection.
- If paper is presented only, give presenter's name, title (quotation marks), name of meeting, location and date.
- If accessed online, add date of access and URL or DOI.
## Encyclopaedia or reference work entry

### Chicago/Turabian

<table>
<thead>
<tr>
<th>Full note</th>
<th>PRINT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ONLINE</th>
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</table>

<table>
<thead>
<tr>
<th>Authored Entry (Essay or Chapter)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subsequent notes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Encyclopaedia Britannica</em>, 15th ed.</td>
</tr>
</tbody>
</table>

**NOTES**

**Ask your teacher or lecturer for guidelines on using Wikipedia as a reference source.**

Well-known reference works are normally cited in the notes only; ask your teacher or lecturer for advice before including in your bibliography. (Bibliography entries have been given above as examples if needed.)

- Place, publisher and year can be omitted from well-known reference works but edition number (if not the first) should be included.
- Specialised or less well-known reference works should be included in the bibliography with their full publications details.
- If the reference work is alphabetically arranged, precede the entry by ‘s.v.’ or ‘s.vv.’ (abbreviation for ‘sub verbo’, which is Latin for under the word/words). If entries are non-alphabetical, give the page number.
- If an item has a named author and is lengthy and substantial (see McConville example above), treat like a chapter in an edited book and include in the bibliography.
- If accessed online, add the date of access and URL or DOI. If downloaded to an e-reader add format.
### CHICAGO & TURABIAN

<table>
<thead>
<tr>
<th>Full note</th>
<th>TRANSCRIPT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RECORDING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subsequent notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Armstrong, interview by Ambrose.</td>
</tr>
<tr>
<td>4. Brett, interview by Hutcheon.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bibliography</th>
</tr>
</thead>
</table>

### NOTES

The treatment above applies to transcripts or recorded interviews. Private or informal interviews should be treated as personal communications (see Ex 22).

- Give interviewee’s name at the beginning of the entry followed by the name of the interviewer.
- Add other details relevant to the format you consulted. If accessed online, add access date and URL or DOI.


### CHICAGO & TURABIAN

#### Full note
**ONLINE DOCUMENT/FILE**


**ONLINE LECTURE**


**PRINT HANDOUT**

3. Lee Huang, “The Cost of Retribution” (class handout, Ethics 123, Central University, Townsville, March 5, 2012).

#### Subsequent notes

5. Claskich, “BOT234 Lecture.”
6. Huang, “Cost of Retribution.”

#### Bibliography


Huang, Lee. “The Cost of Retribution.” Class handout distributed in Ethics 123, Central University, Townsville, March 5, 2012.

### NOTES

**Seek advice from your teacher or lecturer before citing lecture/class material as sources.**

- **ONLINE LECTURES, PRESENTATIONS:** These are recoverable so can be cited as sources but only if permitted by your teacher or lecturer. Treat according to type (e.g., video post, website document, etc.).
- **LIVE CLASSES, LECTURES AND PRESENTATIONS:** These are not recoverable. If permitted for use as a source, treat as personal communications (see Ex 22).
- **PRINT CLASS MATERIAL, HANDOUTS:** These are not recoverable if available only to participating students. If permitted for use as a source, treat as for Huang example, above.


---

**NOTES**

- PRINT: If you have accessed the item in a published work (e.g., a book or journal), give an entry for the source containing the item, not the item itself, and add the item’s identifying label (e.g., table or figure number) after the page reference.

- ONLINE: If you have accessed the item online (e.g., from a website or webpage) give the author, title (in quotation marks) and description (e.g., map, chart). Note that the description is given in parentheses in Turabian but not Chicago style. Give access date and URL or DOI.
### Media release

**CHICAGO & TURABIAN**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsequent notes</td>
<td>3. Qantas, “Response to Industrial Action.”</td>
</tr>
</tbody>
</table>

### Movie

**CHICAGO**

<table>
<thead>
<tr>
<th>Full note</th>
<th>MOVIE SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD</td>
<td>Man of Steel, directed by Zach Snyder (Los Angeles, CA: Warner Bros, 2013), DVD.</td>
</tr>
<tr>
<td>DVD RE-ISSUE OF EARLIER FILM</td>
<td>Vertigo, directed by Alfred Hitchcock (1958; Los Angeles, CA: Universal Home Entertainment, 2003), DVD.</td>
</tr>
</tbody>
</table>
### TURABIAN

#### Full note

**MOVIE SCREEN**


**DVD**


**DVD RE-ISSUE OF EARLIER FILM**


**ONLINE**


#### Subsequent notes

5. *Back to the Future*.

6. *Man of Steel*.

7. *Vertigo*.

8. *Argo*.

#### Bibliography


#### NOTES

- Give title (italics), roles and names of primary contributors (e.g., director, writer), studio and year of release.
- If focusing on the contribution of the director or writer, begin the entry with him/her followed by title.
- If accessing a re-issue of an earlier studio version, include the original release year as well.
- If accessing online, add access date and URL.
### Multiple sources in the same note

**CHICAGO & TURABIAN**

|-----------|----------------------------------------------------------------------------------------------------------------------------------|
| Subsequent notes | 2. Hemingway, *Farewell to Arms*, 58.  

**NOTES**

- Group multiple sources that support a single point into one note and separate by a semicolon.
- If you have named the sources in your writing, list them in the same order in the note.
- Do not use ‘ibid.’ to repeat a source in an immediately preceding note containing multiple sources.

### Music recording

**CHICAGO**

<table>
<thead>
<tr>
<th>Full note</th>
<th>ALBUM (CD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Richard Strauss, <em>Don Quixote</em>, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, compact disc.</td>
<td></td>
</tr>
</tbody>
</table>
| Subsequent notes | 4. Strauss, *Don Quixote*.  
### Music recording (cont’d)

#### TURABIAN

| Full note | 1. Richard Strauss, *Don Quixote*, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, CD.  
| Subsequent notes | 4. Strauss, *Don Quixote*.  

### NOTES

A music recording can be cited in the notes and bibliography if you are using it as a source. For a general mention, just identify the work in your writing unless extra detail needs to be added in a note.

- **ALBUM**: Give principal contributor (performer or composer), album title (italics), any other major contributors, label, year and form. Any useful extra information (e.g., names of other major contributors) is added after title.
- **TRACK FROM ALBUM**: Give performer and title of song (in quotation marks), songwriter (if different from performer), recording date (if available), album title (italics), recording label information, year and form.
- **ONLINE**: If accessed online, add access date and URL.

