

Referencing and attribution

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Reference correctly so users can identify the sources you use.

- **Author–date**The author–date system includes details for author and date in the text with a full citation in a list of references. This system is suitable for most Australian Government content. Broadcast media and podcasts (film, video, television and radio programs) Classics Musical compositions Plays and poetry Works of art
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- Classics
- Musical compositions
- Plays and poetry
- Works of art
- **Documentary–note**The documentary–note system uses a symbol or number in the text to mark detailed references in footnotes or endnotes. Choose this system only if it best suits the mode of publishing content and user needs.
- **Legal material**There are different conventions for how to cite legal material. Follow one style consistently to help people read and use the information. Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports
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- Acts of parliament
- Schedules
- Delegated legislation
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- Treaties
- Authoritative reports
- **Shortened forms used in referencing**Shortened forms are used in referencing to help people quickly identify sources. Unlike other shortened forms, some Latin shortened forms retain full stops.

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Legal material

There are different conventions for how to cite legal material. Follow one style consistently to help people read and use the information.

- Bills and explanatory material
- Acts of parliament
- Schedules
- Delegated legislation
- Cases and legal authorities
- Treaties
- Authoritative reports

Shortened forms used in referencing

Shortened forms are used in referencing to help people quickly identify sources. Unlike other shortened forms, some Latin shortened forms retain full stops.

Author–date

The author–date system includes details for author and date in the text with a full citation in a list of references. This system is suitable for most Australian Government content.

Include author and date in text, and list full details later

The author–date system uses:

- in-text citations with the author's name and the date of publication
- an alphabetical reference list with the full information about the source.

People use the information from an in-text citation to find the corresponding reference in the list.

The author–date system is useful when you have many sources to cite. It's mostly used in scientific writing and government reports, but you can use it for any type of writing. It's more accessible than

the documentary–note system, as there are no superscript numbers or symbols.

The referencing systems used by Harvard and the American Psychological Association (APA) are examples of the author–date system. It's also called the name–year system.

Copyright requirements

You must properly attribute copyright material you cite or reference. This includes text, images, video and sounds.

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

In-text citations

An in-text citation gives the author's name and the date of publication. You can put the author's name as part of a sentence, or it can go in parentheses with the date. Always include the date in parentheses. Don't separate the name and date with a comma.

- Jones (2017) reported similar results.
- Other results were similar (Jones 2017).

Most in-text citations have only the author's family name (or authoring organisation's name) and the year.

Use the shortened form of an organisation's name in the in-text citation. (In the reference list, you can use the shortened form followed by the spelt-out form in parentheses.)

The ABC (2019) reported ...

For a work by 2 authors, include both names in the in-text citation.

Black and Jones (2017) reported similar results.

For a work by 3 or more authors, use the first author's name plus the Latin term 'et al.' (meaning 'and others'). Don't use italics for 'et al.'. All authors' names are included in the reference list.

Holmes et al. (2019) reported many changes.

Other researchers reported similar results (Watson et al. 2017).

Other researchers reported similar results (Watson, Black, Jones and Abaza 2017).

Use the word 'and' between names outside and inside parentheses. Don't use the ampersand ('&').

Other researchers reported similar results (Black and Jones 2017).

Other researchers reported similar results (Black & Jones 2017).

Include page numbers in the in-text citation only when the work has page numbers and you're including a direct quotation. Use a colon between the date and page numbers.

- 'These were identical results' (White and Jones 2019:23–24).
- White and Jones (2019:23–24) claimed that these were 'identical results'.

When citing multiple works in the same in-text citation, use semicolons between citations. Enclose all the citations in one set of parentheses.

Other researchers reported similar results (White and Jones 2017;Black 2018;Abaza 2019).

When citing multiple works by the same author in the same year, put a letter after the date of each citation. Put an 'a' after the date of the first work you cite, then a 'b' after the date of the second, and so on.

She has written extensively on Australia – New Zealand relations (Dobell 2018a, 2018b).

Use shortened forms and abbreviations in in-text citations to save space.

Use the same shortened form in the reference list, followed by the spelt-out version. That way the user can easily find the reference but can also see the organisation's full name.

Australian trade with India expanded significantly in the second half of the decade (DFAT2018).

Australian trade with India expanded significantly in the second half of the decade (Department of Foreign Affairs and Trade2018).

For works without a date, write 'n.d.' (for 'no date') instead of the year of publication.

- White and Jones (n.d.) reported similar results.
- Other researchers reported similar results (White and Jonesn.d.).

Reference lists

If the content has sections written by different authors or on different subjects, include a reference list at the end of each section. This helps users who are interested in only one section and keeps reference lists manageable.

Include a reference in your list for each source you cite in text. All other sources can go in a list called 'More reading' or 'More information'. This list should appear after the reference list.

Some types of specialised sources, such as works of art, need their own reference list. Others, like legislation, are only included in a reference list if there are references to other types of works as well.

Check each type of specialised source that you're using to see if you need to include it in a reference list.

Order the elements of each item in a reference list

The general order is:

- author or authoring organisation's name
- publishing date
- title (and series or issue details)

- publisher details
- accessed date (for digital content).

Some elements have shortened forms used in referencing. Use the shortened form when appropriate.

Follow the examples of author–date citations.

Personal author names

Write the family name of the authors, editors or translators before writing their initials. Use the original spelling for all author names.

Don't separate the family name from the initials with a comma. Don't separate initials with full stops.

SmithAB

- Smith,AB
- Smith A.B.

Works by 2 or more authors

Unlike for in-text citations, include all of the authors' names in a reference list.

Jackson D, Li X and Chandran P(2018) 'Safety and equity',Psychological Science Australia, 2(4):223–240.

Jackson Det al.(2018) 'Safety and equity',Psychological Science Australia, 2(4):223–240.

Government names that have changed

Organisations change names over time. Use the name that appears on the source.

For example, the Services Australia annual report for 2016–17 has the author as the Department of Human Services. That was the name of the agency at the time, so use Department of Human Services as the author when you cite the report.

Shortened forms and abbreviations of organisations' names

If you have used the shortened form of an organisation's name in your content, use it in your references. Use the shortened form followed by the spelt-out version in parentheses.

Use the shortened form in subsequent references.

DFAT (Department of Foreign Affairs and Trade) (2018)Fact sheets for countries and regions – India, DFAT, accessed 9 July 2021.

Only use a shortened form of an agency's name if the agency uses it regularly.

For example, the Australian Public Service Commission regularly uses the initialism 'APSC', so use it after the first mention and in the references.

Often, an organisation's name is both the author of the webpage and the name of the website. To avoid repetition of long names, use the shortened form for the name of the website after the title. Do this even if you have not introduced the shortened form before.

Australian and New Zealand Spatial Information Council (n.d.) Place names, ANZLIC website, accessed 5 December 2019.

Australian and New Zealand Spatial Information Council (n.d.) Place names, Australian and New Zealand Spatial Information Council website, accessed 5 December 2019.

Works without a date

For works without a date, write 'n.d.' instead of the date of publication.

- Lists should be clear (McMurreyn.d.) ... [In-text citation]
- McMurrey DA (n.d.) Online technical writing: lists, mcmassociates.io, accessed 30 September 2022. [Reference list item]

Works that need the full date of publication

For works like newspaper articles and social media posts, include the full date – not just the year – in the reference list. It makes it easier for users to find this detail.

Richardson A (24 May 2018) 'Australia imports almost all of its oil, and there are pitfalls all over the globe', *The Conversation*, accessed 29 January 2020.

Richardson A (2018) 'Australia imports almost all of its oil, and there are pitfalls all over the globe', *The Conversation*, accessed 29 January 2020.

Style and spell titles consistently

Use capitals, punctuation and italics consistently in all references.

Follow the rules in the examples of author–date citations, but generally:

- Capitalise all proper nouns, the names of periodicals and the first word of titles.
- Use lower case for all other words.
- Use commas to separate elements after the title.
- Use a full stop at the end of the reference.

Use italics for the formal title of a complete published work.

Don't use italics if the reference is:

- a book chapter

- an article
- a poem
- an episode
- a page that is part of a series or a similar division.

If it's part of a publication, use single quotation marks around the title and use italics for the name of the series, book or periodical.

Example

- Mackenzie J (2011) *The editor's companion*, 2nd edn, Cambridge University Press, Melbourne. [The italicised title is for a complete published work.]
- Yik J (1 June 2017) 'Changing Australian medicine names', *Australian Prescriber*, accessed 5 December 2019. [The reference is to a title for part of a publication (a periodical).]

Use the original spelling for all titles and periodical names. This includes retaining misspellings and American spelling variations.

Example

Bishop S and Back F (2020) 'Organizational issues and color-coding', *Journal of Pediatric Science*, 4(2):22–25. ['Organizational' is an American spelling.]

Hyperlink titles and include access dates for online works

Unless the source is behind a paywall, hyperlink the title of works available online.

You don't need to include the URL in references in digital content.

Example

DFAT (Department of Foreign Affairs and Trade) (2018) [Fact sheets for countries and regions – India](#), DFAT, accessed 9 July 2021.

Content publishers should make sure the CSS print style sheet automatically displays the URLs from the hyperlinks when the content is printed. This might be a default style in your document's template.

If the document is print only, include a URL after the reference. Put the URL after the final full stop.

Example

DFAT (Department of Foreign Affairs and Trade) (2018) [Fact sheets for countries and regions – India](https://www.dfat.gov.au/trade/resources/trade-and-economic-fact-sheets-for-countries-economies-and-regions), DFAT, accessed 9 July 2021. <https://www.dfat.gov.au/trade/resources/trade-and-economic-fact-sheets-for-countries-economies-and-regions>

[A print-only reference: the full hyperlink comes after the full stop, as the title cannot be hyperlinked.]

Include the date you accessed the work. This is important because online sources can change. The information you're linking to could be different to what users will find in the future.

PDFs

If you're citing a PDF, avoid linking directly to the PDF. Instead link to the landing page where the PDF is hosted.

Landing pages tend to be a more stable place to link to. PDFs are often renamed or moved around a site. Linking to a PDF also requires the user to download content.

Thomson Reuters Australia (2017) 'Legislation and commentary table of abbreviations' Westlaw AU Guides, Thomson Reuters Australia, accessed 6 April 2020.

[The link targets a landing page, not a PDF.]

If the PDF doesn't have a landing page, link to the PDF and include 'PDF' in square brackets after the title. Follow 'PDF' with the file size in kilobytes (KB) or megabytes (MB). Include both of these additional details in the linked text.

Cite the PDF with the details you can find in the document. Sometimes details like publication dates will be missing.

Thomson Reuters Australia (n.d.)Table of abbreviations[PDF 94.35 KB], Thomson Reuters Australia, accessed 20 January 2020.

Digital object identifiers (DOIs)

A DOI is a series of numbers and punctuation that identifies a document. Unlike a URL, a DOI always stays the same. DOIs are also internationally standardised.

Works that have DOIs include most journal articles, some e-books and some PDFs.

If the document has a DOI, include it in the citation in the reference list. Put it at the end of the citation and include the shortened form 'doi' in lower case before it.

Kelleher T (2009) 'Conversational voice', Journal of Communication, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Detail page, volume and issue numbers

If a citation has a volume number, an issue number and page numbers, follow the format: volume(issue):page–page.

Example

Jackson D, Li X and Chandran P (2018) 'Safety and equity', *Psychological Science Australia*, 2(4):223–240.

In this example, the work is from volume 2, issue 4, and it's on pages 223 to 240.

Alphabetise the reference items in the list

Order the reference list in alphabetical order, according to the family name and given name of the lead author.

Example

- Jackson D, Li X and Chandran P (2018) 'Safety and equity', *Psychological Science Australia*, 2(4):223–240.
- Richardson A (24 May 2018) 'Australia imports almost all of its oil, and there are pitfalls all over the globe', *The Conversation*, accessed 29 January 2020.

Multiple works by the same author

If you have multiple works by the same writer, list them in date order.

Schade S (1 February 2015) 'The fold manifesto: why the page fold still matters', Nielsen Norman Group, accessed 12 November 2019.

Schade S (11 February 2018) 'Inverted pyramid: writing for comprehension', Nielsen Norman Group, accessed 12 November 2019.

In very long reference lists, such as in reports and theses, the same author may be cited many times.

To avoid repetition, you can use 2 unspaced em dashes for works by the same author cited immediately afterwards.

ABS (Australian Bureau of Statistics) (2014a) *Arts and culture in Australia: a statistical overview*, ABS website, accessed 20 July 2019.

——(2014b) *Australian social trends*, ABS website, accessed 20 July 2019.

——(2014c) *General social survey: summary results*, Australia, ABS website, accessed 20 July 2019.

Multiple works by the same author in the same year

When citing multiple works by the same author in the same year, put a letter after the date of each citation. Put an 'a' after the date of the first work you cite and a 'b' after the date of the second one, and so on.

Include both works in the reference list.

Dobell G (30 April 2018a) 'Big chill between China and Australia', The Strategist, accessed 23 February 2020.

Dobell G (30 April 2018b) 'Cold winds of the fifth China–Oz icy age', The Strategist, accessed 24 February 2020.

If a writer has been the sole author for some references and the lead author for others, list the works in order of:

- the alphabetical order of the secondary authors
- the date of publication.
- Adams A (n.d.)
- Adams A (2019a) ...
- Adams A (2019b) ...
- Adams A, Brown B and Zinger Z (2009) ...
- Adams B (2017) ...
- Adams B and Black B (2011) ...
- Adams B and Zinger Z (2010) ...
- Adams W, Zinger Z, Black B and Brown B (2013a) ...
- Adams W, Zinger Z, Black B and Brown B (2013b) ...

Specify details for government sources and reports

Media releases

Hyperlink the title of media releases and include an accessed date if the media release is published online.

Rule: Author A (Day Month Year) Title of media release: subtitle of media release[media release], Organisation Name, accessed Day Month Year.

Black F and Jacobsen N (4 February 2020) ACT has highest student participation and employment[media release], ACT Government, accessed 5 February 2020.

Rule: Organisation Name or Abbreviation (Day Month Year) Title of media release: subtitle of media release[media release], Organisation Name or Abbreviation, accessed Day Month Year.

ACT Government (4 February 2020) ACT has highest student participation and employment[media release], ACT Government, accessed 5 February 2020.

Reports

For reports published online, hyperlink the title of the report and include an accessed date. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Sources with title pages will detail the author and publisher. Follow the authoring details on the title page of the document.

Rule: Author A or Agency Name (Year) Title of report: subtitle of report, Name of Agency, Name of Government, accessed Day Month Year.

- Baslum S (2000) Payments to Vietnam veterans: a summary, Department of Veterans' Affairs, Australian Government.
- DHAC (Department of Health and Aged Care) (1999) Hepatitis C: a review of Australia's response, report prepared by D Lowe and R Cotton, DHAC, Australian Government.
- Department of Conservation (2000) Hydrogen-powered cars: progress to date, Sustainable Energy Branch, Department of Conservation, Northern Territory Government.

Rule: Author A or Agency Name (unpublished) Title of report: subtitle of report, Name of Agency, Name of Government, accessed Day Month Year.

White N and Jackson D (unpublished) Testing for EPO, Australian Sports Drug Agency, Australian Government, accessed 3 March 2020.

For unpublished reports include the word 'unpublished' instead of the year in in-text citations.

In their report, White and Jackson (unpublished) ...

Rule: Author A or Agency Name (Year) 'Title of report: subtitle of report', Name of Series, catalogue number, Name of Agency, Name of Government, accessed Day Month Year.

AIHW (Australian Institute of Health and Welfare) (2019) 'Australia's welfare 2019 data insights', Australia's Welfare Series 14, catalogue number AUS 226, AIHW, Australian Government, accessed 5 February 2020.

Rule: Author A or Agency Name (Year) Title of report: subtitle of report, report to Agency Name, Organisation Name or Abbreviation.

- White N and Green J (2020) Hydrogen-powered cars: progress to date, report to the Australian Government Department of Agriculture, Water and the Environment, SLR Consulting.
- MJA (Marsden Jacob Associates) (2020) Hydrogen-powered cars: progress to date, report to the Australian Government Department of Agriculture, Water and the Environment, MJA.

Rule: Author A or Organisation Name or Abbreviation (Year) Title of report: subtitle of report, Organisation Name or Abbreviation.

TerraCycle (2018) Report on recycling in Canberra offices, TerraCycle.

Sometimes a report is better known by a short title or unofficial title. If you're citing a source like this, use the short title in text.

In the reference list, use the short title followed by a spaced en dash and the full source information. List the source where the first word of the short title would be alphabetically.

The Gonski report (2011) suggests that ... [In-text citation]

Gonski report—Gonski D, Boston K, Greiner K, Lawrence, C, Scales B and Tannock P (2011) Review of funding for schooling: final report, Department of Education, Employment and Workplace Relations, Australian Government, accessed 11 February 2020. [Reference list entry]

Parliamentary sources

Parliamentary papers, such as budget papers, white papers and annual reports, are published:

- as individual documents
- as bound volumes of all documents tabled in a parliamentary sitting.

For individual documents, cite them as you would any document of that type. For example, if you access an annual report on a departmental website, cite it as a government report.

For documents you access as part of a bound volume from a parliamentary sitting:

- use the name of the parliament as the author
- include the paper number.

Rule: Name of Parliament (Year)Title of document: subtitle of document, Parl Paper X, Name of Government.

Parliament of Australia (2000)Department of Finance and Administration annual report 1999–2000, Parl Paper 32, Australian Government.

To cite a record of what was said in parliament verbatim, as recorded in Hansard, use the volume and page number. Volume numbers are before the colon, page numbers are after.

Rule: Name of Parliamentary Committee or House (Year)Debates, volume:page–page.

- Australian Senate (2000)Debates, S25:65.
- Australian House of Representatives (2000)Debates, HR103:2–9.

To cite the official records of proceedings in each house of parliament, include the volume or issue number and the page number. Issue numbers are in parentheses. Volume numbers are outside parentheses.

Official Australian Parliament records may be from theJournalsof the Senateor theVotes and Proceedingsof the House of Representatives.

Rule: Name of Parliamentary House (Year)JournalsorVotes and Proceedings, (issue) or volume:page–page.

- Australian Senate (2000–01)Journals, (123):718.
- Australian House of Representatives (2000–01)Votes and Proceedings, 1:631.

Data sets

For online data sets, hyperlink the title and include the accessed date. If you're citing a PDF or spreadsheet, avoid linking directly to the document. Instead link to the webpage that hosts the document.

Rule: Author A (Year)Title of data set[data set], Name of Website website, accessed Day Month Year.

National Native Title Tribunal (2014)Native Title determination outcomes[data set], data.gov.au, accessed 4 January 2020.

The Australian Bureau of Statistics (ABS) has a guide to referencing ABS material.

Follow the ABS advice for information to include, but adjust capitalisation and punctuation to be in line with the rest of the reference list for your content.

Australian Bureau of Statistics (2016) 2016 Census – Cultural Diversity [TableBuilder], accessed 16 November 2020. [ABS format]

ABS (Australian Bureau of Statistics) (2016) 2016 Census – Cultural diversity [TableBuilder], ABS website, accessed 16 November 2020. [Author–date format]

Records from the National Archives of Australia

The National Archives of Australia (NAA) has a guide to referencing records it holds. Follow this advice exactly, but add a full stop at the end of the citation.

National Archives of Australia: Prime Minister's Department; A461, Correspondence files, multiple number series (third system), 1934–50; AX314/1/1, Aeronautical Research in the British Empire, 1945–49 [NAA format]

National Archives of Australia: Prime Minister's Department; A461, Correspondence files, multiple number series (third system), 1934–50; AX314/1/1, Aeronautical Research in the British Empire, 1945–49. [Author–date format]

Sequence the elements of online sources

Only cite an entire website if you cannot pinpoint the material to a specific webpage or webpage content.

For example, you might mention a website as a general resource in the body text. You would give users the full details and link to that website in the reference list.

However, if you refer to content only found on a particular webpage on the website, you need to pinpoint the relevant webpage or webpage content in the reference list.

Entire website

Hyperlink the name of the website.

Always include the date you accessed the site at the end of the reference.

Use the same capitalisation as the organisation uses for the name of a website.

Include the word 'website' after the name of the website in square brackets, unless you include the URL for the homepage.

It is optional to include the URL for the homepage – for example 'stylemanual.gov.au'. If you include the homepage URL, do not include the word 'website' in square brackets.

Rule: Author A (Year) Name of website, URL [optional], accessed Day Month Year.

