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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 References in the list 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: 1. author or authoring organisation’s name 2. publishing date 3. title (and series or issue details) 4. publisher details 5. 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. 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Example 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. Example 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.

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Example ACT Government (4 February 2020) ACT has highest student participation and employment [media release], ACT Government, accessed 5 February 2020. Example 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. Example White N and Jackson D (unpublished) Testing for EPO, Australian Sports Drug Agency, Australian Government, accessed 3 March 2020. For unpublished reports include the word 'unpublished' instead of the year in in-text citations. Report that is part of a series 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. Report to an Australian government agency Rule: Author A or Agency Name (Year) Title of report: subtitle of report, report to Agency Name, Organisation Name or Abbreviation. Published internal report Rule: Author A or Organisation Name or Abbreviation (Year) Title of report: subtitle of report, Organisation Name or Abbreviation. Report known by a short title 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. Example In their report, White and Jackson (unpublished) ... 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[In-text citation] Gonski report – Gonski D, Boston K, Greiner K, Lawrence, C, Scales B and Tannock P (2011) 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. Bound parliamentary papers 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. Parliamentary debates and proceedings 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. 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[ABS format] ABS (Australian Bureau of Statistics) (2016) 2016 Census – Cultural diversity [TableBuilder], ABS website, accessed 16 November 2020. [Author–date format] Example 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] 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. 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W3C (World Wide Web Consortium) (2019) ‘Audio content and video content’, Making audio and video content accessible, W3C website, accessed 25 August 2020. Example Farah Z and wāni (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. Example Western Australian Government (n.d.) Island guide, Rottnest Island, accessed 31 December 2019. Tables and images For tables and images (such as graphs) you’re using in the content, attribute the source in the notes below the table or figure. 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Facebook for Business (21 April 2019) 'Capturing attention in feed: the science behind effective video creative', Facebook for Business, accessed 18 November 2019. Example 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. Example 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. Emails and personal communication For emails and personal communication, only include an in-text citation. Don't include a citation in the reference list. 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. 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Example In a recent Facebook post, Services Australia (2020) ... Example Susannah Bishop (personal communication, 5 February 2020) wrote ... Example Milne responded about the resignation (Sales 2018). Example 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. Journal articles For journal articles, include the DOI if possible. Published journal article Rule: Author A (Year) 'Title of article: subtitle of article', Name of Journal, volume(issue):page–page, doi: number. Journal article accepted for publishing but not yet published Rule: Author A (in press) 'Title of article: subtitle of article', Name of Journal. 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DFAT (Department of Foreign Affairs and Trade), Fact sheets for countries and regions – India, DFAT, 2018, accessed 9 July 2021. Like this Australian and New Zealand Spatial Information Council, Place names, ANZLIC website, n.d., accessed 5 December 2019. Not this Australian and New Zealand Spatial Information Council, Place names, Australian and New Zealand Spatial Information Council website, n.d., accessed 5 December 2019. Example Use the

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Tables and images 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. For in-text references, refer to a published table or figure as you would any other published source. Use the usual form of the reference in the footnote or endnote. Photographs, illustrations and other works of art 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. 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. Example Source: Adapted from Murray–Darling Basin Authority (MDBA), Annual report 2018–19, MDBA, Australian Government, 2019, accessed 3 February 2020. Example Figure 5 in the annual report uses data from ...1 Example Murray–Darling Basin Authority (MDBA), Annual report 2018–19, MDBA, Australian Government, 2019, accessed 3 February 2020. 1 Example Western Australian Government, Close up of a quokka [photograph], Unique wildlife encounters, Rottneest Island website, n.d., accessed 6 February 2020. Post or article with authors listed Rule: A Author, 'Title of article: subtitle of article', Name of Blog, Newspaper or Magazine, Day Month Year, accessed Day Month Year. Post or article with no authors listed 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. Comment on a blog post Rule: A Author, 'Re: Title of post: subtitle of post' [blog comment], Name of Blog, Day Month Year, accessed Day Month Year. 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. 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. Example 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. Example 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. Example 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. Example In a recent Facebook post, Services Australia wrote about mobile servicing arrangements.1 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. Emails and personal communication For emails and personal communication, mention them in the text but don't include a note. 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. Transcript of an interview 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. Example 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. Example Services Australia, 'Our mobile servicing arrangements will continue in NSW, VIC ...'. Example Susannah Bishop (personal communication, 5 February 2020) wrote ... Example Milne responded about the resignation.1 Example L Sales, Leigh Sales interviews Justin Milne: Justin Milne resigns as ABC chairman [interview transcript], ABC, 28 September 2018, accessed 4 February 2020. Audio or video file of an interview 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. Use the name of the interviewer in short citations. Journal articles For journal articles, include the DOI if possible. Published journal article Rule: A Author, 'Title of article: subtitle of article', Name of Journal, Year, volume(issue):page– page, doi:number. Journal article accepted for publishing, but not yet published Rule: A Author, 'Title of article: subtitle of article', Name of