#### Music score

#### CHICAGO & TURABIAN


### NOTES

- Published musical scores are treated like books.
- Any useful extra information (e.g., name of transcriber or arranger) can be added after the title.
- If accessed online, treat as above and add access date and URL or DOI.
<table>
<thead>
<tr>
<th>Full note</th>
<th>BASIC PRINT</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>SEPARATE SECTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NO AUTHOR CREDITED</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>LETTER TO THE EDITOR</th>
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<table>
<thead>
<tr>
<th>ONLINE REPLICA OF PRINT EDITION (E.G., FROM TROVE)</th>
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<table>
<thead>
<tr>
<th>ONLINE EDITION</th>
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<table>
<thead>
<tr>
<th>Subsequent notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. “Ad Heats Up Race.”</td>
</tr>
<tr>
<td>10. Khan, letter to editor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bibliography</th>
</tr>
</thead>
</table>

**NOTES**

- Give author, article title (in quotation marks), newspaper/magazine name (italics) and date of issue.
- If no author is credited, begin with article title in the note but newspaper/magazine name in bibliography.
- Omit any ‘The’ from beginning of newspaper name. If city is not in name, add in round brackets.
- If article is in a separate section, add name (no italics) after title (see Rousseau example).
- Page references can be omitted from newspaper articles (they may be unreliable due to multiple editions of a single issue) but should be included when citing magazine articles.
- If accessed online, treat as for print article and add access date and URL or DOI. If the article is a digital replica of a print edition (e.g., from Trove), page numbers can be added.
No date, unknown publisher, or no place of publication

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td>DATE AND/OR PLACE UNKNOWN</td>
</tr>
<tr>
<td>PUBLISHER UNKNOWN</td>
</tr>
<tr>
<td><strong>Subsequent notes</strong></td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
</tr>
</tbody>
</table>

**NOTES**
- If the place of publication is unknown, use ‘n.p.’ (for ‘no place’) in note and ‘N.p.’ in bibliography.
- If the publisher is unknown, give the place (if known) and date.
- If the date is unknown, use ‘n.d.’ (for ‘no date’).

Online discussion, social media

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td>ONLINE COMMENT</td>
</tr>
<tr>
<td>TWEET</td>
</tr>
<tr>
<td>FACEBOOK POST</td>
</tr>
<tr>
<td><strong>Subsequent notes</strong></td>
</tr>
<tr>
<td>4. Bazza34, comment on Ferris, “Close Borders Now.”</td>
</tr>
<tr>
<td>5. Clinton, Twitter post.</td>
</tr>
<tr>
<td>6. All Men Must Dial, Facebook post.</td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
</tr>
<tr>
<td>No bibliography entries are required for online discussion or social media posts.</td>
</tr>
</tbody>
</table>

**NOTES**
- Include in notes only (or identify within your writing) – no bibliography entry is required.
- Do not cite posts or comments protected by privacy settings.
### CHICAGO & TURABIAN

#### Full note

**PLAY**


**MUSICAL THEATRE**


**CONCERT**

3. Glenda Harris (violin) and Kurt Hegelmann (piano), Helen MacPherson Theatre, Ballarat, April 21, 2014.

**RECORDED PERFORMANCE**


#### Subsequent notes


7. Harris and Hegelmann.


#### Bibliography

Harris, Glenda (violin), and Kurt Hegelmann (piano). Helen MacPherson Theatre, Ballarat, April 21, 2014.


### NOTES

Live performances are not normally included in the bibliography, and you can also do without a note by weaving the identifying details into your writing. However, different units will have different requirements, so seek your teacher's or lecturer's advice on their preference for citing such sources.

- Begin with title (italics), or if the performance is untitled or is focused on individual performance, give performer/s name at the beginning.
- Add names of major contributors (writers, composers, directors, etc.) and performance group.
- Give the venue and date of the performance, if these details are known.
- If accessing a recording, treat according to relevant category above and add the form of recording.
- If accessing online, add access date and URL.
### Personal communication

**Chicago/Turabian**

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td>1. Elizabeth Jensen, email message to author, June 7, 2008.</td>
</tr>
<tr>
<td>2. Interview with a regional arts administrator, July 1, 2016 (interviewee’s name withheld by mutual agreement).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subsequent notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Jensen, email to author.</td>
</tr>
<tr>
<td>4. Interview with regional arts administrator.</td>
</tr>
</tbody>
</table>

**Bibliography**

No bibliography entry is required for personal communications.

### Play or film script

**Chicago/Turabian**

<table>
<thead>
<tr>
<th>CHICAGO &amp; TURABIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full note</strong></td>
</tr>
<tr>
<td><strong>PUBLISHED (PLAY)</strong></td>
</tr>
</tbody>
</table>

**UNPUBLISHED**


<table>
<thead>
<tr>
<th><strong>Subsequent notes</strong></th>
</tr>
</thead>
</table>

**Bibliography**


### NOTES

Personal communications such as letters, emails, conversations, personal interviews, or posts and comments on sites protected by privacy settings may be cited in the notes but are not included in the bibliography.

- Identify the communicator (seek their approval) and give the date of communication.
- If the communicator wishes to be anonymous, use a generic description and add a phrase that explains the absence of a name (see note 2 above). If your paper has multiple instances of anonymous interviewees, add a general explanation to the first interview note; e.g., ‘All interviews cited in this paper were confidential and names have been withheld by mutual agreement.’

---

**NOTES**

- If published, treat like a book.
- If unpublished, give title in quotation marks (not italics), and add description and any other identifying information and date as shown on title page.
- In the notes, give act (and scene and line numbers if relevant) when quoting or referring to specific passages.
- If accessed online, add access date and URL/DOI.
### CHICAGO

**Full note**


**Subsequent notes**

3. “Frenemies.”

**Bibliography**


### TURABIAN

**Full note**


**Subsequent notes**

3. “Frenemies.”

**Bibliography**


### NOTES

- Give episode (quote marks), podcast title (italics), description, production entity and date, access date, URL.

---

### CHICAGO & TURABIAN

**PRINT**


**ONLINE**


**Subsequent notes**


**Bibliography**


### NOTES

- If author’s name is long, use accepted abbreviation for subsequent citations (add to full form in square brackets in first note). Give title of report in italics. Add any series name or number (no italics) after title.
- Add access date and URL or DOI if accessed online.
CHICAGO & TURABIAN

Full note

**FILM REVIEW**


**THEATRE REVIEW**


**CONCERT REVIEW**


**EXHIBITION REVIEW**


Subsequent notes

5. Schembri, review of *Australia*.


7. Kozinn, review of Fain and Beck.

8. Taylor, review of *Degas*.

Bibliography


NOTES

- Give reviewer, the words ‘review of’ followed by the work being reviewed and its major contributors (e.g., author, director, performance company).
- For reviews of performances, exhibitions, etc., give the venue and date of work being reviewed.
- Format the remaining parts according to the publication type (e.g., newspaper article, online post, etc.).
### CHICAGO & TURABIAN

#### Full note

#### Subsequent notes

#### Bibliography

### NOTES
If you are using words or ideas from a source that you found quoted or cited in another (secondary) source, you must identify both of the sources.
- Give one entry that includes both sources.
- Begin the entry with the original source and add ‘cited in’ or ‘quoted in’ (as relevant) in front of the full details for the secondary source.