- APSC (Australian Public Service Commission) (2021) Australian Government Style Manual, stylemanual.gov.au, accessed 3 October 2021.
- eSafety Commissioner (n.d.) eSafety[website], accessed 3 December 2020.

Webpages and webpage content

Hyperlink the title of the webpage. Don't link to PDFs or other downloadable documents. Instead link to the page that hosts the document.

Always include the date you accessed the site at the end of the reference.

Use the same capitalisation as the organisation uses for the name of a website.

Include the word 'website' after the name of the website, unless the name of the website is a URL, for example WA.gov.au.

Rule: Author A (Year) Title of webpage, Name of Website website, accessed Day Month Year.

Clement J (2020) Device usage of Facebook users worldwide as of July 2020, Statista website, accessed 16 September 2020.

Rule: Organisation Name or Abbreviation (Year) Title of webpage, Name of Website website, accessed Day Month Year.

Department of the Prime Minister and Cabinet (n.d.) Australian National Anthem, PM&C website, accessed 20 January 2020.

Rule: Author A (Year) 'Title of webpage', Name of larger publication or series, Name of Website website, accessed Day Month Year.

- APSC (Australian Public Service Commission) (2021) 'Author-date', Australian Government style manual, Australian Government Style Manual website, accessed 3 October 2021.
- W3C (World Wide Web Consortium) (2019) 'Audio content and video content', Making audio and video content accessible, W3C website, accessed 25 August 2020.

For videos published online, hyperlink the title of the video and file format. Include the date you accessed it at the end of the reference.

Rule: Creator C or Owner of Video (Day Month Year) 'Title of video' [video], Name of Channel or Owning Organisation, Name of Website website, accessed Day Month Year.

- Farah Z and w■ni (4 October 2019) '2019 Australian Poetry Slam: Victorian winner & runner-up' [video], State Library Victoria, State Library Victoria website, accessed 10 January 2020.
- Australian Government Department of Health (28 February 2020) 'Get the facts – immunisation facts in 90 seconds' [video], Australian Government Department of Health, YouTube, accessed 6 March 2020.
- ABC (Australian Broadcasting Corporation) (10 May 2018) 'The Australian writer who could be the next Nobel Prize winner' [video], ABC News (Australia), YouTube, accessed 29 May 2019.

When citing a document hosted on a webpage, but not the webpage itself, don't include the word website in the citation.

Rule: Author A (Year) Title of document, Organisation Name or Name of Website, accessed Day Month Year.

Western Australian Government (n.d.) Island guide, Rottnest Island, accessed 31 December 2019.

For tables and images (such as graphs) you're using in the content, attribute the source in the notes below the table or figure. Include permission or copyright information if necessary. Don't include this information in the caption or title to the table or image.

Rule: Source: Adapted from Source (Year).

Source: Adapted from MDBA (2019).

For in-text references, refer to a published table or figure as you would any other published source.

Figure 5 in the annual report (MDBA 2019) uses data from ...

In both cases, cite the usual form of the reference in the reference list.

MDBA (Murray–Darling Basin Authority) (2019) Annual report 2018–19, MDBA, Australian Government, accessed 3 February 2020.

Attribute works of art (such as photographs) using an extended caption that includes:

- the full details of the work of art
- copyright and permission information if necessary.

Rule: Creator Full Name (Year) Title or description of work [medium], Webpage, Name of Website website, Exhibition or Gallery, Location of Gallery, © Creator, courtesy: Creator or Gallery, accessed Date Month Year.

Western Australian Government (n.d.) Close up of a quokka [photograph], Unique wildlife encounters, Rottnest Island website, accessed 6 February 2020.

If you're writing about a work of art but not using it in your work, cite it in the text using the creator and date.

In the photograph (Western Australian Government n.d.) ...

Cite the artworks in a separate list after the reference list with its own title, such as 'Works of art'.

Blog posts and newspaper and magazine articles

For blog posts and online newspaper and magazine articles, hyperlink the title. Include the date you accessed the article or post at the end of the reference.

Rule: Author A (Day Month Year) 'Title of article: subtitle of article', Name of Blog, Newspaper or Magazine, accessed Day Month Year.

- Doman M, Palmer A and Scott N (31 January 2020) 'Cracking the code to Steve Smith's batting success', ABC, accessed 5 February 2020.
- Peascod S (19 December 2019) 'The future of work is learning', Digital Transformation Agency blog, accessed 4 January 2020.

If a post or article doesn't list an author, use the name of the blog, newspaper or magazine.

Rule: Name of Blog, Newspaper or Magazine (Day Month Year) 'Title of article: subtitle of article', Name of Blog, Newspaper or Magazine, accessed Day Month Year.

- ABC (31 January 2020) 'Cracking the code to Steve Smith's batting success', ABC, accessed 5 February 2020.
- Facebook for Business (21 April 2019) 'Capturing attention in feed: the science behind effective video creative', Facebook for Business, accessed 18 November 2019.

Rule: Author A (Day Month Year) 'Re: Title of post: subtitle of post' [blog comment], Name of Blog, accessed Day Month Year.

Mullins P (1 January 2020) 'Re: Capturing attention in feed: the science behind effective video creative' [blog comment], Facebook for Business, accessed 4 February 2020.

Social media and forum posts

For social media posts, include the first 10 words of the content followed by an ellipsis if there's no title. Hyperlink the content or title to the original post and include the date you accessed the post.

Rule: Name of Page or Poster (Day Month Year) 'Title or first 10 words of content of post ...' [type of post], Page of Post, accessed Day Month Year.

- Services Australia (31 January 2020) 'Our mobile servicing arrangements will continue in NSW, VIC ...' [Facebook status], Services Australia, accessed 1 February 2020.
- Department of Agriculture, Water and the Environment (3 February 2020) 'Celebrate World Wetlands Day' [Tweet], Australian Government Agriculture and Water, accessed 4 February 2020.
- Microsoft (3 February 2020) 'Thanks for paving the way for others Katie Sowers, as ...' [Instagram post], Microsoft, accessed 4 February 2020.
- CSIRO (Commonwealth Scientific and Industrial Research Organisation) (21 January 2020) 'A brain transplant for one of Australia's top telescopes' [online forum post], Reddit, accessed 4 February 2020.

To cite social media and forum posts in text, use the poster's name and the year as you would for other references. However, make sure the user knows it's a social media post.

In a recent Facebook post, Services Australia (2020) ...

Emails and personal communication

For emails and personal communication, only include an in-text citation. Don't include a citation in the reference list.

Susannah Bishop (personal communication, 5 February 2020) wrote ...

Interviews

If the interview is published online, hyperlink the title and include the date you accessed it. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Always use the interviewer's name in the in-text reference. If you're quoting the interviewee, make it clear in the text.

Milne responded about the resignation (Sales 2018).

Rule: Interviewer I (Day Month Year)Interviewer Full Name interviews Interviewee Full Name: Title of interview[interview transcript], Name of Publisher, accessed Day Month Year.

Sales L (28 September 2018)Leigh Sales interviews Justin Milne: Justin Milne resigns as ABC chairman[interview transcript], ABC, accessed 4 February 2020.

Rule: Interviewer I (Day Month Year)Interviewer Full Name interviews Interviewee Full Name: Title of interview[interview audio or video file], Name of Publisher, accessed Day Month Year.

Sales L (20 December 2019)Leigh Sale interviews Dudley Harrington: Dudley Harrington on the Queensland floods[interview video file], ABC, accessed 4 March 2020.

Journal articles

For journal articles, include the DOI if possible.

Rule: Author A (Year) 'Title of article: subtitle of article',Name of Journal, volume(issue):page–page, doi:number.

Kelleher T (2009) 'Conversational voice',Journal of Communication, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Kelleher T and Edmunds M (2009) 'Conversational voice',Journal of Communication, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Rule: Author A (in press) 'Title of article: subtitle of article',Name of Journal.

Kelleher T (in press) 'Conversational voice',Journal of Communication.

For journal articles not yet published, use 'in press' instead of the year in the in-text citation.

Jackson et al. (in press) reported similar results.

Conference papers

For conference papers published online, hyperlink the title. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Rule: Author A (Day Month Year) 'Title of paper: subtitle of paper' [conference presentation],Name of Conference, Place of Conference, accessed Day Month Year.

Blunden J (9–12 May 2007) 'Plain or just dull? Collateral damage from the Plain English movement' [conference presentation],3rd IPEd Conference, Tasmania, accessed 3 May 2019.

Rule: Author A (Day Month Year) 'Title of paper: subtitle of paper' [unpublished conference presentation], Name of Conference, Place of Conference.

Blunden J (9–12 May 2007) 'Plain or just dull? Collateral damage from the Plain English movement' [unpublished conference presentation], 3rd IPEd Conference, Tasmania.

Theses

If the thesis is online, hyperlink the title and include an accessed date. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Rule: Author A (Year) Title of thesis: subtitle of thesis [type of thesis], Name of University, accessed Day Month Year.

Rahman M (2013) Using authentic materials in the writing classes: tertiary level scenario [master's thesis], BRAC University, accessed 5 May 2017.

Rule: Author A (Year) Title of thesis: subtitle of thesis [unpublished type of thesis], Name of University, accessed Day Month Year.

Rahman M (2013) Using authentic materials in the writing classes: tertiary level scenario [unpublished master's thesis], BRAC University, accessed 5 May 2017.

Give particulars for books, formal publications and printed documents

Books

If you read the book online, hyperlink the title. As books are published in editions, you don't need to include an accessed date.

Include a DOI if the book has one. Only include the place of publication if it's relevant to the user (refer to the 'Place of publication' heading in this section).

Rule: Author A (Year) Title of book: subtitle of book, Name of Publisher, Place of Publication.

- Eades D (2013) Aboriginal ways of using English, Aboriginal Studies Press, Canberra.
- Strunk W and White EB (2000) The elements of style, 4th edn, Longman, New York.

Rule: Organisation Name or Abbreviation (Year) Title of book: subtitle of book, Name of Publisher, Place of Publication.

Oxford University Press (2016) New Oxford style manual, Oxford University Press, Oxford.

(Refer to the 'Place of publication' heading in this section for another illustration of this kind of book title.)

If you include a DOI, you don't need to include a publishing location.

Rule: Author A (Year) Title of book: subtitle of book, Name of Publisher, doi: number.

Maddison S (2013) Australian public policy: theory and practice, 2nd edn, Cambridge University Press, doi:10.1017/CBO9781107255920.

Rule: Author A (Year) Title of book: subtitle of book, Xth edn, Name of Publisher, Place of Publication.

Whitbread D (2009) Design manual, 2nd edn, UNSW Press, Sydney.

Rule: Editor E (ed) (Year) Title of book: subtitle of book, Name of Publisher, Place of Publication.

Carruthers P (ed) (2005) The innate mind: structure and contents, Oxford University Press, New York.

Carruthers P, Laurence S, Stich S and Templeton G (eds) (2005) The innate mind: structure and contents, Oxford University Press, New York.

Rule: Author A (Year) 'Title of chapter: subtitle of chapter', in Editor E and Editor F (eds) Title of book: subtitle of book, Name of Publisher, Place of Publication.

Laurence S and Margolis E (2005) 'Number and natural language', in Carruthers P, Laurence S and Stich S (eds) The innate mind: structure and contents, Oxford University Press, New York.

Rule: Author A (Year) Title of book: subtitle of book (Editor E ed), Name of Publisher, Place of Publication.

Shakespeare W (1600/1967) The merchant of Venice (Moelwyn W ed), Penguin Books Ltd, Harmondsworth.

Rule: Author A (Year) English title of book: subtitle of book (Translator T trans), Name of Publisher, Place of Publication.

Backman F (2015) A man called Ove: a novel (Koch H trans), Washington Square Press, New York.

Backman F and Hall F (2015) A man called Ove: a novel (Koch H and Zimmer K trans), Washington Square Press, New York.

For translated works, use the original author's name in the in-text citation.

Only include the place of publication if it's relevant to the user.

The place of publication may be relevant if:

- you're citing works with editions published in multiple locations
- the location the book was published impacts the credibility of your work.

Editions of books published in different locations may have different spelling conventions. For example, the same publisher may publish an edition in London (using UK spelling) and an edition in New York (using US spelling).

Sometimes knowing the place of publication of the sources adds credibility to the work. For example, an Australian publication may be more credible if it cites books published in Australia. Including the publishing location clearly shows users where the book is from.

If the place of publication doesn't add useful information for the user, you can omit it from your citation.

Oxford University Press (2016) New Oxford style manual, Oxford University Press.

Dictionaries and encyclopedias

For dictionaries and encyclopedias, only include an in-text citation. Don't include a citation in the reference list.

The Australian concise Oxford dictionary (ACOD) (2017) defines it as ...

Unpublished works

For unpublished works such as internal documents, include the year the work was written where you would usually have the year the work was published.

Rule: Author A (Year) Title of document: subtitle of document [unpublished type of document], Organisation Name, Writing Location.

Ethos CRS (2018) Business writing: letters and emails [unpublished training materials], Ethos CRS, Canberra.

Other printed publications

Rule: Author A (Year) Title of publication: subtitle of publication [printed type of publication], Name of Publisher or Owning Organisation, Place of Publication or Print.

Department of Industry, Innovation and Science (2017) Business [printed brochure], Australian Government, Canberra.

The digital edition introduces changes to using the author–date system for referencing.

The digital edition uses 'et al.' for more than 2 authors; it uses 'and' instead of the ampersand for names inside and outside parentheses; it uses a colon instead of a comma between the year and page numbers; it doesn't use a comma between the surname and initials in the reference list; it hyperlinks the title but doesn't include the URL in digital references.

The December 2020 release:

- added guidance for citing an entire website
- amended guidance about citing a place of publication for a book
- adjusted guidance on citing material produced by the Australian Bureau of Statistics, in line with ABS updates.

The Content Guide did not cover this topic.

About this page

American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC.

Oxford University Press (2016) New Oxford style manual, Oxford University Press.

University of Chicago (2017) Chicago manual of style, 17th edn, University of Chicago Press.

This page was updated Tuesday 23 July 2024.

Documentary–note

The documentary–note system uses a symbol or number in the text to mark detailed references in footnotes or endnotes. Choose this system only if it best suits the mode of publishing content and user needs.

Place a reference marker in text, link it to details in a note

The documentary–note system uses:

- superscript reference markers – numbers or symbols – in the text
- footnotes or endnotes with the full information about the source.

Each note has the corresponding superscript reference marker before it. Users find the note by matching the number or symbol. In digital content, the reference markers can be hyperlinked to help users access the note.

Example

Other researchers reported similar results.¹[In-text citation]

¹AB Smith, 'Abbreviations in scientific content', Scientific Communication Studies, 2019, 23(4):1–12. [The corresponding note]

Accessibility requirements

Reference markers and footnotes can be inaccessible to:

- people who have low vision
- people who use screen readers to access content
- users of mobile phones.

If using reference markers and footnotes, ensure they:

- are sized for easier readability
- will display correctly on mobile phones or other small screen devices
- can be made larger by users without loss of content or functionality
- can be read by screen readers.

Seek specialist advice to ensure you achieve this functionality.

You can also increase accessibility by using the author–date system, which places references within the main text and uses fewer symbols.

Use notes for the sources you cite in the text. All other sources can be listed in a section called ‘More reading’ or ‘More information’. This list should appear at the end of a page of digital content, or at the end of a section in print.

Copyright requirements

You must attribute copyright material you reference. This includes text, images, video and sounds.

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

Footnotes and endnotes

Footnotes are at the end of a page. Endnotes are at the end of a section, chapter or document.

Use the heading ‘Notes’ for footnotes in digital content and for endnotes. Don’t use a heading for footnotes in print-only publications.

Footnotes are preferable for digital content, which has no set page length. The user can find the source information on the page they’re accessing.

In print, footnotes work well if you only have a few citations. If you have many citations, the footnote section at the bottom of the page can become quite long. This leaves you with little space on the page for content.

Endnotes work better for print, which has a set page length, because they don’t take up space on a page.

In print, if you have sections written by different authors or on different subjects, include a list of endnotes at the end of each section. This helps users who are only interested in one section and keeps lists of notes manageable.

Use numbers for reference markers in most content

Use reference numbers instead of symbols in most content. Numbers are easier for users to match and they’re in an intuitive sequence.

In content that uses a lot of citations, restart numbering on each page of digital content or in each section of a document.

Symbols

Reference symbols are best for content with many numbers, such as content with mathematical equations.

Use symbols if there's a risk that users will confuse superscript numbers for exponents.

$2x^2 - 2x + 12 = 16^*$

$2x^2 - 2x + 12 = 16^1$

Reference symbols can be especially difficult for screen readers to read or link to.

Symbols can affect readability unless a user changes default settings (verbosity settings). By default, screen readers won't necessarily read the symbols by their names – for example, 'asterisk' can be announced as 'star'. This can affect people's ability to quickly understand the reference markers.

If this will be an issue for your users, especially in digital content, use the author–date system instead.

If you use symbols, use footnotes instead of endnotes. It's easier for users to match symbols if they're closer together.

Use the symbols in this order:

- * (asterisk)
- † (dagger)
- ‡ (double dagger)
- § (section sign)
- # (hash sign).

Restart the symbols on each page. If you have more than five notes on a page, double the symbols (**, ††).

Put reference markers in the right place

Putting reference markers in the right place helps users find references without interrupting their reading.

In digital content, hyperlink the reference marker to help users access the note.

Reference markers for in-text citations

Place reference markers immediately after quoted material, or after phrases, clauses or sentences. Don't interrupt a phrase or clause with a reference marker.

Other researchers reported similar results.¹

Other researchers¹ reported similar results.

Place reference markers after commas and other sentence punctuation.

Other researchers reported similar results.¹

Other researchers reported similar results¹.

Reference markers for endnotes and footnotes

Place reference markers before the footnote or endnote. Add a single space between the reference marker and the beginning of the reference.

4AB Smith, CD Jones and EF Baker, 'The new science of widgetry', Theoretical Studies, 2019, 23(4):121–132.

More than one reference marker

Don't use more than one reference marker in the same place, such as when citing 2 works. Instead cite both works in one footnote or endnote, separating the entries in the note with a semicolon.

Other researchers reported similar results.¹[In-text citation]

1AB Smith, CD Jones and EF Baker, 'The new science of widgetry', Theoretical Studies, 2019, 23(4):121–132; D Jackson, X Li and P Chandran, 'Safety and equity', Psychological Science Australia, 2018, 2(3):223–240.

[The note runs 2 citations together using same reference marker.]

Other researchers reported similar results.^{1,2}

Order the elements of each reference in a note

Format all notes consistently to help users find the source.

Elements in a note

Citations in notes will have different elements depending on the type of source. For example, when citing a book, include the name of the publisher. When citing a website, include the date you accessed it.

The general order is:

- author or authoring organisation's name
- title
- publisher
- publishing date
- accessed date (for digital content).

If you cite the same work more than once, give it its own reference marker. In the notes, use a shortened form of the citation after the first mention, instead of citing the full source again.

Short forms include only the author's family name (or authoring organisation name) and the title of the source.

If you're using endnotes at the end of each section, use the long form of the reference note the first time you cite the work in that section.

Some elements have shortened forms used in referencing. Use the shortened form when appropriate.

Don't use the Latin abbreviations 'ibid.', 'op cit.' or 'loc cit.' for repeated citations.

Follow the examples of documentary-note citations.

Personal author names

Write the initials of given names before writing the family name of the authors, editors or translators. Use the original spelling for all author names.

Don't separate initials with full stops.

ABSmith

- Smith,AB
- A.B.Smith

Short citations include only the author's name and the title. Don't include initials in short citations.

D Eades, Aboriginal ways of using English, Aboriginal Studies Press, Canberra, 2013. [Full citation]

Eades, Aboriginal ways of using English. [Short citation]

Shortened forms include up to 2 author family names. When you have more than 2 authors, use the Latin term 'et al.' (meaning 'and others') in short citations. Don't use italics for 'et al.'.

T Kelleher, M Edmunds and L Ormston, 'Conversational voice', Journal of Communication, 2009, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x. [Full citation]

Kelleher et al., 'Conversational voice'. [Short citation]

Organisation as author

If the author is an organisation, short citations use the shortened form of the organisation's name.

The first note to cite the organisation as author gives the name in full, and introduces the shortened form.

Oxford University Press (OUP), New Oxford style manual, Oxford University Press, Oxford, 2016. [Full citation]

OUP, New Oxford style manual. [Short citation]

Organisations change names over time. Use the name that appears on the source.

For example, the Services Australia annual report for 2016–17 has the author as the Department of Human Services. That was the name of the agency at the time, so use Department of Human

Services as the author when you cite the report.