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Example Unpublished conference paper Rule: A Author, 'Title of paper: subtitle of paper' [unpublished conference presentation], Name of Conference, Place of Conference, Day Month Year. 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. Published thesis Rule: A Author, Title of thesis: subtitle of thesis [type of thesis] Name of University, Year, accessed Day Month Year. Unpublished thesis Rule: A Author, Title of thesis: subtitle of thesis [unpublished type of thesis], Name of University, Year, accessed Day Month Year. 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). Book with authors listed 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. Example J Blunden, 'Plain or just dull? Collateral damage from the Plain English movement' [unpublished conference presentation], 3rd IPed Conference, Tasmania, 9–12 May 2007. Example M Rahman, Using authentic materials in the writing classes: tertiary level scenario [master's thesis], BRAC University, 2013, accessed 5 May 2017. Example M Rahman, Using authentic materials in the writing classes: tertiary level scenario [unpublished master's thesis], BRAC University, 2013, accessed 5 May 2017. Rule: A Author, B Author and C Author, Title of book: subtitle of book, Name of Publisher, Place of Publication, Year. 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Example Backman, *A man called Ove*. 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. Dictionaries and encyclopaedias For dictionaries and encyclopaedias, mention them in the text but don't include a note. 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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 be 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 References 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. Last updated This page was updated Friday 5 January 2024. <https://www.stylemanual.gov.au/referencing-and-attribution/legal-material> 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. Legal material Bills and explanatory material Acts of parliament Schedules Delegated legislation Cases and legal authorities Treaties Authoritative reports Shortened forms used in referencing Follow the title with the rest of the citation. 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 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 ... 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. 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. In digital content, the reference markers can be hyperlinked to help users access the note. Use hyperlinked endnotes in digital content. Example 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 ... Example The levy threshold is indexed quarterly. [A superscript reference marker for the first note] The legislative basis for parliamentary remuneration and entitlements is complex. [A superscript reference marker for the second note] Major Bank Levy Act 2017, subsection 4(3). [A basic note corresponding to the first reference marker] Section 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] 1 2 1 2 Accessibility requirements 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. Print considerations 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. 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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 References 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. Maintenance Orders (Commonwealth Officers) Act 1966 Major Bank Levy Act 2017 Marine Insurance Act 1909 Legal cases *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 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. Last updated This page was updated Thursday 10 June 2021. <https://www.stylemanual.gov.au/referencing-and-attribution/shortened-forms-used-referencing> 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. 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R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89. 2. ... [works by other authors] 3. 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).] Example 1. R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89. 2. ... [works by other authors] 3. R Hyslop, loc. cit. [Both references use information from page 89 of the same publication (Hyslop's Aye aye, Minister).] Example 1. R Hyslop, Aye aye, Minister, AGPS Press, Canberra, 1990, p 89. 2. 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 References 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. Last updated This page was updated Thursday 10 June 2021. <https://www.stylemanual.gov.au/referencing-and-attribution/author-date> 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. 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Example Other researchers reported similar results (White and Jones 2017; Black 2018; Abaza 2019). Example She has written extensively on Australia – New Zealand relations (Dobell 2018a, 2018b). Write this Australian trade with India expanded significantly in the second half of the decade (DFAT 2018). Not this Australian trade with India expanded significantly in the second half of the decade (Department of Foreign Affairs and Trade 2018). Example Reference lists A reference list includes the full details of every cited work. Use the heading 'References'. On a webpage, place the reference list immediately after the content and under the heading 'References'. In print, place the reference list after any appendices but before an index. 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. 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December 2019. Example Lists should be clear (McMurrey n.d.) ... [In-text citation] McMurrey DA (n.d.) Online technical writing: lists, mcmassociates.io, accessed 30 September 2022. [Reference list item] Write this 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. Not this Richardson A (2018) 'Australia imports almost all of its oil, and there are pitfalls all over the globe', *The Conversation*, accessed 29 January 2020. 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. Use the original spelling for all titles and periodical names. 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India, 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.] Example 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.] Example Thomson Reuters Australia (n.d.) Table of abbreviations [PDF 94.35 KB], Thomson Reuters Australia, accessed 20 January 2020. Example 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. In this example, the work is from volume 2, issue 4, and it's on pages 223 to 240. 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[Author–date format] Example 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] 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. 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Example 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. Webpage as part of a larger publication or series Rule: Author A (Year) 'Title of webpage', Name of larger publication or series, Name of Website website, accessed Day Month Year. Online videos 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. Online document 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. 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Only include the place of publication if it's relevant to the user (refer to the 'Place of publication' heading in this section). Book with authors listed movement' [conference presentation], 3rd IPed Conference, Tasmania, accessed 3 May 2019. Example Blunden J (9–12 May 2007) 'Plain or just dull? Collateral damage from the Plain English movement' [unpublished conference presentation], 3rd IPed Conference, Tasmania. Example Rahman M (2013) Using authentic materials in the writing classes: tertiary level scenario [master's thesis], BRAC University, accessed 5 May 2017. Example Rahman M (2013) Using authentic materials in the writing classes: tertiary level scenario [unpublished master's thesis], BRAC University, accessed 5 May 2017. Rule: Author A (Year) Title of book: subtitle of book, Name of Publisher, Place of Publication. Book with organisation as author Rule: Organisation Name or Abbreviation (Year) Title of book: subtitle of book, Name of Publisher, Place of Publication. 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