### 28 Software, app, video game

#### CHICAGO & TURABIAN

#### Full note

#### Subsequent notes
4. *Dolphin*.

#### Bibliography


### NOTES
It is not necessary to give a note or bibliography entry for software or video games unless your paper is focused on this area. Otherwise, simply identify such works in the body of your writing.
## CHICAGO & TURABIAN

<table>
<thead>
<tr>
<th>Full note</th>
<th>PRINT TRANSCRIPT</th>
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<table>
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<tr>
<th>ONLINE TRANSCRIPT</th>
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<table>
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<th>ONLINE VIDEO</th>
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<table>
<thead>
<tr>
<th>ONLINE AUDIO</th>
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</table>

<table>
<thead>
<tr>
<th>Subsequent notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Kennedy, “Ich bin ein Berliner.”</td>
</tr>
<tr>
<td>8. King, “I Have a Dream.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bibliography</th>
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</thead>
</table>


### NOTES
- Begin entry with speaker. Give title of speech in quotation marks, and place and date of speech.
- If accessed in a print source, treat like a chapter in a book.
- If accessed online, add file type, access date and URL.
### CHICAGO & TURABIAN

#### Full note

#### Subsequent notes

#### Bibliography

### Television series episode

#### CHICAGO & TURABIAN

<table>
<thead>
<tr>
<th>Full note</th>
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</tr>
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<tbody>
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<tr>
<td>DVD</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subsequent notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. <em>Foyle’s War</em>.</td>
</tr>
<tr>
<td>6. <em>Breaking Bad</em>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bibliography</th>
</tr>
</thead>
</table>

#### NOTES
- Give program title (italics), season and episode numbers (if known).
- Give episode title (quotation marks) and role and name of principal contributor/s (e.g., director and/or writer).
- If accessed via television broadcast, give date aired and broadcaststation.
- If accessed in recorded form, give production studio, year of production and form.
- If accessed online, give access date and URL.
### Television or radio broadcast, live to air

**CHICAGO & TURABIAN**

**Full note**

**TELEVISION BROADCAST**


**RADIO PROGRAM**


**Subsequent notes**


**Bibliography**


**NOTES**

- Give program title (italics), name of presenter, date of broadcast, and broadcast station.
- If accessed online (after broadcast), give access date and URL.

### Thesis

**CHICAGO & TURABIAN**

**Full note**

**PRINT**


**ONLINE**


**Subsequent notes**


**Bibliography**


**NOTES**

- Give author and title (in quotation marks).
- Give description and name and location of institution. Omit location if part of institution name.
- If accessed online, add date of access and URL/DOI or database name.
34 Video post (e.g., YouTube)  Chicago/Turabian

### CHICAGO

|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### TURABIAN

|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### NOTES

Video posts are normally cited in the notes only; however, if the video is important to your argument, a bibliography entry can be included (as above).

- Give screen name of poster, title (quotation marks), description, length (Chicago style only), date posted, access date and URL.

35 Visual artwork  Chicago/Turabian

### CHICAGO & TURABIAN

| Full note | GALLERY  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. John Brack, <em>The Fish Shop</em>, 1955, oil on composition board, 60.0 x 71.6 cm, Heide Museum of Modern Art, Melbourne.</td>
<td></td>
</tr>
</tbody>
</table>


| Bibliography | No bibliography entry required. |

### NOTES

Visual artworks are normally cited in notes only but it is acceptable to include a bibliography entry for published sources containing reproductions. Check with your teacher or lecturer for their preference in this matter.

- GALLERY: Give artist, title (italics), year, medium, dimensions (when required), gallery name and place.
- ONLINE SOURCE: Add access date and URL to details of original.
- PRINT SOURCE: Give print source information in place of medium and gallery. Add page/plate number.
### CHICAGO & TURABIAN

#### Full note

**WHOLE BLOG**


**BLOG POST**


#### Subsequent notes

3. Chang, *Heart of Me*.


#### Bibliography


### NOTES

Blogs and blog posts are normally cited in the notes only; however, if the source is cited frequently in your paper or if it is important to your argument, a bibliography entry can be included (as shown above).

**BLOG**

- Give the author and the blog name (italics) followed by ‘blog’ in round brackets (unless already in blog name).
- Give access date and URL.

**BLOG POST**

- Give author, title of post (in quotation marks), blog name (italics) followed by ‘blog’ in round brackets.
- Give the date of the post, the date you accessed it, and the URL.

### Website document (PDF)

#### CHICAGO & TURABIAN

#### Full note


#### Subsequent notes


#### Bibliography


### NOTES

- Give the author, title (quotation marks) and retrieval details of document. Include date if one is shown.
### CHICAGO & TURABIAN

**Full note**


**Subsequent notes**

3. “ABC Privacy Policy.”

4. “Employment Conditions.”

**Bibliography**


### NOTES

- Give title of page/post in quotation marks followed by the website name or publisher/sponsor.
- If there is no title, give a short descriptive phrase (no quotation marks).
- Give date of last modification or update, access date and URL.

---

### CHICAGO & TURABIAN

**Full note**

GENERAL REFERENCE IN YOUR WRITING

‘Donald Trump’s campaign website is illustrative of …’

NOTE CONTAINING EXTRA DETAIL


**Subsequent notes**

3. Make America Great Again!

**Bibliography**

No bibliography entry required.

### NOTES

- When referring to a website (as distinct from a specific document, page or post on the site), identify the website (by name, sponsor/owner or descriptive phrase) in your writing in place of a note.
- If extra identifying detail is likely to be helpful to your reader, either include this in a note as in the example above, or weave it into your writing in place of the detailed note.
- No bibliography entry is needed.
MLA citation style

This section gives advice on MLA citation style based on the *MLA Handbook for Writers of Research Papers* (7th ed., 2009). For more detail or extra clarification, consult the *Handbook* in print at the Library.
Overview of MLA citation style

MLA is an in text citation style. This means you insert a brief reference (‘citation’) into your writing whenever you use a source. The in text citation is made up of the author of the source and any page reference enclosed in round brackets.

cost (Breen 273). However, Lee (216) reported a contrary result, along with other studies (Keen 48; Lee 132; Wojk 86-94, 112). This supports the contention that the original data was incomplete (Hillsdon 24), or as Johnson and Hansen (1995) have stated, “seriously deficient” (97).

For each source identified in the text, you also need to create a corresponding entry in the Works Cited list. The Works Cited list is an alphabetical presentation of all the sources used in a piece of writing.

Each entry in the Works Cited list should contain enough identifying detail to allow your reader to locate the source if they wished.

Works Cited


How to create MLA in-text citations

Basic treatment (MLA)

As explained in the MLA overview, you need to insert a brief reference (the author’s surname) into your writing whenever you use a source. A page reference is added when you are referring to a specific part of the source. (All following examples have page references to show how these would be presented.)

(Author Page)

... which is confirmed by the most recent study (Jenkins 22).
... the study by Jenkins (22) confirmed these results.
... seemingly different from Twain’s later work (M. Grech 45–54).

- Enclose author’s surname in round brackets.
- Add page reference if quoting from or referring to a specific part of the source.
- Insert before punctuation mark ending sentence (or part of sentence) where you used source.
- If author is already in sentence, give page reference alone in round brackets.
- Add given name or initial/s to surname if you have sources by authors with the same surname.

More than one author (MLA)

2 AUTHORS

(Hendricks and Angwin 34) OR ... Hendricks and Angwin (34) ...

- Name both authors and join by ‘and’.

3 AUTHORS

(Oakes, Grocz, and Hu 23–45) OR ... Oakes, Grocz, and Hu (23–45) ...