If you have used the shortened form of an organisation's name in your content, use it in your references. Use the shortened form followed by the spelt-out version in parentheses.

Use the shortened form in subsequent references.

DFAT (Department of Foreign Affairs and Trade), Fact sheets for countries and regions – India, DFAT, 2018, accessed 9 July 2021.

Only use a shortened form of an agency's name if the agency uses it regularly.

For example, the Australian Public Service Commission regularly uses the initialism 'APSC', so use it after the first mention and in the references.

Often, an organisation's name is both the author of the webpage and the name of the website. To avoid repetition of long names, use the shortened form for the name of the website after the title. Do this even if you have not introduced the shortened form before.

Australian and New Zealand Spatial Information Council, Place names, ANZLIC website, n.d., accessed 5 December 2019.

Australian and New Zealand Spatial Information Council, Place names, Australian and New Zealand Spatial Information Council website, n.d., accessed 5 December 2019.

Style and spell titles consistently

Use capitals, italics and punctuation consistently in all cited titles.

Follow the rules in the examples of documentary–note citations:

- Capitalise all proper nouns, the names of periodicals and the first word of the title or type of work.
- Use lower case for all other words.
- Use commas to separate elements.
- Use a full stop at the end of the reference.

Use italics for the formal title of a complete published work.

Don't use italics if the reference is:

- a book chapter
- an article
- a poem
- an episode
- a page that is part of a series or a similar division.

If it's part of a publication, use single quotation marks around the title and use italics for the name of the series, book or periodical.

Example

- J Mackenzie, *The editor's companion*, 2nd edn, Cambridge University Press, Melbourne, 2011. [The italicised title is for a complete published work.]
- J Yik, 'Changing Australian medicine names', *Australian Prescriber*, 1 June 2017, accessed 5 December 2019. [The reference is to a title for part of a publication (a periodical).]

Use the original spelling for all titles and periodical names. This includes retaining misspellings and using any American spelling variations.

Example

S Bishop and F Back, 'Organizational issues and color-coding', *Journal of Pediatric Science*, 2020, 4(2):22–25. ['Organizational' is an American spelling.]

Short citations in subsequent references

Use the shortened form of a title when you refer to the same work more than once.

If the title is in italics or quotation marks in the full citation, use italics or quotation marks in the short citation.

S Laurence, 'Number and natural language', in P Carruthers, S Laurence and S Stich (eds), *The innate mind: structure and contents*, Oxford University Press, New York, 2005. [Full citation]

Laurence, 'Number and natural language'. [Short citation]

Don't hyperlink titles in short citations. The hyperlink in the full citation is enough.

Short citations don't include any subtitles.

P Lynch and S Horton, *Web style guide: foundations of user experience design*, 4th edn, Yale University Press, London, 2016. [Full citation]

Lynch and Horton, *Web style guide*. [Short citation]

Works without a date

For works without a date, write 'n.d.' instead of the date of publication.

DA McMurrey, *Online technical writing: lists*, mcmassociates.io, n.d., accessed 30 September 2022.

Works that need the full date of publication

For works like newspaper articles and social media posts, include the full date – not just the year – in the reference. This makes it easier for a user to find.

A Richardson, 'Australia imports almost all of its oil, and there are pitfalls all over the globe', *The Conversation*, 24 May 2018, accessed 29 January 2020.

A Richardson, 'Australia imports almost all of its oil, and there are pitfalls all over the globe', The Conversation, 2018, accessed 29 January 2020.

Hyperlink titles and include access dates for online works

Unless the source is behind a paywall, hyperlink the title of works available online. Do this when you use the full title of the source (the first time you include it in a note).

You don't need to include the URL in references in digital content.

Example

A Richardson, 'Australia imports almost all of its oil, and there are pitfalls all over the globe', The Conversation, 24 May 2018, accessed 31 January 2020.

Content publishers should make sure the CSS print style sheet automatically displays the URLs from the hyperlinks when the content is printed. This might be a default style in your document's template.

If the document is print only, include a URL after the reference. Put the URL after the final full stop.

Example

A Richardson, 'Australia imports almost all of its oil, and there are pitfalls all over the globe', The Conversation, 24 May 2018, accessed 31 January 2020. <https://theconversation.com/australia-imports-almost-all-of-its-oil-and-there-are-pitfalls-all-over-the-globe-97070>

[A print-only reference: the full hyperlink comes after the full stop, as the title cannot be hyperlinked.]

Include the date you accessed the work. This is important because online sources can change. The information you're linking to could be different to what the user will find in the future.

PDFs

If you're citing a PDF, avoid linking directly to the PDF. Instead link to the landing page where the PDF is hosted.

Landing pages tend to be a more stable place to link to. PDFs are often renamed or moved around a site. Linking to a PDF also requires the user to download content.

Thomson Reuters Australia, 'Legislation and commentary table of abbreviations', Westlaw AU Guides, Thomson Reuters Australia, 2017, accessed 6 April 2020.

[The link targets a landing page, not a PDF.]

If the PDF doesn't have a landing page, link to the PDF and include 'PDF' in square brackets after the title. Follow 'PDF' with the file size in kilobytes (KB) or megabytes (MB). Include both of these

additional details in the linked text.

Cite the PDF with the details you can find in the document. Sometimes details like publication dates will be missing.

Thomson Reuters Australia, Table of abbreviations [PDF 94.35KB], Thomson Reuters Australia, n.d., accessed 20 January 2020.

Digital object identifiers (DOIs)

A DOI is a series of numbers and punctuation that identifies a document. Unlike a URL, a DOI stays the same always. DOIs are also internationally standardised.

Works that have DOIs include most journal articles, some e-books and some PDFs.

If the document has a DOI, include it in the citation. Put it at the end of the citation and include the shortened form 'doi' in lower case before it.

T Kelleher, 'Conversational voice', *Journal of Communication*, 2009, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Detail page, volume and issue numbers

To cite a specific page or page range in a work, add:

- the letter 'p' and the page number to cite one page
- the letters 'pp' and the page number range to cite a range of pages.

Example

- J Mackenzie, *The editor's companion*, 2nd edn, Cambridge University Press, Melbourne, 2011, p5.
- J Mackenzie, *The editor's companion*, 2nd edn, Cambridge University Press, Melbourne, 2011, pp5–11.

If the citation has a volume number, an issue number and page numbers follow the format: volume(issue):page–page.

Example

D Jackson, X Li and P Chandran, 'Safety and equity', *Psychological Science Australia*, 2018, 2(4):223–240.

In this example, the work is from volume 2, issue 4, and it's on pages 223 to 240.

To cite a specific page of this work, add the page number at the end.

Example

D Jackson, X Li and P Chandran, 'Safety and equity', *Psychological Science Australia*, 2018, 2(4):223–240, p 225.

Cite government sources and reports

Media releases

Hyperlink the titles of media releases and include an accessed date if the media release is published online.

Rule: A Author and B Author, Title of media release: subtitle of media release[media release], Organisation Name, Day Month Year, accessed Day Month Year.

F Black and N Jacobsen, ACT has highest student participation and employment[media release], ACT Government, 4 February 2020, accessed 5 February 2020.

Rule: Organisation Name Title of media release: subtitle of media release[media release], Organisation Name, Day Month Year, accessed Day Month Year.

ACT Government, ACT has highest student participation and employment[media release], ACT Government, 4 February 2020, accessed 5 February 2020.

Reports

For reports published online, hyperlink the title of the report and include an accessed date. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Sources with title pages will detail the author and publisher. Follow the authoring details on the title page of the document.

Rule: A Author or Agency Name (Abbreviation), Title of report: subtitle of report, Agency Name or Abbreviation, Name of Government, Year, accessed Day Month Year.

- S Baslum, Payments to Vietnam veterans: a summary, Department of Veterans' Affairs, Australian Government, 2000.
- Department of Health and Aged Care (DHAC), Hepatitis C: a review of Australia's response, report prepared by D Lowe and R Cotton, DHAC, Australian Government, 1999.
- Department of Conservation, Hydrogen-powered cars: progress to date, Sustainable Energy Branch, Department of Conservation, Northern Territory Government, 2000.

Rule: A Author or Agency Name (Abbreviation), Title of report: subtitle of report, Agency Name or Abbreviation, Name of Government, unpublished, accessed Day Month Year.

N White and D Jackson, Testing for EPO, Australian Sports Drug Agency, Australian Government, unpublished, accessed 3 March 2020.

Rule: A Author or Agency Name (Abbreviation), 'Title of report: subtitle of report', Name of Series, catalogue number, Agency Name or Abbreviation, Name of Government, Year, accessed Day Month Year.

Australian Institute of Health and Welfare (AIHW), 'Australia's welfare 2019 data insights', Australia's Welfare Series 14, catalogue number AUS 226, AIHW, Australian Government, 2019, accessed 5 February 2020.

Rule: A Author or Organisation Name (Abbreviation), Title of report: subtitle of report, report to Agency Name, Organisation Name or Abbreviation, Year.

- N White and J Green, Hydrogen-powered cars: progress to date, report to the Australian Government Department of Agriculture, Water and the Environment, SLR Consulting, 2020.
- Marsden Jacob Associates (MJA), Hydrogen-powered cars: progress to date, report to the Australian Government Department of Agriculture, Water and the Environment, MJA, 2020.

Rule: A Author or Organisation Name (Abbreviation), Title of report: subtitle of report, Organisation Name or Abbreviation, Year.

TerraCycle, Report on recycling in Canberra offices, TerraCycle, 2018.

Parliamentary sources

Parliamentary papers, such as budget papers, white papers and annual reports, are published:

- as individual documents
- as bound volumes of all documents tabled in a parliamentary sitting.

For individual documents, cite them as you would any document of that type. For example, if you access an annual report on a departmental website, cite it as a government report.

For documents you access as part of a bound volume from a parliamentary sitting:

- use the name of the parliament as the author
- include the paper number.

Rule: Name of Parliament, Title of document: subtitle of document, Parl Paper X, Name of Government, Year.

Parliament of Australia, Department of Finance and Administration annual report 1999–2000, Parl Paper 32, Australian Government, 2000.

To cite a record of what was said in parliament verbatim, as recorded in Hansard, use the volume and page number. Volume numbers are before the colon; page numbers are after.

Rule: Name of Parliamentary Committee or House, Debates, Year, volume:page–page.

- Australian Senate, Debates, 2000, S25:65.
- Australian House of Representatives, Debates, 2000, HR103:2–9.

To cite the official records of proceedings in each house of parliament, include the volume or issue number and the page number. Issue numbers are in parentheses. Volume numbers are outside of parentheses.

Official Australian Parliament records may be from them the Journals of the Senate or the Votes and Proceedings of the House of Representatives.

Rule: Name of Parliamentary House, Journal or Votes and Proceedings, Year, (issue) or volume: page–page.

- Australian Senate, Journals, 2000–01, (123):718.
- Australian House of Representatives, Votes and Proceedings, 2000–01, 1:631.

Data sets

For online data sets, hyperlink the title and include the accessed date. If you're citing a PDF or spreadsheet, avoid linking directly to the document. Instead link to the webpage that hosts the document.

Rule: A Author, Title of data set [data set], Name of Website website, Year, accessed Day Month Year.

National Native Title Tribunal, Native Title determination outcomes [data set], data.gov.au, 2014, accessed 4 January 2020.

The Australian Bureau of Statistics (ABS) has a guide to referencing ABS material.

Follow the ABS advice for information to include, but adjust capitalisation and punctuation to be in line with the rest of the notes in your content.

Australian Bureau of Statistics (2016) 2016 Census – Cultural Diversity [TableBuilder], accessed 16 November 2020. [ABS format]

Australian Bureau of Statistics (ABS), 2016 Census – Cultural diversity [TableBuilder], ABS website, 2016, accessed 16 November 2020. [Documentary–note format]

Records from the National Archives of Australia

The National Archives of Australia (NAA) has a guide to referencing records it holds. Follow this advice exactly, but add a full stop at the end of the citation.

National Archives of Australia: Prime Minister's Department; A461, Correspondence files, multiple number series (third system), 1934–50; AX314/1/1, Aeronautical Research in the British Empire, 1945–49 [NAA format]

National Archives of Australia: Prime Minister's Department; A461, Correspondence files, multiple number series (third system), 1934–50; AX314/1/1, Aeronautical Research in the British Empire, 1945–49. [Documentary–note format]

Reference all elements of online sources

Only cite an entire website if you cannot pinpoint the material to a specific webpage or webpage content.

For example, you might mention a website as a general resource in the body text. You would place a footnote marker with the in-text reference. The corresponding note gives users the full details and link to that website.

However, if you refer to content only found on a particular webpage on the website, you need to pinpoint the relevant webpage or webpage content in the citation.

Entire website

Hyperlink the name of the website.

Always include the date you accessed the site at the end of the reference.

Use the same capitalisation as the organisation uses for the name of a website.

Include the word 'website' after the name of the website in square brackets, unless you include the URL for the homepage.

It is optional to include the URL for the homepage – for example 'stylemanual.gov.au'. If you include the homepage URL, do not include the word 'website' in square brackets.

Rule: A Author, Name of website, URL [optional], Year, accessed Day Month Year.

- Australian Public Service Commission, Australian Government Style Manual, stylemanual.gov.au, 2022, accessed 23 October 2022
- eSafety Commissioner, eSafety[website], n.d., accessed 3 December 2020.

Webpages and webpage content

Hyperlink the title of the webpage. Don't link to PDFs or other downloadable documents. Instead link to the page that hosts the document.

Always include the date you accessed the site at the end of the reference.

Use the same capitalisation as the organisation uses for the name of a website.

Include the word 'website' after the name of the website, unless the name of the website is a URL – for example 'WA.gov.au'.

Rule: A Author, Title of webpage, Name of Website website, Year, accessed Day Month Year.

J Clement, Device usage of Facebook users worldwide as of July 2020, Statista website, 2020, accessed 16 September 2020.

Rule: Organisation Name, Title of webpage, Name of Website website, Year, accessed Day Month Year.

Department of the Prime Minister and Cabinet, Australian National Anthem, PM&C website, n.d., accessed 20 January 2020.

Rule: A Author, 'Title of webpage', Name of larger publication or series, Name of Website website, Year, accessed Day Month Year.

- Australian Public Service Commission, 'Documentary-note', Australian Government style manual, Australian Government Style Manual website, 2022, accessed 23 October 2022.
- W3C (World Wide Web Consortium), 'Audio content and video content', Making audio and video content accessible, W3C website, 2019, accessed 25 August 2020.

For videos published online, hyperlink the title of the video and file format. Include the date you accessed it at the end of the reference.

Rule: C Creator or Owner of Video, 'Title of video' [video], Name of Channel or Owning Organisation, Name of Website website, Day Month Year, accessed Day Month Year.

- Z Farah and w■ni, '2019 Australian Poetry Slam: Victorian winner & runner-up' [video], State Library Victoria, State Library Victoria website, 4 October 2019, accessed 10 January 2020.
- Australian Government Department of Health, 'Get the facts – immunisation facts in 90 seconds' [video], Australian Government Department of Health, YouTube, 28 February 2020, accessed 6 March 2020.
- ABC (Australian Broadcasting Corporation), 'The Australian writer who could be the next Nobel Prize winner' [video], ABC News (Australia), YouTube, 10 May 2018, accessed 29 May 2019.

When citing a document hosted on a webpage, but not the webpage itself, don't include the word 'website' in the citation.

Rule: A Author, Title of document, Owning Organisation or Name of Website, Year, accessed Day Month Year.

Western Australian Government, Island guide, Rottnest Island, n.d., accessed 31 December 2019.

For tables and images (such as graphs) you're using in the content, attribute the source in the notes below the table or image (also called a 'figure'). Include permission or copyright information if necessary. Don't include this information or a reference marker in the caption or title to the table or figure.

Rule: Source: Adapted from Source.

Source: Adapted from Murray–Darling Basin Authority (MDBA), Annual report 2018–19, MDBA, Australian Government, 2019, accessed 3 February 2020.

For in-text references, refer to a published table or figure as you would any other published source.

Figure 5 in the annual report uses data from ...¹

Use the usual form of the reference in the footnote or endnote.

¹Murray–Darling Basin Authority (MDBA), Annual report 2018–19, MDBA, Australian Government, 2019, accessed 3 February 2020.

Attribute works of art (such as photographs) using an extended caption that includes:

- the full details of the work of art
- copyright and permission information if necessary.

Rule: Creator Full Name, Title or description of work [medium], Name of Website website, Exhibition or Gallery, Location of Gallery, Year, © Creator, courtesy: Creator or Gallery, accessed Date Month Year.

Western Australian Government, Close up of a quokka[photograph], Unique wildlife encounters, Rottneest Island website, n.d., accessed 6 February 2020.

If you're writing about a work of art but not using it in your work, use a reference marker as usual. Include the full source information in the footnote or endnote.

Blog posts and newspaper and magazine articles

For blog posts and online newspaper and magazine articles, hyperlink the title. Include the date you accessed the article or post at the end of the reference.

Rule: A Author, 'Title of article: subtitle of article', Name of Blog, Newspaper or Magazine, Day Month Year, accessed Day Month Year.

- M Doman, A Palmer and N Scott, 'Cracking the code to Steve Smith's batting success', ABC, 31 January 2020, accessed 5 February 2020.
- S Peascod, 'The future of work is learning', Digital Transformation Agency blog, 19 December 2019, accessed 4 January 2020.

If a post or article doesn't list an author, use the name of the blog, newspaper or magazine.

Rule: Name of Blog, Newspaper or Magazine, 'Title of article: subtitle of article', Name of Newspaper or Magazine, Day Month Year, accessed Day Month Year.

ABC, 'Cracking the code to Steve Smith's batting success', ABC, 31 January 2020, accessed 5 February 2020.

Facebook for Business, 'Capturing attention in feed: the science behind effective video creative', Facebook for Business, 12 April 2019, accessed 18 November 2019.

Rule: A Author, 'Re: Title of post: subtitle of post' [blog comment], Name of Blog, Day Month Year, accessed Day Month Year.

P Mullins, 'Re: Capturing attention in feed: the science behind effective video creative' [blog comment], Facebook for Business, 1 January 2020, accessed 4 February 2020.

Social media and forum posts

For social media posts, include the first 10 words of the content followed by an ellipsis if there's no title. Hyperlink the content or title to the original post and include the date you accessed the post.

Make sure you let the user know you're citing a social media post before you insert a reference marker.

In a recent Facebook post, Services Australia wrote about mobile servicing arrangements.¹

Rule: Name of Page or Poster, 'Title or first 10 words of content of post ...' [type of post], Page of Post, Day Month Year, accessed Day Month Year.

- Services Australia, 'Our mobile servicing arrangements will continue in NSW, VIC ...' [Facebook status], Services Australia, 31 January 2020, accessed 1 February 2020.

- Department of Agriculture, Water and the Environment, 'Celebrate World Wetlands Day'[Tweet], Australian Government Agriculture and Water, 3 February 2020, accessed 4 February 2020.
- Microsoft, 'Thanks for paving the way for others Katie Sowers, as ...'[Instagram post], Microsoft, 3 February 2020, accessed 4 February 2020.
- Commonwealth Scientific and Industrial Research Organisation (CSIRO), 'A brain transplant for one of Australia's top telescopes'[online forum post], Reddit, 31 January 2020, accessed 4 February 2020.

Use the poster's name and the first 10 words of the content followed by an ellipsis in the short citation where the title would normally be.

Services Australia, 'Our mobile servicing arrangements will continue in NSW, VIC ...'.

Emails and personal communication

For emails and personal communication, mention them in the text but don't include a note.

Susannah Bishop(personal communication, 5 February 2020)wrote ...

Interviews

If the interview is published online, hyperlink the title and include the date you accessed it. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

The interviewer's name always comes first in the reference. If you're quoting the interviewee, make it clear in the text.

Milne responded about the resignation.¹

Rule: I Interviewer,Interviewer Full Name interviews Interviewee Full Name: Title of interview[interview transcript], Name of Publisher, Day Month Year, accessed Day Month Year.

L Sales,Leigh Sales interviews Justin Milne: Justin Milne resigns as ABC chairman[interview transcript], ABC, 28 September 2018, accessed 4 February 2020.

Rule: I Interviewer,Interviewer Full Name interviews Interviewee Full Name: Title of interview[interview audio or video file], Name of Publisher, Day Month Year, accessed Day Month Year.

L Sales,Leigh Sales interviews Dudley Harrington: Dudley Harrington on the Queensland floods[interview video file], ABC, 20 December 2019, accessed 4 March 2020.

Use the name of the interviewer in short citations.