- Name all authors. Separate each author by a comma. Join last author by ‘and’.

4 OR MORE AUTHORS

(Donat et al. 68) OR ... Donat et al. (68) ...

- Name the first author followed by ‘et al.’ (a Latin abbreviation meaning ‘and others’).

Group author (government or organisation)

(World Health Org. 57) OR ... World Health Organization (57) ...

- Give the name of the group in all mentions.
- Use common abbreviations (e.g., ‘Org.’, ‘Assn.’, ‘Dept.’, ‘Soc.’) if name is in parentheses.
Same author, different sources (MLA)

(Winton, Riders 34) DISTINGUISHES FROM (Winton, Breath 56)

- Add the first words of the title to the author after a comma.
- Italicise whole works; enclose parts of works in quotation marks.

No author (MLA)

(Reading Rates 16) OR … Reading Rates (16) … WHOLE WORK
("Last Gasp” 89) OR … “Last Gasp” (89) … PART OF WORK

- If the source has no author, give the first two to three words of the title.
- Use italics for whole works, and quotation marks around parts of works.
- Use initial capital letters for all major words.

Multiple sources, same citation (MLA)

… along with other studies (Keen 14; Lee 109; Wojk, 123–45).

- List each source alphabetically by author and separate by semicolons.

Page numbers (MLA)

BASIC TREATMENT

(Johnson 6) … Kennett (55–63) …

- Add page or other location/label references when referring to a specific part of source.
- Enclose in round brackets (with or without author depending on if author is in sentence).
- No comma between author and page reference.
- Do not use ‘p.’ or ‘pp.’ in front of pages.

QUOTATIONS

It was described as “a stunning victory” (Harrison 15).

Harrison described it as “a stunning victory” (15).

- Add the page reference after the closing quotation mark.
- If author is already in the sentence, give page reference alone.
- For block quotations, i.e., set apart from the text with no quotation marks, add page reference after closing punctuation mark.

NO PAGE NUMBERS

(Duer par. 12) … Jansz (sec. 12) …

- If no page numbers are shown on the source, give paragraph, location or section number/s.
- Use the abbreviations ‘par.’, ‘sec.’, or ‘loc.’ before the numbers.
How to create MLA Works Cited entries

As explained in the MLA overview, each source that is referred to in the text needs a corresponding entry in the Works Cited list. The entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic MLA Works Cited entry is made up of the following parts.

**AUTHOR + TITLE + PUBLISHER INFO + YEAR + PUBLICATION MEDIUM + RETRIEVAL DATE**

All the details you need for each part will be found on the source itself. Instructions and examples of how to format each part are given over the page.

| AUTHOR | • This identifies the creator or principal contributor of the source.  
 | • It could be a person or it could be a group (organisation or government).  
 | • Some sources may have more than one author. |
| TITLE | • This is the full title of the source in the words and spelling of the source.  
 | • If your source is part of a larger work (e.g., article from a journal; chapter from a book; post or page from a website), you need to include the title of the part and the title of the larger work. |
| PUBLISHER INFO | • This identifies the publisher and their location (city).  
 | • For sources published only online, give the publisher/sponsor of the website. Place of publication is not needed.  
 | • This information can usually be found with the copyright information. |
| PUBLICATION YEAR/DATE | • This identifies the year or specific date the source was made available in the version you accessed. Use the copyright year/date if this is shown.  
 | • For online sources, use the year or specific date the content was created (for a page or document) or the date of posting (for a post). |
| PUBLICATION MEDIUM | • The publication medium describes the how the source has been made available. Some examples are: ‘Print’, ‘Web’, ‘Television’, ‘CD’, etc.  
 | • Some material is made available in more than one form. Give the medium of the form you accessed.  
 | • The publication medium must be included in all entries. |
| RETRIEVAL DATE | • This is the date you accessed the source online.  
 | • MLA style does not require URLs, so do not include unless you are instructed by your lecturer or teacher to do otherwise. |
Below are instructions for formatting the parts of a Works Cited entry. Note that every part ends with a full stop, and there is a space after each punctuation mark.

**AUTHOR + TITLE + PUBLISHER INFO + YEAR + PUBLICATION MEDIUM + RETRIEVAL DATE**

**Author (MLA)**

1 **AUTHOR**


- Give the author’s surname plus the given name/s or initials as shown on the source.

2–3 **AUTHORS**

Hall, Jane. L., and Brian. T. Ashton. *A Spoonful of Valour* …
Guong, Gina, Terry L. Ferris, and Erin Henderson. *Rainfall* …

- Name all authors. Give first author with surname first; other authors with given name first.
- Separate by commas, join last author by ‘and’.

4 **OR MORE AUTHORS**

Donat, Tao, et al. “Cardiovascular Health of European…

- Name first author followed by ‘et al.’ (a Latin abbreviation for ‘et alia’, Latin for ‘and others’).

**GROUP AUTHOR (GOVERNMENT OR ORGANISATION)**

- Give name of group.
- Give government name in front of agency name (where applicable).
- Use common abbreviations (e.g., ‘Dept.’).

**LEGISLATION/CRIMINAL CASES (GOVERNMENT OR ORGANISATION)**

- No punctuation is required when citing legislation/criminal case.
- Formatting of civil law cases appears the same in your text as in the Works Cited list. See the section on how to present a Works Cited list for more examples.

Burger King Corp v Hungry Jack’s Pty Ltd [2001] NSWCA 187 ⇐ TITLE in CIVIL CASE LAW
Corporations Act 2001 (Cth) s 124(1) ⇐ TITLE in STATUTES
Title (MLA)

**BASIC**


- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first, last and principal words of the title and the subtitle.
- If source is part of a larger work, give title of part in quotation marks before title of larger work.

**NO TITLE**


- Give a brief descriptive title in your own words. No italics or quotation marks.

Publisher information (MLA)


- Give city and name of publisher. Add state (initials) or country if needed for extra identification.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
- If a source is published only online, give name of publisher/sponsor after the websitename.

Year (MLA)

**BASIC**


- Add year after publisher details for books, or in round brackets after issue details for journals.
- Add month (abbreviate if long) and day for sources with specific publication dates.

**NO YEAR/DATE**


- Use ‘n.d.’ (stands for ‘no date’) if no year/date can be found on the source.
Publication medium (MLA)

Perry, Katy. Prism. Capitol, 2013. CD.

- Give the publication medium (of the form you used) after the publisher information.
- Give at the end of the entry for non-online sources; or before retrieval date for online sources.

Retrieval date (MLA)


- Give the date that you accessed the source online as the last part of the entry.
- Use standard abbreviations for months.
- Break URLs (if needed) after a slash.
How to present an MLA Works Cited list

How to set up the list
• Begin the list on a new page at the end of your work.
• Give the list the centred heading ‘Works Cited’.
• Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
• If a DOI or URL needs to be broken, break before a slash or punctuation mark.

What to include
• Give an entry for every recoverable source you have cited in the text.
• Don’t add entries for material you have not used, however relevant.