Sales,Leigh Sales interviews Dudley Harrington.

Journal articles

For journal articles, include the DOI if possible.

Rule: A Author, 'Title of article: subtitle of article', Name of Journal, Year, volume(issue):page–page, doi:number.

- T Kelleher, 'Conversational voice', Journal of Communication, 2009, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.
- T Kelleher, M Edmunds and L Ormston, 'Conversational voice', Journal of Communication, 2009, 59(1):172–188, doi:10.1111/j.1460-2466.2008.01410.x.

Rule: A Author, 'Title of article: subtitle of article', Name of Journal, in press.

T Kelleher, 'Conversational voice', Journal of Communication, in press.

Conference papers

For conference papers published online, hyperlink the title. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Rule: A Author, 'Title of paper: subtitle of paper' [conference presentation], Name of Conference, Place of Conference, Day Month Year, accessed Day Month Year.

J Blunden, 'Plain or just dull? Collateral damage from the Plain English movement' [conference presentation], 3rd IPEd Conference, Tasmania, 9–12 May 2007, accessed 3 May 2019.

Rule: A Author, 'Title of paper: subtitle of paper' [unpublished conference presentation], Name of Conference, Place of Conference, Day Month Year.

J Blunden, 'Plain or just dull? Collateral damage from the Plain English movement' [unpublished conference presentation], 3rd IPEd Conference, Tasmania, 9–12 May 2007.

Theses

If the thesis is online, hyperlink the title and include an accessed date. If you're citing a PDF, avoid linking directly to the PDF. Instead link to the page that hosts the PDF.

Rule: A Author, Title of thesis: subtitle of thesis[type of thesis] Name of University, Year, accessed Day Month Year.

M Rahman, Using authentic materials in the writing classes: tertiary level scenario[master's thesis], BRAC University, 2013, accessed 5 May 2017.

Rule: A Author, Title of thesis: subtitle of thesis[unpublished type of thesis], Name of University, Year, accessed Day Month Year.

M Rahman, Using authentic materials in the writing classes: tertiary level scenario[unpublished master's thesis], BRAC University, 2013, accessed 5 May 2017.

Specify details for books, formal publications and printed documents

Books

If you read the book online, hyperlink the title. As books are published in editions, you don't need to include an accessed date.

Include a DOI if the book has one. Only include the place of publication if it's relevant to the user (refer to the 'Place of publication' heading in this section).

Rule: A Author, B Author and C Author, Title of book: subtitle of book, Name of Publisher, Place of Publication, Year.

- D Eades, Aboriginal ways of using English, Aboriginal Studies Press, Canberra, 2013.
- W Strunk and EB White, The elements of style, 4th edn, Longman, New York, 2000.

Rule: Organisation Name (Abbreviation), Title of book: subtitle of book, Name of Publisher, Place of Publication, Year.

Oxford University Press (OUP), New Oxford style manual, Oxford University Press, Oxford, 2016.

(Refer to the 'Place of publication' heading in this section for another illustration of this kind of book title.)

If the organisation name has an abbreviation, use that in the short citation.

OUP, New Oxford style manual.

If you include a DOI, you don't need to include a publishing location.

Rule: Rule: A Author, B Author and C Author, Title of book: subtitle of book, Name of Publisher, Year, doi: number.

S Maddison, Australian public policy: theory and practice, 2nd edn, Cambridge University Press, 2013, doi:10.1017/CBO9781107255920.

Rule: A Author, Title of book, subtitle of book, Xth edn, Name of Publisher, Place of Publication, Year.

D Whitbread, Design manual, 2nd edn, UNSW Press, Sydney, 2009.

Rule: E Editor (ed), Title of book: subtitle of book, Name of Publisher, Place of Publication, Year.

- P Carruthers (ed), The innate mind: structure and contents, Oxford University Press, New York, 2005.
- P Carruthers and S Laurence (eds), The innate mind: structure and contents, Oxford University Press, New York, 2005.

Rule: A Author, 'Title of chapter: subtitle of chapter', in E Editor and F Editor (eds) Title of book: subtitle of book, Name of Publisher, Place of Publication, Year.

S Laurence, 'Number and natural language', in P Carruthers, S Laurence and S Stich (eds), The innate mind: structure and contents, Oxford University Press, New York, 2005.

Rule: A Author, Title of book: subtitle of book (E Editor ed), Name of Publisher, Place of Publication, Year.

W Shakespeare, *The merchant of Venice* (W Moelwyn ed), Penguin Books Ltd, Harmondsworth, 1600/1967.

Rule: A Author, English title of book (T Translator trans), Name of Publisher, Place of Publication, Year.

- F Backman, *A man called Ove: a novel* (H Koch trans), Washington Square Press, New York, 2015.
- F Backman and F Hall, *A man called Ove: a novel* (H Koch and K Zimmer trans), Washington Square Press, New York, 2015.

In the short citation for translated works, use the original author's name and the English title of the work.

Backman, *A man called Ove*.

Only include the place of publication if it's relevant to the user.

The place of publication may be relevant if:

- you're citing works with editions published in multiple locations
- the location the book was published impacts the credibility of your work.

Editions of books published in different locations may have different spelling conventions. For example, the same publisher may publish an edition in London (using UK spelling) and an edition in New York (using US spelling).

Sometimes knowing the place of publication of the sources adds credibility to the work. For example, an Australian publication may be more credible if it cites books published in Australia. Including the publishing location clearly shows users where the book is from.

If the place of publication doesn't add useful information for the user, you can omit it from your citation.

Oxford University Press, *New Oxford style manual*, Oxford University Press, 2016.

Dictionaries and encyclopaedias

For dictionaries and encyclopaedias, mention them in the text but don't include a note.

The Australian concise Oxford dictionary (ACOD) defines it as ...

Unpublished works

For unpublished works such as internal documents, include the year the work was written where you would usually have the year the work was published.

Rule: A Author Title of document: subtitle of document [unpublished type of document], Organisation Name, Writing Location, Year.

Ethos CRS, *Business writing: letters and emails* [unpublished training materials], Ethos CRS, Canberra, 2018.

Other printed publications

Rule: A Author, Title of publication: subtitle of publication [printed type of publication], Name of Publisher or Owning Organisation, Place of Publication, Year.

Department of Industry, Innovation and Science, Business [printed brochure], Australian Government, Canberra, 2017.

The digital edition has revised guidance on the documentary–note system for referencing.

It does not refer to the Vancouver system.

It recommends using footnotes for digital content and endnotes for print; it suggests notes be placed at the end of a page of digital content rather than as interactive notes; it puts footnote markers after any sentence punctuation – the sixth edition recommended markers before any punctuation marks; it hyperlinks the title but doesn't include the URL in digital references.

The December 2020 release:

- added guidance for citing an entire website
- amended guidance about citing a place of publication for a book
- adjusted guidance on citing material produced by the Australian Bureau of Statistics, in line with ABS updates.

The Content Guide did not cover this topic.

About this page

American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC.

Oxford University Press (2016) New Oxford style manual, Oxford University Press.

University of Chicago (2017) Chicago manual of style, 17th edn, University of Chicago Press.

This page was updated Friday 5 January 2024.

Legal material

There are different conventions for how to cite legal material. Follow one style consistently to help people read and use the information.

Cite legal material consistently and accurately

It's important to cite legal sources in a consistent and accurate way across government.

The Style Manual gives common guidance for different types of legal material, including:

- bills and explanatory material

- Acts of parliament
- schedules
- delegated legislation
- cases and legal authorities
- treaties.

If your government agency has a legislative focus, you might need more detail. For example, for an authoritative source for specific legal conventions, you might use the 4th edn of the Australian guide to legal citation.

Use the Style Manual guidance to cite legal material for any type of content. If you work on non-government material, follow the appropriate style for your publication.

Use the correct legislation title

Unless it is obvious from the context:

- Put the title first when writing in-text citations, footnotes and endnotes.
- Follow the title with the rest of the citation.

Write this

- The Loans Security Act 1973(subsection 5A(b))provides for ...
- Commonwealth legislation(Loans Security Act 1973,subsection 5A(b))provides for ...

[The citation pinpoints subsection 5A(b) of the Act after giving its title.]

Not this

Commonwealth legislation(subsection 5A(b),Loans Security Act 1973)provides for ...

Use the following databases to find the authorised titles of legislation from each Australian jurisdiction.

Commonwealth

- Federal Register of Legislation

States and territories

- ACT Legislation Register
- NSW legislation
- Northern Territory legislation
- Queensland legislation

- South Australian legislation
- Tasmanian legislation
- Victorian legislation and parliamentary documents
- Western Australian legislation

Current (in force) or amending legislation

When you search or browse databases – such as the databases in the lists above – look for legislation that is ‘consolidated’ or ‘in force’. This is current law. Consolidated legislation includes all amendments made by other laws since the legislation was first enacted. It is sometimes called the ‘principal legislation’.

Amending legislation changes existing law. In legal databases, the version that was originally enacted (not including later amendments) is called ‘as made’, ‘as passed’ or, for Acts, ‘as enacted’.

The work of government has its basis in legislation. When you write about a particular policy, service or program, you often need to refer to recent changes to the relevant law (amending legislation). You will also name the legislation that currently applies (consolidated legislation). You might have to write about changes in the law over time. In this case, you would mention amending legislation that is no longer in force.

The text of consolidated legislation includes information to show how it has been amended over time. Look in the endnotes named ‘Legislation history’ and ‘Amendment history’ to find this information.

A useful way to track the history of legislation, particularly for historical material not published online is to use The Office of Parliamentary Counsel (OPC) Legislation tables.

Add detail to citations with notes

Writing about the law and legal matters requires careful citation.

You can use in-text citations and footnotes or endnotes (notes) to provide accurate and complete details.

In-text citations

For general content, in-text citations often give people all the information they need.

- The Major Bank Levy Act 2017 imposes a levy on authorised deposit-taking institutions.
- In *South Australia v Commonwealth* (First Uniform Tax Case), Chief Justice Latham of the Federal Court ...

Notes

Always list the legislation or case name first in a basic note.

Explanatory notes might vary. They can be a useful way to add extra information that would otherwise clutter the content.

Each note has the corresponding superscript reference marker before it. Users find the note by matching the number.

- The levy threshold is indexed quarterly.¹[A superscript reference marker for the first note]
- The legislative basis for parliamentary remuneration and entitlements is complex.²[A superscript reference marker for the second note]

¹Major Bank Levy Act 2017, subsection 4(3). [A basic note corresponding to the first reference marker]

²Section 48 of the Australian Constitution provides for the payment of members of parliament. Commonwealth Acts include Remuneration and Allowances Act 1990, Remuneration Tribunal Act 1973, Ministers of State Act 1952, ...other Acts and associated delegated legislation. [An explanatory note corresponding to the second reference marker]

In digital content, the reference markers can be hyperlinked to help users access the note. Use hyperlinked endnotes in digital content.

Reference markers and endnotes can be inaccessible to:

- people who have low vision
- people who use screen readers to access content
- users of mobile phones.

If using reference markers and endnotes, ensure they:

- are sized for easier readability
- will display correctly on mobile phones or other small screen devices
- can be made larger by users without loss of content or functionality
- can be read by screen readers.

Seek specialist advice to ensure you achieve this functionality.

In print, follow your organisation's style preference for footnotes or endnotes. Choose the style that people will find most useful.

Include separate reference lists for legal material in 3 situations

Certain government agencies and specialist legal publications will use a reference list.

Most government writers should only include a reference list if one of these applies:

- People need the list to understand the content.
- The content includes a reference list for non-legal sources.
- It is agency style to have a reference list.

Set up separate lists under the subheadings 'Legislation' and 'Legal cases'. Arrange legislation and legal cases in alphabetical order under these headings.

Write the titles of Acts and legal cases in roman type, even though they're italicised in the text. Blocks of italics are difficult to read.

Example

[Reference list headings separate legislation from cases]

Long Service Leave (Commonwealth Employees) Regulation 2016

Maintenance Orders (Commonwealth Officers) Act 1966

Major Bank Levy Act 2017

Marine Insurance Act 1909

Dutton v Republic of South Africa [1999] FCA 2

HT v The Queen [2019] HCA 40

South Australia v Commonwealth (1942) 65 CLR 373 (First Uniform Tax Case)

Victorian Railways Commissioners v Brown (1906) 3 CLR 1132

The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties.

The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'.

These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content.

The Content Guide briefly mentioned legislation in relation to capitalisation and use of italics. There was no detailed guidance about how to cite legislation.

About this page

Attorney-General's Department (2017) Style guide, Australian Government, Canberra.

Hansard (2020) Hansard style guide, Department of Parliamentary Services, Parliament of Australia, Canberra.

Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 16 June 2020.

OPC (Office of Parliamentary Counsel) (n.d.) Glossary, Federal Register of Legislation website, accessed 16 June 2020.

Parliamentary Library (n.d.)Key internet links on Australian law, Parliament of Australia website, accessed 16 June 2020.

University of Technology Sydney and University of New South Wales Faculties of Law (n.d.)Australasian Legal Information Institute (AustLII), AustLII website, accessed 16 June 2020.

Whitbread D and Leary K (2016)AGS editorial style guide, Australian Government Solicitor, Canberra.

This page was updated Thursday 10 June 2021.

Shortened forms used in referencing

Shortened forms are used in referencing to help people quickly identify sources. Unlike other shortened forms, some Latin shortened forms retain full stops.

Use roman type, not italics

In referencing, present shortened forms in roman type (not italics). Always start them with a lower case letter, even when they are derived from Latin words.

Only some Latin shortened forms and 'n.d.' take full stops.

Avoid Latin shortened forms in referencing systems

The terms 'ibid.', 'op. cit.', 'loc. cit.' and 'id.' are sometimes used in the documentary–note system and other styles of referencing.

This is no longer common usage. These terms should be avoided unless they are required by a publisher.

The term 'ibid.' refers users to the same publication that was cited immediately before it. It can refer to the same page or to a different one.

Example

- R Hyslop,Aye aye, Minister, AGPS Press, Canberra, 1990, p 89.
- *ibid.*
- *ibid.*, p 160.

[These 3 references all cite the same publication (Hyslop'sAye aye, Minister). The third reference cites a different page number.]

The term 'op. cit.' refers users back to information from different pages in the same publication. The difference between 'ibid.' and 'op. cit.' is that there can be several references between the first mention of the publication and later mentions.

Example

- R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89.
- ... [works by other authors]
- R Hyslop, op. cit., p 171.

[Two of the references use information from different pages in the same publication (Hyslop's Aye aye, Minister, pages 89 and 171).]

The term 'loc. cit.' refers the reader back to the same page of a publication already cited.

Example

- R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89.
- ... [works by other authors]
- R Hyslop, loc. cit.

[Both references use information from page 89 of the same publication (Hyslop's Aye aye, Minister).]

The term 'id.' signifies that the work in the second note is by the same author as the work in the first note.

Example

- R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89.
- id., Australian mandarins: perceptions of the role of departmental secretaries, AGPS Press, Canberra, 1993, p 45.

[Both works are by R Hyslop.]

The digital edition consolidates information on shortened forms used in referencing. The digital edition advises not to use these abbreviations unless required to by a publisher.

It advises against using most Latin shortened forms in referencing. This is a change from the sixth edition, but is consistent with advice in the digital edition to avoid Latin shortened forms.

The digital edition advises to use English abbreviations without full stops in citations, with the exception of 'n.d.', consistent with updated guidance for use of abbreviations. The full stops in 'n.d.' are retained in line with all other commonly used referencing systems.

The Content Guide did not include information about shortened forms in referencing. It advised against using Latin shortened forms.

About this page

American Psychological Association (2020) '6.29: Latin abbreviations', Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC.

American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC.

Oxford University Press (2016) '10.6: e.g., i.e., etc., et al.', New Oxford style manual, Oxford University Press, Oxford.

University of Chicago (2017) '10.42: scholarly abbreviations', Chicago manual of style, 17th edn, University of Chicago Press, Chicago.

This page was updated Thursday 10 June 2021.

Broadcast media and podcasts (film, video, television and radio programs)

Cite film, television, radio and podcast programs so people can find the source material. Use the right style and comply with copyright laws.

Cite electronic media correctly

Electronic media include film, television, radio and podcasts. When you write about electronic media you could also be referring to a script or a review.

Many of the general naming rules apply:

- Use sentence case – retain initial capitals for the first word, proper nouns and proper adjectives.
- Use italics for published works and roman type for unpublished works.
- Use roman type and quotation marks for parts of works, such as episodes.
- Use roman type and the spelling and capitalisation that the company uses for the names of channels, streaming services and networks.
- Use full names of organisations the first time you mention them.

Italicise the titles of films, television and radio programs, and podcasts.

Place the names of episodes in quotation marks and roman type.

Examples of in-text citations and reference lists on this page follow the author–date system, as this is the most common way of citing film, television and radio programs in government content.

Copyright requirements

You must attribute copyright material you reference. This includes video and audio.

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

Use italics and sentence case for film titles

Write the title as it appears in film information. Include punctuation marks and any intentional misspelling. Italicise the title and use sentence case.

If the film is part of a series, include the number of the series in the same format as in the original title of the film. For example, if the original title has the number written as a word, use the word.

In-text citations of films often include the year of production. Place this after the title in roman type and enclosed in parentheses.

If you mention the date in the text, you don't have to include it in parentheses.

Example

- Ride like a girl(2019) tells the story of jockey Michelle Payne.
- Picnic at Hanging Rock(1975) helped to revive the Australian film industry in the 1970s.
- Mad Max 2(1981) was the second in the Mad Max series of films.
- They releasedThe man from Snowy River Ilin 1988.

After the first mention, you can abbreviate the title as long as it makes sense. You can also omit the date in parentheses. This often happens with well-known and longer titles because it improves the flow of the text.

Example

Picnic at Hanging Rock(1975) continues to be a popular film. Joan Lindsay wrote the story that formed the basis forPicnic.

Reference list entries for films

In a reference list, use the director and the year of release. Include the place of production if known. If there is no credited director, use the name of the producer.

Rule: Director D (director) or Producer P (producer) (Year)Title of film: subtitle of film[motion picture], Name of Studio or Publisher, Place of Production.

Seet S (director) (2019)Storm boy[motion picture], Ambience Entertainment, Screen Australia, South Australian Film Corporation, Australia.

Safran H (director) (1976)Storm boy[motion picture], South Australian Film Corporation, Australia.

Jury WF (producer) (1916)Battle of the Somme[motion picture], British Topical Committee for War Films, London, UK.

Italicise television programs

Use sentence case, roman type and quotation marks for episodes of a program.

Use roman type and no quotation marks for the names of:

- production companies
- networks
- channels
- streaming services.

Include the year of production of television programs in roman type and brackets.

Example

- Gruen is a popular television program on ABC TV.
- The Australian story episode 'Out of the blue' is about a shark attack in the Whitsundays.
- Channel 7 has been screening cricket over the summer.
- One of the longest-running police dramas on Australian television was *Homicide* (1964–77).

Use arabic – not roman – numerals for the numbers of seasons.

Like this

Season 2 of *Offspring* introduced the character of Dr Patrick Reid.

Not this

Season II of *Offspring* introduced the character of Dr Patrick Reid.

Reference list entries for television programs

In a reference list, include the name of the director or producer and the year of release. Include the place of production if known.

Rule: Director D (director) or Producer P (producer) (Year) 'Title of episode: subtitle of episode' [television program], Name of series (season number, episode number), Name of Station or Studio, Place of Production.

Example

Pellizzeri R (director) (1994) 'Luck of the draw' [television program], *Blue heelers* (season 1, episode 44), Seven Network, Melbourne.

If the episode doesn't have a name, write the name of the program first.

Example

ABC Television (2019) *Gardening Australia* (season 30, episode 35) [television program], ABC Television, Sydney.

Italicise radio programs and use roman type for episodes

To cite radio programs:

- Use italics for the titles of programs.
- Write the year of production in parentheses. Use roman type after the title.
- Enclose the names of individual episodes in single quotation marks and use roman type.
- Use sentence case.

Example

- The wire is a news and current affairs program on Brisbane community radio station 4EB.
- Environmentalists will enjoy the radio program *Off track* on ABC Radio National.
- 'The bilby, the moon and the Birriliburu Rangers' from *Off track* went to air in January. One of the longest-running Australian radio programs was *Blue hills* (1949–76).

One of the longest-running Australian radio programs was *Blue hills* (1949–76).

Reference list entries for radio programs

In a reference list, include the full date the episode went to air. Include the place of production if known.

Rule: Presenter P (presenter) (Day Month Year) 'Title of episode: subtitle of episode' [radio program], Name of program, Name of Station or Studio, Place of Production.

Jones A (presenter) (18 January 2020) 'The bilby, the moon and the Birriliburu Rangers' [radio program], *Off track*, ABC Radio National, Sydney.

Italicise podcast series and use roman type for episodes

To cite podcasts:

- Use italics for the name of the program series.
- Use roman type and quotation marks for the names of individual podcast episodes.
- Use sentence case.

Example

- A local podcast in this popular genre is Australian true crime, hosted by Meshel Laurie and Emily Webb.
- 'Evil crows, bird funerals, swooping magpies' is an episode from Triple J's Science with Dr Karl podcast.
- Life's little mysteries is a science podcast series produced by The Conversation.

Reference list entries for podcasts

Hyperlink the episode's title if you played it from a webpage. Don't link to the podcast's file name. Always link to the webpage that hosts the podcast episode. Include the date it was accessed at the end of the reference.

Rule: Host H (host) and Producer P (producer) (Day Month Year) 'Title of podcast: subtitle of podcast' [podcast], Name of podcast, Name of Podcast Network, accessed Day Month Year.

- Stephens J (host) (26 December 2019) 'Best of 2019: the beauty queen killer' [podcast], True crime conversations, Mamamia Podcasts, accessed 21 January 2020.
- Hooper C (host) and Arnall K (producer) (3 November 2019) 'Goodbye secret garage shame' [podcast], The pineapple project, ABC, accessed 4 February 2020.

Apply the same rules for script titles as for books

Published script titles follow the same rules as book titles:

- Use italics and sentence case for published script titles.
- Use roman type and quotation marks for unpublished script titles.

Example

- Peter Carey and Ray Lawrence co-wrote *Bliss: the screenplay*.
- University of Queensland Press published *The big steal* by David Parker in their screenplay series.
- 'Cycle accident' is in the university film script archives.

Reference list entries for scripts

Reference the script as you would a book.

Rule: Author A (Year) Title of script: subtitle of script, Name of Publisher, Place of Publication.

Carey P and Lawrence R (1985) *Bliss: the screenplay*, University of Queensland Press, St Lucia, Queensland.

If you are referencing an online film script, hyperlink the title and include the date you accessed it.

Use roman type and quotation marks for review titles

Write titles of published reviews in roman type enclosed in single quotation marks. Write the title of the reviewed material in italics and use sentence case.

You may be able to hyperlink to the online review, depending on copyright restrictions. If you access it online, include an accessed date.

Example

- David Stratton's review of *Bombshell*, 'Women put Fox on run', contributed to the debate about the film.
- You can read David Knox's review of *The gloaming* on TV Tonight.

Reference list entries for reviews

If the name of the reviewed work appears in the title of the review, use italics for the work name but roman type for the rest of the title.

Rule: Reviewer R (Day Month Year) 'Title of review: subtitle of review' [review of Title of work by Creator], Name of Blog, Newspaper or Magazine, accessed Day Month Year.

- Buckmaster L (24 September 2019) 'Ride like a girl review – cinematic schmaltz swamps Michelle Payne's ride to the Melbourne Cup' [review of *Ride like a girl* directed by Rachel Griffiths], *The Guardian*, accessed 19 January 2020.
- Byram V (17 January 2020) 'Ride the roller-coaster of action that hurtles into Home and Away's Summer Bay in 2020' [review of the television series *Home and away*], *The Canberra Times*, accessed 19 January 2020.
- Stratton D (18–19 January 2020) 'Women put Fox on run' [review of *Bombshell* directed by Jay Roach], *Weekend Australian Review*.

The digital edition expands on information in the sixth edition and has an online focus. It includes podcasts. The digital edition has more examples to help users include the necessary information in the correct format.

The sixth edition briefly mentioned the style for titles and how to cite film, radio and television programs. It does not mention podcasts.

The Content Guide had brief information about video but no details on how to cite film, television, radio and podcasts.

About this page

American Psychological Association (2020) *Publication manual of the American Psychological Association*, 7th edn, American Psychological Association, Washington DC.

Dermody S and Jacka E (1988) *The screening of Australia: anatomy of a film industry* (Volume 1), Currency Press, Sydney.

Oxford University Press (2017) *Australian concise Oxford dictionary*, 6th edn, Oxford University Press, Melbourne.

Oxford University Press (2016) *New Oxford style manual*, Oxford University Press, Oxford.

University of Chicago Press (2017) *Chicago manual of style: the essential guide for writers, editors, and publishers*, 17th edn, University of Chicago Press, Chicago.

University of Technology Sydney Library (2019) *Harvard UTS referencing guide*, University of Technology Sydney website, accessed 21 January 2020.

This page was updated Monday 23 January 2023.

Classics

Classics are works from ancient and medieval times. Cite titles in line with the author–date system. Use correct attribution to help people find the source in its original language or as an English translation.

Cite classics as book titles

Disciplines and sources define the term ‘classics’ in different ways. This guidance covers ancient Greek and Roman works (until the 5th century) and works from the medieval period (from the fall of the Roman empire until the middle of the 15th century).

In references and in-text citations, treat the titles of classics as you would other book titles.

- Use sentence case—capitalise only the first letter of the title and the first letter of any proper noun.
- Use italics for the titles of books, series and anthologies.
- Use quotation marks for the titles of chapters, poems or sections.

If you’re using a reference list, include any classics that you cite.

Examples of in-text citations and reference lists on this page follow the author–date system, as this is the most common way of citing the classics in government content. If your organisation uses the documentary–note system, change the citation and style of reference list accordingly.

Use correct in-text citations

Often there will not be much information for classics. For example, you might not know the date of publication.

Include the information that you know in in-text citations.

If you don’t know the name of the author, don’t use ‘Anon’, ‘unknown’ or ‘Anonymous’ in the in-text citation.

Like this

- Beowulf is the story of a hero who defeats a dragon.
- Like Grendel (Beowulf), you seem to suffer with the joy of others.

Not this

- Beowulf (Anon) is the story of a hero who defeats a dragon.
- Like Grendel (Anonymous Beowulf), you seem to suffer with the joy of others.

If you don't know the author or the date of a work, use the name of the translator (trans) and the date of publication of the edition you're working with. Place the date at the end of the reference.

Example

Beowulf (Heaney S, trans), Faber & Faber Ltd, London, 2002. [Reference-list entry]

Use common names for authors

Most authors of the classical and medieval periods are known just by a common name, rather than a given name and a surname.

Use the author's common name in text, in-text citations and reference lists.

As with other books, if you mention the author in the sentence, don't place the author's name in brackets with the title of the work.

Write this

As Cicero expressed it, 'Is there anything rasher and more unworthy of the dignity and strength of character of a wise man than the holding of a false opinion?' (On the nature of the gods)

Not this

As Marcus Tullius Cicero expressed it, 'Is there anything rasher and more unworthy of the dignity and strength of character of a wise man than the holding of a false opinion?' (On the nature of the gods)

Include divisions in in-text citations when possible

Some classics have divisions. Divisions organise prose and poetry into, for example, books, chapters, sections, lines and verses.

Example

- As one of the early philosophers wrote, 'All wars are undertaken for the acquisition of wealth.'
(PlatoPhaedo65C–66E)
- He ended his retirement speech with Ovid's 'Turn loose the swans that drew my poet's car.'
(The art of love3.810)
- Josh hesitated at the doorway until, like Dante, he 'went on, timid and full of thought'.
(DanteThe divine comedy20.151) [In this example, Dante appears in the text as a character inThe divine comedyand appears in the citation as author]

In the examples above:

- '65C–66E' are section numbers
- '3.810' means book 3, line 810
- '20.151' means canto 20, line 151.

If the work you're citing has divisions, quote them in the in-text citation. The first time you cite a work, spell out the divisions. Place a comma between the title of the work and the first division. Separate divisions with a comma.

Example

- (OvidThe art of love,book 3, line 810)
- Josh hesitated at the doorway until, like Dante, he 'went on, timid and full of thought.'
(DanteThe divine comedy,canto 20, line 151)

For subsequent citations, don't spell out the divisions. You only need the division numbers. Separate divisions with a full stop. Don't place a comma between the title of the work and the division numbers.

Example

- (OvidThe art of love3.815)
- (DanteThe divine comedy20.151)

If you have only one division to cite, always spell it out. Place a comma between the title and the division.

Example

Virgil and Dante argue over the value of pitying the sinners in their suffering. (DanteThe divine comedy,canto 20)

If you're referring to an edition that doesn't have divisions, you can refer to specific page numbers. In these cases, place the date of the translation—or edition—you're working with and the page number after the title of the work. Separate the date from the page numbers with a colon, not a full stop. Don't use spaces around the colon.

Example

- As one of the early philosophers wrote, ‘All wars are undertaken for the acquisition of wealth.’ (PlatoPhaedo1954:85)
- Josh hesitated at the doorway until, like Dante, he ‘went on, timid and full of thought.’ (The divine comedy1954:265)

Cite titles in the most appropriate language

Most of the time, you’ll be working with translations. The exception is when you’re quoting text in the original language.

If any text should be pronounced in its original language (rather than English), screen readers need to be able to determine what that language is.

WCAG quick reference:3.1.2 Language of parts – level AA

Translated works

In in-text citations, refer to the English title that appears on the source you’re citing. If you include the work in a reference list, use the date of the translation and the name of the translator (‘trans’).

- The heroism of women is a common motif in the stories of Hecuba, Andromache and Cassandra. (EuripidesThe Trojan women) [In-text citation]
- Euripides,The Trojan women,(Murray G and Allen G, trans), London,1905; Project Gutenberg, 2011, accessed 30 November 2019. [Reference-list entry: the date of the translation was 1905.]

Works in the original language

You will rarely need to cite works in the original language.

In these cases, cite the title in the original language. If the original language uses a different alphabet to English—ancient Greek for example—use the anglicised spelling.

Troiades[The ancient Greek name forThe Trojan women,a playby Euripides]

Τρῳάδες[The Greek spelling ofTroiades]

List classics with other references

You don’t usually need a reference list for classics.

If you are using a reference list because you’re citing other works as well, then include the classics you have cited.

If you include a classics work in the reference list, cite the particular translation and edition you are working with. Make sure you:

- specify the date of the edition, not the date of the creation of the work
- acknowledge the translator ('trans')
- place the date at the end of the reference list entry – this is contrary to author–date style, but it stops possible confusion caused by, for example, 'Plato (1954)'
- hyperlink titles in digital content where available.

Example

- Plato, *Phaedo* (Tredennick H, trans), Penguin, Harmondsworth, 1954.
- Dante, *The divine comedy* (Ruse HR, trans), Holt, Rinehart and Winston, New York, 1954.

The digital edition expands and updates information in the sixth edition about citing the classics. For example, it recommends using the division number as well as the author's name for in-text references.

The Content Guide did not mention classics.

About this page

American Psychological Association (2020) '9.42 Religious and classical works', *Publication manual of the American Psychological Association*, 7th edn, American Psychological Association, Washington DC.

Dante, *The divine comedy* (Ruse HR trans), Holt, Rinehart and Winston, New York, 1954.

Ovid, *The erotic poems* (Green P trans), Penguin Books, London, 1982.

Oxford University Press (2016) 'Work titles in text', *New Oxford style manual*, Oxford University Press, Oxford.

Oxford University Press (2020) *Oxford classical dictionary*, Oxford Research Encyclopedias website, accessed 29 November 2019.

Plato, *Phaedo* (Tredennick H trans), Penguin, Harmondsworth, 1954.

University of Chicago (2017) 'Special types of references', *Chicago manual of style*, 17th edn, University of Chicago Press, Chicago.

This page was updated Wednesday 30 June 2021.

Musical compositions

Cite musical compositions using the author–date system. Attribute compositions with correct references to help people find a particular piece of music.

Cite musical compositions correctly

Musical compositions include:

- songs
- operas
- ballets
- dances
- chamber music
- soundtracks
- electronic music.

Information about musical compositions can include the:

- title
- common name
- type of composition
- composition's key
- target instrument or instruments
- catalogue number.

You might use references for musical compositions in the program for official events or other government-sponsored performances, or when using a soundtrack, such as in a video.

The references must be accurate and complete so that they:

- provide all the information someone needs to identify the work properly
- comply with copyright and licensing laws.

Examples of in-text citations and reference lists on this page follow the author–date system, as this is the most common way of citing musical compositions in government content. If your organisation uses the documentary–note system, change the citation and style of reference list accordingly.

Copyright requirements

You must attribute copyright material you reference. This includes music and audio, and any underlying copyright in the musical composition (for example, lyrics or score).

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

Australian National Anthem

Use title case (maximal capitalisation) and quotation marks for Australia's National Anthem.

The Vice-Regal Proclamation 1984 sets out the capitalisation of the National Anthem and 'Advance Australia Fair'.

The crowd stood up to listen to the choir sing 'Advance Australia Fair'.

Use roman type for unnamed compositions

For compositions with no given name, use roman type and no quotation marks. Always use a capital letter for the key of musical compositions.

Example

Telemann's suite in D major, TWV 55:C6, was the first piece our chamber group performed in public.

For compositions numbered as one of a series, do not use a full stop for the contraction for the word number (or 'number').

Example

The radio was playing Elena Kats-Chernin's piano concerto no 3.

Don't capitalise the generic type of composition.

Example

- Vivaldi composed several concertos for strings; my favourite is Op. 12.
- Australian composer Carl Vine composed 6 string quartets between 1979 and 2017.

Use the English word for most types of compositions (Table 1).

Use the English plural form for most types of compositions (Table 2).

Catalogue numbers

Some composition names include the catalogue number.

'Op.' is the abbreviated form of the Latin 'opus', meaning 'work'. It is a common catalogue term for many composers' works. Always use a full stop with this abbreviation.

Some of the more prolific composers have a catalogue of their own. For example, 'BWV' is the shortened form of the German Bach Werke Verzeichnis. The English translation is 'Bach works catalogue'.

Never spell out these shortened forms.

Use italics for long works and compilations, roman type for songs

Style for the title of a composition depends on what version you are referring to.

Songs and short pieces

Place the titles of songs or short, discrete pieces in single quotation marks. Use sentence case.

Example

The town meeting ended with the school children singing 'The road to Gundagai'.

Justine Clarke became well known among Australian children for her 2005 song 'I like to sing'.

Composition titles can be the name that the composer or producer gave the work or they can be a popular name. The titles of hymns follow the same style.

Example

Many people know Beethoven's piano sonata no 14 'Quasi una fantasia' as the 'Moonlight sonata'.

If a title is in another language, refer to it in the original language unless it has an English title. Apply the capitalisation rules of the original language.

Example

Clara Schumann's 'Wenn ich ein Vöglein wär' was arranged as a 3-part canon.

Use the abbreviation 'ft' for artists named as featuring on song recordings.

Example

Number 5 on Triple J's Hottest 100 in 2014 was 'Take me over' by Peking Duk ft SAFIA.

Long works or series

Long works include operas, ballets and musicals. They may consist of a collection of shorter pieces.

Use italics and sentence case for the titles of long works. If the title is in a language other than English, refer to it in the original language. Apply the capitalisation rules of that language.

- Many people know Australian tenor David Hobson from *La bohème* and *The pirates of Penzance*. Fewer people know that he is the composer of the chamber opera *Remembering Rosie*.
- The *Brandenburg concertos* are part of Bach's collection of concertos (BWV 1046–1051).

- Eumeralla, a war requiem for peace, which was composed by the Australian soprano Deborah Cheetham, is sung in Gunditjmara language.

Albums and compilations

Use italics and sentence case for the titles of albums, compilations, playlists and collections. Use the same punctuation as the original title of the album or compilation.

Stonefield is an Australian psych-rock outfit comprising 4 sisters from the Macedon Ranges. Their second album, *As above, so below*, is their most popular chart release so far.

Soundtracks for films and video games

For names of the soundtracks of films and video games, use italics and sentence case. For individual pieces in the soundtrack, use single quotation marks and roman type.

- Himesh Patel performed all songs in the soundtrack for *Yesterday*. The film features new versions of some of The Beatles's greatest hits, like 'Hey Jude' and 'Here comes the sun'.
- Halo original soundtrack is used in the game *Halo: combat evolved*.

Cite the song when you use someone's lyrics

Write the name of the song, the author and the year of publication in parentheses when you cite lyrics in a text.

If you mention the name of the song in the text, place only the author and the year in parentheses. If you mention the author in text, put the date in parentheses straight after the author's name.

Use single quotation marks and sentence case for the name of the song.

Example

Kevin Parker sings, 'If it calls you, embrace it / If it haunts you, face it'. We can all learn from that (Tame Impala, 'Lost in yesterday' 2020).

Include musical compositions if you're using a reference list

In government content, you don't need to create a reference list to cite musical compositions. If you have a reference list already, add musical compositions to your list.

If you're writing another type of content, check whether you need to add musical compositions to a reference list.

Rule: Creator C (Year) 'Title of song: subtitle of song' [Medium], Title of compilation or album, Name of Publisher.

Example

- Tones and I (2019) 'Dance monkey' [Song], The kids are coming, Sony Music Australia.
- Farnham J (1968) Sadie [Album], EMI/Columbia.

Rule: Creator C (Year) Title of long work or compilation [Medium], Name of Publisher.

Example

Bach JS (2010) The Brandenburg concertos: concertos BWV 1043 & 1060 [Album recorded by Academy of St Martin in the Fields], Decca.

The digital edition expands on the information about music provided in the sixth edition. It includes examples to help users cite musical compositions in the correct style.

The sixth edition had brief information about music.

The Content Guide did not have any information about musical compositions.

About this page

American Psychological Association (2020) '10.13: Audio works', Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC.

Department of the Prime Minister and Cabinet (n.d.) Australian National Anthem, PM&C website, accessed 20 January 2020.

Oxford University Press (2016) '18.7: Audio and audiovisual materials', New Oxford style manual, Oxford University Press, Oxford.

University of Chicago (2017) '15.57 Citing recordings and multimedia in author-date format', Chicago manual of style, 17th edn, University of Chicago Press, Chicago.

This page was updated Monday 17 July 2023.

Plays and poetry

Cite plays and poetry using the author–date system. Attribute works with correct references to help people find the play or poem.

Cite plays and poems correctly

You might need to refer to plays and poetry in information about events, in digital content and in other publications.

- provide all the information someone needs to identify the work properly
- comply with copyright laws.

Examples of in-text citations and reference lists on this page follow the author–date system, as this is the most common way of citing plays and poetry in government content. If your organisation uses the documentary–note system, change the citation and reference list styles accordingly.

Copyright requirements

You must attribute copyright material you reference. This includes plays, poems and scripts.

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

Reference play titles and quotes from plays

Style for play titles follows the same convention as for books but is based on details about the published edition. Quoted material from plays has distinct punctuation and formatting.

Use italics and sentence case for titles of plays

Write titles of plays in italics and use sentence case. This means the first word and any proper nouns have an initial capital letter.

- The theme of Williamson's *Emerald city* is in stark contrast to that of *The club*.
- Noni Hazlehurst played Kathy in the Sydney Theatre Company's play *No names ... no pack drill*.

Use a forward slash to show line breaks in plays

When you quote lines spoken by a character in a play, use a forward slash to show line breaks appearing in the original. Insert spaces around the forward slash. If there's a line break in your text, it can occur before or after the slash.

Adita loved to quote Hamlet on days like this. 'Tis now the very witching time of night/When churchyards yawn and hell itself breathes out/Contagion to this world ...' Her colleagues found these performances tiresome.

Don't use quotation marks in scripts of plays

In plays, you don't need quotation marks if the direct speech follows the name of the speaker.

- RICHARDS: You've the luck of the devil.
- NED: It's not luck; it's gumption. We don't think with our boots as traps do.

Use divisions for in-text citations of plays

Citations to plays are more helpful if you use divisions – acts, scenes and lines. Readers who wish to read the quote in context can use the divisions to find it in any edition of the play.

Use the full name of the playwright, unless people can identify the playwright by the surname. Use roman type (not italics), lower case and numerals for divisions.

In the words of Breaker Morant, 'There are things adrift here ... alien to justice.' (Kenneth Ross Breaker Morant, act 1, scene 13)

Ancient and medieval dramatic works have specific citation rules: refer to classics.

Include plays if you're using a reference list

In government content, you don't need to create a reference list just to cite plays. If you have a reference list already, then add plays to your list. You can also add reviews of plays to the list.

Use the edition of the play you cited. If the play was written well before the edition, place the original date in parentheses with the edition's publishing date.