How to arrange the entries
• List entries alphabetically by author.
• List entries with no author by title. (Ignore ‘A’ or ‘An’ or ‘The’ as first words.)
• If you have more than one entry with same author, list alphabetically by title.
• Use a long dash (or three hyphens) to stand for repeating author’s name.

Example of an MLA Works Cited list

Works Cited
Examples of MLA Works Cited entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don’t know where to start, look under the material type and if there is a relevant online example, it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example, just modify it for the version you accessed.

If you aren’t clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can’t find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

<table>
<thead>
<tr>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
<th>TYPE OF SOURCE</th>
<th>EXAMPLE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiobook (CD, audio file)</td>
<td>7, 8</td>
<td>Online discussion</td>
<td>34, 35, 36, 37</td>
</tr>
<tr>
<td>Blog post</td>
<td>37</td>
<td>PDF posted on website</td>
<td>73</td>
</tr>
<tr>
<td>Book, print basic</td>
<td>1</td>
<td>Personal communication</td>
<td>38</td>
</tr>
<tr>
<td>Book, different edition</td>
<td>2</td>
<td>Podcast</td>
<td>39</td>
</tr>
<tr>
<td>Book, edited collection</td>
<td>3</td>
<td>PowerPoint slideshow</td>
<td>21</td>
</tr>
<tr>
<td>Book, edited collection chapter</td>
<td>4</td>
<td>Radio broadcast</td>
<td>56</td>
</tr>
<tr>
<td>Book, multi-volume</td>
<td>2</td>
<td>Reports, government or corporate</td>
<td>42, 43</td>
</tr>
<tr>
<td>Book, online/e-book</td>
<td>5, 6</td>
<td>Review</td>
<td>44, 45</td>
</tr>
<tr>
<td>Brochure</td>
<td>10</td>
<td>Secondary source</td>
<td>77</td>
</tr>
<tr>
<td>Conference material, presented</td>
<td>11</td>
<td>Software, App</td>
<td>46, 47</td>
</tr>
<tr>
<td>Conference material, published</td>
<td>12, 13</td>
<td>Speech, Performance, live</td>
<td>48, 49</td>
</tr>
<tr>
<td>E-book</td>
<td>5, 6</td>
<td>Speech, Performance, recorded</td>
<td>50, 51, 52, 53</td>
</tr>
<tr>
<td>Email, Letter</td>
<td>38</td>
<td>Standards, Australian</td>
<td>54</td>
</tr>
<tr>
<td>Encyclopedia entry</td>
<td>14, 15, 16</td>
<td>Television current affairs broadcast</td>
<td>55</td>
</tr>
<tr>
<td>Exhibition catalogue</td>
<td>9</td>
<td>Television series episode</td>
<td>57, 58, 59, 60</td>
</tr>
<tr>
<td>Facebook post</td>
<td>36</td>
<td>Thesis</td>
<td>61, 62</td>
</tr>
<tr>
<td>Film</td>
<td>62</td>
<td>Tweet</td>
<td>35</td>
</tr>
<tr>
<td>Image</td>
<td>24, 71</td>
<td>Video file, post</td>
<td>22, 50, 63, 64</td>
</tr>
<tr>
<td>Interview transcript</td>
<td>17</td>
<td>Video, Film, DVD, studio production</td>
<td>65, 66, 67, 68</td>
</tr>
<tr>
<td>Journal article</td>
<td>18, 19, 20</td>
<td>Video game</td>
<td>69</td>
</tr>
<tr>
<td>Lecture or class material</td>
<td>21, 22, 23</td>
<td>Visual artwork, original</td>
<td>70</td>
</tr>
<tr>
<td>Map, chart, diagram, image</td>
<td>24, 25</td>
<td>Visual artwork, reproduction</td>
<td>71, 72</td>
</tr>
<tr>
<td>Media release</td>
<td>26</td>
<td>Website document (stand-alone)</td>
<td>73</td>
</tr>
<tr>
<td>Music recording (CD, LP, online)</td>
<td>31, 32, 33</td>
<td>Website page/post (general)</td>
<td>74, 75</td>
</tr>
<tr>
<td>Newspaper, magazine article</td>
<td>27, 28, 29, 30</td>
<td>Website (general)</td>
<td>76</td>
</tr>
</tbody>
</table>
### Book, print

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
</table>

**NOTES**
- BASIC: Give author, title (italics), place and name of publisher and year, and publication medium.
- DIFFERENT EDITION: Add edition description after title. Edition information is only given for editions other than the first. If no edition statement is shown on the book, assume it is the first (and no statement needed).
- MULTI-VOLUME: Add volume number/s after title. Give all volumes (e.g., ‘3 vols.’) if you are citing a whole work; or the volume number if citing an individual volume (e.g., ‘Vol. 2.’).
- EDITED COLLECTION: Give editor/s in author position followed by ‘ed.’ or ‘eds’.
- CHAPTER FROM EDITED COLLECTION: Give chapter author and title (in quotation marks). Give book title (italics). Give book editor/s name/s (given name then surname) preceded by ‘Ed.’. Add page range of chapter in round brackets (no italics) after publication information.

### Book, online, e-book

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
</table>

**NOTES**
- Treat as for a print book, including publisher information.
- If accessed online, add website/database name, ‘Web’ as publication medium, and retrieval date.
- If accessed offline as a digital file, add file type as publication medium. Retrieval date not required.
### Book, audio recording

**TEMPLATE**

<table>
<thead>
<tr>
<th>Author. Title. Narr. Recording label, Year. Website Name (if online). Publication medium. Retrieval date (if online).</th>
</tr>
</thead>
</table>

| EX 7 | CD |

| EX 8 | ONLINE |

**NOTES**

- Give author and title. Add reader's name after title preceded by 'Narr.' (abbreviation of 'Narrator').
- Give name of recording label/publisher.
- If accessed online, give name of website and date of retrieval.

### Brochure, pamphlet or catalogue

**TEMPLATE**

<table>
<thead>
<tr>
<th>Author. Title. City: Publisher, Year. Website Name (if online). Publication medium. Retrieval date (if online).</th>
</tr>
</thead>
</table>

| EX 9 | EXHIBITION CATALOGUE (PRINT) |

| EX 10 | BROCHURE (ONLINE) |

**NOTES**

- Give publication year or date as shown on document. Give title in italics.
- If publisher is also the author, use 'Author' to stand for author's name.
- ONLINE: Add website name (italics) before publication medium, Web and retrieval date.

### Conference paper presented (unpublished)

**TEMPLATE**

|---|


**NOTES**

- Give presenter's name, title of paper (quotation marks), followed by name of meeting and organisation, location and date. Add description (examples, Speech, Lecture or Presentation).
### Conference paper published in proceedings

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
</tr>
</thead>
</table>

**EX 12** **PAPER IN PROCEEDINGS**


**EX 13** **WHOLE PROCEEDINGS**


**NOTES**

- Treat like a book chapter from an edited collection. Give author/s of paper, title of paper (in quotation marks), title and editor of proceedings, publication information, page range and publication medium.
- ONLINE: Add website name before publication medium (‘Web’) and give date of access.
- If using the whole proceedings as a source, treat like a book (edited collection).