Rule: Author A (Year of Original Publication/Year of Edition) Title of play: subtitle of play, Name of Publisher of Edition, Place of Publication.

- Murray-Smith J (2002) *Rapture*, Currency Press, Sydney.
- Ross K (1979) *Breaker Morant: a play in two acts*, Edward Arnold Pty Ltd, Melbourne.
- Yeats WB (1892/2018) *The Countess Cathleen: a play*, CreateSpace Independent Publishing Platform, Scotts Valley.

Use the author–date system for in-text citations in documents with a reference list. Include a page number after a colon if you're citing a specific page. Use the original and edition dates if citing an old work.

- (Murray-Smith 2002:5)
- (Ross 1979:15)
- (Yeats 1892/2018)

Follow the rules of citation for the source (for example, a newspaper) that published the review. Use italics for the title of the play.

Rule: Reviewer R (Day Month Year) 'Title of review: subtitle of review' [Review of Title of work by Creator], Name of Blog, Newspaper or Magazine, accessed Day Month Year.

- Wilkins P (5 April 2019) 'How to rule the world: a timely reminder of issues facing the nation' [Review of *How to rule the world* by Nakkiah Lui], *The Canberra Times*.
- Wakelin O (25 January 2019) 'Review: The big time, Ensemble Theatre' [Review of *The big time* by David Williamson], *ArtsHub*, accessed 18 December 2019.

Reference poem titles and parts of poems

Style for references to poem titles depends on how the poem was published. Refer to parts of poems using the right kind of punctuation.

Use quotation marks for titles of poems

Enclose titles of poems in quotation marks. If the title is part of a quotation, enclose it in double quotation marks.

- MJ decided his draft was 'huddled in clichés' like the writer's words in Gwen Harwood's poem 'Critic's nightwatch'.
- Melanie Mununggurr-Williams's performance of 'I run ...' is available to watch on YouTube.
- 'Have you read "Sun orchids" by Douglas Stewart?' asked Hayley.

Italicise titles of poems published as books

Poems can be published as a freestanding work in book form. In this case, follow the citation rules for books. Use italics for the poem's title.

This means you italicise the titles of verse novels as you do for prose novels.

- Sky saga: a story of Empire airmen by Thomas White is a tribute to the men of the Empire Air Training Scheme.
- Les Murray wrote *Fredy Neptune*: a novel in verse in 8-line stanzas.

Capitalise and punctuate the title of a poem as the author does

A poem's title is part of its artistic integrity. Apply the author's own style for capitalisation and punctuation. If the title is all lower case or all upper case, follow suit.

If you're unsure of the author's style, write the titles of poems using sentence case. Sentence case can usually replace title case (maximal capitalisation), which is often a publishing style rather than an artistic choice.

- Sue Nicholls's anthology includes 'The Moment', 'those black sunglasses' and 'Joan (ii)'.
- George Ade's poem 'R-E-M-O-R-S-E' begins with the lines, 'The cocktail is a pleasant drink, / It's mild and harmless, I don't think.'

Italicise titles of film poems

Film poems are a combination of images and poetry (spoken or written) watched on a screen. Film poems also include people reciting poetry onscreen. Sometimes film poems have other names, such as 'poetry films', 'videopoems' or 'screen poetry'.

Italicise titles of film poems and use the original capitalisation and punctuation.

The videopoem *Dog Daze* is the work of Adelaide poet and former anatomy professor Ian Gibbons.

Use the first lines of untitled, published poems

Some poems do not have titles. They often become known by their first line and are usually cited that way. Even if the poem isn't well known, use the first line as a title for untitled poems. The aim is to give readers enough information to find the poem.

Use quotation marks as you would for other titles. Capitalise the line as it appears in the poem.

- Birmingham included his sonnet 'I am very bothered when I think' in the collection titled *Paper aeroplane: selected poems 1989–2014*.
- Arthur Buller wrote 'There was a young lady from Bright', a limerick about relativity.

Describe untitled, unpublished spoken word poems

The nature of spoken word and performance poetry means the text often isn't published. Give people enough information to appreciate and identify the poem. It's possible a performance was recorded. To help people find it online, name the poet and the event, or quote some of the poet's words.

- Arielle Cottingham's performance at the 2016 Australian Poetry Slam began with the words, 'History is an ocean'.
- Zaynab Farah's mother is at the centre of her poem, which explores the 'why' of society's response to difference. She performed it at the 2019 Australian Poetry Slam.

Use italics for titles of anthologies and other collections

If a poem is part of a published collection, italicise the title of the collection and use sentence case. Use quotation marks for the poems in the collection.

'(Because I am a daughter) of diaspora' appeared in Eunice Andrada's collection *Flood damages*.

Use a forward slash to show line breaks in poems

Separate lines of poetry in a sentence with a forward slash. Insert spaces around the forward slash. If there's a line break in your text, it can occur before or after the slash.

Challenged to quote some Slessor, Rita responded in a flash, 'In Melbourne, your appetite had gone, / Your angers too; ...'

Use in-text citations for quotations from poems

In government writing, mentioning the poet and the title of the poem is usually enough.

Always cite quotations in text. Follow the quotation with the poet's name in roman type and the title of the poem in quotation marks. Use the poet's full name, unless people can identify the poet by the surname alone.

- AsDavid Malouf wrote in 'As Living Is', 'As living is / or Life as we call it / Neither perfect / nor plain ...'
- The poet wrote '... There was enough space, enough / suddenness, as if everything might stay in reach.'(Martin Harrison 'Tasmania')

Use divisions if they are available

Use lower case and numerals for divisions.

Divisions are cantos, verses, stanzas and lines marked and numbered on the text of some longer, older poems. Divisions are the same for all editions of these poems. This means that people who want to read a quotation in context can use divisions to find the quotation in any edition.

If a poem does not have divisions, use a reputable online version and hyperlink the poem's title. Users can then search to find the cited lines on the webpage.

Here are 2 of the most famous – and misquoted – lines in poetry. 'Water, water, every where, / Nor any drop to drink.' (ColeridgeThe Rime of the Ancient Mariner,part 2, verse 29, lines 121–2).

For subsequent citations, you can use just use the division numbers, without the words 'part', 'verse' or 'lines'.

Hyperlinked citations are an option for digital content.

- (ColeridgeThe Rime of the Ancient Mariner,2.29.121–2)
- (ColeridgeThe Rime of the Ancient Mariner)

Include poems if you're using a reference list

You don't need to create a separate reference list to cite poems, but if you have a reference list already, then add poems to your list.

Use the edition of the poem you cited. If the poem was written well before the edition, place the original date in parentheses with the edition's publishing date.

Rule: Author A (Year of Original Publication/Year of Edition) 'Title of poem: subtitle of poem',Name of collection,Name of Publisher of Edition, Place of Publication.

As in text, use the original capitalisation of the poem in the reference list entry.

- Poe EA (1845/2012)The raven, Arcturus Publishing Limited, London. [Old poem]
- Harrison M (2008)Wild bees, University of Western Australia Press, Crawley. [Book of poetry]
- Taylor A (1982) 'The cool change',Selected poems, University of Queensland Press, St Lucia. [Poem in a book]
- Grono W (1973) 'A Postcard from Perth', in Hewett D (ed.),Sandgropers: a Western Australian anthology, University of Western Australia Press, Nedlands. [Poem in an edited book]
- Dong-Jip Shin (1974) 'Ordinary autumn evening',Best loved poems of Korea,(Ko Ch'ang-su, trans.), Hollym International, Republic of Korea. [Translated poem in a book]

- White TW (1944) *Sky saga: a story of empire airmen*, 2nd edn, Hutchinson & Co., Melbourne. [Long poem]
- Harwood G (1963) 'Critic's nightwatch', *Poems*, Poem Hunter website, accessed 18 December 2019. [Poem on a website]

Use the author–date system for in-text citations in documents with a reference list. Include a page number after a colon if you're citing a specific page. Use the original and edition dates if citing an old work.

- (Poe 1845/2012)
- (Harrison 2008:133)
- (Grono 1973)
- (Dong-Jip Shin 1974:133)
- (White 1944)

Cite Shakespeare's poetry correctly

William Shakespeare wrote 154 sonnets and other poetry. Sometimes people cite the songs from Shakespearean plays as verse.

Each sonnet has a number (not a title). The number is a division number that remains the same across editions. To cite the sonnets use either:

- Sonnet X
- the first line in quotation marks, as for other untitled poems.

Example

- Shakespeare's Sonnet 116 contains lines often read during marriage ceremonies '... love is not love / Which alters when it alteration finds, / Or bends with the remover to remove.'
- Shakespeare's 'Let me not to the marriage of two minds' is a popular reading at wedding ceremonies.

Use italics for *Venus and Adonis* and *The rape of Lucrece*. They are available as freestanding publications.

Use quotation marks for Shakespeare's other poetic works.

Example

- 'A lover's complaint' is Shakespeare's shortest narrative poem.
- Portia's musicians sing 'Tell me where is fancy bred' (Shakespeare *The merchant of Venice*, 3.2.63–72).

Treat nursery rhymes, fairy tales and fables like books

If a nursery rhyme, fairy tale or fable is published individually as a book or dramatic work, use italics for the title.

If they are part of a collection, use italics for the collection but quotation marks for individual works. Treat individual works as you would a chapter in a book.

Use sentence case.

Example

- The country cousin is a 1936 Disney animated film based on *Æsop's fable 'The town mouse and the country mouse'*.
- Children like the pictures in *The Australian fairy tale of the three koala bears and little Goldilocks*.
- Maurice Sendak illustrated the Grimms' tale *The juniper tree*.
- 'Toast for Tommy' was first published in Thomas Gunn's *Bush nursery rhymes* in 1920.

For direct quotes, include the author and date, if known. If the date isn't known, use the title. Use 'Anon' if the author is unknown.

Example

- Ashley said she felt like those lizards in a nursery rhyme who'd had their tails removed by 'a cunning fish' (Anon. 'Three lizards went down to a water pool').
- Among other lessons, *Æsop's fables* teach us that 'it is easy to despise what you cannot get' (*Æsop 'The fox and the grapes'*).

The digital edition expands information about citing plays and poetry. It includes works the sixth edition did not, such as nursery rhymes, fairy tales and fables.

The Content Guide did not have guidance on plays or poetry.

About this page

Æsop (1909–1914) 'The fox and the grapes', *Æsop's fables*, Bartleby website, accessed 11 January 2020.

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Malouf D (2018) *An open book*, University of Queensland Press, St Lucia.

Monash University Sir Louis Matheson Library (2013) *In fairy land: an exhibition of fairy tale books from the Rare Books Collection* [online exhibition catalogue], 6 March to 7 June 2013, Monash University, Clayton, accessed 13 January 2020.

Noonan JJ and Atwell HJW (1968) *The genius of poetry*, Jacaranda Press, Milton.

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Ross K (1979) *Breaker Morant: a play in two acts*, Edward Arnold Pty Ltd, Melbourne.

Seymour A, Stewart D and Porter H (1963) *Three Australian plays*, Penguin Books, Victoria.

Shakespeare W (1609/1964) *The sonnets* (Barnet S ed), New American Library, New York.

Shakespeare W (1600/1967) *The merchant of Venice* (Moelwyn W ed), Penguin Books Ltd, Harmondsworth.

Slessor K (1901–1971) 'Five bells', *Poems*, Poem Hunter website, accessed 18 December 2019.

Stavanger D and Te Whiu AM (2019) *Solid air: Australian and New Zealand spoken word*, University of Queensland Press, St Lucia.

This page was updated Wednesday 5 July 2023.

Works of art

Cite works of art using the author–date system. Attribute artwork with correct references to help people find the source and relevant information.

Cite works of art correctly

Works of art include:

- paintings, drawings, prints, sculptures and ceramics
- other physical artworks such as street and neon sign art
- ephemeral and performance artwork
- antiquities – objects from ancient times such as coins and pottery
- posters, maps, clip art, photographs and cartoons
- digital art – art created using technology such as video, computer or laser beam.

You might need to reference works of art for exhibitions and programs or when using decorative images in digital content. The reference must:

- provide all the information someone needs to identify the work properly
- comply with copyright laws.

Examples of in-text citations and reference lists on this page follow the author–date system, as this is the most common way of citing works of art in government content.

Copyright requirements

You must attribute copyright material you reference. This includes images and works of art.

Include all the details required by open access licences (read how to attribute Creative Commons).

Read the government copyright rules in the Australian Government intellectual property manual.

Prioritise accessibility

Images, including works of art, may be inaccessible to:

- people who have low vision
- people who use screen readers to access content
- users of mobile phones.

When including images of art in content, ensure they:

- are sized for easier viewing
- will display correctly on mobile phones or other small screen devices
- can be made larger by people, without loss of content or functionality
- include alt text so that descriptions of the image can be read by screen readers or mobile users wishing to limit data usage.

Use of the author–date system also improves accessibility. It places references within the main text so there is no need for superscript reference markers. This helps make references readable for screen readers and more accessible to mobile users.

Only include images on a page if they meet a real user need.

Prepare short alt text for images and describe the relevant features of the work of art in the discussion to explain the relevance of the image.

WCAG quick reference: Non-text content – level A

Use italics and sentence case for artwork titles

Italicise the titles of individual artworks and use sentence case.

Sometimes the artist has made a different typographic choice for the title. If so, follow the capitalisation of the original. Include any numbers or punctuation in exactly the same way as the artist does.

From the second mention, you can use a shortened version of the name if it makes sense.

If the title is in another language, write it in that language. Use the exact spelling. You can include the English translation of the title.

Example

- Margaret Olley's *Portrait in the mirror* is one of her notable works. *Portrait* is usually included in retrospectives of Olley's work.
- Parliament's forecourt mosaic is based on Michael Nelson Jagamara's *Possum and Wallaby Dreaming*.
- Robinson won the Wynne Prize for *Creation landscape—earth and sea*. *Creation* is a stunning example of Robinson's understanding of light.
- William Yaxley used mandarin peel in his sculpture, *The mangrove monster no. 2*.
- Bessie Davidson's *Fleurs* (flowers), completed in 1942, was sold in 2017.

Other titles of artworks

Sometimes people call works of art by a name other than that given to them by the artist. Italicise the informal names of artworks in the same way that you would with the formal titles.

Jackson Pollock titled his 1952 work *Number 11* before it became known as *Blue poles* in a 1954 exhibition.

Untitled works

Sometimes an artist may choose to call a work 'Untitled' or not give it a name. Write 'Untitled' in italics with an initial capital letter. Include the year of production and the artist's name.

You might not be able to find the year of production. In this case, include the artist's name and the medium of the work in square brackets.

- Hunter's *Untitled* (1968) is part of the permanent collection in the Museum of Contemporary Art.
- Dinh's *Untitled* [oil on hardboard] was recently purchased for a private collection.

Use title case and italics for artwork series

An individual artwork is sometimes part of a series. Write the titles of series of unique works of art in italics. Use title case (maximal capitalisation). Write the titles of the individual works of art in the series in italics, too. Capitalise and punctuate according to the original title.

Example

- The exhibition included *Coffin with flowers* and *potter's wheel with landscape decoration*, a drawing in the *Potters* series by Arthur Boyd.

- Sidney Nolan's *Ned Kelly* series is currently touring Australia. Ned's sister Margaret features in one of the works, *Quilting the armour*, painted in 1947.

Modern works in a series might not use capital letters at all.

Example

flight research #6 is part of Rosemary Laing's *Flight Research* series.

Use the details you have to cite ephemeral and performance art

Ephemeral and performance art can be difficult to cite. The key points to remember are:

- Use the artwork's correct name in use at a particular time.
- Follow style rules for titles and series. For example, write the title as the artist has and use italics for published works.
- Include context and details about the artwork to help people understand the work.

Example

Wrapped Coast, One Million Square Feet, Little Bay, Sydney, Australia was a work undertaken by artists Christo and Jeanne-Claude in 1968 and 1969. They used erosion-control fabric and polypropylene rope to wrap the coastline of Little Bay, where it remained for 10 weeks. Originally called *Packed Coast*, sale of preparatory drawings funded the project.

It's important to include detailed information because:

- changing technology blurs the line between art forms and results in new art forms
- art forms change name and format
- the phrase 'work of art' includes the use of social media by the artist to discuss the artwork
- the term 'art' may extend to and include the discussion of a work of art on social media.

Use roman type for exhibition titles

Write the titles of exhibitions in roman type and use the same capitalisation as the museum or gallery uses.

Example

- Cai Guo-Qiang's *Heritage* (2013) is part of GOMA's *Water* exhibition.
- The Asia Pacific Triennial attracts visitors from all over Australia.

Use italics for titles of exhibition catalogues

The titles of exhibition catalogues usually have the same name as the exhibition.

Treat catalogues as books. Write catalogue titles in italics and use sentence case for the title.

The Philip Bacon Galleries produced a catalogue named *Important Australian paintings*. It accompanied the 2011 exhibition of the same name. [The exhibition name is 'Important Australian Paintings'.]

Exhibition catalogues in a reference list

Include the name of the exhibition and the format of the catalogue in the reference list. After the title of the exhibition, include the full start and end dates for the exhibition.

Rule: Author or Gallery Name (Year) *Title of exhibition* [format], Day Month Year of exhibition, Publisher, Location of Gallery.

Philip Bacon Gallery (2011) *Important Australian paintings* [printed exhibition catalogue], 31 May to 25 June 2011, Philip Bacon Galleries, Brisbane.

For online catalogues, hyperlink the title of the catalogue and include an accessed date. If the catalogue is a PDF, link to the page where the PDF is hosted, instead of to the PDF. If you can't link to a host page, include 'PDF' in square brackets after the format information.

Rule: Author or Gallery Name (Year) *Title of exhibition* [format] [PDF], Day Month Year of exhibition, Publisher, Place, accessed Day Month Year.

Campbell H (2010) *Colour, rhythm, design: wood & lino cuts of the 20s and 30s* [online exhibition catalogue], 13 March to 11 July 2010, Art Gallery of NSW, Sydney, accessed 23 February 2020.

Include artwork details in captions

Websites, catalogues, brochures and books often include details of artworks. The style and details may vary depending on the publication and context. Use common abbreviations where possible, and be consistent.

Captions with images of artworks in digital content

If your content features an image of an artwork, it must be accompanied by a caption with:

- the full details of the work of art
- copyright and permission information, if necessary.

Rule: Creator Full Name (Year) *Title or description of work* [medium], Website, Exhibition or Gallery, Location of Gallery, © Creator, courtesy: Creator or Gallery, accessed Date Month Year.

- Megan Cope (1982) *Quandamooka people* [hand-cast concrete oyster shells, copper slag, foam support structure], RE FORMATION 2019, Australia, © and image courtesy: Megan Cope.

- Angela Tiatia (2015)Holding on[still], Sullivan + Strumpf Gallery, Sydney, © Angela Tiatia, courtesy: Sullivan + Strumpf Gallery.

Captions for artworks in collections, exhibitions and catalogues

Captions appear as labels beside artworks that are hung in exhibitions and collections. They also support images of artworks in exhibition catalogues. The caption includes specific information about the work and the artist as well as the name of the museum or gallery.

For each collection, exhibition or catalogue, use either a long or short caption style and use that style consistently. If it's a solo exhibition, don't include the artist's name on each artwork.

Write long captions in this order:

- artist
- title of artwork
- year of creation of the artwork
- medium
- size
- name of museum/gallery
- date of acquisition
- location of museum/gallery
- whether the work is part of a bequest.
- Sidney NolanSnake (Rainbow Serpent), 1970–729.14 x 45.72 metres, ink, dye, and wax crayon on cardMuseum of Old and New Art, Hobart, Tasmania© The Trustees of the Sidney Nolan Trust
- Eveline Kotai3 x 3 x 3, 1998–99Susanne Castleden, printerstencilartist's proof, published stateedition of 39; plus artist's proofsheet 27.0 (h) x 27.0 (w) cmNational Gallery of Australia, CanberraGordon Darling Australasian Print Fund

Write short captions in this order:

- artist
- year of creation of the artwork
- title of artwork
- medium
- name of museum/gallery
- location of museum/gallery.
- Nolan S (1970–1972)Snake (Rainbow Serpent)wall paintingMuseum of Old and New Art, Hobart
- Kotai E (1998–1999)3 x 3 x 3stencil printNational Gallery of Australia, Canberra

Mention the name of the museum or gallery in text

When you write about artwork, include the name of the institution that holds the work in its collection.

Example

The Sydney Nolan Gallery in MONA houses Snake, a 46-metre artwork by Sydney Nolan.

List artworks after the main reference list

For in-text citations, include the artist, year of creation and title of the artwork in parentheses. Depending on the type of publication, you might include other details (such as the medium or format).