### Encyclopedia entry

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author. “Title of Entry.” <em>Title of Work.</em> City: Publisher, Year. Publication medium. Retrieval date (if online).</td>
</tr>
</tbody>
</table>

**EX 14** **PRINT**


**EX 15** **E-BOOK**


**EX 16** **ONLINE**


**NOTES**

** Check with your teacher or lecturer before using Wikipedia as a reference source.**

- Treat like a chapter from a book. (If using the whole work, treat like a book.)
- Give author of entry if one is named, otherwise begin with title.
- Give title of entry (in quotation marks) and title of whole work (italics).
- Add page, edition and volume numbers (if applicable) after title for print (and print versions online).
- Place and publisher are not needed for widely used reference works; just give year.
### Interview MLA

**TEMPLATE**

Interviewee. “Title.” By Interviewer. Day Month Year. *Title of Whole Work. Website Name (if online) Publisher, Date. Publication medium. Retrieval date (if online)*

<table>
<thead>
<tr>
<th>EX 17</th>
<th>ONLINE (TRANSCRIPT)</th>
</tr>
</thead>
</table>

**NOTES**

- Interviews can be used as references if recoverable by your reader (e.g., transcripts or audio/video files/recordings). Treat private or informal interviews as personal communications (See Ex 38).
- Give the interviewee’s name at the beginning of the entry. Give the title, if there is one, in quotation marks followed by the interviewer’s name. If no title, use the statement ‘Interview by’ and the interviewer’s name. Format the rest of the entry according to the category of material accessed.

### Journal article MLA

**TEMPLATE**


<table>
<thead>
<tr>
<th>EX 18</th>
<th>PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author ↓ Article ↓ Journal Name ↓ Volume ↓ Issue ↓ Year ↓ Pages ↓ Medium ↓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EX 19</th>
<th>ONLINE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 20</th>
<th>ABSTRACT</th>
</tr>
</thead>
</table>

**NOTES**

- Give author and title of article (quotation marks). If source is an abstract, letter or review, add ‘Abstract’, ‘Letter to the editor’ or ‘Review of …’ (name the work being reviewed) after author.
- Give journal name in italics. Give volume and issue numbers separated by a full stop, no space between. Give year of publication in round brackets, a colon and page range (if pages are shown).
- ONLINE: Add website name (if different from name of journal) before publication medium (Web).
**Lecture or class material**

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>ONLINE DOCUMENT/FILE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>ONLINE LECTURE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>PRINT HANDOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 23</strong></td>
<td>Huang, Lee “The Cost of Retribution.” Lecture material, Ethics 123, Central University, Townsville. 5 March 2012. Lecture.</td>
</tr>
</tbody>
</table>

**NOTES**

**Check with your teacher or lecturer before including lecture/class material in the Works Cited list.**

- **LIVE CLASSES, LECTURES AND PRESENTATIONS:** These are not recoverable so are not included in the reference list. Treat as personal communications; e.g., ‘… in a lecture on chaos theory (M. Green, personal communication, May 1, 2009) …’
- **ONLINE LECTURES AND PRESENTATIONS:** These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).
- **PRINT CLASS MATERIAL, HANDOUTS:** If permitted for use as a source, treat as above.

**Map, chart, illustration, figure, image**

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>“Title”. Description. <em>Title of Work or Website Name</em> (if online). Publisher, Year. Publication medium. Retrieval date (if online).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>ONLINE</th>
</tr>
</thead>
</table>

**NOTES**

- **PRINT:** Give the title of the item in quotation marks. (If no title or caption, give a short description without quotation marks.) Give a description of its form (e.g., ‘Map’, ‘Chart’), followed by the title, author, publication details, and page of the work containing it.
- **ONLINE:** Give the title of the item in quotation marks. (If no title or caption, give a short description without quotation marks.) Give a description of its form (e.g., ‘Map’, ‘Chart’), followed by website name, website publisher and year, publication medium, and retrieval date.
### Media release

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
</table>

### Music recording

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 33</strong> ALBUM (CD)</td>
<td>Perry, Katy. <em>Prism</em>. Capitol, 2013. CD.</td>
</tr>
</tbody>
</table>

### NOTES
- SINGLE TRACK/SONG: Give name of performer and title of song (in quotation marks). Give name of songwriter if different from performer. Give album title (italics), and name of recording label and year. Add form (e.g., LP, CD, Web, etc.).
- WHOLE ALBUM: Give name of performer, album title (italics), label and year, and form.
- ONLINE: Give website name before publication medium (‘Web’) and give retrieval date. If available originally in another form, add original publisher (label) and year.
Newspaper, magazine article

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>EX 27</th>
<th>BASIC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 28</th>
<th>SEPARATE SECTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 29</th>
<th>ONLINE REPLICA OF PRINT EDITION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 30</th>
<th>ONLINE EDITION</th>
</tr>
</thead>
</table>

**NOTES**

- Give author, or start with title if no author.
- Give title (quotation marks). If needed, add description (e.g., Letter) before title, or give alone.
- Give newspaper/magazine name (italics). Omit ‘The’ if at beginning. If city is not in name, add this in square brackets, no italics. If separate section, add name (no italics) after title.
- Give date of publication followed by page numbers (no ‘p.’ or ‘pp.’). If non-consecutive, add plus sign (Ex 27).
- ONLINE: Give website name (italics), publisher of website, date of publication, medium of publication (Web), and retrieval date. If article is a digital replica of print edition, include page numbers.
## Online discussion, social media

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 35</strong> TWEET</td>
<td>West, Kanye (kanyewest). “Thank you, Mandela, for your life's work and may it serve as a guiding light to illuminate our future.” 9 Dec. 2013, 8.22 a.m. Tweet.</td>
</tr>
<tr>
<td><strong>EX 36</strong> FACEBOOK POST</td>
<td>Coles Supermarkets. “Good News: In another national supermarket first, we’re pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved.” Facebook post. Facebook. 2 Jan. 2014. Web.</td>
</tr>
</tbody>
</table>

### NOTES

This category covers posts and comments that are recoverable (i.e., open access). Posts that are protected by privacy settings should be treated as personal communications; see Ex 38).

- Give real name. Add screen name (if one) in round brackets, or give alone if real name unknown.
- Give post/comment/tweet as the title (in quotation marks).
- Add form (e.g., ‘Tweet’, ‘Facebook post’, ‘Photograph’, etc.) title. (Use ‘Twitter page’ or ‘Facebook page’ if using someone’s entire feed/timeline as a source.)
- Give date of post/comment/tweet. Retrieval date is not necessary for items with a specific associated date (e.g., individual tweets, posts, etc.), but is necessary for whole feeds/pages.

## Personal communication

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Communicator. Communication type with the author. Day Month Year. Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 38</strong></td>
<td>Gerlich, Erin. Personal communication with the author. 7 June 2008. Email.</td>
</tr>
</tbody>
</table>

### NOTES

- This treatment applies to communications between you and another person in letters, emails, conversations, personal interviews, or posts/comments on social media or other sites protected by privacy settings.
- Give the name of the communicator (seek approval) and use the description ‘Personal communication with the author’ (i.e., you). Give the date of the communication and the form (e.g., ‘Email’, ‘Message’).
### Podcast

**TEMPLATE**

“Episode Title.” Principal contributor. *Podcast Title*. Publisher, Day Month Year. File type.

**EX 39**


### NOTES

- Give publisher, date of publication, and publication medium (Web) or file type if accessed offline.

### Report, government or corporate

**TEMPLATE**

Author. *Title*. Series number. City: Publisher, Year. Publication medium.

**EX 40**

PRINT GOVERNMENT REPORT


**EX 41**

PRINT CORPORATE REPORT


**EX 42**

ONLINE PDF DOCUMENT


**EX 43**

PRINT FACTSHEET


### NOTES

** Check with your teacher or lecturer before using a factsheet as a reference source. These are usually not acceptable as academic sources unless as objects of research.
- Give author. Use common abbreviations for groups’ e.g. ‘Dept. of Defence’, ‘Dept. of Treasury and Finance.’
- Give title of report in italics. Add any series name or number (no italics) after title.
- Give publication details. If published by author, use the word ‘Author’ for publisher name.
- ONLINE: Add website name (italics), publisher and publication date, publication medium (‘Web’), and retrieval date.
### Review (MLA)

**TEMPlATE**  
Reviewer. (Year/Date). “Title of Review.” *Rev. of Title of Work Reviewed*, role and Name of Principal Contributor. *Title of Work containing review*. Date of publication. Publication medium. Retrieval date (if online).

**EX 44**  
FILM REVIEW (PRINT NEWSPAPER)  

**EX 45**  
THEATRE REVIEW (ONLINE)  

**NOTES**  
- Give author and date of review.  
- Give title of review (quotation marks) followed by ‘Rev of’, the title of work being reviewed (italics) and the role/s and name/s of the primary contributor/s. If review has no title, give description alone.  
- Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).  
- ONLINE: Add website name before publication medium (‘Web’) and retrieval date.

### Software, app (MLA)

**TEMPlATE**  
Title of Software (Version number). Form. *Website Name* (if online). Company, Year. Publication medium. Retrieval date (if online).

**EX 46**  

**EX 47**  

**NOTES**  
- Only give reference entries for specialised software with limited distribution. No reference entry is needed for standard software and programming languages.  
- Give title of software followed by version number in round brackets. Add description after version number. Give name of company and year of production. If accessed online, add website name before publication medium (‘Web’) and retrieval date.
### Speech, performance, live

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Performer/ Speaker. “Title of Performance.” <em>Title of Whole Work.</em> Venue, City. Date (Month Year of performance). Form.</th>
</tr>
</thead>
</table>

### NOTES

- Give speaker/performer at beginning of entry.
- Give title in italics if it is a stand-alone production. If part of a larger work, or if a speech or lecture, use quotation marks.
- Give name and location of venue, date of performance, and form (e.g., Reading, Lecture, Performance).

### Speech, performance, recorded

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Performer. “Title.” <em>Title of whole work</em> (where applicable). Date recorded. Label, Year (or <em>Website Name</em> and date, if online). Publication medium. Date retrieved (if online).</th>
</tr>
</thead>
</table>

### NOTES

- Give speaker/performer at beginning of entry.
- Give date of recording, description of form and label and year of publication.
- ONLINE: Add website, publisher, publication medium, and date of access.
### Standards, Australian

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
</table>

### Television/radio news or current affairs broadcast

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of Program. Role and Principal Contributor. Broadcast or publication details.</strong> Publication medium.</td>
<td></td>
</tr>
<tr>
<td><strong>EX 55</strong> TELEVISION BROADCAST</td>
<td></td>
</tr>
<tr>
<td><strong>EX 56</strong> RADIO BROADCAST</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES
- Give program title (italics) and role and name of series principal contributor/s.
- Give broadcast station, city and broadcast date and publication medium ‘Television’ or ‘Radio’.

### Television series episode

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>MLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Title of Episode.” Role and Principal Contributor. <em>Title of Series</em>. Role and Principal Contributor. Broadcast or publication details. <em>Website Name</em> (if online). Publication medium. Retrieval date (if online).</td>
<td></td>
</tr>
<tr>
<td><strong>EX 57</strong> TELEVISION BROADCAST</td>
<td></td>
</tr>
<tr>
<td><strong>EX 58</strong> ONLINE VIDEO</td>
<td></td>
</tr>
<tr>
<td><strong>EX 59</strong> DVD (SINGLE EPISODE)</td>
<td></td>
</tr>
<tr>
<td><strong>EX 60</strong> DVD (WHOLE SERIES)</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES
- Give episode title (quotation marks); role and name of episode’s principal contributor/s (e.g., director and/or writer); series title (italics); and role and name of series’ principal contributor/s. Various roles have been added to the examples above to show options.
- BROADCAST: Give network, station, city and broadcast date and publication medium ‘Television’.
- ONLINE: Give website, publisher and year, publication medium (‘Web’) and retrieval date.
- DVD: Give studio and year of production (or year range for whole series).
### Thesis

**TEMPLATE**

Author. “Title of Thesis.” Description. Institution, Year. *Website Name* (if online). Publication medium. Retrieval date (if online).

**EX 61**


**EX 62**


### NOTES

- PRINT: Give title in quotation marks, followed by description and name and location of institution.
- ONLINE: Add database or repository name before publication medium (‘Web’) and retrieval date.

### Video post

**TEMPLATE**


**EX 63**


**EX 64**


### NOTES

** See also Ex 22 and Ex 52.
- Give real name plus screen name in round brackets, or just screen name if real unknown.
- Give title in quotation marks. Add description; e.g., ‘Online video clip.’
- Give name of website hosting the clip, and publisher and date of publication.
- Give publisher/sponsor of website and date of publication (posting).
- Give publication medium as ‘Web’.
- Give date of retrieval.
### Video, film production (studio production)

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Title. Role Primary Contributor. Distributor/Studio, Year. Website Name (if online). Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 65</strong></td>
<td><strong>FILM</strong></td>
</tr>
<tr>
<td><strong>EX 66</strong></td>
<td><strong>DVD/BLU-RAY RELEASE</strong></td>
</tr>
<tr>
<td><strong>EX 67</strong></td>
<td><strong>DVD/BLU-RAY RE-ISSUE</strong></td>
</tr>
<tr>
<td><strong>EX 68</strong></td>
<td><strong>ONLINE</strong></td>
</tr>
</tbody>
</table>

**NOTES**

- FILM: Give title (italics), role and name of primary contributor (e.g., director or writer), and studio and year of release. (Various roles have been added to the examples above to show options.)
- DVD/BLU-RAY: If re-issue of an earlier studio version, add original release year.
- ONLINE: Add website name before publication medium (either 'Web' or file type, depending on how the work was accessed by you).