Include the full source information in a list of artworks after the reference list.

Rule: Creator C (Year) Title or description of work [medium], Website, Exhibition or Gallery, Location of Gallery, accessed Date Month Year.

Example

- The collection includes Long (The spirit of the plains 1897). [In-text citation]
- Long S (1897) The spirit of the plains [painting], Queensland Art Gallery, Brisbane, Australia. [Reference list entry]

The digital edition includes new information about how to cite works of art. It expands on sixth edition guidance with information about catalogue details; and how to caption artworks in digital content, or for collections, exhibitions and catalogues.

The Content Guide did not have specific information on citing works of art.

About this page

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This page was updated Wednesday 14 June 2023.

Bills and explanatory material

Cite bills and explanatory material using the right style to help people find the source material.

Style for bill titles is roman type, title case

A bill is a draft Act introduced into parliament. A bill becomes an Act when the Governor-General gives assent to the bill after the Senate and House of Representatives agree on its content.

Write the titles of bills in roman type, not italics.

Bills have a:

- short title (its name), which includes the year
- long title (a description).

In general, use the short title. Use title case (maximal capitalisation). There is no comma between the title and year.

The long title uses sentence case.

Example

- Refugee Protection Bill 2019 [Short title]
- A Bill for an Act to provide a legislative response to all people seeking asylum in Australia, and for related purposes [Long title]

Lower case is correct, unless the reference is to a specific bill

Always use an initial capital for the word 'Bill' when you write about a specific bill: 'the Bill', 'this Bill'.

If you are writing about 2 or more bills, use the lower case: 'the bills', 'these bills'.

If you write about a bill or bills generally, use the lower case: 'a bill', 'some bills'.

For bills, people are unlikely to find the lower case forms confusing. If there's any chance the text is unclear to readers, use a capital 'B'.

Example

The government drafted a legislative package that includes 3bills:

- the Religious DiscriminationBill2019
- the Religious Discrimination (Consequential Amendments)Bill2019

- the Human Rights Legislation Amendment (Freedom of Religion) Bill 2019.

The basic unit of a bill is a clause (cl)

Bills contain clauses, which become sections when bills become Acts. Clauses can be divided into subclauses, then into paragraphs and then into subparagraphs. Use lower case for these units of a bill unless they begin a sentence.

Long bills have clauses grouped into parts, divisions and subdivisions. Always use an initial capital for these units, for example 'Part 1'.

Bills often contain schedules. These are not units but are components of bills, Acts and some delegated legislation.

Units below clause level

Commonwealth bills refer to units below clause level using the smallest unit of text. This is a convention used by the Office of Parliamentary Counsel in legislative drafting. Some jurisdictions cite at clause level.

These citations specify the smallest unit of text:

- clause 9
- subclause 9(4)
- paragraph 9(4)(a)
- subparagraph 9(4)(a)(ii).

Other jurisdictions might cite the subparagraph as 'clause 9(4)(a)(ii)'. [A citation at clause level]

Whether to cite at clause level or below will depend on the context for your content. You can choose which method to follow.

Content that discusses the operation and effect of certain subclauses, paragraphs and subparagraphs will cite at the smallest unit level. A general discussion about the provisions of a bill will cite at clause level.

Follow in-house style. Otherwise, be guided by the type of content you're writing, and its purpose and audience.

Shortened forms for units

The shortened forms of 'clause' and 'clauses' are 'cl' and 'cls'. Write them in lower case and without a full stop.

The shortened forms of 'subclause' and 'subclauses' are 'subcl' and 'subcls'.

The other units of bills mentioned above are also found in Acts.

You can use both the long and shortened forms of units for in-text citation and notes. To decide which to use, think about the type of content, its users and the amount of legal material cited in it. If the long form better helps people understand the text, use it.

- Clause 12 vests Commonwealth powers in the Minister ...
- The Underwater Cultural Heritage Bill 2018 provides automatic protection for the remains of vessels located in Australian waters for at least 75 years (paragraph 16(1)(a)).
- 1 Commonwealth Registers Bill 2019, subcl 25(1).

Explanatory material titles use roman type, title case

Explanatory material includes explanatory memoranda and explanatory statements.

An explanatory memorandum is a document tabled in parliament with a bill. It explains the objective of a proposed law and how it will operate. The Australian Government has provided explanatory memoranda with all government bills since 1982.

An explanatory statement is a similar document that accompanies delegated legislation such as regulations and determinations.

Write titles in roman type. Use title case for the titles of explanatory material.

Don't use capitals for 'explanatory memoranda' and 'explanatory statements' when writing about explanatory material in the general sense.

For content that mentions explanatory material often, use these shortened forms:

- EM (explanatory memorandum)
- EMs (explanatory memoranda or memorandums)
- ES (explanatory statement or statements).

EM (explanatory memorandum)

EMs (explanatory memoranda or memorandums)

ES (explanatory statement or statements).

Write them in parentheses at first mention and use the shortened form after that.

Example

Material that does not form part of an Act (extrinsic material) can be used in the interpretation of an Act. Extrinsic material includes explanatory memorandums (EMs). The Legislation Register attaches an EM to each bill that is introduced.

Write the titles of explanatory material as in-text citations to give context.

Example

The Parliamentary Precinct Regulations 2011 allow the law governing the Parliamentary precinct to be applied to another location if Parliament House is unavailable due to a major event such as 'an earthquake' or 'terrorist attack' (Explanatory Statement, Select Legislative Instrument 2011 No. 181).

The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties.

The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'.

These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content.

The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation.

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This page was updated Thursday 10 June 2021.

Acts of parliament

Refer to Acts of parliament using the correct style so people can find the source material. Choose when to cite the short and long titles, series numbers, jurisdiction and sections.

Style for Act titles is title case, not always italics

Use title case (maximal capitalisation) for the titles of Acts. Use italics for the first mention of these titles.

Use roman type for the titles of Acts in reference lists and other long lists. Blocks of italics are difficult to read.

The year the legislation is first enacted forms part of the title. Don't use a comma before the year.

Correct

Export Control Act 2020

Incorrect

Export control Act,2020

Include all the words in the title. If the title begins with 'The', 'An' or 'A', make sure you include it.

Example

- A New Tax System (Goods and Services Tax) Act 1999
- The Commercial Bank of Australia Limited (Merger) Act 1982 (NSW)

If the Act's title has a number, include the number exactly as written. The contraction 'No.' retains the full stop in this situation, which is an exception to the general rule for the shortened form for 'number'.

Example

- Supply Act (No. 1) 2019–2020
- Farm Household Support Amendment (Relief Measures) Act (No. 2) 2019

An Act has a short title (its name) and long title (a description). Both appear after the list of contents in the text of the Act. The long title appears as a heading before section 1 of the Act. The short title is named in section 1.

Example

- An Act relating to Currency, Coinage and Legal Tender [Long title]
- Part I—Preliminary
- 1 Short title
- This Act may be cited as the Currency Act 1965. [Short title]

At first mention, use the short title in italics

The first time you name the Act in text, use the short title in italics.

The Currency Act 1965 established the Royal Australian Mint to produce Australia's circulating coins. The Act also sets restrictions on amounts that can be paid in coins as 'legal tender'.

After first mention, use the short title in roman type without the year

Always use the short title in italics the first time you cite the Act in your text.

If there are subsequent mentions of the Act, use the short title in roman type without the year.

Add the shortened form in parentheses at the first mention if it does more than just remove the year or the word 'Act' from the title.

- ... was convicted of federal offences under the Crimes Act 1914. The Crimes Act specifies ...
- ... was convicted of federal offences under the Criminal Code Act 1995. The Criminal Code has a constitutional basis ...
- Comcare administers the Work Health and Safety Act 2011 (WHS Act). The WHS Act requires that a person who ... [The shortened form goes with the first mention as it removes more than the year from the title.]

Or use the informal title in roman type

Often, Acts also have a shorter informal title. This is usually an initialism or acronym of the short title.

At first mention, include the informal title in parentheses after the title. Use the informal title after that.

Use title case and roman type for the informal title.

- ... in thePublic Governance, Performance and Accountability Act 2013(PGPA Act). ...
Section 10 of thePGPA Actdefines a Commonwealth entity as ...
- Freedom of Information Act 1982(FOI Act)

Each Act has a series number to use in citations

Acts are also identified by series. Every Act made in a year is given a number starting at 1.

The series appears in the text of the Act immediately under the title, for example 'Act No. 137 of 1979'.

Using the series in general content helps people identify the particular Act and find it in the Legislation Register. Series are also used in annotations and in notes.

Example

TheAustralian Citizenship Act 2007, by virtue of amendments made in 2013 (Act No. 57 of 2013), gives the Minister the discretionary power to ...

Jurisdiction is an important detail

It is important to identify the jurisdiction of the Act – that is, whether it is an Act of:

- the Commonwealth
- a state or territory.

This helps people find the Act and understand where it applies. There are 2 ways to do this.

Write a sentence that makes jurisdiction clear

The first way is to write a sentence that explains where the Act originates. This method is useful in documents that don't mention legislation frequently.

- The TasmanianLocal Government Act 1993gave councils greater autonomy to act independently of the state government.

- Tasmania's Local Government Act 1993...

Use the shortened form of the jurisdiction in the Act's title in roman type and in parentheses

Alternatively, insert the jurisdiction's shortened form in roman type in parentheses after the italicised title.

Use these shortened forms:

- Cth (the Commonwealth)
- ACT (Australian Capital Territory)
- NT (Northern Territory)
- NSW (New South Wales)
- Qld (Queensland)
- SA (South Australia)
- Tas (Tasmania)
- Vic (Victoria)
- WA (Western Australia).

None of these shortened forms for jurisdictions are punctuated.

- Australia's water resources in the Murray–Darling Basin are managed by laws of the Commonwealth and Basin States. Among others, this legislation includes the *Water Act 2007* (Cth), *Water Resources Act 2007* (ACT), *Water Management Act 2000* (NSW), *Water Act 2000* (Qld), *Natural Resources Management Act 2004* (SA) and *Water Act 1989* (Vic).
- Dugong are defined as 'fish' for the purposes of the *Marine Act 1981* (NT).

An initial capital is correct, whether the reference is generic or not

Always use capitals for the words 'Act' and 'Acts' when you write about Acts of parliament. This avoids possible confusion in publications, even those that are mostly about the law. The words 'act' and 'acts' have several meanings.

Example

Staff must read the *Act* to understand their compliance responsibilities.

The basic unit of an Act is a section (s)

An Act contains sections, which are often divided into subsections. Subsections might be divided into paragraphs and subparagraphs.

Use lower case for these units unless they begin a sentence.

Sections are usually grouped into parts, divisions and subdivisions. An Act only has subdivisions if there are divisions. Some larger Acts – for example, the Criminal Code Act 1995 – group these units into chapters.

Always use an initial capital for a specific reference to a ‘Chapter’, ‘Part’, ‘Division’ or ‘Subdivision’.

Choose how to cite units below section level

Commonwealth Acts cite units at the smallest unit below section level. This is a convention used by the Office of Parliamentary Counsel in legislative drafting.

Some jurisdictions cite at section level.

These citations specify the smallest unit of text:

- section 113V
- subsection 113V(4)
- paragraph 113V(4)(a)
- subparagraph 113V(4)(a)(ii).

Other jurisdictions might cite as ‘section 113V(4)(a)(ii)’. [A citation at section level]

Whether to cite at section level or below will depend on the context for your content. You can choose which method to follow.

Content that discuss the operation and effect of certain subsections, paragraphs and subparagraphs will cite at the smallest unit level. A general discussion about the provisions of an Act might only cite at section level.

Follow in-house style. Otherwise, be guided by the type of content you’re writing, and its purpose and audience.

Don’t use a full stop after the shortened forms of units

The units of an Act are written in long or shortened form (an abbreviation or contraction), depending on the context. Never begin a sentence with the shortened form.

Don’t use a full stop after the shortened form when you use it in a citation or note.

Titles of Acts from other countries are in roman type

Write all legislation from foreign countries in roman type, followed by the country abbreviation.

If you’re not sure of an abbreviation, write the sentence to make the jurisdiction clear.

Example

- Digital Economy Act 2017(UK)

- Patient Protection and Affordable Care Act(US)
- Arms Legislation Act 2019(NZ)
- Foreign Investment Act 1999(FIJ)
- Fiji'sForeign Investment Act 1999

Reference to Australia's Constitution needs capitalisation only

Always capitalise 'Constitution' when writing about Australia's Constitution.

The Constitution was enacted by the British Parliament. The long title of the Act is the Commonwealth of Australia Constitution Act 1900 (UK).

Like all foreign Acts of parliament, it is written in roman type, not italics.

The original version is available on theUK Government Legislation website. A compilation including amendments is on theLegislation Register.

How you refer to Australia's Constitution depends on the context.

- Write 'the Constitution' when it's clear that you're referring to Australia's Constitution.
- If you're unsure, use 'the Australian Constitution' so there's no confusion.

The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties.

The digital edition departs from sixth edition guidance about the capitalisation, punctuation and italicisation of citation elements for some legal material. The current edition also recommends the contraction 'Cth' rather than 'Cwlth'.

These departures are informed by legal material and general publications from Australian courts, government agencies working in the legislative context and academic sources. The digital edition style is for general, rather than specialist, legal content.

The Content Guide briefly mentioned legislation in relation to capitalisation. There was no detailed guidance about how to cite legislation.

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Whitbread D and Leary K (2016b) AGS style guide: summary, Australian Government Solicitor, Canberra.

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Schedules

Refer to schedules that appear at the end of legislation using style conventions. Follow the drafting rules for amending and non-amending schedules so people can find the source information.

Schedules are components of legislation

Schedules are components (not units) of bills, Acts and some instruments. They appear at the end of legislation. Schedules are either amending or non-amending.

Amending schedules are more common. There are drafting rules about their use and the order in which each schedule appears.

Most amending schedules list amendments to other Acts, bills and instruments that will take effect when the legislation commences. Some contain other provisions such as savings and transitional arrangements.

Non-amending schedules have many different purposes. Units of non-amending schedules are named differently depending on the purpose. Non-amending schedules sometimes include text that could be contained in the body of the legislation as a section. In this case, the basic unit is a clause.

Cite at schedule level, not the basic unit level, for most content.

Style for schedule titles is an initial capital

Use capital 'S' for long and shortened forms of named schedules.

Always capitalise 'Schedule' or 'Schedules' when you write the title of schedules or refer to particular schedules.

The shortened form is 'Sch' for singular and plural.

Example

- ... the age factor under Schedule 1 of the Judges' Pensions Regulations 1998
- ... the age factor (Judges' Pensions Regulations 1998, Sch 1).
- ... namely items 28, 41, 45 and 52 of Schedule 1 to the Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006.

The basic unit of an amending schedule is an item

For most texts, you don't need to identify the units of different types of schedules or to decide how units should be cited. It is enough to cite at schedule level.

Amending schedules are divided into parts, then into divisions. Both are given arabic numerals – for example, Part 1 Division 3. Divisions contain items divided into subitems, which are given numbers in parentheses – (1), (2) and so on.

There is no shortened form for 'item' or 'subitem'.

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Delegated legislation

Follow the correct style to cite delegated legislation made under the authority of an Act. This will help people find the source material.

Delegated legislation comes in many forms

Delegated legislation is made under the authority of an Act, not by the Act directly. For example, parliament may delegate this authority to a minister, statutory bodies or office holders.

Regulations are the most common type of delegated legislation. There are many others, including:

- determinations
- ordinances
- proclamations
- orders
- rules
- by-laws
- standards
- principles.

Some jurisdictions refer to delegated legislation as 'subordinate legislation', 'subsidiary legislation' or 'statutory rules'.

Some, but not all, types of delegated legislation are legislative instruments. 'Legislative instrument' is defined in section 8 of the Legislation Act 2003. All legislative instruments are registered on the Legislation Register. Regulations are legislative instruments.

The Legislation Register also contains notifiable instruments. These are not legislative, but are notices about legal matters of interest to the public. An example is the Order to Call Out the Australian Defence Force Reserves [No. 2], made during Australia's bushfire crisis in 2020.

Style for regulations titles is roman type, title case

Use title case (maximal capitalisation) and roman type for the titles of regulations.

Always capitalise 'Regulations' or 'Regulation' when you write the title of regulations and refer to particular regulations.

Cite the title exactly without altering the spelling. The year forms part of the title. There is no comma between title and year.

Example

- The Ombudsman Regulations 2017 is an instrument made under the Ombudsman Act 1976. These Regulations ...
- Superannuation Industry Supervision Regulations 1994 (Cth)
- Workers' Compensation and Injury Management Regulations 1982 (WA)

The basic unit of regulations is a regulation (reg)

Regulations are compilations made up of individual regulations. Each regulation might be divided into subregulations.

Use lower case when citing an individual regulation or subregulation, unless they begin a sentence.

Some titles are singular so check to make sure you write the title correctly. A singular regulation still contains regulations and subregulations.

Example

- ... pursuant to regulation 58 of Defence Regulation 2016. [Note the full title of the Regulation is singular]
- Regulation 4A and subregulation 4AA(2) of the Customs (Prohibited Imports) Regulations 1956. [Note the full title of the Regulations is plural.]
- The Regulations deal with the importation of plastic explosives into Australia (regulation 4AA).

The shortened forms of regulations and subregulations are:

- reg
- regs
- subreg
- subregs.

Example

An authorised officer under the Water Act 2007 will be issued with an identity card ... The associated regulations specify other mandatory features of the card, including the Commonwealth Coat of Arms (Water Regulations 2008, reg 10.1).

Regulations receive a unique identifier when registered on the Legislation Register—for example, F2019C00400 (Ombudsman Regulations 2017). You can use the identifier to search for regulations or to point users to earlier superseded regulations.

Example

... the licence variations prescribed in the Water Amendment Regulation 2012 (No. 1) (F2012L01015).

Other delegated legislation follows title case, no italics

Style for all other titles of delegated legislation is the same as for regulations.

Use roman type and title case for citations that give the full title.

Use an initial capital for a reference to a specific instrument. Use lower case for generic references.

Determinations

Use the long form 'Determination' for in-text citations and notes.

Remuneration Tribunal (Members of Parliament) Determination No. 2 2019, Part 6

Financial Management Determination 2019 (Tas)

Use a capital 'D' when you refer to a particular determination or to determinations.

Use a lower case 'd' when you write about generic determinations.

Under section 10 of the Australian Passports Determination 2015. This Determination...

The Act allows benefits to be varied by determination of the Remuneration Tribunal.

Orders

Use the long forms 'Order' and 'Orders' for in-text citations and notes.

Marine Order 44 (Safe Containers) 2019, subsection 6(1)

Use a capital 'O' when you refer to a particular order or to orders.

Use a lower case 'o' when you write about generic orders.

- The calculation methods for associate deferred pension annual rates are prescribed by the Judges' Pensions Order 2013, section 8. The Order... [A specific reference]
- In Australia, exports are regulated through legislation, regulations and orders. [A generic reference]

Ordinances

Use the long forms 'Ordinance' and 'Ordinances' for in-text citations and notes.

Administration Ordinance 1990 (Jervis Bay Territory), section 3A

Use a capital 'O' when you refer to a particular ordinance.

Use a lower case 'o' when you write about generic ordinances.

... the Norfolk Island Administrator Ordinance 2016. The Ordinance...

The Governor-General has the power to make ordinances for the peace, order and good government of the Jervis Bay Territory.

Acts in the Northern Territory and the Australian Capital Territory were known as ordinances until self-government.

Rules

A rule is made by judges or legislation setting out how a court will conduct its proceedings.

Don't use 'rule' and 'ruling' interchangeably. They are different things. Rulings are authoritative decisions made by a court or similar body about matters before them.

Use a capital 'R' when you refer to a particular rule or rules.

Use a lower case 'r' when you write about generic rules.

... High Court Rules 2004. The Rules...

The Minister has the power to make rules under the National Land (Road Transport) Ordinance 2014.

Units for rules are 'rules' and 'subrules'.

Use lower case for their shortened forms:

- r (rule)

- subr (subrule)
- rr (rules)
- subrr (subrules).

Sittings of a Full Court are held at places and on days fixed by rule of Court or as appointed by the Chief Justice (High Court Rules 2004, rr 6.04.1 and 6.04.2).

If an appeal relates to a private ruling by the ATO Commissioner, the sealed copy of the notice of appeal must be served within 6 days after filing (Federal Court Rules 2011, r 33.03.5).

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Cases and legal authorities

Cite cases, rulings and determinations using the correct style. Accuracy helps people find the source material. Specify the law report or online legal authority that hosts the relevant judgment or decision.