### Video game

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Title. Description. Publisher, Year. Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 69</strong></td>
<td><em>Doom.</em> Video game. id software, 1993. CD-ROM.</td>
</tr>
</tbody>
</table>

**NOTES**

- Give title (italics) followed by description (no italics).
- Give name of company and year of release.
- ONLINE: Add website name before publication medium ('Web') and retrieval date.
### Visual artwork

**MLA**

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>EX 70 ORIGINAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 71 PRINT REPRODUCTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EX 72 ONLINE REPRODUCTION</th>
</tr>
</thead>
</table>

### NOTES

- **ORIGINAL**: Give artist, title (italics), year, medium, and name and city of gallery.
- **PRINT REPRODUCTION**: Treat as for original and add title, author and publication details of the book containing the reproduction, including the page or plate number of where the artwork appears and publication medium ('Print').
- **ONLINE REPRODUCTION**: Treat as for original and add website name and publication medium ('Web') and date of access.

### Website document (PDF)

**MLA**

|------------------------|--------------------------------------------------------------------------------------------------------------------------------|

### NOTES

- Give the author, title (italics) and publication details of the document.
- Give the name of website where the document was accessed, the medium (Web) and the retrieval date.
### Website post, page (general treatment) MLA

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>Author. “Title of Post or Page.” Website Name. Publisher/Sponsor of website, publication date. Publication medium. Retrieval date.</th>
</tr>
</thead>
</table>

### NOTES
- Give the name of the person or group who created the post or page, and the title in quotation marks. If there is no title, give a short descriptive phrase (no quotation marks).
- Give the name of the website, the publisher/sponsor of the site, and the year or specific date of the post or page (as displayed on the individual post or page).
- Give publication medium (‘Web’) and retrieval date.

### Website MLA

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>NO WORKS CITED ENTRY REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EX 76</strong></td>
<td>The video-sharing website YouTube (<a href="http://www.youtube.com">http://www.youtube.com</a>) is … [ IN-TEXT ONLY ]</td>
</tr>
</tbody>
</table>

### NOTES
- When making a general reference to a website as a whole (i.e., not to a specific document, page or post on the site), give the URL in round brackets after the mention; no reference entry is needed.

### Secondary source MLA

<table>
<thead>
<tr>
<th>EX 77</th>
<th>IN YOUR WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hilferty describes the nature of teacher professionalism as ‘an evolving idea that responds to political, social &amp; historical contexts’ (qtd. in Meldrum and Peters 109).</td>
</tr>
</tbody>
</table>

**FOOTNOTE (ORIGINAL SOURCE)**


**WORKS CITED ENTRY (SECONDARY SOURCE)**


### NOTES
- When using a source that you found in another (secondary) source, refer to the original in your writing but add its details as a footnote only. Give a Works Cited entry and an in-text citation for the source you accessed (the secondary source).
- To make it clear that you have used a secondary source, include ‘cited in’ (or ‘qtd. in’ for a quotation) in the in-text citation.
General FAQs

What should I call the list of sources at the end of my piece of work?
Different styles use different names for this list. In APA and Australian Harvard styles, it is called ‘References’, in MLA style it is called ‘Works Cited’, and in Chicago/Turabian style it is a ‘Bibliography’. Use the name that is correct for the style you are using. Instructions on how to present this list can be found in the section for each particular style earlier in this guide.

Should I include entries for sources that I didn’t use but I think are relevant?
No, only include entries for sources that you have used unless you are instructed otherwise.

Do I number my list of entries or group them into categories?
No, arrange them in a single alphabetical sequence by author regardless of type of material.

Author’s given name and surname—which is which?
We have used the terms ‘given name’ (also known as ‘first name’) and ‘surname’ (also known as ‘family name’) in this guide when referring to the parts of an author’s name.

You need to be able to tell the difference between the parts when creating your in-text citations and reference entries. However, they are not always shown in the same order on the source, which can be confusing.

A simple way of telling which is which is to ‘look for the comma’.

- If there is a comma between the parts, the part appearing first is the surname.
  Gilbert, Brian
  Li, Ming

- If there is no comma between the parts, the part appearing first is the given name.
  Brian Gilbert
  Ming Li

The title on my source has odd wording and spelling. Should I correct it in my entry?
No, write the title as it appears exactly on the source.

What if my source has no author?
Some sources do not list an author. If this is the case, move the title to the author position. Do not write ‘Anonymous’ (unless this is shown on the source). Then, when you are organising your list of entries, alphabetise the title in the same sequence as the author surnames. (Ignore any ‘A’, ‘An’, or ‘The’ at the beginning of a title when alphabetising—move to the next word.)

What if I found my source in another source?
You may have found—and want to use—information, ideas or words in one source that originally came from another source; for example, past research findings in a journal article; or newspaper interview extracts included in a book. In academic writing, the original work (in this case the research report or newspaper interview) is known as the ‘primary’ source and the place where it is discussed, analysed or interpreted (in this case the article or book) is the ‘secondary’ source.

When you use material found in this way, it is important to acknowledge the source that you accessed directly, as well as mentioning the original source. Different styles have different approaches when referencing secondary sources. An example of how to treat secondary sources according to the four different styles covered in this guide can be found in the examples section for each style.
When do I need to give page numbers?
You need to give page numbers in the in-text or note citation when you are quoting from or referring to a specific part of a work. You need to give page numbers in the reference/bibliography/works cited entry when your source is part of a larger work, such as an article in a journal, or a chapter in a book. You should then give the beginning and end page numbers of that part. For more detail, see the examples section for each style.

Do I need to give the source when using quotations?
Yes, you must always acknowledge the source of any quotations you use. This includes adding the specific page reference to your in-text or note citation. When you are including quotations, you need to preserve the exact spelling, punctuation and paragraphing of the original. It is also important to understand that quotations should be used to support your argument, not construct it. Only use the exact words of another source when it adds to or highlights your own idea or interpretation. Don't use quotes to make the point for you.

What if I put the author's words into my own words?
Even if you change the words, you still need to acknowledge the source. Using your own words to express someone else's words or ideas is called paraphrasing. In most cases, it is better to paraphrase than to quote directly. Aside from not relying on someone else's words, it is also a useful way of testing your own understanding of what the author is saying.

How do I make a URL fit in my reference list?
Website URLs will often automatically shift down a line when they are long, making your reference list look untidy. In addition, the URL appears blue because the hyperlink is still active. Generally, when included in a reference list, website URLs may be 'broken' before a slash or punctuation mark to enable a better fit across the page. Also, it is customary to remove hyperlinks to deactivate them, which will remove the blue colour.

How do I give page numbers for online sources?
If your online source does not display any page numbers, use one of the following methods to specify the location.

- Give the closest heading (shortened to a few words) and the paragraph number.
- If no headings, give paragraph number/s alone (as provided, or counted by you).
- Location numbers as provided in some e-reader files can be given, but as these can change according to the device used, they are not always useful. Check before using if these will be helpful to your reader.

My friend did the same assignment last semester. Can't I just use the list they used?
No, the reference list/bibliography/works cited list is meant to be a list of the sources you used to produce your piece of writing.

I forgot to note down all the information I need. Does it matter if I leave out those bits?
No, your entries need to be complete as possible. Try to track down the information through the Library catalogue, online database or website.

I can't find an example that fits my source. Is it OK to just leave it out?
No, you need to include an entry for all the sources you have used. Look through the list of examples for a similar source category and use that template to customise to your source. If you can't find a similar template, give as many details as you think your reader would need to retrieve the source and present them in an order that is consistent with the style you are using.