Style for case names is title case, not always italics

A case is a matter to be settled at law. It is also an instance or the process of making a claim in a court of law. Legal authorities are published sources of legal reasoning, doctrine and rulings made by courts and similar bodies.

The people or organisations named in the case are known as 'parties'. Capitalise the names of the parties but use a lower case 'v' between the party names. There is no full stop after 'v'.

Case names have this basic form: Party v Party.

Write the name of the case in italics. This rule is for case names that are mentioned briefly in general content.

Use roman type for cases in reference lists and other long lists. Blocks of italics are difficult to read.

Always write the names as they appear in your source.

Example

- In *Commonwealth v Tasmania* ...
- The article discusses an important case in the High Court, *Commonwealth v Tasmania*.

The abbreviated title is in italics

Cases are often known by an abbreviated title. On first mention of the case name, follow it with the abbreviated title in parentheses. For in-text references, write this title in italics and use title case (maximal capitalisation). You can then use the abbreviated title throughout the content.

Do not capitalise 'the case' or 'this case'.

Example

- ... the important case in the High Court, Commonwealth v Tasmania (Tasmanian Dam Case). The cases saw the Commonwealth ...
- ... the State of New South Wales v The Commonwealth (Wheat Case). The Wheat Case...

The full citation gives users detail they might need

Most government writing about cases requires a full citation. Citations show people where to find the published authorised judgments and decisions of courts, commissions and tribunals. They also tell people who made the decision and what year it was made.

Citations can be in text or in notes, depending on organisational style and the format of the content.

Decisions are either reported or unreported

Reported decisions are published in authorised law reports (a report series). For example:

- Commonwealth Law Reports (CLR) contain authorised reports of High Court decisions.
- Federal Court Reports (FCR) contain authorised reports of the Federal Court.
- Industrial Reports (IR) contain decisions of the Commonwealth Fair Work Commission.

Always cite an authorised report if it is available.

Unreported decisions are published in report series from the legal authorities themselves. For example:

- High Court of Australia (HCA)
- Federal Court of Australia (FCA)
- Fair Work Commission (FWC).

The abbreviations for the report series of reported and unreported decisions are different. Some unreported decisions are published in a report series later on. This is why the same case might have 2 or more citations.

Use parentheses (round brackets) for reported decisions that use consecutive volume numbers for the whole series. This means you don't have to use the year to find the volume on the shelf.

Example

Reported decision with consecutive volume numbers for the whole series:

- name of the case: The State of New South Wales v The Commonwealth
- year of decision: (1915)
- volume of report series: 20
- report series abbreviation: CLR

- page number where the report begins:54

[The full in-text citation or note is *The State of New South Wales v The Commonwealth*(1915) 20 CLR 54 (Wheat Case).]

Use square brackets for reported decisions that use the year as a volume number. This means you must look for the year first, then for volume 1, 2 and so on. Other years would also have a volume 1.

The authorised report of a case might have been published some time after the decision was handed down.

Example

Reported decision with the year as a volume number:

- name of the case: *Kashemije Stud Pty Ltd v Hawkes*
- year of report:[1978]
- volume of report series:1
- report series abbreviation:NSWLR
- page number where the report begins:143

[The full in-text citation or note is *Kashemije Stud Pty Ltd v Hawkes*[1978] 1 NSWLR 143. It tells you when the authorised report was published in the New South Wales Law Reports. This might not be the year the NSW Supreme Court handed down the decision.]

Unreported decisions are always in square brackets. There is no volume number, as the case is not part of an authorised report series. The legal authority publishes the report in its own series.

Example

Unreported decision with no volume number:

- name of the case: *The State of NSW v The Commonwealth*
- year of decision:[1915]
- volume of report series: (not reported in a volume)
- report series abbreviation:HCA
- judgment number [relates to year of decision]:17

[The full in-text citation or note is *The State of New South Wales v The Commonwealth*[1915] HCA 17 (Wheat Case). This citation tells you the High Court of Australia published the decision.]

Civil and criminal case titles have different elements

Civil and criminal cases have specific citation elements. They differ.

In civil case titles, the 'v' is pronounced 'and'. In criminal case titles, the 'v' is pronounced 'against'.

For civil case titles, specify the first plaintiff and defendant

Civil cases usually involve a dispute between organisations or individuals. The plaintiff is the person or organisation who files a complaint with the court. The other party is the defendant.

Koowarta v Bjelke-Peterson(1982) 153 CLR 168

[The plaintiff was Koowarta, the defendant was Bjelke-Peterson]

Most citations use only family names. Corporation names are usually given in full, although abbreviations are acceptable.

Usually, citations use only the name of the first-mentioned party on each side of a case.

Other parties are sometimes noted by the phrases:

- 'and Others' or '& Ors'
- 'and Another' or '& Anor'.
- SZIBUand Anotherv Minister for Immigration and Citizenshipand Another[2007] FCA 108
- The State of Victoriaand Othersv The Commonwealth(1926) 38 CLR 399
- Cunningham& Orsv Commonwealth of Australia& Anor[2016] HCA 39

In civil cases, use sentence case and italics for 'Re' and 'Ex parte'

Sometimes the title of cases includes the terms 'Re' and 'Ex parte'. Use sentence case and write both in italics.

'Re' means 'in the matter of' and that is how it is said. 'Re' in the title of a civil case means the court acts in a particular way – for example, in an advisory capacity.

'Ex parte' means an application brought before the court by one party without the other party having to be notified – for example, when one party applies for an injunction.

Nduta v Minister for Immigration & Border Protection[2016] FCA 1596; *Re* Minister for Immigration and Multicultural Affairs; *Ex parte* Durairajasingham[2000] HCA 1; 74 ALJR 405.

An *Ex parte* application of Commissioner of the Australian Federal Police ...

For criminal case titles, list all defendants

Criminal cases are usually initiated by the Commonwealth or state (for the Crown) against people or organisations (the defendants) who are alleged to have committed an offence under criminal law.

List the names of all defendants separated by a comma.

If prosecuting, the Crown is signified by an 'R' without a full stop. This is a Latin abbreviation for 'Rex' or 'Regina', meaning 'King' or 'Queen'.

- Rv Bayda, Rv Namoa (No 8) [2019] NSWSC 24 [The Crown against Bayda and Namoa as defendants]
- Rv Alice Lynne Chamberlain and Michael Leigh Chamberlain [1982] NTSC [The Crown against Alice (Lindy) and Michael Chamberlain as defendants]

If the Crown is the respondent in a criminal appeal, reverse the parties and write 'Appellant v The King' (not 'R'). If the Crown is the appellant, 'The King' is the first party cited.

'The King' or 'The Queen' in the title is always retained as first published. The title does not change when the monarch changes.

- Chamberlain v The Queen (1984) 153 CLR 521
- The Queen v Baden-Clay [2016] HCA 35
- House v The King (1936) 55 CLR 49

Subsequent citations in notes use the first party

When citing cases using notes, always use a full citation as the first citation. After that, you can use the name of the first party, followed by the case citation.

Example

- 1 Steinmetz v Shannon (2019) 99 NSWLR 687. [The full citation the first time]
- 8 Steinmetz (2019) 99 NSWLR 687. [Only the first party to the case in a subsequent note]

Pinpoint citations use 'at' for page and paragraph numbers

If you use notes, write pinpoint page numbers for the citation using 'at [page number]'.

You can follow the page number with the number of the relevant paragraph as it appears in the judgment. Write the paragraph number in square brackets.

Use a comma to list separate pinpoint citations.

Example

- 1 Ruddock v Vadarlis (2001) 110 FCR 491 at 1191. [The pinpoint citation is on page 1191.]
- 2 Rojoda Pty Ltd v Commissioner of State Revenue (2018) 368 ALR 734 at 737 [10], 760 [108]. [The pinpoint citations are at page 737 (paragraph 10) and page 760 (paragraph 108).]
- 3 Gedeon v The Queen (2013) 237 A Crim R 326 at 361–362 [174]–[178]. [The pinpoint citation is for pages 361 to 362 (paragraphs 174 to 178).]

Decisions can differ between judges or magistrates

Identify the judicial officer whose judgment you are citing. Cite the case fully and add 'per [name] [judicial office abbreviation]'.

Use these abbreviations:

- J (Justice)
- JJ (Justices)
- CJ (Chief Justice)
- ACJ (Acting Chief Justice)
- FM (Federal Magistrate)
- JA (Justice of Appeal)
- DCJ (District Court Judge).

Example

- UBS AG v Tyne(2018) 92 ALJR 968 at 979 [45]per Kiefel CJ, Bell and Keane JJ, [61]per Gageler J.
- Mabo v Queensland [No 2](1992) 175 CLR 1 at 106–107per Deane and Gaudron JJ.
- 1Ward v The Queen[2000] WASCA 413; (2000) 23 WAR 254 at 25per Kennedy J.
- Chief Justice Kiefel and Bell and Edelman JJaccepted that such agreements would be excluded.

Titles for Commonwealth tribunal decisions are in italics

Write the title of all tribunal decisions in italics.

Tribunals are adjudicative institutions with powers to:

- review government and administrative decisions
- make administrative decisions
- investigate matters
- settle claims and disputes.

Most tribunals are established by Acts of parliament which set out their powers, functions and operations. Acts give tribunals the legal authority to make decisions. There are tribunals in each state and territory.

Under the Constitution, only federal courts have the judicial power of the Commonwealth. Commonwealth tribunals exercise administrative rather than judicial power.

Federal courts cannot review administrative decisions made by government, so parliament often gives this power to a tribunal.

The president and members of a tribunal can be judges. For example, the President of the Administrative Appeals Tribunal is a judge of the Federal Court of Australia.

Find the decision title on the tribunal website or an alternative

Decisions are published on tribunal websites, on the Federal Court of Australia's website or on AustLII.

There are a large number of Commonwealth tribunals, including:

- the Administrative Appeals Tribunal (AAT)
- the Australian Competition Tribunal
- the Copyright Tribunal of Australia
- the Defence Force Discipline Appeal Tribunal
- the Fair Work Commission
- the National Native Title Tribunal.

The AAT has an authorised report series – the Administrative Law Decisions (ALD). The AAT's unauthorised report series, AATA, is available on AustLII.

The Fair Work Commission also has an authorised report series – the Industrial Reports (IR). Unauthorised reports are available on the commission's website.

Always cite the authorised report if it has been published and you have access to it.

- Minister for Home Affairs v AYJ17[2019] FCA 591; 165 ALD 64 [Administrative Appeals Tribunal decision, also published by the Federal Court of Australia as decision 591 of 2019]
- Application by Flexigroup Limited[2020] ACompT 1 [Australian Competition Tribunal decision]
- Application by Isentia Pty Limited[2018] ACopyT 4 [Copyright Tribunal of Australia decision]
- McCleave v Chief of Navy[2019] ADFDAT 1 [Defence Force Discipline Appeal Tribunal decision]
- David Thomas and Frederick (Junior) Faamausili Ailua v Virgin Australia Airlines Pty Ltd t/a Virgin Australia[2019] FWC 4464 [Fair Work Commission decision]
- Kyburra Munda Yalga Aboriginal Corporation RNTBC v Rock Solid Holdings Pty Ltd & Another[2020] NNTTA 31 (11 March 2020) [National Native Title Tribunal decision]

Titles for Tax Commissioner rulings have unique elements

The Commissioner of Taxation has the power to make rulings – public, private and oral – that interpret the laws administered by the Australian Taxation Office (ATO).

Public rulings comprise rulings and determinations and are legally binding advice. Draft and final public rulings are published on the ATO Legal Database.

The full titles of public rulings have 3 elements that appear in a set order:

- a ruling or determination type – for example, 'Goods and Services Tax Ruling'
- a number – for example, 'GSTR 2019/1'
- a title in italics – for example, *Goods and services tax: supply of anything other than goods or real property connected with the indirect tax zone (Australia)*.

Write the full title at first mention.

Example

Goods and Services Tax Ruling GSTR 2019/1 Goods and services tax: supply of anything other than goods or real property connected with the indirect tax zone (Australia)

Specify whether it's a ruling or determination in all subsequent mentions

For subsequent mentions, write the type of ruling or determination or write the number.

Use an initial capital when you refer to specific rulings.

Class Ruling CR 2019/19 Income tax: Department for Health and Wellbeing South Australia Early Retirement Program 2019 [A full citation of the title for a ruling]

Options for subsequent mentions of this Ruling:

- 'The Class Ruling'
- 'the Ruling'
- 'CR 2019/19'.

Taxation Determination TD 2019/13 Income tax: what is an 'employee share trust'? [A full citation of the title for a determination]

Options for subsequent mentions of this Determination:

- 'The Taxation Determination'
- 'the Determination'
- 'TD 2019/19'.

In notes, cite the title, source and paragraph numbers

If you use notes, cite the ATO Legal Database as the source.

For pinpoint citations, use paragraph numbers for public rulings (rather than page numbers). Write the paragraph number in square brackets preceded by the words 'para' or 'paras'.

For subsequent notes for the same public ruling, cite the number (and paragraphs for a pinpoint citation).

- 4 Australian Taxation Office, Fuel Tax Determination FTD 2019/1 Fuel tax: fuel tax credits—vehicles and satisfying environmental criteria, ATO Legal Database, para [4]. [The full citation the first time; specifies the source and pinpoints paragraph 4]
- 15 FTD 2019/1, paras [6]–[8]. [Only the determination number in a subsequent note; pinpoints paragraphs 6 to 8 for the citation]

The digital edition has considerable advice on how to cite legal material. It includes new material on Commonwealth tribunals and Australian Tax Office rulings. It expands on sixth edition information on treaties.

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Treaties

Treaties are made under international law. Follow the correct style to help people to access titles, series information and detailed citations.

Treaty citations need the correct title and series information

A treaty is an international agreement that is binding under international law. The Department of Foreign Affairs and Trade explains the different types of treaties and how they are made in the Treaty making process.

Sometimes a Commonwealth Act of parliament is required to give effect to a treaty – for example, the Antarctic Treaty Act 1960.

Treaties also include conventions, international agreements, covenants, an exchange of letters, international instruments, charters or protocols.

Treaties appear in various official series published by countries and international organisations.

Australian treaties are published in the Australian Treaty Series (ATS). Other series include the United Nations Treaty Series (UNTS), the United States Treaties and Other International Agreements (UST) and the United Kingdom Treaty Series (UKTS).

To search for the titles, short titles and series information for treaties that Australia has signed or taken other action on, use the Australian Treaties Database. You can also use AustLII's Australian Treaties Library.

For other series, use the WorldLII Treaties and International Agreements database catalogue. Alternatively, go directly to the relevant databases. These include the United Nations Treaty Collection, UK Treaties Online and, for the US, Treaties and Other International Acts Series.

Style for treaty titles is roman type, title case

Write titles of treaties in roman type with title case (maximal capitalisation). Follow the full title with the short title in parentheses and use the short title after that.

Example

The South Pacific Nuclear Free Zone Treaty (SPNFP) is also known as the Treaty of Rarotonga.

The year the treaty is made does not form part of the title. If you include it, write it into the sentence or add it in parentheses after the short title.

Example

International Covenant on Civil and Political Rights (ICCPR) (1966)

In general publications, citing the title of the treaty is usually enough.

Example

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention). Australian signed the Basel Convention in 1992.
- The Charter of the Organization of African Unity was adopted by participating governments in May 1963.

Detailed citations for treaties have many elements

You might need a detailed citation for an in-text citation, notes or a reference list.

Write the citation this way:

- title
- (place of making, date of making)
- [year treaty entered into force]
- treaty series and volume number
- page number in the series volume.

Don't use any punctuation between the elements.

The square brackets follow the style used in the Australian Treaties Database.

(Tip: Use the 'registered' year to search the database for the year a treaty entered into force in the United Nations Treaty Collection.

Example

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel, 22 March 1989) [1992] UNTS 1673 p 57.
- Singapore–Australia Free Trade Agreement (Singapore, 17 February 2003) [2003] ATS 16.
- South Pacific Nuclear Free Zone Treaty (Rarotonga, 6 August 1985) [1986] ATS 32, UNTS 1445 p 177; ILM 24 p 1440; NZTS 1986/7.

If a short title has been introduced and used in the text, you can use the short title in the note.

Always use the long title in a reference list.

Example

- The International Covenant on Civil and Political Rights (ICCPR) entered into force on 23 March 1976.¹[In-text reference]
- 1ICCPR (New York, 16 December 1966) [1980] ATS 23. [Short title in the note that gives the citation]
- International Covenant on Civil and Political Rights (New York, 16 December 1966) [1980] ATS 23. [Long title in reference list entry]

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Authoritative reports

Case citations rely on authorised and unauthorised law report series. Use the correct abbreviations for Australian law report series. This will help people find the judgements you cite.

Cite an authorised law report if one is available

When you are referring to case law, you will generally cite a law report.

There are Commonwealth, state and territory law reports. They contain court judgments in cases that are important for legal reasons.

Reported cases generally set a precedent for similar cases. A written judgement is a useful summary of the key points of a case.

Not all court decisions are published. Where they are not published, they are called unreported judgments. Unreported judgments are less persuasive than reported judgments.

Authorised and unauthorised reports

Citations use common abbreviations for the titles of law reports. A law report is part of either an authorised or unauthorised report series.

The courts review, annotate and approve authorised law reports for publication. Wherever you can, cite an authorised law report using the relevant abbreviation.

Unauthorised law reports are legitimate reports that haven't gone through the same process before publication. Tribunals and smaller courts often have unauthorised reports. These can be the only available reports of those decisions.

Use common abbreviations for authorised reports

This section lists common abbreviations for authorised law report series. Each series comprises judgments by specific courts and tribunals.

State and territory reports have common abbreviations for series titles that cover different periods.

Commonwealth jurisdictions

- ALD (Administrative Law Decisions) – Administrative Appeals Tribunal – 1976 onward
- CLR (Commonwealth Law Reports) – High Court – 1903 onward
- FCR (Federal Court Reports) – Federal Court – 1984 onward
- IR (Industrial Reports) – Australian Industrial Relations Commission, Fair Work Australia, Fair Work Commission – 2006 onward

Supreme Court of the Australian Capital Territory

- ACTLR (Australian Capital Territory Law Reports) – 2007 onward
- ACTR (Australian Capital Territory Reports) – 1973 to 2008

Supreme Court of New South Wales

- NSWLR (New South Wales Law Reports) – 1971 onward
- NSWRR (New South Wales Reports) – 1960 to 1970
- SR (NSW) (State Reports NSW) – 1901 to 1959

Supreme Court of Northern Territory

- NTLR (Northern Territory Law Reports) – 1990 onward
- NTR (Northern Territory Reports) – 1979 to 1991

Supreme Court of Queensland

- QdR (Queensland Reports) – 1958 onward
- St R Qd (State Reports Queensland) – 1902 to 1957

Supreme Court of South Australia

- SASR (South Australian State Reports) – 1971 onward
- SRSA (State Reports South Australia) – 1921 to 1970
- SALR (South Australian Law Report) – 1899 to 1920

Supreme Court of Tasmania

- Tas R (Tasmanian Reports) – 1979 onward
- Tas SR (State Reports Tasmania) – 1941 to 1978
- Tas LR (Tasmanian Law Reports) – 1904 to 1940

Supreme Court of Victoria

- VR (Victorian Reports) – 1957 onward
- VLR (Victorian Law Reports) – 1875 to 1956

Supreme Court of Western Australia

- WAR (Western Australian Reports) – 1958 onward
- WALR (Western Australian Law Reports) – 1898 to 1958

Use standard abbreviations for unauthorised reports

If the law report has no authorised version, you might need to use the abbreviations from this select list of unauthorised law report series:

- ACLR (Australian Company Law Reports)
- ACompT (Australian Competition Tribunal)
- ALJR (Australian Law Journal Reports)
- ALR (Australian Law Reports)
- APO (Australian Patent Office)
- ATR (Australian Tax Reports)
- ATMO (Australian Trade Marks Office)
- CAR (Commonwealth Arbitration Reports)
- ACopyT (Copyright Tribunal of Australia)
- ADFDAT (Defence Force Discipline Appeal Tribunal)
- FWC (Fair Work Commission)
- Fam LR (Family Law Reports)
- FCCA (Federal Circuit Court of Australia)
- FLR (Federal Law Reports)
- HCA (High Court of Australia)
- NNTA (National Native Title Tribunal).

Guidance on citing legal material lists abbreviations for authorised and unauthorised reports. This is new content that did not appear in the sixth edition or the Content Guide

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